

**The University of Lincoln  
Careers & Employability Service  
Website Policy**



This policy describes the University of Lincoln Careers and Employability Service website, the aim in creating and maintaining it, the intended users and the classes of information displayed on the site, together with any limitations or other policies having a direct bearing on its operation.

**The aim of the website**

- To provide guided access to relevant web resources for careers-related activities
- To provide access to information, advice and learning aids for careers-related activities
- To promote the activities and services of the Careers & Employability Service
- To provide a facility to allow users to interact with the Careers & Employability Service through Careers online.
- To complement existing services by:
  - o Increasing accessibility
  - o Increasing the range of resources made available
  - o Increasing the speed of communication with users
  - o Increasing the efficiency and effectiveness of the provision of information
  - o Giving users more control over their own careers-related activities.

**Intended users of the website**

- University of Lincoln students and recent graduates
- University of Lincoln Staff
- Members of the University of Lincoln Careers & Employability Service
- The public at large, especially potential students and their advisers
- Employers

**Access to the website**

- On-campus access will be via any suitable PC with a web-browser and a connection to the campus network
- Off-campus access will be via any suitable PC with a web-browser and a connection to the Internet. Certain data pages may be restricted for reasons of confidence at the discretion of the Careers & Employability Service, although access to such data will normally be provided to students and alumni via password identification

**The nature of the content of the site**

- Information and advice concerning the process of job-seeking and links to other sites with additional information of this type
- Information concerning postgraduate student courses and funding, and links to other sites with additional information of this type
- Information concerning job-seeking for people with special interests or needs (e.g. disabilities, overseas employment), and links to other sites with additional information of this type
- Lists or searchable data concerning potential employers, published vacancies (including vacation work and placements) and occupation types

- Details of events and other services offered by the service
- Information on the facilities and services available to employers
- Careers & Employability Service policies
- Contact information
- External Web links and online resources
- Provision of a system for advice by email for University of Lincoln graduates. This is also available for University of Lincoln students during vacations
- Provision of an online booking system for presentations and events

#### **Display of web pages**

- WebPages will generally be produced following University guidelines. No techniques will be used that will exclude large numbers of potential users, and every endeavour will be made to ensure that the pages are readable by people with disabilities (see Disability Policy) using generally accepted software.

#### **Links**

- All links from the site will be provided at the discretion of the Careers & Employability Service for the purpose of providing the information indicated above (see The nature of the content of the site).
- The Careers & Employability Service does not hold itself responsible for the operation of any remote website to which it has links. In particular it is not responsible for difficulties users may encounter when using on-line application systems, although Careers & Employability Service staff will try to assist in cases of difficulty occurring within the Careers & Employability Service itself, subject to availability.
- The Careers & Employability Service will seek to have links to the site from other appropriate pages within the University website as a whole.
- Actions will be taken to encourage appropriate listing within the University's search engine.
- No external links to the site nor special meta data designed to encourage external search engine listing are stipulated as policy, although these may be created at the discretion of the Careers & Employability Service.

*Updated: 25/08/2016*