

## Working with the University of Lincoln's Careers & Employability Service

Working with the University of Lincoln's [Careers & Employability](#) Service is a fantastic way to engage with students and graduates. Linking up with the University can help you to fill any open vacancies you have from internships, placements to graduate jobs. There are many ways you can work with the University of Lincoln to establish a presence on campus, meet students and promote your business brand.

### Here are just some of the options of support available to you:

**Find Your Feet Careers Fair** – Every year Lincoln's Careers & Employability service hosts a careers fair that attracts approx. 1000 students and graduates. Attending the fair is a great way to engage directly with students/graduates to promote employment opportunities such as internships, placements, graduate schemes or more. To find out more information check back [here](#).

**Lincoln Connect** – This is the University of Lincoln's exclusive online community which connects alumni and employers. Lincoln Connect is an informal mentoring platform which gives you the opportunity to give back to the university by becoming a mentor to current University of Lincoln students. Mentoring allows you to pass on your knowledge and experience to the next generation of graduates and gives you an idea of the current talent graduating from the University. You can mentor on an ad hoc basis or as a formal mentoring programme. To find out more click [here](#).

**Online Employer Game** – If you're looking to promote your opportunities in a fun and unique way, you can also take part in the University of Lincoln's employer game. You'll be challenged to an online game of Rock Paper Scissors. For every round you win you get to promote an area of your organisation. For every round the Careers department wins, they will ask you an FAQ from one of their students or finalists. To get involved just email: [careers@lincoln.ac.uk](mailto:careers@lincoln.ac.uk)

**Remote Mock Assessment Centres** – In order to support students in the development of their employability skills, you can also partner with the University to provide a Remote Mock Assessment Centre Experience. This is a fantastic way to raise your profile amongst current students. The activity is free of charge and has led to past employer partners fast tracking University of Lincoln students through their own recruitment processes. Don't worry if you've never done an assessment centre before, all the details on what's required can be found [here](#). For further details please contact Jessica Shields, Student Employability & Careers Centre Manager: [jshields@lincoln.ac.uk](mailto:jshields@lincoln.ac.uk)

To view the full range of employer support you can access, go to the University of Lincoln's [Careers & Employability](#) website. Their friendly team will be more than happy to help you.

### Timing your interactions with the University

The more that you can do to work within the timetable of the university, the more likely you are to be able to recruit graduates easily. Whilst every university operates slightly differently, they will mostly follow a timetable that is similar to the one overleaf:

Month	University graduate recruitment activity	SME graduate recruitment activity / options
Oct	<ul style="list-style-type: none"> <li>• Students start end Sep/early Oct</li> <li>• Corporates open schemes for applications</li> <li>• Company presentations and skill sessions start</li> </ul>	
Nov	<ul style="list-style-type: none"> <li>• Main autumn careers fairs and sector events</li> <li>• Company presentations and skill sessions</li> <li>• Intensive internal support provided to students to prepare them and support them with application processes</li> </ul>	<ul style="list-style-type: none"> <li>• Consider attending a careers fair and sector events to build your brand on campus - accept CVs at the event, or interview good people on site</li> <li>• Send follow-ups to candidates of interest. Skip straight to interviews if you have a strong selection.</li> </ul>
Dec	<ul style="list-style-type: none"> <li>• Students break up mid-Dec</li> <li>• Many corporate schemes close for applications, some early assessment centres may be underway</li> </ul>	
Jan	<ul style="list-style-type: none"> <li>• Students take exams at the start of the month.</li> <li>• Corporates start next steps e.g., psychometric tests, video interviews.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact universities to discuss your recruitment needs and support available.</li> <li>• Prepare job advert and secure sign-off</li> </ul>
Feb	<ul style="list-style-type: none"> <li>• Skill sessions on assessment centres and interviews</li> <li>• University staff focus shifts from corporate graduate schemes to local, exclusive and SME opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Advertise role with deadline for late February, set interview date in advance</li> </ul>
Mar	<ul style="list-style-type: none"> <li>• Corporate assessment centres running</li> <li>• Students break up for Easter</li> </ul>	<ul style="list-style-type: none"> <li>• Interview candidates and make offers</li> </ul>
Apr	<ul style="list-style-type: none"> <li>• Corporates make offers, more strong students enter the SME market having been rejected</li> </ul>	<ul style="list-style-type: none"> <li>• Plenty of strong candidates still available at this point</li> </ul>
May	<ul style="list-style-type: none"> <li>• Exam periods</li> <li>• Final year undergraduates' complete studies and leave University.</li> <li>• Degree shows and summer careers fairs</li> <li>• Intensive careers support for graduates who have not secured roles</li> </ul>	<ul style="list-style-type: none"> <li>• Attend Degree Shows (where students often showcase their final year work) and use as an opportunity to talent spot and proactively follow up with candidates of interest</li> </ul>
June	<ul style="list-style-type: none"> <li>• Students start placements, graduate roles and/or return home</li> <li>• Summer careers fairs</li> <li>• Top up campaigns from corporates who still have vacancies</li> <li>• Intensive careers support for graduates who have not secured roles</li> </ul>	<ul style="list-style-type: none"> <li>• Starts to become harder for universities to get in touch with students and attract applicants</li> <li>• Speak to universities about any activity to support graduates immediately job hunting after finals that you can access</li> </ul>
July	<ul style="list-style-type: none"> <li>• Planning starts for next years' recruitment cycle</li> <li>• Review meetings with key employers for last year/coming year</li> <li>• Top up campaigns from corporates who still have vacancies</li> </ul>	<ul style="list-style-type: none"> <li>• A good month for graduates to start job hunting having had a break after university</li> <li>• Follow up with your university contacts to review process and seek involvement in next years' cycle</li> </ul>
Aug	<ul style="list-style-type: none"> <li>• Support still available but less activity, many staff and students on holiday</li> </ul>	
Sep	<ul style="list-style-type: none"> <li>• Intense preparation for the new academic year</li> <li>• Staff return and start planning activities</li> <li>• Postgraduate and Masters' students will frequently complete their studies at this point in the year and start actively job hunting</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up with your academic university contacts to seek involvement at course level</li> </ul>

