

2021 CPA University Fall Recruitment Guidelines

The CPA University Fall Recruitment Guidelines apply to Pre-approved Program Route (PPR) and Experience Verification Route (EVR) employers who wish to recruit Asper School of Business, University of Manitoba and University of Winnipeg students for permanent, summer and co-op (summer and winter term) positions at the beginning of the academic year. As part of the CPA University Fall Recruitment process, which runs from September to November, employers accept applications, interview, and make offers of employment to students within a pre-determined set of dates. The intent of the guidelines is to create a fair and equitable process with clear and consistent timelines for the employers, students and the Universities. Employers who wish to participate in the CPA University Fall Recruitment process must adhere to the guidelines as outlined in this document.

Alumni or students not attending the Asper School of Business or the University of Winnipeg do not need to apply through the CPA University Fall Recruitment process. If the applicant has applied through the CPA University Fall Recruitment process, they will be subject to the following CPA Fall University Recruitment guidelines.

CPA Fall Recruitment Calendar

UOFM & UOFW

Submit postings	September 2
Postings (on Asper Career Portal and U of W job board)	September 8
Posting deadline	October 4
ASBAA Wine & Cheese	September 30
Shortlists due	October 12
Student Interview Sign-up	October 14
First Interviews (On Campus)	October 18 - 29
Second Interviews	Nov 1 - 5 Nov 15 - 19
Offers Extended (Fulltime)	November 22
Students Accept/Decline by	November 25
Rankings Due (Summer & Co-op)	November 22
Ranking Results Released	November 25

- **Black out period is from September 8 - November 25, 2021. Employers cannot conduct interviews (formal or informal conversations with students) outside of the scheduled interview dates.**
- **Information Sessions and receptions are not to be held during the period from September 8, 2021 to October 29, 2021.**
- **Employers will not schedule interviews (which include formal or informal conversations with students), receptions and info sessions during the UofM Fall Break week of Nov 8 – 12, 2021.**
- **Employers may make an offer of full-time employment to students currently working for the employer before September 8, 2021. Permanent offer or offers for subsequent co-op terms**

may also be made to co-op students who are currently working for an employer before September 8, 2021.

POSTINGS/APPLICATIONS

Students will be required to submit a CACEE form and transcript.

ASPER SCHOOL OF BUSINESS, UNIVERSITY OF MANITOBA

Employers can submit job postings through the Asper Career Portal by September 2, 2021. All postings will go live on September 8, 2021. Please create separate postings for full-time, summer and co-op positions.

If you do not have an account on the Asper Career Portal, register at: <https://asper-umanitoba-csm.symplcity.com/employers/index.php>. If you need assistance with this step please contact the Asper Career Development Centre.

APPLICATIONS

Students **MUST** submit applications through the Asper Career Portal which will include a CACEE form and transcript (official or unofficial). Employers can request that students submit applications through their website but must indicate on the job posting that students also apply through the Asper Career Portal. This will allow the CDC to coordinate the on-campus interview schedule.

COMPLETE THE EMPLOYER PROFILE ON THE ASPER CAREER PORTAL

This section is viewable by students and is linked to the job posting.

- Create comprehensive online profiles describing the organization by clicking on the **Profile** link in top toolbar.
- Part 1 - **Who We Are:** Input general information about the organization such as Achievements, Products and Services, Divisions and Departments, etc.
- Part 2 - **Key Stats:** Include employer statistics such as stock symbol, annual revenue, number of employees, etc.
- Part 3 - **Company Culture:** Input information such as Working Environment, Career Track, Training, etc.
- Part 4 – **Logo:** Include a logo as part of the organization's print and online profile by clicking the Logo tab, clicking the Browse button and uploading a file.
- Review which sections are complete (green check) and which are incomplete (red X) by utilizing the **Completion Status** inset on the right.

