

University of Stirling

Careers and Employability Service

Vacancy Handling Policy

The Careers and Employability Service at the University of Stirling aims to advertise graduate jobs, work placements, internships/vacation work opportunities and part-time jobs, for undergraduates, postgraduates, alumni and postdoctoral researchers with a high level of efficiency and accuracy.

UK based vacancies must:

- Offer a salary; we do not handle any vacancies that are commission based.
- Ideally offer the [Scottish Living Wage](#).
 - All advertised positions with companies must offer at least the [UK National Minimum Wage](#).
 - Voluntary work may be offered by registered charitable organisations only.
 - Unpaid work experience or internships will not be advertised, with the exception of work shadowing (including insight weeks), where the placement consists entirely of work shadowing with no performed work.
- Be open to students regardless of sex, race, disability, socio-economic status, age, religion, belief, or sexual orientation unless there is a genuine occupational requirement as per the exceptions set out in the Equality Act 2010. Where this exception may apply, you should make clear the reasons for the requirement and that these are explicitly explained within the text of the advert.
- Employers should be aware of students' study obligations and should not require students to work in excess of **twenty hours per week**, except during vacation periods. Employers should be flexible and provide alternative times and/or dates for assessment and selection processes where these may clash with timetables or examination commitments. Shortlisted candidates should not be penalised for not being able to attend an interview due to examinations or dissertation commitments.

International vacancies must:

- Comply with all relevant local employment and recruitment legislation.

Voluntary opportunities:

- Paid-for volunteering opportunities will not usually be advertised.

All vacancy types:

- We do not advertise vacancies which involve any form of investment by the applicant.
- We do not advertise vacancies which contain an unpaid 'trial period' as part of the assessment process.
- We do not advertise vacancies which require a photograph as part of the application process.
- Self-employment vacancies are not normally advertised, but we reserve the right to do so at our sole discretion. At minimum, organisations offering this kind of work should be willing to provide support and advice as needed with regard to tax returns etc.

Please note that international students on a Tier 4 visa cannot work in a self-employed or freelance capacity under the terms of their visa.

Employer Responsibility:

Employers must:

- Organisations must upload their own opportunities, however the Careers and Employability Service will review all opportunities before they are made available to our audience and may clarify information with organisations if details appear unclear or incomplete.
 - Organisations can edit, extend or remove their opportunities directly from their organisation profile at any time and these will come back through to our team for re-approval if necessary.
- Provide complete and accurate information concerning the vacancy.
 - If the vacancy is being advertised via a recruitment agency, the name of the client/employer on whose behalf an agency is acting must be stated within the vacancy.
- Close the vacancy within 24 hours of the vacancy closing date when the recruitment process has finished.
- Specify a website or contact where candidates can learn more about the vacancy.
- Ensure that vacancies comply with relevant legislation, including:
 - [Equal Opportunities](#), [National Minimum Wage](#), [Immigration Legislation](#), [Health & Safety](#)

Careers and Employability Service Responsibility:

The Careers and Employability Service will:

- Advertise vacancies free of charge on the Careers and Employability Service's online vacancy and events system until the employer's specified closing date or until instructed otherwise by the employer.
- Vacancies will be reviewed by a member of our team before being published. We aim to publish all vacancies within five days of receipt. Delays in publication are possible if:
 - The vacancy form is incomplete.
 - The advert does not meet conditions of advertising outlined in this document.
- Advertise specific vacancies for named employers that choose to act through a recruitment agency. The name of the client/employer on whose behalf an agency is acting must be stated within the vacancy.
- Respond to telephone inquiries immediately, where possible. If it is not possible to provide you with an immediate answer, we will respond within five working days.
- Respond to email enquiries within five working days.

The Careers and Employability Service reserves the right not to accept, or to withdraw, any notified vacancy. By sending your advert to us you are requesting that the advert appears on our vacancy database and website, and we reserve the right to reject or edit your advert at our sole discretion.

International students and visa sponsorship

We encourage all employers to consider students of all nationalities when advertising roles with us. Recruitment of non-EEA nationals is a relatively straightforward process and all students in possession of a Tier 4 visa are able to work full-time during vacations or breaks in their studies. Employers should be aware that our students are exempt from the resident labour market test and there is currently no cap or quota on the number of full-time graduates you can hire, though employers should review the latest legislation on the Home Office website. A short guide on [recruiting International graduates](#) has been prepared by the Internationalisation Task Group of the Association of Graduate Careers Advisory Services (AGCAS) to help employers consider recruiting international graduates from UK universities.

We recognise that some organisations and/or opportunities are unable to offer visa sponsorship to candidates. To ensure compliance with UK law, we advise the following wording when advertising these positions:

"Please note that all applicants must be able to demonstrate that they are eligible to work in the United Kingdom at the point at which the role commences"

Disclaimer

The University does not give any warranty or other assurance as to the material content, operation, description of any job, quality or functionality or fitness for any particular purpose of these vacancy advertising services and limit all statutory or other liability to the fullest extent permissible by law and disclaims all responsibility of whatsoever nature for any damages or losses, including, without limitation, financial loss, loss of business, or any other consequential loss arising in contract, tort or otherwise from the use or otherwise of these services.