

GUIDELINES FOR CANDIDATES AND RECRUITERS

INTRODUCTION

Queen's University takes stewardship of the recruiting process seriously and require that the following guidelines are upheld by both schools and candidates. These guidelines articulate long accepted professional and ethical practices, with the intent to promote thoughtful decision-making.

GUIDELINES

1. School representatives must adhere to the laws of the country in which interviews are being conducted, including employment and human rights legislation. All candidates will be given equal consideration during the hiring process without reference to personal characteristics as outlined in relevant human rights legislation. Here in Ontario, this document is the Ontario Human Rights Code, which promotes non-discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, record of offences and disability. The relevant host country's living conditions and pertinent laws and regulations, including visa and work permit restrictions, must be presented during the recruitment process for review by potential candidates. Please refer to each school's information in their school record.

It is the legal responsibility of school recruiters to abide by the laws of the country in which a recruiting conference takes place. International schools invited to a recruitment conference must also be aware of restrictions based on the living conditions, laws and regulations (including visa and work permit requirements) of the country in which they operate. These restrictions may lead a candidate to decide that it is inadvisable to apply.

2. Recruiters and registered candidates may contact each other and/or meet in advance of a recruitment conference. Once at a conference, independent meetings may also take place in advance of the formal interview sign-up period. Schools may offer positions, and registered candidates may accept, at any time.

There are several situations where teachers and recruiters may enter into a contractual agreement during a recruiting conference. Recruiters are expected to only interview candidates who are registered with the organization that is hosting the recruitment event.

3. Candidates should, to the extent possible, research schools and positions before interviews, so that decisions may be informed ones, leading to comfort and compliance with all agreements. When offering positions, recruiters should allow candidates a reasonable and mutually agreed upon time frame within specific conferences to make a decision.

The purpose of this guideline is to promote thoughtful decision making without imposing specific time limits. As a result of increased competition, a declining candidate pool and the speed of communications through email and the internet, it is understandable that offers can be made quickly. Where communication prior to a fair has not taken place, contracts should not be finalized until there has been opportunity for further discussions. In the event that a recruiter requires an early response to an offer, then the candidate must recognize that if they are unable to give an answer at that time, the offer may be withdrawn.

4. An offer for the same position will not be made simultaneously to multiple candidates.

Although this seem like common sense, it bears repeating that offers for a given position may only be made to one candidate at a time.

5. Recruiters are required to notify candidates who have interviews scheduled if a position is filled before their assigned interview time. However, recruiters may invite candidates to attend such interviews with the understanding that these are for future consideration.

6. Candidates have an equal responsibility to notify recruiters if they have accepted a position and will not be honoring an interview appointment.

It is common courtesy for candidates to cancel interviews in advance (rather than simply not turning up) or for recruiters to notify a candidate that a position has already been filled. In the latter case, recognizing that candidates invest significant amounts of time and money to attend a recruiting event, recruiters are strongly urged to interview candidates (however briefly) for future consideration.

7. Schools and candidates are expected to honour offers made and accepted, written or verbal.

While written contracts are always preferable, in the varied situations under which international schools operate, initial verbal agreements are of necessity - and are considered to binding, contractual status.

8. A verbal offer and acceptance are considered binding on both parties. Nevertheless, it is strongly recommended that recruiters and candidates sign a letter of intent or a contract providing the basic terms of the agreement at the time the offer is accepted.

Whenever a duly constituted authority such as a school administrator offers employment to a candidate, that offer may not be arbitrarily changed to the detriment of a candidate. Astute recruiters know not to over-promise and to have prior authorization for what they can (or cannot) offer.

9. It is the responsibility of the recruiter to check the references of candidates and to conduct a candidate background check before the final hire of a candidate. Similarly, it is the responsibility of the candidate to research the schools with which they are considering a contract before accepting an offer.

Recruiters must take the time to check references and candidates must do their own research on the school with which they are considering a contract. This can mitigate against the negative consequences of premature, on the spot offers.

Queen's University reserves the right to withdraw future services and support from schools or candidates in the event of infringement of these guidelines.