

# CAREERS AND EMPLOYABILITY SERVICES EMPLOYER EVENTS HANDBOOK 2017/18

## CONTENTS

1. [Introduction](#)
2. [Dates and Times](#)
3. [Academic Venues](#)
4. [Conference & Hospitality Venues](#)
5. [Careers Centre](#)
6. [Activities Explained](#)
7. [Delivery and setup of materials and banners \(including exhibition stands\)](#)
8. [AV Equipment](#)
9. [Marketing and Advertising](#)
10. [Refreshments](#)
11. [Parking](#)
12. [Arrival](#)
13. [Timetabling](#)
14. [Cancellation \(Terms and Conditions\)](#)
15. [Invoicing](#)
16. [Targeting our Students](#)
17. [Collection of student data](#)
18. [How to Book](#)
19. [Contact Us](#)

## INTRODUCTION

This handbook provides the information you need regarding all aspects of holding an employer event with the University of Southampton. This includes general information such as the different event types we can facilitate as well as more detailed specifics. For example, how our invoicing process works, ordering refreshments and the venues that are available for your use. Please use the list of contents above to navigate through the guide, and if you have any questions that are not covered within this guide please feel free to contact us via [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or +44 (0)23 8059 3501.

We offer a range of services designed to enable organisations of all sizes to raise their company profile, promote their recruitment opportunities and engage with our students and graduates. Events are open to all students regardless of academic discipline or level of study and we encourage undergraduates and postgraduates to attend our events. However, if you wish to target a particular academic discipline or student group we can work with our academic contacts and student societies across campus to help market your event to relevant students. All our events are facilitated free of charge subject to any additional catering requirements.

[Back to contents >](#)

## DATES AND TIMES

Our on-campus activities take place during term-time only:

- Autumn Term - 9<sup>th</sup> October - 15<sup>th</sup> December 2017
- Spring Term - 5<sup>th</sup> February 2017- 9<sup>th</sup> March 2017

Employer events can be delivered Monday to Friday (*excluding evening events on Fridays*):

- Daytime events 11.00 - 17.00 (Academic and Careers Service venues only)
- Evening events 18.00 - 20.30 (Academic or Conference & Hospitality venues)

We are only able to facilitate employer presentations during the summer term: 16<sup>th</sup> April - 4<sup>th</sup> May 2018 for those employers who still have vacancies or graduate roles to fill.

## ACADEMIC VENUES

**Seminar Rooms** - Movable or fixed seating in island, tiered and boardroom layout, capacity 15 – 69 students. Ideal for interactive skills sessions, group activities and small information talks.

**Lecture Theatre** - Fixed flat or tiered seats, capacity 36 – 330 students. Appropriate for presentations, insight talks career panels or information/developmental talks

**Computer Rooms** - All with individual work stations, capacity 20 – 90 students.

All academic rooms are equipped with PCs (networked, requires University login), Laptop projection, Laptop network point (HDMI & VGA), DVD playback through the PC, Overhead Projector (OHP), Interactive Smartboard.

## CONFERENCE & HOSPITALITY VENUES

There are a variety of venues available for your use within the University's Staff Social Centre. This building is centrally located on campus and offers a range of function rooms which can accommodate between 20 and 200 in cabaret, boardroom, theatre style or informal set up. These venues are ideal if you would like to deliver an event that will include hospitality - a drinks reception, canapés, or a finger buffet for example. If you would like to use one of these venues, the Conference and Hospitality Events Team will be in contact with you to discuss your requirements and to help you plan your event once you submit your online booking request. Use of these venues is chargeable, should you wish to discuss pricing and availability prior to booking please call +44 (0)23 8059 2832.

You can view the available facilities via the following link:

<http://www.solentstudios.com/vt/such/>

## CAREERS CENTRE

We are now able to offer the use of our Careers Centre during the hours of 10am and 5pm. We have two areas available for use:

- **Area 1** is ideal for conducting Mock Interviews or CV Drop-ins.
- **Area 2** is a dual purpose space used for workshops accommodating no more than 3 groups of 5 students or small presentations for up to 20 students. This area can also be used for Recruiter Drop-Ins, there is room to display your company banners and company brochures etc. The room is fully equipped with bench PC and projector.

