

## **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 experience 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 fairs, and recruitment events when appropriate.
- Access to the rest of the university, notably our academic faculties, for contribution to modules and projects when appropriate.

#### **My Career**

My Career is the web portal of Newman University's Careers Service. It includes an online Jobs board which allows employers to advertise their opportunities directly to our students and graduates. Once registered on the site, My Career allows employers to post and manage opportunities themselves so they are able to view, edit and request extensions of closing dates as required. You can access this service through the [My Career](#) portal. 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.
- Students will not pay high upfront costs with the exception of DBS checks.

Newman Careers Team/March 2020/ The information contained herein was correct at the time of creation, but always check the source(s) mentioned for the most up to date information.

- We will only promote opportunities to our students and graduates if they are relevant to them, in their best interest and uphold equality legislation.
- The Careers Service is happy to consider adding agencies to our list of organisations. However, we do not promote individual teaching related opportunities from agencies.

#### **What we expect from Employers:**

- Provide complete and accurate information concerning a vacancy.
- Identify a website and a named contact where candidates can learn more about the vacancy. The contact must provide a valid phone number preferably a land line.
- Provide a UK Company address (This might be a regional office).
- Organisations will have a verifiable base in the UK e.g. listed on Companies House, HMRC or the Charity Commission.
- 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 evaluations to continually improve the services we offer to employers, students and graduates.
- Let us know if a university student is recruited by emailing us [careers@newman.ac.uk](mailto:careers@newman.ac.uk)

#### **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 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**

Newman University Careers Team: [careers@newman.ac.uk](mailto:careers@newman.ac.uk)