

CareerLink Job Posting Guidelines

These guidelines are intended for paid positions. For **volunteer postings**, please refer to the [CareerLink Position Guidelines](#) document.

Timelines

Pending **new employer registrations** and **job postings** will be reviewed for approval within five business days.

Employer Information

Company name must be spelled out; abbreviations are not permitted

Company website must match the company name provided

Contact email must match the company's domain; personal emails (e.g., Gmail, Hotmail, etc.) are not permitted unless the same email is listed as a contact on the company's website

Location of the company and the job must be within Canada

- The address must be a recognized business location
- If an acceptable business address cannot be provided, the organization must provide its **9-digit CRA-issued business number** and a **WorkSafeBC clearance letter**

The **Company description** should include:

- Company name
- Location
- Products/services and target market
- Mission/vision statement or company history (optional)

Third-party recruitment agencies are not permitted (i.e. agencies or individuals recruiting on behalf of another organization)

- Exceptions may be made for established agencies recruiting for government positions and school districts.

Legitimate businesses are recognized by provincial and/or federal authorities and must comply with the Employment Standards Act

Job Postings

Salary and wage information must be included

- The salary must be minimum wage or above
- **Commission-only** positions are not permitted

- **Unpaid internships** are not permitted

The Job description must be included and will:

- Be for *one* position type
- List specific job duties
- List all qualifications
- Include relevant information about the company or organization
- Use standard capitalization (not all capital letters)
- Align with UFV's values of integrity and inclusivity

Jobs or listings that are not permitted include (but are not limited to):

- Suspected **multi-level marketing** or pyramid selling
- Positions **outside of Canada** (e.g., teaching English overseas, exchange programs)
- **Casting calls, adult industry positions, and auditions** for modelling, acting, or talent management services
- Any position that requires candidates to **incur upfront costs** (e.g., operating or owning a franchise, or completing mandatory training not covered by the employer)
- Any listing that is **not for a paid job position**
- Listings that require job seekers to **register or create an account on a third-party website** to view the job description
- Positions that involve **soliciting or promoting** an organization and/or its products on campus

Jobs/listings that take place in a private home are subject to the following requirements:

- A valid **9-digit CRA business number** and a **WorkSafeBC clearance letter** must be provided for verification
- The employer must screen applicants for applicable professional standards (e.g., criminal record checks, proof of related experience, and/or required education)
- The employer must provide administrative and payroll support to employees
- The employer must be able to provide information on how the arrangements are screened for safety and potential liability
- In addition to the requirements above, **home care positions** must:
 - Be hired through a government service provider or community agency
 - Ensure the location and client(s) are screened to assess suitability, safety, and potential liability
 - Serve as a liaison between the applicant and the client(s)

The Centre for Experiential and Career Education (CECE) reserves the right to screen all employer registrations and job posting submissions, and to decline employer registrations and job postings that do not meet these guidelines. CECE reserves the right to edit these guidelines at any time.