



The
Careers
Service.

UNIVERSITY OF SHEFFIELD CAREERS SERVICE

Statement of Service for Employers

The University of Sheffield Careers Service is committed to providing a high quality and cost-effective service to employers.

Mission Statement

The mission of the Careers Service is to enable students of the University of Sheffield to understand how to make effective career decisions and prepare for careers which will satisfy their ambitions and use their talents, and to provide students with the support and facilities to make an appropriate transition following graduation.

Aims

To fulfil this mission the Careers service has as its main aims:

- To deliver a high quality integrated guidance, information and vacancy service for all undergraduate and postgraduate students and recent graduates of the University.
- To deliver, in partnership with academic departments and others where appropriate, opportunities for students to gain work experience, to learn from that experience and develop their career management skills.
- To maintain and develop extensive contacts with employers and with other external providers of experience, work and training.
- To advise and inform the University on matters related to the employment and training of graduates.
- To recruit, support and develop staff in a way, which maintains high levels of professional standards and expertise.

Range of Services

We provide advice to employers about establishing and/or strengthening their profiles amongst University of Sheffield students, and advertising opportunities to our students and recent graduates. Information is also provided on ways of establishing links with academic Departments.

We respond to requests for information made to us by telephone, email, letter or by personal visits. We offer services to employers in the following areas:

- **Vacancy handling** – vacancies notified to the Careers will be publicised via the Careers Service's online vacancy service. This includes those aimed at undergraduates and those suitable for finalists and graduates. Vacancies for international students are also posted on the online vacancy service and will also be circulated on the University's regular email bulletin for international students. Vacancies posted on the online service will incorporate linkages to the organisation's website.
- **Presentations** - facilities for holding presentations are available on campus during the lunch-time period and evenings. We can also advise on off-campus venues although organisations wanting to use an off-campus location must make their own booking arrangements
- **One-to-One Sessions** – accommodation for One-to-One Sessions is available throughout the year. A Careers Service venue can be booked between 9.00am and 5.30pm.

- [Skills Sessions](#) – opportunities are available for employers who wish to contribute to our programme of Skills Development Sessions.
- [Employer Panel Events](#) – employers are invited to send representatives to sit on lunch-time and evening employer panel events.
- [Recruitment and Information Fairs](#) – opportunities are available for employers who wish to participate in these events.
- [Sponsorship](#) – employer sponsorship is greatly valued in support of our publications, events and in various other aspects of our work e.g. provision of IT facilities for students.

The Careers Service reserves the right to withhold its services to any organisation or individual if, in our judgement, promotion of that organisation or individual would not be in the best interests of University of Sheffield students.

Points of Contact

Your first point of contact with the Careers Service will usually be with:

- the Employer Liaison Team (enquiries about advertising vacancies for finalists and graduates, graduate recruitment strategy, presentations, one-to-one sessions, employer panel activities, sponsorship enquiries)
- the Student Jobshop (enquiries about advertising vacancies for vacation work, internships, year-out placements, degree-related project work, part-time and temporary work, skills sessions)
- the Fairs Unit (enquiries about exhibiting at recruitment events)

For full contact details please refer to our website: www.sheffield.ac.uk/careers/employers

Quality of Service

Employers can expect to:

- deal with staff who are helpful, professional and courteous
- be given clear and accurate information about the services of relevance to them
- receive impartial advice
- receive a prompt reply to their enquiries

In dealings with all of its clients the University of Sheffield Careers Service works in accordance with the requirements of:

- QAA Code of Practice
- AgCAS Equal Opportunities Policy
- AGR Best Practice in Graduate Recruitment Code
- Guidance Council Code of Principles and Quality Standards
- Data Protection Act 1998

Cost of Services

We offer cost-effective profile-raising and recruitment options to employers. The following services are free:

- Advertising vacancies via the online Careers Vacancy Service. (NB a charge is made for recruitment agencies acting on behalf of clients.)
- Creation of web links from the online Careers Vacancy Service to an employer's home page.
- Provision of advice on graduate recruitment issues and the range of facilities offered by the Careers Service.
- Involvement in Skills Development Sessions.
- Involvement in Employer Panel activities.

A charge is made for all other services. Details are available on the Careers Service website: www.sheffield.ac.uk/careers/employers

What we ask of employers

In order that we can offer you an effective and professional service we ask that you:

- provide us with clear and accurate information about your organisation, your requirements and our main point(s) of contact.
- allow us sufficient notice to supply the services you require.
- comply with deadlines we ask you to meet in connection with publicising your vacancies or organising events.
- do not ask us to become involved in any actions that would discriminate against students and graduates on the basis of gender, age, sexual orientation, race or ethnic origin, disability, belief or religion.
- give us constructive feedback on your experience of our services and ways in which we might improve them. We also welcome comments on those things you think we're doing well.

If you are not satisfied with our service

If you are unhappy with any aspect of the service you have received from the Careers Service please contact us and we will try to resolve any problems you are experiencing. If you are not satisfied with the way in which your complaint is handled, you should write to Steve Fish, the Director of the Careers Service, email: s.fish@sheffield.ac.uk.

Contact details

Employer Liaison
Careers Service
University of Sheffield
388 Glossop Road
Sheffield
S10 2JA
Email: employers@sheffield.ac.uk

Confidentiality Policy

The Careers Service will comply with all the provisions of the Data Protection Act 1998. We will always maintain absolute confidentiality concerning clients. Where the Careers Service enters any agreement with a Third Party this will not affect client confidentiality. No information concerning clients will be made available to any Third Party without clients' express permission.

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