

# Careers and Employability Service

## Vacancy Handling Policy

### General principles

- Employers can submit their vacancies via our online vacancy and events system or by email to [employers@stir.ac.uk](mailto:employers@stir.ac.uk). Telephone enquirers will be asked to follow up their telephone call by one of the aforementioned methods.
- The Careers and Employability Service does not pre-select students or graduates for any employer.
- We only advertise vacancies that comply with UK employment legislation.
- There is no charge made to employers for advertising vacancies and distributing associated literature.
- We require a minimum amount of information to compose a meaningful job advertisement. If the required information is not supplied, we reserve the right not to advertise vacancies.
- We normally advertise vacancies on the Careers and Employability Service's online vacancy and events system.
- We classify employers and job types using the AGCAS system. Employers may review the classifications allocated with the Careers and Employability Service's Employer Team.
- Vacancies remain on the public site until the employer's specified closing date. If a vacancy is filled, the employer should contact the Employer Team immediately so that the vacancy can be withdrawn.
- The Careers and Employability Service reserves the right not to accept, or to withdraw, any notified vacancy.

### Vacancies We Advertise

The Careers and Employability Service can advertise the following kinds of vacancy:

- Graduate level vacancies with an immediate start date;
- Graduate level vacancies for finalists with a future start date e.g. traditional 'Milkround' style graduate recruitment schemes;
- Graduate and/or Finalist recruitment schemes available throughout the year
- Undergraduate placement schemes e.g. Summer Internships;
- Vacation work for current students;
- Part-time, term-time work for current students.
- We only advertise voluntary work with registered charitable organisations in the UK or overseas. The register of charities in England and Wales can be checked on <http://www.charitycommission.gov.uk/find-charities/>. Scottish charities can be checked on <http://www.oscr.org.uk/search-charity-register/>
- We advertise overseas opportunities for which students have to pay a fee to participate providing the fee is deemed to be reasonable (i.e. comparable to other schemes, in proportion to length of stay and quality of experience).

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### **We do not handle any vacancies that, to our knowledge:**

- Are commission-only based;
- Involve any form of investment by the applicant (See above for exempt);
- Do not comply with the National Living Wage or any other aspect of employment law;
- Discriminate on the basis of race, gender, disability, socio-economic status, age, religion or belief or sexual preference.
- We do not normally advertise work that involves any form of self-employment, but reserve the right to do so at our sole discretion. At minimum, we expect any organisation offering this kind of work to be willing to provide support and advice as needed with regard to tax returns etc.

### **Recruitment Agencies**

We do not post advertisements for students to register with an agency. We do retain information on recruitment agencies in our Information Library.

We do advertise specific vacancies for named employers that choose to act through a recruitment agency. If more than one agency submits the same vacancy we will act in favour of the first agency to contact us unless instructed otherwise by the employer. If an agency submits a vacancy already advertised by the employer in their own right or the employer submits a vacancy already sourced through an agency, we will advertise the employer's own vacancy (removing / rejecting the agency versions as necessary) unless instructed otherwise by the employer.

We reserve the right to use any employer contacts given to us by recruitment agencies for our own marketing purposes.

### **Displaying and distributing literature**

All graduate vacancies are advertised on our online vacancy and events system. Regular email reminders are sent to registered students, with job titles and links to further information.

We can email students in specific year groups when specifically requested to do so by employers or in cases where we believe it would be of benefit to particular groups of students. There is a charge for this service. For details please contact [employers@stir.ac.uk](mailto:employers@stir.ac.uk)

We do not file supporting literature supplied by employers as storage space is limited.

We display publicity material from employers, where space allows. We do not normally display employer posters in the Careers and Employability Service but send them to academic departments if requested by an employer or if we think it is appropriate.

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### Terms of Advertising

- Our vacancy advertising services are free of charge.
- All the information you provide for the advert must be true and not misleading in any respect.
- We reserve the right to alter or edit your advert at our sole discretion.
- By sending your advert to us you are requesting that the advert appears on our website. We shall place the advert on our website within a reasonable time of receipt of your advert.

### Responding to enquiries

We respond to telephone enquiries immediately, where possible. In cases where it is not possible to provide an immediate answer or to refer callers to appropriate colleagues, we normally respond to telephone enquiries within 5 working days.

We normally respond to email enquiries within 5 working days.

### Equality & diversity

- We subscribe to the AGCAS/Association of Graduate Recruiters/NUS Code of Best Practice in Recruitment.
- We do our best to ensure that all vacancy information complies with the AGCAS Equal Opportunities Policy and Code of Practice for Member Services (see <http://www.agcas.org.uk> )
- We do not advertise vacancies that could be construed as unfairly or unlawfully discriminatory. Specifically, we do not advertise vacancies which:
  - contravene national minimum wage (NMW) legislation (i.e. offer a salary below the minimum wage or no salary at all, unless the job is voluntary work for a registered charity)
  - specify applicants only of a certain gender, ethnic background or age unless there are legal exceptions.
  - discriminate against applicants with disabilities.
- We do not accept liability for information provided by employers that is misleading or inaccurate, and we include a disclaimer to this effect on the Website.

### 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.

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### **Feedback and review**

Employers may comment on our vacancy handling process by sending an email to [employers@stir.ac.uk](mailto:employers@stir.ac.uk) or by contacting the Employer Team in writing or in person.