

## **Employer Engagement & Vacancy Handling Policy**

This policy applies to all employer engagement activities, including events, marketing and vacancy handling by the Careers & Employability Service.

### **Employers**

Companies/organisations wishing to utilise the services offered by the Careers & Employability Service at the University of Lincoln must ensure that the content of any material adheres to all appropriate legislations and/or regulations. The Careers & Employability Service does not accept any responsibility for ensuring that material submitted is compliant with all applicable laws and regulations. If we believe any item appears to contravene any such legislations/regulations or is discriminatory, we have the right to refuse to advertise or promote such items. Further information and guidance for all businesses can be found on the [ACAS website](#).

### **Vacancy Handling**

The Careers & Employability Service can advertise the following types of positions:

- Part time positions for students
- Work placement/work experience roles
- Summer internships/vacation work
- Immediate start graduate roles
- Graduate and/or finalist schemes
- Volunteering roles

Employers wishing to advertise a vacancy with the service must complete the details in our online advertising system provided by TargetConnect. Employers are expected to provide complete and accurate information concerning the vacancy to allow students and graduates to complete an effective application. As part of this information employers must provide a website or contact, whilst ensuring that any details of the vacancy are kept up to date, for candidates to maximise the success of their application. If the vacancy has any extra requirements for example: experience in a specific industry, the employer must specify these requirements in the initial advertisement.

All vacancies are checked and the service reserves the right to edit and/or refuse to promote any opportunities that we believe are inappropriate at our discretion, possibly without justification.

The Service work with and promote recruitment agencies that have opportunities appropriate and of interest to our students/graduates. We have the right to request the disclosure of the organisation name being represented, but this will not be disclosed to students/graduates. The same stipulations apply to recruitment agencies as with employers stated above.

Advertising through the service is free of charge.

Contact details will be kept confidential by the Careers & Employability Service, but may be used by the University for other purposes such as communicating additional relevant opportunities and partner initiatives. For information on how the Careers & Employability service uses information given to us please refer to our [privacy policy](#).

### **Vacancies & Opportunities we will not advertise**

Careers & Employability reserve the right to refuse to advertise or promote positions or opportunities (sometimes without justification) and will not advertise or promote positions that fall into the following categories (unless in exceptional circumstances):

- where positions do not meet the minimum wage
- where positions are wholly or principally commission-only based
- where positions are self-employed or freelance, but reserve the right to do so at our own discretion
- where positions promote or endorse illegal activity
- where positions are connected to the adult/sex industry
- where positions require upfront payments and/or do not provide a salary/payment for position
- where positions require students to write academic essays or personal statements for use by other students
- where positions have misleading, incomplete or inaccurate job descriptions
- where positions discriminate on the grounds of race, gender, disability, age or sexual preference
- where positions expect students to accept 'pay in kind' for example: food, concert tickets etc.
- where positions require students to take part in any form of drug trial
- where positions would require the student to submit a photo as part of the application
- where positions require students to take part in any form of pyramid or multi-level marketing scheme

The Service will not accept work from an employer who is a private citizen, or an individual offering work at a private address. The service will consider work at private addresses or personal assistant care work that is offered by agencies with clear health and safety policies, employment contracts and vetting procedures (e.g. City council-linked care agencies or Trusts). In these circumstances, evidence of policies and procedures may be required via the agency before the advert is released.

It is the duty of the employer to meet all statutory legal requirements with regard to student and graduate employment and guidance is available [online](#). The Careers & Employability Service does not enter into negotiations about contract of employment between an employer and prospective employee. Contracts of employment are a matter to be agreed between the employer and the student/graduate.

For vacancies that require students/graduates to work from their own home, it is the employer's responsibility to ensure they have a working from home policy, for further guidance visit Home Working on the [Health & Safety Executive website](#).

### **Unpaid opportunities/work experience**

The Careers & Employability Service will advertise work experience or unpaid opportunities to our students and/or graduates provided that:

- there are no fixed hours of work
- there is no stated or implied contract of employment (either written down or via a conversation)
- there is a clear commitment in advance from the employer of what the candidate can expect to learn from the placement

If it is not possible to justify the above statements, the National Wage legislation applies and therefore the 'worker' is entitled to be paid the current National Minimum wage. The Department for Business, Energy & Industrial Strategy provides further clarification regarding paid and unpaid experience [online](#).

Opportunities provided by organisations which are exempt from National Minimum Wage legislation e.g. registered charities will be advertised. If you believe your organisation is exempt from National Minimum Wage legislation, please let us know before you place your advertisement to complete the necessary paperwork.

In the event that Careers & Employability are asked to advertise any opportunity which we feel does not comply with any of the above statements, we will contact you to discuss how the opportunity could be modified.

### **Limitations of the Service**

Careers & Employability will do the utmost to promote opportunities to students and graduates although we cannot guarantee responses to adverts or opportunities.

The service is unable to collect applications or CVs on an employer's behalf, therefore it is necessary to provide appropriate contact details with any material. The service does not recommend individual students and graduates apply to a particular employer or individual job advertised and it does not provide contact details of students or graduates who may be suitable for particular posts.

The service endeavours to respond to enquiries and deal with advertisements within 3 working days, but as a small team and at busy times of the academic year we may be unable to provide immediate responses.

### **Students/Graduates**

Careers & Employability advertise and promote material provided by external companies/organisations which should comply with all relevant legislations and/or regulations, but Careers & Employability does not accept any responsibility for ensuring that material submitted is compliant with all applicable laws and regulations. If you notice anything you consider inappropriate, please report it to us.

Careers & Employability examine all material received from external organisations with the aim of ensuring it is appropriate for students/graduates and every opportunity is genuine. However, there are limitations to the extent to which material/companies can be checked and the service cannot guarantee that all material is legitimate. If you are unsure about any opportunity, please contact the service with your concerns.

Careers & Employability is not responsible for the contents or reliability of the linked web sites and does not necessarily endorse the views expressed within them. Listing should not be taken as endorsement of any kind. We cannot guarantee that these links will work all of the time and we have no control over the availability of the linked pages.

### **Customer Care**

We are always interested in the views of employers, students and graduates and if you would like to provide any comments regarding the service you have received from the Careers & Employability Service, please do not hesitate to contact us.

Email: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk) or contact Careers & Employability, University of Lincoln, Brayford Pool, Lincoln LN6 7TS

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