

Careers Service

Employer Liaison Policy

Introduction

The Employer Liaison Policy aims to set out what Newman University Careers Service can provide to employers and what expectations we have. We aim to enhance the employability of all students and meet their individual and professional goals and work in partnership with organisations to meet their recruitment needs. Our students get involved in part-time work, work placements, paid internships, voluntary work and ultimately graduate employment. We work with regional, national and international employers.

Services on offer to Employers:

- Free vacancy service to advertise opportunities to our students and graduates.
- Attendance at careers events and fairs when appropriate.
- Access to the rest of the university, notably our academic faculties, for contribution to modules and projects when appropriate.

Vacancy Service:

We use TARGET Connect (**My Career**) to enable you to advertise your vacancies online to current students and recent graduates of Newman University. You can access this service through the link <https://mycareer.newman.ac.uk> where you can register your organisation, create an employer profile and upload vacancies. Our Employer Liaison and Advice and Guidance Worker will review your opportunity and accept and release it if it is appropriate to our students and graduates. The types of vacancies you are able to advertise through this service include:

- Graduate vacancies
- Part-time Work
- Work Placements
- Volunteering

Please note:

- Internships lasting more than 4 weeks must be paid.
- We do not promote teaching agencies or promote their teaching related vacancies. We work very closely with our partnership schools that send us vacancies directly and our outcomes are very positive for our teaching students.

- We will only promote opportunities to our students and graduates if they are relevant to them, in their best interest and uphold equality legislation.

What we expect from Employers:

- Provide complete and accurate information concerning a vacancy.
- Identify a website or a named contact where candidates can learn more about the vacancy.
- Ensure all vacancies meet current employment and equal opportunities legislation.
- Be aware of student's study obligations, and bear these in mind when negotiating hours.
- Give informal feedback and fill out employer evaluation forms to continually improve the services we offer to employers, students and graduates.
- Let us know if a student is recruited.

What Employers can expect from Newman University Careers Service:

- A professional service to promote opportunities to students and graduates.
- We reserve the right not to advertise vacancies which we consider not to be appropriate for our students or graduates.
- We reserve the right to edit vacancy adverts for reasons such as clarity and length.
- We may contact organisations, where appropriate, to clarify wording and details of adverts.
- The University accepts no liability for the actions of students or graduates in relation to vacancies advertised through Target Connect (**My Career**).

Quality Assurance

The careers service aims to continually improve the services we offer. We ask that you fill out any evaluations we request you to complete and to let us know if you fill an opportunity with a Newman student or graduate..

Further Information

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