

Advertising your Graduate Vacancies

Advertising at the University of Sheffield

myVacancies is our online vacancy service, managed by Graduate Prospects, which is used by thousands of employers to promote opportunities to students and graduates of the University of Sheffield.

This FREE service enables you to promote opportunities appropriate for final year students, as well as immediate vacancies aimed at recent graduates.

- All University of Sheffield students and graduates have access to the system. Students can request email notification of new vacancies which are added to the system that match their requirements. They can also register to receive RSS feeds of the latest vacancy information as soon as it is published.
- Entries contain details about your organisation, its vacancies, and how and when to apply.
- If your organisation has a website, a link will be set up from your vacancy entry, enabling interested students to access additional information about you quickly and easily.

Submit your vacancy entries online by registering at <http://tiny.cc/advertiseshffield>. Once registered, the system enables you to:

- have control over the content of your entries
- monitor viewings of your advertisements
- include a hotlink to your website in your entries
- receive a reminder when your entry is about to expire
- keep informed about other ways in which the University of Sheffield Careers Service can help with your recruitment
- distribute your entries to other universities who use the ProspectsNet system (charges apply)

To find out more, please contact the Employer Liaison team, tel: 0114 222 0900, email: employers@sheffield.ac.uk. Note that use of this service is governed by our "Policy for the Promotion of Employers and their Opportunities", available to download from www.shef.ac.uk/careers/employers/vacancies.

Recruitment agencies can find out more about how to advertise vacancies on behalf of their clients at: <http://tiny.cc/agencyssheffield>

Plasma Screen Advertising: A screen dedicated to promoting recruitment activities is located in a prominent position in the Students' Union building. With a daily footfall in the building of up to 10,000 people, using this screen to advertise your vacancies, recruitment events and student competitions will give your opportunities a wide exposure. The cost of featuring on this screen is £25 + VAT per week.

To find out more, contact Tracey Hill, tel: 0114 222 0917, email: t.a.hill@sheffield.ac.uk

The **Careers Service Guide** is published annually by GTI for the University of Sheffield and has a print run of over 6000. It contains a section for employers wanting to target University of Sheffield students. To advertise, download the booking form at www.shef.ac.uk/careers/employers/vacancies/finalists.html or call 01491 826262

University of Sheffield Careers Service @ 388 Glossop Rd | Student Jobshop, Students' Union

www.sheffield.ac.uk/careers

Keep up to date: [What's On Weekly](#)

[twitter](#)

[facebook](#)

Employer of the Month: You can enhance student awareness of your organisation and its opportunities by becoming our Employer of the Month. Benefits include additional promotion on our website and at key University locations, including the opportunity to distribute recruitment materials on campus. To find out more, please contact Tracey Hill, tel: 0114 222 0917, email: t.a.hill@sheffield.ac.uk

Forge Press is the student newspaper produced by the Students' Union, which is issued fortnightly during semester time. Advertising in this publication will gain you access to a student readership of 15,000 on campus, in halls and at various locations in the city. To find out more about this and other advertising options offered by the Students' Union, see: www.shef.ac.uk/union/advertise

Advertising Regionally

Graduates Yorkshire works closely with Higher Education Careers Services in Yorkshire and the Humber region to provide a vacancy handling service for organisations recruiting for graduates in the region. For more information contact the Graduates Yorkshire team, tel: 0114 222 0954, email: info@graduatesyorkshire.co.uk or see: www.graduatesyorkshire.co.uk

Advertising Nationally

The **Prospects** series is one of the most effective ways of advertising your vacancies nationally. It offers a range of products and services whether you want to fill an immediate vacancy, plan a graduate recruitment campaign, raise your organisation's profile or recruit graduates online. For more information see: www.prospects.ac.uk/for_advertisers.htm or call 0161 277 5200.

Holding Interviews at the University of Sheffield

The Careers Service has a dedicated Employer Room available for use in our centrally located offices. This facility is available year-round and can be hired for holding interviews on campus. There is a charge of £25 + VAT per day or part day for use of this room for interviews. To book, please contact the Employer Liaison team, tel: 0114 222 0900, email: employers@sheffield.ac.uk