



# BCC Employer Expectations and Responsibilities

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Business Career Centre

[sauder.ubc.ca/employer/hire-ubc-sauder](http://sauder.ubc.ca/employer/hire-ubc-sauder)

# BCC Employer Expectations and Responsibilities

The Hari B. Varshney Business Career Centre (BCC) at Sauder School of Business encourages and welcomes employers to post internship, Co-op, and full-time opportunities for our talented students via UBC Sauder Career Options On-Line (COOL), our job posting platform. To support employers in their adherence to applicable employment standards and best practices in their jurisdictions, such as the B.C. Employment Standards, the B.C. Pay Transparency Act, and the Canadian Association of Career Educators and Employers (CACEE) Ethical Recruitment Guidelines, the following Employer Expectations and Responsibilities govern all employer accounts, job postings, and job offers facilitated through the BCC.

By posting a job with the BCC, you are agreeing to comply with the BCC Employer Expectations and Responsibilities. Should you have any questions, please contact our Business Development Team at [talent@sauder.ubc.ca](mailto:talent@sauder.ubc.ca).

## Employer Commitments

Our employer partners play a crucial role in the development of future talent. For this reason, it is vital that all employer accounts are prescreened for eligibility and adhere to these BCC Employer Expectations and Responsibilities.

- All new employer applications to open an account are subject to being verified prior to account approval
- Employers must provide complete and accurate company and job posting information
- Employers are expected to post positions for their own organizations. Extra rules apply to third party recruiters. See the appropriate section below
- Employers are encouraged to provide at least 4 (four) business days' notice for interviews and job offers

## Job Offer

- All verbal offers by employers must be followed-up with offers in writing (email and/or official letter)
- The job offer should be for the position for which the student interviewed. If an employer wishes to make the student a job offer for an alternate position, the employer must first provide the student with the job posting for the alternate position and obtain the written consent of the student to be considered for the alternate position
- Internship postings must be for paid positions, with a few narrow exceptions. For details see [BCC's Unpaid Postings Policy](#)
- Employers must provide compensation at or above minimum wage for the jurisdiction where the student is working, and must not convert a student's wages to any other form of payment such as equity, bonds, or cryptocurrencies
- Employers must comply with all applicable government regulation and policies, including workplace safety (e.g. WorkSafeBC)
- Employers are expected to honour all offers of employment for 4 (four) business days to allow students to accept or decline a job offer

## Respectful Work Environment

We are committed to ensuring our students receive meaningful experiential learning in a respectful and inclusive environment. All employers who hire Sauder business students must adhere to relevant human rights laws within their employment jurisdiction to protect employees, including students, from harassment and discrimination. In British Columbia this is the BC Human Rights Code.

## Equitable Hiring

UBC Sauder and the BCC are committed to creating a welcoming community and providing access to opportunities that enable all students to thrive. We encourage all employers to apply an equitable and inclusive lens to their hiring practices. For companies who are less familiar with such practices, and UBC standards, please review the UBC Careers Equitable Hiring Guide.

## Special Requirements for Co-op

In addition to the BCC Employer Expectations and Responsibilities, specific detailed expectations apply to employers who recruit Sauder students for Co-op work programs. Please refer to the Appendix A "UBC Central Co-op Employer Expectations and Responsibilities" for details.

## Third Party Recruiters

As defined in the CACEE Ethical Recruitment Guidelines, third party recruiters are "agencies, organizations or individuals recruiting students for employment opportunities with other organizations". All third-party recruiters must disclose the employer on behalf of whom they are seeking Sauder student candidates. The BCC has the right to refuse posting job opportunities from third party recruiters that opt out of disclosing the employer to the BCC. Third party recruiters must not keep possession of candidates' resumes or other careerrelated information beyond the scope of the posted job posting. This includes the strict prohibition of followup referrals of candidates to other positions, unless explicitly authorized by the BCC.

## No Multi-Level-Marketing or Pyramid Selling

The BCC does not permit postings for multi-level marketing or pyramid selling plans. As such, the BCC has the right to prohibit or remove job postings for opportunities that resemble multi-level-marketing (MLM) or pyramid selling. MLM refers to a system in which goods or services are sold by participants to individuals who in turn also become participants: each participant both sells goods or services and simultaneously recruits new participants, receiving remuneration (based on goods/services sold and individuals recruited).

## Consequences of Non-Compliance

The UBC Sauder School of Business BCC has the right to take necessary follow up actions if an employer does not comply with the BCC Employer Expectations and Responsibilities. These actions include, but are not limited to:

- Declining an account registration or job posting at the BCC's discretion and without notice, if deemed inappropriate for our students
- In cases where a work place issue remains unresolved, employers will be denied access to COOL, thus rendering them unable to recruit UBC Sauder students through BCC in the future
- The BCC has the right to deny an employer access to COOL or any of BCC's resources, and to terminate or suspend your access at any time. For example, employers' accounts have been suspended in the past for a lack of remuneration to the student.

The BCC has the right to revise these BCC Employer Expectations and Responsibilities from time to time.

# Appendix A

## “UBC Co-op Employer Expectations and Responsibilities”

*Note: In addition to the BCC Employer Expectation and Responsibilities, the sections below state specific, additional policies that apply to employers recruiting UBC Sauder Co-op students.*

### Co-op Employer Commitments

Co-op employers acknowledge that students enrolled in the co-op program must return to UBC to complete their final term of study before they can commence a full time, permanent position

### Co-op Job Postings

In order to maintain quality and consistency aligned with CEWIL’s Co-operative Education Guidelines, the following criteria apply to all Co-op job postings posted through the Sauder Co-op Program:

- Co-op job postings must be for paid, full time, work experiences that are typically 4-, 8-, 12-, or 16months in duration; work terms must be a minimum of 12 weeks and/or 420 hours in length and fall within the standard academic term (i.e., Jan-Apr; May-Aug; Sep-Dec)
- Co-op job postings that include unpaid training as a condition of hiring will be declined
- Co-op job postings that require students to incur non-relocation expenses (lab materials, tools, etc.) either before, during and/or after the work term will be declined

### Questions?

Should you have any questions about employer expectations and responsibilities, please contact our Business Development Team at [talent@sauder.ubc.ca](mailto:talent@sauder.ubc.ca).

### Co-op Interview Process

The interview stage of recruitment is often the most exciting and stressful component of a student’s Sauder Co-op career. Often, while students are applying for jobs they are also in academic courses or on a work term. We ask that co-op employers provide sufficient lead time for all interviews. Co-op employers must:

- Provide a reasonable notice of a minimum of 4 (four) business days for all upcoming interviews scheduled through our Sauder Co-op office
- Advise the respective Sauder co-op manager immediately of any interview changes or cancellations
- Advise the respective Sauder co-op manager of any job offers the employer would like to extend to students

### Job Offer

As a nationally accredited program, the Sauder Co-op Program requires the following CEWIL and program criteria be met when hiring a student:

- Job offer must be a minimum of 420 hours, equivalent of 12-weeks of full-time work, and fall within the standard academic term (i.e., Jan-Apr; May-Aug; Sep-Dec)
- The student must be hired as an employee of the company and be placed on company payroll; employers cannot hire a student as an independent contractor

## Co-op Work Term

To ensure a smooth and supportive work term, the following outlines our Sauder Co-op program requirements and best practices while the student is on the job. Co-op employers are expected to:

- Comply with all applicable provincial and federal legislation, including privacy, human rights and employment standards
- Provide experience consistent with the work duties that are described in job posting and discussed during the interview
- Provide reasonable company onboarding, orientation, and safety training, if applicable
- Discuss the student(s) learning objectives at the beginning of the work term
- Participate in a virtual Sauder Co-op Supervisor Onboarding session in the first month of the supervisor's first term working with a Sauder Co-op student
- Complete an End of Term Employer Evaluation (delivered electronically every four months)
- Grade the student's Sauder Co-op work term assignment (if applicable)
- Contact the Co-op office prior to taking disciplinary action or considering the dismissal of a Co-op student

## Exiting a Work Term

The conclusion of a work term is a great opportunity to obtain student feedback, and integrate resources for future hires. We encourage employers to have their student(s):

- Provide feedback and revisions to the Sauder Co-op job description
- Develop/update a student handbook or handover notes for future students

## Consequences of Non-Compliance

Employers will be prevented from hiring Sauder Co-op students in the future if a work place issue remains unresolved

# We're here to help.

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