



Careers Centre

Vacancy Handling Policy

Introduction

The Careers Centre at Staffordshire University makes a number of services available to employers:

- **Graduate Jobs** – advertising jobs for graduates online
- **Unitemps** - From September 2012 onwards, the Careers Centre also offers **Unitemps**, our in-house recruitment consultancy specialising in part-time, temporary work and permanent work for students and graduates. To find out more, please email unitemps@staffs.ac.uk.
- **Careers Events** – employer events on campus
- **Part Time Jobs** – jobs that the student workforce are well suited to
- **InVolved** – Staffordshire University Student's Union scheme advertising voluntary work

Visit www.staffs.ac.uk/careers for full details.

Careers Centre Management

Head of Careers Centre

Dr Mark Kent

Careers Centre Manager

Cheryl Williams

Employment Manager

Sharon Brewster

Placements Manager

Maria Feenan

In the first instance, please email your queries to jobzone@staffs.ac.uk.

Professional Standards

All staff within the Careers & Employability Service are members of the Association of Graduate Careers Advisory Services (AGCAS) and, as such, abide by its code of conduct and professional standards.

Vacancies we advertise

Broadly, when we use the term 'vacancies' we mean:

- Full-time jobs available now at graduate or non graduate level – which would be of interest to University leavers and graduates
- Full-time jobs and graduate schemes with a starting date in the future – which would be of interest to our final year students
- Part-time jobs available now – which would be of interest to our students
- Full or part-time work / placements / schemes / internships during vacations – which would be of interest to our students.

Vacancies we don't advertise We reserve the right to not promote opportunities which we believe would not be in the best interests of our students and graduates, particularly those that:



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- Involve any form of investment by the applicant
- Involve working in private households
- Do not comply to the National Minimum Wage or any other aspect of employment law
- Discriminate on the basis of race, gender, disability, socio-economic status, age or sexual preference
- Are connected with a 'pyramid' (or similar style) selling scheme
- Represent an undue health and/or safety risk
- Are connected to the adult/sex industry, or associated with adult content
- Involve writing academic essays for use by other students
- Do not include an address or landline contact telephone number
- Promote or endorse illegal activity

Recruitment Agencies

- The Careers Centre will advertise **Graduate Jobs** for recruitment agencies on the condition that we are told the name of the recruiting company. This will not be released to students.
- The Careers Centre will advertise **Part Time Jobs** for the benefit of students; however

enhanced selection services, on-campus promotion or attendance at events may involve fees or sponsorship arrangements.

- The Careers Centre will inform students and graduates about local REC (Recruitment & Employment Confederation) member agencies and refer them to the REC website for those further afield.
- We do not hold, distribute or place posters or other promotional material for recruitment agencies either within the Careers Centre or the University as a whole.
- Where agencies wish to come on campus to promote their own services this will be at our discretion and under normal circumstance would involve an administration fee and/or sponsorship if arranged as part of a wider event. We are happy to liaise with an agency to set up such an event for a specific client with graduate jobs. The client's name must appear in all publicity, promotional material and marketing and will need to be disclosed to us.
- We reserve the right to manage our relationship with recruitment agencies on a case-by-case basis

Advertising Vacancies

- Where vacancies are advertised on the JobZone database, this is done free of charge. Other services provided
- We will input the first vacancy from an employer onto the database. We will do this

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within two working days of receipt of the vacancy.

Please note

The Careers Centre accepts no liability for the actions of Staffordshire University students or graduates that you recruit.

The Careers & Employability Service accepts no responsibility for information supplied, opinions expressed, or events organised by an employer / organisation / agency.