## ACTIVITIES EXPLAINED

- **Mock Interviews** - Held in our Careers Centre. Slots are scheduled at 20 or 30 minute intervals and you have the choice of whether you would like the students to submit their CVs when booking. Tea, coffee and water will be provided during your session and a lunch break factored in to your timings.

Wednesdays and Fridays 11:00-16:30

- **Mock Telephone Interviews** – We will provide a suitable room for the student(s) to use and you will be able to call from a location of your choice.

Wednesdays and Fridays 11:00-16:30

- **1:1 CV Feedback** - Held in our Careers Centre. Slots are scheduled at 20 or 30 minute intervals and you have the choice of whether you would like the students to submit their CVs when booking. Tea, coffee and water will be provided during your session and a lunch break factored in to your timings.

Wednesdays and Fridays 11:00-16:30.

- **Application Workshops up to 15 students** –Delivered in our Careers Centre. Provide a group of students with advice on specific elements of the application process, for example, CV Workshops, Application Form Tips, Interview Tips, Cover Letters etc...  
Thursdays 11:00-12:30 or 14:00-5:30
- **Interactive Employability Skills Workshops** - Promote the skills or values essential to your company, as well as provide advice and guidance. Examples include leadership, networking and presentation skills.  
Thursdays 11:00-12:30 or 14:00-5:30
- **Mock Assessment Centre Exercises** - Allow students to experience tests utilised by graduate recruiters. These sessions also allow you the opportunity to test out new exercises that you may be looking to use in future Assessment Centres.  
Thursdays - Only for numbers below 16.  
Monday - Fridays 14:00-15:30 for numbers of 16+.
- **Insight into... Talks** - Give students an insight into opportunities within a specific employment sector or deliver a talk on a specific career path and how to gain employment therein. These talks are ideal for organisations and companies who have had limited exposure to Southampton students and are looking to start building a profile on campus.  
Monday-Thursday 14:00-15:40 or 18:0-19:30
- **Employer Presentations - Specific to your company** - Deliver a presentation to our students, provide a company overview and inform them of your existing opportunities and schemes or provide hints and tips to help them through your application process. These sessions also provide an ideal opportunity for alumni of the University of Southampton to share real life experiences from the working environment.  
Monday-Thursday 14:00-15:30 or 18:00-19:30
- **Recruiter in Residence** - Provide 5 hours of your time to allow students to ask any questions relating to employability, this may be company or industry specific. Students may also, during this time have their CV checked. Please view the [event pages](#) for full details of this offering.  
Tuesdays 11:00-16:30
- **Career Panels** - Throughout the year our Specialist Practitioners deliver career panels' specific to subject areas or industry careers. If you would like to register to take part please let us know via [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk)
- **Careers and Employability Festival** – All events booked from 20<sup>th</sup> October – 7<sup>th</sup> November 2016 inclusive, will be marketed as part of the Festival. See the [webpages](#) for further details

[Back to contents >](#)

## DELIVERY AND SETUP OF MATERIALS AND BANNERS (INCLUDING EXHIBITION STANDS)

Delivery of stands or materials, required for your event, must not be delivered more than 24 hours beforehand. Prior notice must be given via email. Any items received before this time will not be signed for. Once confirmed please have your courier deliver your items to:

**Employer Events Team  
Careers and Employability Service  
Mail Point 22  
University of Southampton  
University Road  
Southampton  
SO17 1BJ**

*Please note, items delivered directly to the University's Post Room will not be distributed until the next working day.*

If you are using a third party to set up on your behalf, please ensure they liaise directly with the Employer Events Team or Conference and Hospitality prior to their arrival, this will ensure they can gain access to the room.

[Back to contents >](#)

## AV EQUIPMENT

All academic rooms are equipped with PCs (networked, requires University login), Laptop projection, Laptop network point (HDMI & VGA), DVD playback through the PC, Overhead Projector (OHP), Interactive Smartboard.  
**(No charge)**

If you are delivering your event in a Conference and Hospitality venue, please note that AV equipment is available to hire.

- Projector and screen - £30 - £75
- PA System and Lectern with Microphone - £30 - £95
- Flipchart paper, stand, pens - £15
- Computer Laptop - £100

These costs will be added accordingly to your invoice if you deliver your event in a Hospitality venue.

