

## Recruitment Code of Practice

### What is the AAHS Recruitment Code of Practice?

The AAHS Recruitment Code of Practice provides a framework that clearly outlines the rights and obligations of everyone involved in the recruitment process. The code applies to year-round recruitment activities including career expos, advertising of employment opportunities, and employer marketing and promotional campaigns.

### What are the benefits of the AAHS Recruitment Code of Practice?

- Candidates, employers and AAHS are aware of their obligations
- Works to ensure recruitment is fair to candidates and employers
- Works to ensure that candidates, employers and AAHS maintain the standard of integrity and ethics
- Protects candidates so they are not unduly pressured during the recruitment process
- Enables recruitment to be conducted in a professional and orderly manner

### How does the AAHS Recruitment Code of Practice work?

#### For candidates

Under the AAHS Recruitment Code of Practice, candidates should:

- Abide by the policies/procedures of their institution
- Be straightforward, honest and sincere in their dealings with employers
- Ensure employers are provided with accurate and appropriate requested information regarding their qualifications and interests
- Apply only for the jobs in which they have a genuine interest
- Notify the employer as early as possible prior to an interview, if interviews must be rescheduled or cancelled
- Be prepared for interviews
- Not discuss/mislead employers about their job offer intentions
- Not provide information to employers on other candidates
- Ask the employer for an extension of time consider an offer of employment if desired (extensions may be granted at the discretion of the employer)
- Ask employers questions and request clarification on terms and conditions in their offer of employment that may arise
- Only accept one offer
- Once an candidate has accepted employment they are expected to:
  - a. decline any other offers of employment
  - b. withdraw all other applications for employment
  - c. refrain from making any new applications for employment
- Honour their acceptance of employment as a contractual agreement with the employer

## For employers

Under the AAHS Recruitment Code of Practice, employers should:

- Provide the institution with accurate job information
- Respect the institution's schedules regarding job postings, interview arrangements, job offers, etc.
- Be straightforward, honest and sincere in their dealings with candidates
- Not allow prejudice or bias to override their objectivity
- Conduct themselves in a professional manner and refrain from any conduct which may bring discredit to the AAHS
- Not seek a candidate's assessment of another candidate
- Not misrepresent the reputation of another employer to a candidate
- Allow candidates offered employment reasonable time to reach a decision
- Not place undue pressure on candidates to accept an offer of employment
- Respect the confidentiality and privacy of information acquired from candidates
- Honour all employment offers (where applicable) and not renege accepted offers nor rescind offers of employment
- Familiarise themselves with any special requirements in regards to Internships
- Not transform a candidate's application for Internship into a permanent full time position, encouraging a student to leave their program of study
- Not expect AAHS institutions to recruit candidates on their behalf

## For AAHS

Under the AAHS Recruitment Code of Practice, AAHS institutions should:

- Inform students and employers of the AAHS Recruitment Code of Practice
- For Internships - inform employers of course requirements to assist in identifying suitable employment opportunities
- Provide equal services to students and employers
- Accommodate employers' reasonable requests for exhibition space, job postings, interview space and presentation facilities
- Provide students with an accurate list of employers at annual Careers Expo
- Follow ethical and legal guidelines in providing student information to employers
- Notify the employer of any hiring limitations prior to them conducting interviews
- Notify employers of any students who, after being hired, do not achieve an academic level high enough to allow them to continue in the program