

## Careers, Employability and Student Enterprise: Vacancy Policy

We aim to offer our students and graduates a wide range of opportunities and therefore offer employers the opportunity to advertise roles to our students and graduates via our online MyCareer Jobs Board, free of charge.

Whilst MyCareer is used primarily for advertising vacancies, at our discretion, we may also allow organisations to advertise programmes on MyCareer which will support students with skills development or with securing a graduate role.

This policy sets out our expectations of employers placing adverts with us, and the terms and conditions under which we offer this service. **Please note that by placing an advert, you are accepting these terms and conditions.**

### Organisations:

To advertise a vacancy, you will firstly need to register your organisation. We complete due diligence checks to ensure that organisations registering are genuine (including checking Companies House/Charity Commission and/or your website as applicable) and offering legitimate opportunities, therefore we may contact you to clarify information before your account is approved. We ask you to provide a business email address to ensure that you are associated with that organisation, therefore we will not accept Gmail, Outlook, or other generic email addresses.

If we are unable to contact you, or we are not satisfied with the information provided, we reserve the right to reject the organisation and any vacancies.

Any user contact details logged on MyCareer can be amended/removed at any time, and it is your responsibility to keep contact details updated. Careers, Employability and Student Enterprise may use your contact details to discuss job opportunities that you have posted, events/activities that you have booked, or to inform you of opportunities that we feel may be of interest to you.

If your account has not been used in three years, we may deactivate your account without notifying you.

### Guidance on adverts:

Organisations need to upload their vacancies to our MyCareer Jobs Board. We retain the right to be selective, at all times, as to what we will/will not advertise, and the decision of Careers, Employability and Student Enterprise will be final. Any advert that does not meet the guidelines in this document will not be approved. We reserve the right to refuse, withdraw, or cancel a vacancy without giving reason, and if we feel that any adverts are 'scams', we will reject them and inform the organisation that the advert has been provided through.

All the information you provide in the advert must be accurate, complete, and not misleading in any respect, and it is your responsibility to check all information prior to submission to ensure that there are no errors or omissions. We advertise vacancies using a standard format so reserve the right to edit entries for length or content, and we may contact you to clarify wording or content if required.

Unless there is an issue and we need to contact you, we aim to approve vacancies within three working days.

Adverts must be written in English, or an English translation provided, to enable us to verify the content.

We may choose to promote your opportunities through student emails/newsletters and/or social media; however, this is not guaranteed.

We suggest an advertising period of at least seven working days, to give your vacancy the best chance of

attracting interest. All vacancies must have a definite closing date; however, you will receive an auto-generated email notifying you that the advertisement is closing soon, with an offer to extend the date. You need to ensure that vacancies are removed as soon as the position is filled.

We recommend that you post details of the salary so that candidates will have reasonable expectations and can make an informed decision about whether to apply, and where possible, we suggest that organisations pay the [Real Living Wage](#) or above. However, there may be exceptions to publicly disclosing the salary and, in such cases, please select the 'Undisclosed – meets National Minimum Wage requirements' option when posting your vacancy. All salaries for UK vacancies must meet National Minimum Wage requirements, whilst vacancies in other countries must conform to local employment legislation. If you post a vacancy that does not meet these requirements, we reserve the right to reject future adverts.

Non-UK students who have successfully completed an eligible course are now able to apply for a [Graduate visa](#), which enables them to stay and work in the UK for a fixed period of time. Organisations may also be able to sponsor a non-UK graduate longer term under the [Skilled Worker immigration route](#). Careers, Employability and Student Enterprise is unable to provide any advice to employers about employing non-UK students, however further information can be found on the [ISE website](#).

Remote working opportunities (in full or part) may be advertised, provided they treat students equally to workplace-based staff in areas including health, safety, and wellbeing, and include a clear indication in the summary and advert details that the role (or part of) will be worked remotely. Organisations 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 (we recommend students work no more than 10-15 hours per week during term-time).

By placing the advert, you are confirming that the information conforms to all current relevant employment, equality, and health & safety legislation, such as the Equality Act 2010 and the [National Minimum Wage rates](#). As a member of the [Graduate First Institute](#) (formerly, the Association of Graduate Careers Advisory Service (AGCAS)) we also adhere to their [Membership Quality Standard](#). It is the employer's responsibility to keep any personal application data supplied to inform candidates of the result of an application.

The University accepts no responsibility for the arrangements between the employer and the employee, nor for any loss or damage suffered by employers arising from, or in any way connected with, the introduction of any employee to the employer. 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.

#### **Vacancies we will advertise:**

- Graduate vacancies (either starting immediately or in the future).
- Paid internships and placement opportunities in the UK (providing we are satisfied that the work is appropriate, and that it complies with National Minimum Wage and other relevant UK legislation).
- Paid internships and placement opportunities overseas (providing we are satisfied that the work is appropriate, and that it complies with minimum wage and other legislation in the relevant location).
- Other work experience opportunities such as insight days (where at least expenses are paid) and paid vacation schemes, where it is a competitive process and students must apply for the opportunity.
- Casual paid full-time or part-time roles taking place during holiday periods or term-time respectively.
- Volunteering opportunities with UK-based registered charities (through our Volunteering Bank – please see our [Volunteering Bank Organisation Guidelines](#) for further information).

#### **Vacancies we will not advertise:**

- Unpaid roles (with the exception of UK-based registered charity volunteering opportunities).
- Any roles from organisations associated with the tobacco industry.

- Roles which involve any form of upfront financial investment (including a fee or non-refundable deposit), or time commitment where the student will be out of pocket, such as an unpaid trial or training period.
- Roles which are paid in full or part by equity.
- Roles that require the payment of an exit fee in the event an opportunity is terminated early.
- Roles that are discriminatory, including those that discriminate on the basis of race, religion, gender, nationality, disability, age, sexual orientation, or socio-economic status.
- Roles in the UK which do not comply with the National Minimum Wage or any other aspect of UK employment or equal opportunities legislation.
- Roles in countries outside of the UK which do not comply with any minimum wage requirements, or any other aspect of employment or equal opportunities legislation within that country.
- Roles with a duration of 12 months or less that specify applications from those with a Graduate visa will not be accepted, without providing a valid reason for this stipulation.
- Roles that involve students undertaking any kind of academic work for other students.
- Roles that promote/involve illegal or immoral activities, or roles which in our opinion, have the potential to damage the reputation of the University of Southampton.
- Roles to be worked in a private household (excluding remote roles where the employee is required to work from home).
- Roles that compromise a student's health and safety.
- Commission-only based roles.

#### **Recruitment Agencies:**

We will accept advertisements from recruitment agencies advertising a vacancy on behalf of an individual company, so long as it meets the following criteria:

- The name of the employer is disclosed on MyCareer (however, the recruitment agency can opt for this not to be shown in the final advertisement).
- The vacancy advertises specific/individual vacancies, not open-ended opportunities.
- The vacancy is an opportunity that we feel is appropriate for our students/graduates.
- No equal opportunities, employment or other UK legislation is contravened.

#### **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 regarding tax returns etc. We will accept vacancies for freelance work if it meets the above criteria in respect to employment legislation and National Minimum Wage. We would expect students to be paid the industry standard rate for freelance work.

#### **Privacy Notice:**

Our [MyCareer Privacy Notice](#) outlines how we collect and process your data when you access MyCareer as an employer.

#### **Further Information:**

Should you have any questions about this policy or advertising vacancies, please contact us via email [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk)