Policies, Procedures and Guidelines

Policy Title:
McMaster University Job Posting Policy

Date of Most Recent Approval: November 2, 2009, effective November 2, 2009.

Inquiries:
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Disclaimer: If there is a discrepancy between this electronic copy and the written copy held by the policy owner, the written copy prevails.
Procedure:

OSCAR is the online job posting system used by McMaster University to advertise employment opportunities to students and alumni. McMaster University requires all employers to provide the following information in order to post a job opportunity. Failure to do so may result in the job posting not being accepted:

1. Name of organization with full mailing address and telephone number
2. Full name of contact person with telephone number and email address
3. An adequate description defining the nature of the position being offered and the type of job (e.g., full time permanent, contract, summer, etc.)
4. Recruitment agencies and third party recruiters must provide the name of the client organization for which they are hiring. This information will not be disclosed on the posting.
5. Employment opportunity must be genuine otherwise will not be accepted.

Policy:

Employers and franchise managers who wish to hire McMaster students for entrepreneurial opportunities and have contractual stipulations that include one or more of the following characteristics: a) offer compensation that is based 50% or more on commission, b) request the payment of “up-front” fees for training and/or materials before the employee is able to begin work and/or c) charge a fee if the employee leaves before their contract is over, must clearly indicate these characteristics on the job description in order for McMaster career service offices to approve this job opportunity.

McMaster career partners want to ensure that students are protected from any potential debt incurred by these posting and unexpected liabilities.

Examples:
- All persons hired for this opportunity will be self-employed and compensation for this position is 100% commission-based.
- To work for our organization, you will be required to pay professional license fees, training and/or materials before you can start working.
- If you leave before your contract is over, you are liable to pay a financial penalty.

McMaster University career services offices reserve the right to refuse any job postings where:
- Incorrect or misleading information has been provided
- Non-compliance with these terms and conditions has occurred
- There are founded complaints from students or university personnel regarding unethical recruitment practices
The employment opportunity is considered by the career services offices to not represent a viable work opportunity for the students.

The behaviour or conduct of an employer in their involvement with the university represents unethical recruitment conduct and/or is deemed contrary to our policies and practices.

Privacy:

The career services offices at McMaster University recognize and respect the importance of privacy. Personal and contact information that we collect is kept confidential and, as such, we will not disclose employer contact information recorded on our job posting system without consent. Contact or personal information obtained by McMaster University is, under no circumstances, rented or sold.

Recruitment Practices:

All employment advertisements and recruiting opportunities advertised through McMaster University’s Career Services offices must conform with the Employment Standards Act and the Ontario Human Rights Commission as outlined with the Ontario Ministry of Labour (http://www.labour.gov.on.ca/) and CACEE’s (Canadian Association of Career Educators and Employers) Ethical Recruitment Guidelines (http://www.cacee.com/recruitment.html)