[Back to contents >](#)

## MARKETING AND ADVERTISING

### What we will do

We will add the details of your event to our MyCareer Calendar which is where all activities are advertised to our students and where they book. We will also ensure that the relevant faculties and societies are informed of your planned visit to the University of Southampton. We also work very closely with our Career Practitioners who will promote your event/session to our students during their own workshops.

Please note that, although the **Careers and Employability Service** will extensively promote your event, we cannot guarantee high student attendance.

### What you can do

We invite you to interact with us via social media ahead of your upcoming event on campus:

**Twitter** - [@UoS\\_Careers](#)

**Facebook** - [UoSCareersandemployabilityservice](#) as this will help alert our student followers of your planned presence on campus.

If your company is designing a flyer to promote your event then please provide us with an electronic copy so we can ensure this is attached to any Facebook and Twitter feeds. If you have an events page of your own please add the details of your planned visit to Southampton, along with your unique event MyCareer link, which will be sent to you when your event is confirmed.

[Back to contents >](#)

## REFRESHMENTS

Whether you are holding your event in the daytime or evening we can provide refreshments to be delivered directly to your location. Please view the menu below and add your preferences to your booking form and we will invoice you accordingly. Please note the University of Southampton does not permit you to bring consumable goods to your event unless you sign a disclaimer beforehand. A template for this document can be downloaded here:

[http://www.southampton.ac.uk/assets/imported/transforms/content-block/UsefulDownloads\\_Download/0079FF506E8F45B9BB25628C0B88C60D/food\\_safety\\_disclaimer.doc](http://www.southampton.ac.uk/assets/imported/transforms/content-block/UsefulDownloads_Download/0079FF506E8F45B9BB25628C0B88C60D/food_safety_disclaimer.doc)

Academic delivery options:

[http://catering.southampton.ac.uk/sites/catering.southampton.ac.uk/files/Delivered%20Catering%202016\\_1.pdf](http://catering.southampton.ac.uk/sites/catering.southampton.ac.uk/files/Delivered%20Catering%202016_1.pdf)


It is also possible to have Domino's Pizza for evening events.


[Back to contents >](#)

## PARKING


Please see the University's campus map for parking details:  
[http://www.southampton.ac.uk/assets/sharepoint/groupsite/Administration/SitePublisher-document-store/Documents/About/visit/highfield\\_accessible\\_routes.pdf](http://www.southampton.ac.uk/assets/sharepoint/groupsite/Administration/SitePublisher-document-store/Documents/About/visit/highfield_accessible_routes.pdf)

If parking has been requested on your booking form, arrangements will be made using one of the options below:

Salisbury Road visitor parking, you may park in the car park: 

If a parking permit has been sent to you, or you are collecting one on the day from the Careers and Employability Service's Information Desk in Building 37, you may park  in any of the car parks:

As there is restricted parking on-campus, we are only able supply one space per organisation.

Alternative parking is available at a cost of £1 per hour: 

[Back to contents >](#)

## ARRIVAL AND STAFF SUPPORT ON THE DAY

### Careers Centre and Academic Venue:

Ahead of your arrival, the Employer Events Team will forward you host and address details for your meet and greet to the main contact listed on the booking form. Please remember to forward this information to anyone who may be attending on your behalf. If you are holding an evening event please ensure any additional party members make their way directly to the venue as we have no additional staff available to escort your colleagues to the venue after 5pm.

A member of The Careers and Employability team will escort you to your event location and assist with the student sign-in and liaise with your AV assistant (if this has been requested). Once you are happy, we will leave you to deliver your event. A member of our team will also return to the venue during the daytime and help with your departure. If you require assistance during your activity please use the emergency contact numbers that will be provided to you.

### Hospitality Venues:

For events held within the Hospitality's facilities, you will be contacted directly by the Coordinator with the details of your arrival one / two weeks before your event date. A member of The Careers and Employability team will arrive 30-minutes before the event start time to help coordinate the student sign-in.

[Back to contents >](#)

## TIMETABLING

Our room booking system dictates that you must book rooms on the hour at both the start and end time of your booking. Therefore, when booking, please allow yourself enough time for any additional set-up, networking, refreshments breaks or packing away that you may need.

