

## Careers Service - Employer Liaison Policy

### Introduction

The Employer Liaison Policy aims to set out what Birmingham Newman University Careers Service can provide to employers and what expectations we have. Our students/graduates get involved in part-time work, workplace experience/placements, paid internships, voluntary work, and ultimately graduate employment. We work predominately with regional and some national and international employers.

### Aims

We aim to enhance the employability of all students/graduates to meet their individual and professional goals and work in partnership with organisations to meet their recruitment needs. We aim to:

- Provide accessible, inclusive, supportive work and learning opportunities aligned to industry needs and informed by employers to support inclusive growth and employability.
- Promote cross-university awareness of LMI to support the development of employability skills.

### Services on offer to Employers

#### Free Jobs Board

My Career is the web portal of Birmingham Newman University's Careers Service. It includes an online jobs board which allows employers/organisations to advertise their opportunities, for free, directly to our students and graduates. Once registered on the site, My Career allows employers to post and manage approved opportunities themselves, so they can view, edit, and request extensions of closing dates as required. You can access this service through the link [My Career](#). Our Careers Advice and Guidance Officer will review your opportunity and accept and release it if it is appropriate to our students and graduates. The types of vacancies you can advertise through this service include:

- Graduate Vacancies
- Part-time Work
- Work Placements
- Volunteering

#### Employer Connect Visits

Employer Connect Visits are opportunities to create pipelines between our talented students/graduates and employers/organisations in meaningful ways. The Careers Service is open to working with employers/organisations in creative ways and some suggestions include:

- Attendance at careers fairs, recruitment events and campus visits when appropriate.
- Virtual talks to our students and graduates.

- Access to the rest of the university, notably our academic faculties, for contribution to modules and projects when appropriate.

#### **Please note:**

- Internships lasting more than 4 weeks must be paid.
- Students will not pay high upfront costs with the exception of DBS checks.
- 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.
- We will prioritise the employers/organisations we work with based on students' needs and service targets.

#### **Data**

To see how your data is used, you can view our [My Career 'Employers' Privacy Notice](#).

If you attend careers fairs or events, we will communicate with you about how we will use your data.

#### **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.
- 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 or graduate is recruited by emailing us [careers@newman.ac.uk](mailto:careers@newman.ac.uk)

#### **What Employers can expect from Birmingham 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 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**

Birmingham Newman Universities Careers Service: [careers@newman.ac.uk](mailto:careers@newman.ac.uk)

Newman Careers Team/August 2023/ 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.