



The
University
Of
Sheffield.

The
Careers
Service.

Code of Practice for Students and Graduates

This Code of Practice should be read in conjunction with the Code of Practice for the Student Jobshop.

1. The Careers Service will provide vacancy information which is as accurate and up-to-date as possible. All information is given in good faith and based on information provided by the employer. Students and graduates must confirm for themselves that this information is accurate.
2. The Careers Service will make information about appropriate job vacancies available to registered jobseekers on the online Careers vacancy service. Part time vacancies will also be displayed in the Jobshop window for a limited period.
3. Students are expected to be aware of their own study commitments and not to take employment that will adversely affect their academic work.
4. Jobseekers will ensure they have the relevant skills and qualifications required for a particular post before applying
5. Jobseekers whose employment requires them to work in their own home are advised to read the Home Working guidance produced by the Health and Safety Executive. See <http://www.hse.gov.uk/pubns/indg226.pdf> for further information.
6. Students who apply for Student Brand Manager or related vacancies are advised to read the Student Information at <http://www.careers.dept.shef.ac.uk/pdf/studentguidelines.pdf>
7. Contracts of employment are between the student/graduate and the employer. If a student is dissatisfied about any aspect of their employment they must first try to resolve matters with the employer. If the student believes the employer is in breach of employment law or the Code of Practice relating to employers, they are advised to contact either the Careers Service or the Student Advice Centre in the Union of Students. In such circumstances, it would be solely the responsibility of the student to bring any legal action against the employer.
8. The Careers Service will not disclose the names, addresses or any other personal information about students/graduates to anyone outside the university without their permission and shall conform to the requirements of the Data Protection Act and any subsequent related Acts.
9. Jobseekers must keep their online registration details up-to-date.
10. Any registered jobseekers are expected to present a positive image of the University and the student body. Those failing to do so, including those who do not, without good reason, attend a pre-arranged interview or who otherwise abuse the service, may be prohibited from using the service in the future.
11. Jobseekers requiring information /guidance on a range of issues not directly relating to a particular vacancy e.g. CV writing, interview techniques, information about employment issues,

tax, financial support will be directed to the most appropriate source, usually within the Careers Service, the Union of Students or other internal departments within the University itself.

12. Students seeking work experience or part time work will notify the Student Jobshop when they have found work giving appropriate details of their employment.
13. The University does not recommend or advise students to apply for jobs on offer, and no responsibility will be accepted by the University for the content of jobs offered and accepted by the student/graduate, or for the conditions of employment agreed between the employer and the student/graduate.
14. The Careers Service and the University shall bear no liability for loss, damage or delay however arising in the performance of its services and in particular caused by circumstances beyond its control (of whatsoever kind).