Our Timetabling department's policy requires you must vacate the room you have hired **15 minutes** before the last hour of your room booking, and the room left in its original format:

***"3.3 b) a single teaching slot should commence on the hour and should finish by 15 minutes to the hour so that students have sufficient time to move between teaching locations. When teaching is planned over more than one hour, staff are asked to ensure students are given 15 minutes at the end of the session so that they have time to move to their next teaching location. The room should also be returned to its original configuration ready for the next occupants."*** (UoS Timetabling Policy)

However, you will have 10 minutes before the hour, as standard set up time.

[Back to contents >](#)

## CANCELLATION (TERMS AND CONDITIONS)

A cancellation fee of £75 plus VAT will be charged for events cancelled with less than 5 working days' notice. In order to avoid such instances, we recommend having a substitute speaker in place wherever possible. The Careers and Employability Service reserves the right not to re-schedule any event cancelled with less than 5 working days' notice.

In the instance that your event is cancelled due to low sign-up, you will not be charged a cancellation fee and where possible an alternative date will be offered to your company.

Please note, the fee of £75 plus VAT is to cover the administrative costs incurred by The Careers and Employability Service and does not include any cancellation charges that may be applied by the University in relation to room hire, catering or hire of equipment through Conferencing & Hospitality.

[Back to contents >](#)

## INVOICING

All events are facilitated free of charge excluding the use of Hospitality facilities and delivered catering. If your company is intending to deliver an evening event in a Hospitality venue, or if you are looking to have refreshments delivered for your attendees during the day, please provide all the necessary information in the online booking form, so that we can successfully invoice your company.

Invoices for delivered refreshments are processed by our finance department approximately five working days after your event has taken place. Invoicing for Hospitality venue hire is required in full once your booking has been confirmed with the Hospitality Events Coordinator.

Failure to comply will result in your booking being cancelled. Bookings are not confirmed until terms and conditions documents are returned signed and payment for venue hire is received.

[Back to contents >](#)

## TARGETING OUR STUDENTS

Events are accessible to all student disciplines, however some of our Faculties' demand a lot of contact hours from their students therefore securing time to present to them can be very difficult. A key example of this is within our Electronics and Computer Science, Engineering and Health Sciences Faculties. These students often have a full week with very limited lunch breaks or are away on placements for the majority of the academic year. If your event is to be targeted at this group of students, or similar, we may suggest a change in your specified time to help improve attendance.

In the case of our Engineering and Electronic and Computer Science students it is recommended that your event be held in an **evening slot** with refreshments provided. Alternatively, we would advise running your event on a Wednesday afternoon, as this time is free for extracurricular activities.

[Back to contents >](#)

## COLLECTION OF STUDENT DATA

The student data we can collate consists of name, course, year of study and contact email of those students who attended. We can provide this at your request and only after your event has taken place (we do not permit double sign up on the day as this slows the process, potentially decreasing the time you have to hold your session and reduces the enjoyment for the students).

This data is for your use only. We do not permit you to share it with anyone else and it should only be used in a way that would be deemed reasonable, in relation to the aim of the session.

For example it would be perfectly reasonable, after giving a presentation about careers that your company is offering to contact students with presentation hand-outs or providing the student with information regarding a new graduate scheme you are starting. It would not be acceptable to contact them requesting that they complete any tasks or to abuse their contact details with advertising or spam.

[Back to contents >](#)

## HOW TO BOOK

To book your event, please sign in here: <https://www.mycareer.soton.ac.uk>

We aim to respond to requests received within 5 working days. However, during busy periods such as the beginning of term it may take longer than usual.

## CONTACT US

If you would like to contact the Employer Events Team for any reason, whether that be to ask about something that you feel has not been covered in the guidelines or to ask about other services that The Careers and Employability Service offer, contact us on: +44 (0)23 8059 3501 or [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk)

We aim to respond to emails within 2 working days however, during peak times this may vary. If your enquiry is urgent please call us to discuss this rather than emailing.

For further information about ways in which you can engage with The Careers and Employability Service at the University of Southampton, please speak directly to our Information Team +44 (0)23 8059 2832.