

Sheridan

Consideration of Educational Credentials

Candidates will be required to provide proof of educational credentials to support the requirements of each position for which they are being considered. These documents must be presented to Human Resources (HR) at the interview stage of the recruitment process.

Candidates will only be granted an interview once HR is satisfied that the educational credentials listed on the resume, along with all other minimal requirements of the position for which the candidate is being considered, are met. Candidates may be granted an interview when qualifications are met based on a pre-determined equivalent combination of the minimal requirements (as listed on the job posting).

As a condition of employment, candidates with Canadian educational credentials will be required to arrange to have official transcript(s) sent directly to HR within a month of the date of the offer letter.

Candidates with international credentials will be required to provide an evaluation to determine the Canadian equivalency of their educational credentials. Sheridan will accept credential evaluations from several organizations, including World Education Services (WES), International Credential Assessment Service of Canada (ICAS) and Comparative Education Service at the University of Toronto (CES). Candidates whose credentials have not yet been assessed will be required to complete a free online preliminary WES evaluation to present at the interview stage. As a condition of employment, candidates will be required to arrange to have their official evaluation forwarded directly to HR within two months of the date of the offer letter.

Please note the following:

A 3-year diploma/degree plus a post-graduate certificate in a relevant field will be considered equivalent to a 4-year degree.

A 2-year diploma plus a post-graduate certificate in a relevant field will be considered equivalent to a 3-year diploma/degree.

Certificates must be recognized as equivalent to postsecondary level of study, i.e. "Ontario College Certificate".

Where positions allow, candidates who meet the requirements based on pre-determined equivalent combinations of credentials may be considered as follows:

- A) Candidates exceeding the minimum education requirements and nearly meeting the experience requirements, as outlined on the job posting
- and/or**
- B) Candidates exceeding the experience requirements and nearly meeting the education requirements, as outlined on the job posting

**Incomplete credentials will not be considered for recruitment purposes.*