UNIVERSITY OF WINNIPEG, FACULTY OF BUSINESS & ECONOMICS

Employers can submit job postings online, please visit our website at <https://www.uwinnipeg.ca/cpa-recruitment/employers.html> for the online form to be submitted by September 2, 2021. All postings will go live on September 8, 2021 through the website.

Please create separate postings for full-time, summer and co-op positions. We also ask for you to indicate the number of positions you will be hiring during this process, if you know that information at the time of submission. Employers should indicate how the student should apply, either online or electronic copy submitted to Christy Campbell.

Applications submitted to Christy are due by 4:30 pm on October 4, 2021. She will provide the employers with electronic copies (if indicated) on October 5, 2021.

INTERVIEWS

First interviews will occur from October 18 – 29, 2021 will be conducted virtually for the Asper School of Business and the University of Winnipeg students. Interview dates will be allocated on a first come basis. Please contact Kathy Kirkpatrick to book your interview dates at the University of Manitoba by August 6, 2021. Please contact Christy Campbell to book interviews at the University of Winnipeg by August 6, 2021.

Second Interviews will start on November 1, 2021 and will be scheduled by the employers with selected students. If you are not conducting second interviews, please notify students and the Asper Career Development Office/University of Winnipeg of your organization's decision not to proceed.

- **It is recommended that all employers inform students that are not being scheduled with second interviews, as a courtesy**
- **Notify the Asper Career Development Centre/University of Winnipeg of any students who do not show up for an interview, cancel or withdraw from the process as soon as possible**

OFFERS – PERMANENT STUDENTS

First day to extend offers to students for fulltime opportunities is Monday, November 22, 2021. November 25, 2021 is the last date on which a permanent student is required to accept or decline an offer, and employers cannot withdraw an offer before this time. **Employers are not permitted to contact permanent students between the date an offer has been made and November 25, 2021 except to confirm receipt of offers.**

No offers, either verbal or written, may be made to permanent students **until November 22, 2021.** Conditional offers (ie. offers made to more students than the employer is prepared to hire or offers made only if the student agrees to accept the offer) are prohibited. Any offer that is made verbally must be followed up in writing on the following business day.

MATCH/RANK FOR SUMMER AND CO-OP STUDENTS

As with last year, the Asper Career Development Centre will be managing the match/rank process for both the Asper School of Business and the University of Winnipeg. Employers will submit rankings of summer and co-op students by November 22, 2021 to the Asper CDC. Employers may rank as many students as they plan to hire as their first choice, but must provide positions/placements for as many students as are ranked as a first choice.

At no time may employers discuss their rankings with students.

Employers will be informed of the match/rank results by email on Thursday, November 25, 2021.

ASBAA WINE & CHEESE

The ASBAA Wine & Cheese is organized by Asper School of Business Accounting Association and will be held on Thursday, September 30, 2021 and will be a virtual event. ASBAA will be contacting organizations about tickets.

NOTIFICATION OF AGREEMENT WITH THE ASPER CDC

Each employer must provide notification of agreement of the CPA University Recruitment Guidelines by email to Kathy Kirkpatrick, Asper CDC (Kathy_kirkpatrick@umanitoba.ca) and Christy Campbell, UofW, c.campbell@uwinnipeg.ca by August 6, 2021.

Please indicate your organization's name, primary contact person(s) and contact information. This person will be responsible to disseminate the recruitment guidelines to all members of their office involved with CPA recruitment. We want everyone to have the same information, so there is no confusion and the process is as efficient as possible for all participants.

December—August - Year-Round Hiring

PPR and EVR employers who need to hire additional students are free to accept applications, conduct interviews, and make offers to students for jobs that will start *before the next CPA Fall Recruitment period begins*.

CONTACTS

Asper School of Business Career Development Centre, University of Manitoba

Kathy Kirkpatrick

Ph: 204-474-6549

Email: Kathy_kirkpatrick@umanitoba.ca

University of Winnipeg

Christy Campbell

Ph: 204-786-9990

Email: c.campbell@uwinnipeg.ca