



# Careers Service.

## Statement of Service for Employers

The University of Sheffield Careers Service is committed to providing a high quality and cost-effective service to employers.

## Range of Services

We provide advice to employers about establishing and/or strengthening their profiles amongst University of Sheffield students, and advertising opportunities to our students and recent graduates.

- **Vacancy handling** – vacancies notified to the Careers Service will be publicised via Career Connect - the Careers Service's online vacancy service. This includes those aimed at undergraduates and those suitable for finalists and graduates. Vacancies for international students are also posted on Career Connect and will also be circulated on the University's regular email bulletin for international students. Vacancies posted on the online service will incorporate links to the recruiting organisation's website.
- **Employers on Campus Programme** – a range of events which enable employers to engage with students and graduates throughout the academic year. This includes recruitment fairs, networking events, employer appointments, presentations, workshops, mock interviews and occupational information events.
- **Alumni eMentoring** – graduates from the University of Sheffield are invited to join our eMentoring Scheme to provide support to current students.
- **Establishing University-wide Links** – we can advise on appropriate points of contact for organisations wishing to establish links with specific academic departments, Students' Union and other parts of the University for recruitment purposes.
- **Sponsorship** – employer sponsorship is greatly valued in support of our publications, events and in various other aspects of our work e.g. provision of IT facilities for students.

Full details of the Services available to employers can be seen at: <http://www.sheffield.ac.uk/employers>

## Points of Contact

An employer's first point of contact with the Careers Service will usually be with:

- the Employer Engagement and Placements Team (enquiries about advertising vacancies for students and graduates, graduate recruitment strategy, participation in the Employers on Campus Programme, developing links with the University, providing web-based information and resources for students eg podcasts, case studies, sponsorship)
- the Student Jobshop Team (additional support with offering work experience opportunities for students including part-time work, vacation work, summer internships, year-out placements, part-time and voluntary work)

For full contact details please refer to our website: [www.sheffield.ac.uk/careers/employers/contact](http://www.sheffield.ac.uk/careers/employers/contact)

## Quality of Service

Employers can expect to:

- deal with staff who are helpful, professional and courteous
- be given clear and accurate information about the services of relevance to them
- receive impartial advice
- receive a prompt reply to their enquiries

## Cost of Services

We offer a range of free profile-raising and recruitment options to employers. Charges are made for attending our large recruitment fairs and any profile raising activities which are arranged by the Students' Union. Details can be obtained by contacting the Employer Engagement and Placements team.

## What we ask of employers

In order that we can offer you an effective and professional service we ask that employers adhere to our Policy for the Promotion of Employers and their Opportunities, downloadable at <https://www.sheffield.ac.uk/careers/employers/advertise> In particular, we ask that employers:

- provide clear and accurate information about your organisation, your requirements and the main point(s) of contact.
- allow us sufficient notice to supply the services you require.
- comply with deadlines we ask you to meet in connection with publicising your vacancies or organising events.
- do not ask us to become involved in any actions that would discriminate against students and graduates on the basis of gender, age, sexual orientation, race or ethnic origin, disability, belief or religion.
- give us constructive feedback on your experience of our services and ways in which we might improve them. We also welcome comments on those things you think we're doing well.

Please note that we are unable to provide services for employers or agencies who:

- Charge students for careers advice or support
- Promote or endorse illegal activity
- Require an unreasonable financial outlay by the applicant and/ or require employees to make use of their personal bank account for purchases/sales
- Are involved in the manufacture of tobacco products
- Are connected with a 'pyramid' , 'network' (or similar style) selling scheme
- Write or review academic course materials
- Require the taking of medication or other forms of treatment, such as participating in drugs trials
- Compromise the health and safety of students eg unsupervised 1-1 working
- Promote salaried positions which do not pay an hourly rate that meets the national minimum wage
- Promote unpaid positions lasting more than two weeks, excluding those that: constitute part of a student's academic course , are from registered charities or are based outside the EU
- Pay a salary or other type of reimbursement/ in-kind remuneration which is solely based on results or incentive- based schemes eg commission-based work or the awarding of points which can be exchanged for rewards
- May directly or indirectly discriminate against candidates on the basis of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. In general, requests for photos of applicants at the time of application are not permitted.

The Careers Service reserves the right to withhold its services to any organisation or individual if, in our judgement, promotion of that organisation or individual would not be in the best interests of University of Sheffield students. This is in accordance with our Policy for the Promotion of Employers and their Opportunities.

## If you are not satisfied with our service

If you are dissatisfied with any aspect of the Service you should let us know as soon as possible and we will try to remedy the situation quickly. If you are still not satisfied then make your complaint in writing (or by email) to Claire Conway, Acting Director of the Careers Service, email: [c.conway@sheffield.ac.uk](mailto:c.conway@sheffield.ac.uk).