

Careers and Employability Service Vacancy Policy

To advertise a vacancy please read these terms and conditions before completing all the required fields on the online vacancy form. Please send us details of your vacancy as far in advance of the closing date as possible.

The placement of an advert with the Careers and Employability Service shall be regarded as acceptance of this vacancy policy.

1. Vacancies and contact details will be advertised online through our 'MyCareer' Jobs Board. Our [MyCareer Privacy Notice](#) outlines how we collect and process your data when you access MyCareer as an employer.
2. Access to vacancies is available to students and graduates of the University only.
3. We do not handle any vacancies that, to our knowledge:
 - Are commission-only based
 - Are unpaid (with the exception of volunteering opportunities. Please see our [Volunteering Bank Organisation Guidelines](#) for the details of the volunteering roles we are able to promote)
 - Charge students a fee to volunteer
 - Are associated with the tobacco industry
 - Involve any form of investment including a non-refundable deposit or time commitment whereby the student will be out of pocket.
 - Do not comply with the National Minimum Wage or any other aspect of UK employment or equal opportunities law
 - Discriminate on the basis of race, religion, gender, nationality, disability, age or sexual orientation
 - Involve students undertaking academic work for other students
 - Promote or involve illegal or immoral activities
 - Do not conform to UK employment legislation

Any advert that does not meet the guidelines in this document will not be approved for posting. We reserve the right to refuse, withdraw or cancel a vacancy advert without giving reason.

4. We advertise vacancies using a standard format and reserve the right to edit entries for length or content accordingly.
5. We recommend that you post a salary range so that candidates will have reasonable expectations and can make an informed decision about whether or not to apply. However, there may be exceptions to publically disclosing the salary and in such cases please select the 'Undisclosed – above National Minimum Wage' option when posting your vacancy. All salaries for UK vacancies must meet National Minimum Wage requirements. Vacancies in other countries should conform to local employment law. If you post a vacancy that does not meet these requirements we reserve the right to reject future adverts.
6. All the information you provide for the advert must be accurate, true and not misleading in any respect. It is the advertiser's responsibility to check all information prior to submission and the University accepts no liability for any errors or omissions repeated in an advert. Furthermore, it

is the advertiser's responsibility to ensure information conforms to all current legislation such as the Equality Act 2010.

7. All vacancies should have a definite closing date. You will receive an auto-generated email notifying you that the advertisement is closing with an offer to extend the deadline.
8. It is the employer's responsibility to advise students on relevant insurance, tax and National Insurance issues, to comply with all relevant employment, equal opportunities and health & safety legislation and to inform candidates of the result of an application.
9. The employer should be aware of students' study obligations (except during vacations) and should bear these in mind when negotiating hours for term-time work with students.
10. We will advertise paid placement opportunities providing they meet the following criteria:
 - The placement complies with National Minimum Wage legislation
 - The placement complies with other relevant legislation in the UK or in the relevant jurisdiction if the placement is based overseas
 - The placement has clear aims and objectives established from the outset to support the student/graduate in deciding whether to apply
 - The content of the work is appropriate for graduate level applicants or offers the opportunity to gain insights into a sector, organisation or workplace that would be beneficial to a graduate.

If the placement does not meet these criteria we will not advertise the opportunity without adjustments to the conditions under which it is offered.

If you are a registered charity wishing to advertise UK based volunteering opportunities, you may wish to advertise your positions through our Volunteering Bank. Please see our webpages for further information: www.southampton.ac.uk/volunteeringorganisations

11. If you advertise a work experience position outside the UK, we will expect you to have checked it complies with relevant local employment legislation.
12. **Recruitment agencies**
We will accept advertisements from recruitment agencies if the vacancy is advertised on behalf of an individual company and meets the following criteria:
 - The vacancy advertises specific/individual vacancies, not open ended opportunities
 - The vacancy is an opportunity that we feel appropriate to our students/graduates.
 - When submitting a vacancy, the name of the final employer must be disclosed on the system. However, the agency can opt for this not to be shown in the final advertisement.
 - We will not advertise any opportunities that contravene equal opportunities, employment law or any other UK legislation.
 - We retain the right to be selective, at all times, as to what we will/will not advertise and the decision of the Careers and Employability Service will be final.
13. **Self-Employment**
We do not normally advertise work that involves any form of self-employment, but reserve the right to do so at our sole discretion. At a minimum, we expect any organisation offering this kind of work to be willing to provide support and advice as needed with regard to tax returns etc. We will accept vacancies for freelance work as long as it meets the above criteria in respect to employment law and minimum wage. We would expect students to be paid the industry standard rate for freelance work.
14. We accept no responsibility for the arrangements between the employer and the employee. The University does not accept any liability for any loss or damage suffered by employers arising from, or in any way connected with, the introduction to the employer of any employee.
15. The University does not accept any liability for loss, damage or inconvenience suffered by an employer or advertiser where access to the website is suspended or lost through circumstances out of the control of the University. The University will use its reasonable endeavours to restore access to the website as soon as possible where circumstances permit.