



The  
University  
Of  
Sheffield.

The  
Careers  
Service.

## Policy for the Promotion of Employers and their Opportunities

The Careers Service aims to promote employers and their opportunities with a high level of efficiency and accuracy, whilst working in the best interests of current students of the University.

Our Employer Liaison Team can provide advice on recruitment strategies, advertising graduate vacancies and help with raising your profile at the University of Sheffield. Tel: 0114 222 0900 or email [employers@sheffield.ac.uk](mailto:employers@sheffield.ac.uk)

Our Student Jobshop can help with advertising part time work and opportunities for current students. Tel: 0114 222 0940 or email [studentjobshop@sheffield.ac.uk](mailto:studentjobshop@sheffield.ac.uk)

### General requirements for employers advertising vacancies for students and/or graduates

1. When using our vacancy advertising service we require you to:
  - Provide us with complete and accurate information about the vacancy. We require:
    - a brief description of your organisation, including a postal address and/or landline telephone number
    - the job title along with a brief description of the role
    - information about the job specification and any qualifications required (if appropriate)
    - details of how you would like interested students/graduates to apply
    - details of a website or other contact details where applicants can obtain further details about the vacancy
    - remuneration details where you wish to include this (NB: this information MUST be provided for undergraduate opportunities and in instances where remuneration will be part or wholly paid in the form of commission)
  - Provide us with as much notice as possible prior to your closing date for receiving applications
  - Ensure that in advertising your vacancies and conducting the selection process you comply with all applicable employment, data protection and equal opportunities legislation. Further guidance can be found on the ACAS website [www.acas.org.uk](http://www.acas.org.uk) or helpline 08457 474747 and, in the case of health and safety legislation at [www.hse.gov.uk](http://www.hse.gov.uk)
2. Advertisements which contravene current employment legislation may result in proceedings being taken against both the advertiser and the publisher. Advertisements submitted to the University of Sheffield Careers Service must comply with all the relevant legislation. Any advertisements deemed by the University of Sheffield Careers Service to be discriminatory will either be amended or removed from the Careers Vacancy Service at our discretion.

3. The Careers Service reserves the right to edit vacancy adverts for purposes of brevity and clarity.
4. The Careers Service has no obligation to promote organisations and opportunities and reserves the right to decline to advertise vacancies which it reasonably believes not to be in the best interests of either students, graduates or the University. In particular, this will usually include vacancies which:
  - Promote or endorse illegal activity
  - Require an unreasonable financial outlay by the applicant
  - Are connected with a 'pyramid', 'network' (or similar style) selling scheme
  - Involve writing academic course-related materials which may be used by other students
  - Require the taking of medication or other forms of treatment, such as participating in drugs trials
  - Are salaried positions which do not pay an hourly rate that meets the national minimum wage
  - Are unpaid positions lasting more than two weeks, excluding those from registered charities and voluntary organisations and those that constitute part of a sandwich course.
  - 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. Examples of wording to avoid in adverts includes: recent (graduate or experience), mature, energetic, young, dynamic, youthful, single, bubbly, strong, delicate, mobile, seasoned, native speaker/mother tongue. Advertisers must also justify any requirement for applicants to hold a driving licence. Further guidance can be found via the ACAS website [www.acas.org.uk](http://www.acas.org.uk) or helpline 08457 474747. For the avoidance of doubt, the University of Sheffield does not accept any liability whatsoever which may arise out of the content of any job advert.
5. For the avoidance of doubt, the University of Sheffield is not responsible for checking or verifying that individual applicants are legally entitled to work in the United Kingdom and does not accept any liability whatsoever in this regard. It is the sole responsibility of the individual employer to carry out all necessary checks to ensure that an individual is legally entitled to work in the United Kingdom. In general:
  - Non-EEA nationals are generally entitled to work up to 20 hours per week during term-time and full-time during vacations, whilst studying in the UK. For more information see: [http://www.ukcisa.org.uk/student/working\\_during.php](http://www.ukcisa.org.uk/student/working_during.php)
  - After completing their studies, Non-EEA nationals are entitled to stay in the UK to work for up to two years under Tier 1 (post Study Work) of the points-based system. For more information see: <http://www.ukba.homeoffice.gov.uk/workingintheuk/temporaryarrangements/>
6. Vacancy entries submitted by recruitment agencies, on behalf of clients, will only be advertised where the client name is supplied. Where this needs to be kept confidential from students and graduates, an advertisement may be placed under the name of the agency. Other opportunities for recruitment agencies to promote the services which they offer are available at: <http://tiny.cc/agencyssheffield>

7. The contact details submitted by employers will be kept confidential by the University of Sheffield but may be used by the University for other purposes such as partner initiatives.
8. The University of Sheffield does not recommend individual students and graduates apply to a particular employer or for individual jobs advertised by the Careers Service nor does it provide employers with details of students and graduates who may be suitable for particular posts.
9. The University of Sheffield does not accept any responsibility or liability whatsoever for the performance and/or behaviour of students and graduates either during the application process or as employees or workers of an organisation.
10. You are solely responsible for ensuring that you comply with all applicable employment, data protection and health and safety legislation in the course of employing students and graduates. You are also solely responsible for ensuring that you have appropriate employer's liability insurance in place at all times. The Careers Service may require you to provide evidence that appropriate employer's liability insurance is in place.
11. The Careers Service does not enter into negotiations about contracts of employment between an employer and prospective employee. Contracts of employment are a matter to be agreed between the employer and the student/graduate.
12. The University of Sheffield will bear no liability for any loss, damage or delay arising from the delivery of services to promote an employer or their opportunities.

Additional requirements for employers advertising vacancies for current students

13. The Careers Service reserves the right to decline to advertise vacancies which:
  - Pay on a commission-only basis
  - Are from private individuals
14. For vacancies that require students to work in the students' own home, it is the employer's responsibility to ensure that they have a Home Working policy that adheres to the Health and Safety at Work Act 1974. For further guidance, employers can refer to the Health and Safety Executive website and download guidance for Home Working at <http://www.hse.gov.uk/pubns/indg226.pdf>
15. Employers advertising Brand Manager or related vacancies on campus will be required to complete paperwork agreeing to the Careers Service conditions of advertising such vacancies.

The University of Sheffield reserves the right to amend, replace or revoke this policy from time to time without giving prior notice.

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