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

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.

- **Vacancy handling** – vacancies notified to the Careers Service will be publicised via myVacancies - 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 myVacancies and will also be circulated on the University’s regular email bulletin for international students. Vacancies posted on the online service will incorporate links to the recruiting organisation’s website.
- **Employers on Campus Programme** – a range of events which enable employers to engage with students and graduates throughout the academic year. This includes recruitment fairs, networking events, employer Q & As, presentations, skills workshops, applications talks, mock interviews and Ask an Expert occupational information events.
- **Alumni eMentoring** – graduates from the University of Sheffield are invited to join our eMentoring Scheme to provide support to current students.
- **Establishing University-wide Links** – we can advise on appropriate points of contact for organisations wishing to establish links with specific academic departments, Students’ Union and other parts of the University for recruitment purposes.
- **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.

Full details of the Services available to employers can be seen at: [http://www.sheffield.ac.uk/employers](http://www.sheffield.ac.uk/employers)

Points of Contact
An employer’s first point of contact with the Careers Service will usually be with:

- the Employer Relations Team (enquiries about advertising vacancies for students and graduates, graduate recruitment strategy, participation in the Employers on Campus Programme, developing links with the University, providing web-based information for students eg podcasts, case studies, alumni eMentoring, sponsorship)
- the Student Jobshop Team (additional support with offering work experience opportunities for students including part-time work, vacation work, summer internships, year-out placements, part-time and voluntary work)

For full contact details please refer to our website: [www.sheffield.ac.uk/careers/employers/contact](http://www.sheffield.ac.uk/careers/employers/contact)

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

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 – Career Connect
- Provision of advice on graduate recruitment issues, assisting with the development of recruitment strategies and facilitating links with other parts of the University
- Participation in skills development workshops for students
- Involvement in Ask an Expert events and the posting of podcasts on the Careers Service website
- Holding telephone or face-to-face mock interviews
- Creation of links for recruitment websites and agencies on the Careers Service’s online Information Resources (subject to criteria).

A charge is made for all other services. Details can be obtained by contacting the Employer Relations team.

**What we ask of employers**

In order that we can offer you an effective and professional service we ask that employers adhere to our Policy for the Promotion of Employers and their Opportunities, downloadable at [www.shef.ac.uk/careers/employers/advertise](http://www.shef.ac.uk/careers/employers/advertise) In particular, we ask that employers:

- provide clear and accurate information about your organisation, your requirements and the 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.

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. This is in accordance with our Policy for the Promotion of Employers and their Opportunities.

**If you are not satisfied with our service**

If you are dissatisfied with any aspect of the Service you should let us know as soon as possible and we will try to remedy the situation quickly. If you are still not satisfied then make your complaint in writing (or by email) to Paul Fennell, Director of the Careers Service, email: p.fennell@sheffield.ac.uk.

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