

Careers and Employability Code of Practice for the promotion of jobs: Information for employers and recruiters

This Code of Practice sets out the University's approach to promoting external vacancies and opportunities to our students and graduates. Please also see our [statement on promotion of unpaid internships](#).

Our aim is to promote those opportunities that are in the best interests of our students whilst also aligning with the University's values, in particular to environmental sustainability and social responsibility.

The University's Careers & Employability Service advertises job vacancies appropriate for our graduates, and part time, vacation, and work experience opportunities appropriate for our current students. Volunteering opportunities with charities, community and voluntary bodies will be referred to the Students' Union.

Opportunities are promoted through [myCareer, the University's careers portal](#) This includes an online jobs board which allows you to register your organisation's details and advertise your opportunities directly to our students and graduates. All opportunities will be reviewed by the Careers & Employability service and we reserve the right to only publish those opportunities which we consider to be appropriate for, and in the best interests of, our students and graduates.

What we expect from employers:

We ask you to:

- Provide full name and postal address of the organisation, a company email, and an organisation website. We reserve the right not to promote any organisation if we are not able to satisfy due diligence checks
- Provide complete and accurate information concerning the vacancy or opportunity
- Identify a website or contact where candidates can learn more about the opportunity
- Provide us with as much notice as possible prior to your closing date
- Ensure all vacancies meet current employment and equal opportunities legislation.
- Be aware of students' study obligations, and bear these in mind when negotiating hours of work with students.

What employers can expect from University of Worcester Careers & Employability Service:

- A professional and free service to promote opportunities to students and graduates
- A commitment to ensuring that any vacancies or opportunities we promote reflect the ethical, sustainable and socially responsible values of the University
- We reserve the right to only publish those vacancies that most closely reflect the needs of our students in relation to geographical region or occupational area. Therefore, we will only publish vacancies asking for subject disciplines offered by this university, in geographical regions where our students are likely to be looking for work. We will also endeavour to balance the range of opportunities published to ensure they meet the needs of students from all our courses



- We will not advertise vacancies where we consider employment law to be breached
- We will not publish vacancies which we do not consider to be in the best interests of our students and graduates. These include but are not restricted to those that pay 'in kind' rather than being salaried, require any upfront payment, or which represent an undue health and/or safety risk to students, or promote or endorse illegal activity
- Where multiple opportunities are posted with the same employer, we reserve the right to publish a selection of those opportunities most relevant to the needs of our students.
- We reserve the right to edit vacancy adverts for purposes of brevity and clarity. We may contact organisations, where appropriate, to clarify wording and details of adverts
- Where recruitment, staffing agencies or third parties are promoting an opportunity, we ask that they give full job details, including the name of the employer or organisation, and allow this to be made visible to the job hunter. Opportunities without this information may only be promoted at the discretion of the Careers & Employability service, where these are deemed to be of particular value or relevance to students and graduates.
- We will not promote vacancies placed by private individuals unless through an approved staffing agency.
- Opportunities based outside the UK will only be approved where the company has a UK based office, thus enabling due diligence checks to be carried out.
- We do not recommend students or graduates for particular roles, nor do we supply employers with details of students and graduates.
- In accordance with our policy on unpaid internships we will only promote unpaid opportunities which last six weeks or less, unless these form an integral part of a course, such as a placement. Volunteering opportunities with charities, community and voluntary bodies will be referred to the Students' Union. For further information see <https://www.worcsu.com/volunteer/lookingforvolunteers/>

The University accepts no vicarious liability for the actions of students or graduates in relation to vacancies recruited through myCareer.