



BVCWorks Job Posting Service Terms of Usage

BVCWorks at Bow Valley College offers an online job posting service that enables employers to post information on current employment opportunities for our students, alumni and selected clients. All postings must meet the following guidelines and are reviewed by BVCWorks before being published. BVCWorks reserves the right to make final decisions about posting any submitted position. BVCWorks also reserves the right to refuse to post jobs that do not support the interests of the College.

1. Information Requirements

Prior to posting a job on-line, employers must first register as an organization and provide the following information:

Company Information:

- Organization Name*
- Description
- Website

Contact Information:

- Salutation
- Full Name*
- Title
- Division
- Email*
- Phone
- Cell Phone
- Fax
- Street Address*
- City*
- Province*
- Postal Code*
- Country

Fields indicated with an asterisk () are mandatory.*

This profile will allow you to login and create future postings. Once your profile is created, you can post jobs. BVCWorks requires the following information for postings:

- Third-Party Posting (see Third Party Recruitment, below).
- Third-Party Posting on Behalf of
- Position Type*
- Title*
- Number of Openings
- Job Description*
- Qualifications*
- Desired Program(s)
- Work Authorization*
- Salary range*

- Location*
- Resume Receipt* (if other is selected, you will be able to add instruction on how to apply for this position)
- Posting date*
- Expiration date*
- Agreement to terms of service*

BVCWorks reserves the right to perform period spot checks on job postings to confirm the validity of the positions being advertised.

2. Incomplete Postings

Our online system will not allow submission of incomplete postings. If there is required information that you cannot disclose, please contact BVCWorks and we will work with you to post the position with as much information as possible.

3. Inaccurate Postings

If a posting contains details which are inaccurate or incorrect, and go beyond basic missing information including:

- Inaccurate contact, company, or salary information
- Unclear details about the position and or company recruiting practices
- A complaint has been brought forth about the organization/position by a student
- Information has been brought forward which puts in question the validity of the posting

In such cases BVCWorks will proceed as follows:

- The Employment Services Coordinator will be made aware of and will monitor the issue
- The employer will be notified of the situation and given the opportunity to contact the department to provide the missing information or to discuss the matter in person
- A letter will also be sent outlining any outstanding issues and to verify and document the communication from both parties
- The posting(s) in question will not be activated on-line until such time as the employer contacts our department with the missing /updated information
- No future postings from the organization will be posted until such time as the missing/inaccurate information is provided and or outstanding issues are resolved

4. Closing Dates

All postings must include a closing date. The maximum amount of time that a posting may left open and active on the job board is 60 days.

5. Changing or Updating Postings

Postings may be updated by the employer within the duration of the posting. Any changes will be reviewed by BVCWorks to ensure adherence to these guidelines. Positions may be closed or deleted before the closing date by the employer.

6. Third Party Recruitment

Third party recruiters are agencies, organizations or individuals recruiting candidates for employment opportunities with other organizations.

Positions through third or second party recruiting companies may be posted on-line provided that the company provides the information requested in the job posting form.

Further, all positions posted must adhere to the following guidelines as stipulated in the CACEE document "Guidelines for Ethical Recruitment" which include:

- Third party recruiters will be asked to identify their employer clients in order that educational institutions can determine that the position listed is an actual job vacancy and that it does not duplicate a vacancy already listed with the educational institution
- No direct referrals will be made to vacancies listed by third party recruiters without posting/and or contacting candidates with the information relating to the position
- Candidates' resumes must not be held in the file of the third party recruiter for later referral to other positions unless authorized by the candidate.

These stipulations also fall in accordance with the FOIP (Freedom of Information and Privacy) Act and with Bow Valley College's adherence to that act in relation to confidential student information.

7. Commission Based/Direct Sales Employment

Opportunities that are salary plus a commission may be posted on the on-line posting system provided that the company completes the job posting requirements stated above. For these opportunities the base salary must be per hour/week/month/year, or set amounts for an identified period of time.

Opportunities that are commission only will be posted in a resource binder, available in Bow Valley College's downtown Career Connection location (Main Floor, 615 Macleod Trail South). Postings are removed from the binder after two months

8. In-home Child Care/Nanny/Health Care Jobs for Private Clients

Opportunities that are for caregivers for individuals/families are posted in a resource binder, available in Bow Valley College's downtown Career Connection location(Main Floor, 615 Macleod Trail South). Postings are removed from the binder after two months

9. Volunteer opportunities

Bow Valley College does not post volunteer opportunities for our students, as Volunteer Calgary already provides an excellent service in this area with their online database (<http://www.volunteercalgary.ab.ca/searchintro.asp>). Bow Valley College encourages its students to use this source for volunteer opportunities.