UCD Careers Network

Vacancy Handling Policy

The UCD Careers Network is the central point of contact for employers seeking to recruit UCD students and graduates for part-time jobs, internships and graduate vacancies.

Our vacancy procedures and processes are informed by policies and position statements developed by our professional associations:

- Association of Higher Education Careers Services (Ireland)
- Association of Graduate Careers Advisory Services (UK and Ireland)

This policy also draws on general policies and legislation on good practice in promoting Equal Opportunities and Minimum Wage obligations.

What we do:

We advertise vacancies which we consider to be suitable to the students and recent graduates of UCD. This means that we reserve the right not to advertise certain vacancies, although this is a rare occurrence.   We reserve the right to edit vacancy details.

The contract of employment is between the student and the employer. The UCD Careers Network has no role to play between the parties involved and has no responsibility beyond the accuracy and quality of information displayed which it accepts from advertising employers in good faith. Staff at Careers Network exercise diligence when reviewing vacancies posted by employers to ensure appropriate opportunities reach UCD students and recent graduates, accepting information provided by recruiters in good faith. Students and recent graduates should satisfy themselves that the information provided is accurate and the nature, terms and conditions of employment relate to genuine bona fide businesses when responding to promoted jobs and opportunities.

Vacancies we're looking for:

- Graduate level vacancies with an immediate or future start date (generally within the next 12 months).
- Funded opportunities for prospective or current students on Masters and Doctoral programmes such as scholarships and studentships.
- Vacancies suited to Postdoctoral Research Fellows/Contract Research Staff
- Experienced hire vacancies.

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- Paid work experience and internship programmes (summer, trimester and year-long).
- Part-time, term-time work for students that complies with minimum wage legislation.
- Unpaid opportunities for volunteering which are not covered under the minimum wage legislation and with bona fide charities and voluntary organisations, who comply with relevant codes of practice.
- Actual, current vacancies from Recruitment Agencies with accurate, honest content. We only advertise vacancies notified by recruitment agencies when the employer's name is released to the UCD Careers Network and specific details of the position(s) being recruited for are provided. If the agency wishes, the employer's name does not have to be passed on to the student but will be used internally for quality assurance reasons only.

Vacancies we're <u>not</u> looking for

- Self-employed opportunities.
- Commission only vacancies.
- Vacancies that are not in compliance with minimum wage and/or equal opportunities legislation.
- Vacancies notified by Recruitment Agencies where client details are not supplied and/or where the agency has not been explicitly commissioned by the employer to act on their behalf.
- Vacancies notified by Recruitment Agencies where specific, accurate and complete details of the position being recruited for are not provided.
- Vacancies/opportunities where students are charged for services or required to make an initial financial investment.
- Vacancies/opportunities that are not legal, not in keeping with the policies, goals, aims and objectives of UCD.
- Vacancies/opportunities that present a direct risk to health and wellbeing of students and graduates.
- Non funded Masters and Post Doctoral (PhD) research projects.

Vacancy details needed in order to be advertised

In order for vacancies to be advertised it should include the company:

Name

Web address

Postal address

Contact details for the recruitment contact e.g phone, email etc.

Complete and accurate details of the position/opportunity (in English and/or Irish)

Highly recommended details to include in your vacancy to enhance interest and application numbers include;

- **A closing date:** This ensures applicants are aware of your deadline and will apply for your vacancy in the timeframe you are recruiting. For vacancies advertised in MyCareer where no closing date is supplied, we will remove the vacancy after a period of 12 weeks.
- **Salary details**: This is key information influencing applicants to apply. If advertising in MyCareer, please note N/A will appear in the salary field if details are not provided, therefore we strongly encourage you to include this.
- **Application details**: Clear instructions on the application process to ensure the applicant knows exactly what is needed to successfully apply for the role.

Where we advertise vacancies

MyCareer:

MyCareer is UCD's student career management and job search portal. It is accessible to current students, recent graduates and Alumni. Companies can access this system free of charge for advertisement of their vacancies. The advantage of using MyCareer is the addition of a company profile in the system which creates a digital presence, allowing students to follow, connect and receive notifications of vacancies directly to their email as they arise. To create a company profile please register here.

To reach as wide an audience as possible, all vacancies advertised within MyCareer   may also be advertise in following places;

> At Recruitment Fairs.
> At University open days and other events.
> In publications and materials produced by the UCD Careers Network at Belfield and Blackrock.
> Via email to targeted groups of students when appropriate.
> Via social media (LinkedIn, Facebook, Twitter and Instagram) when appropriate.

Newsletters:

There are several different newsletters produced by Careers Network that have been designed to target specific cohorts of students and include the latest vacancies relevant to them. These include;

1. UCD Careers Network LinkedIn newsletter - this is shared with all of UCD Careers Networks' social media followers. The vacancies are listed under industry and specific discipline areas to target the relevant students/graduates.

2. UCD Michael Smurfit Graduate Business School newsletter - this is shared with the UCD Michael Smurfit Graduate School of Business students -contact e: smurfitcareers@ucd.ie
3. Graduate Research Bulletin - this is shared with all doctoral and postdoctoral students and staff.
4. College and school bulletin emails - shared with the students attending that specific college or school.

All vacancies uploaded into MyCareer are considered for inclusion in the newsletters.

For companies without a MyCareer company profile, but with a relevant vacancy for advertisement, please email the vacancy details to careersevents@ucd.ie ensuring it contains all the relevant information as outlined within this policy. The vacancy will be reviewed and advertised in the next addition of the relevant newsletter if deemed appropriate to do so. However, we would encourage you to create a MyCareer company profile to enhance the visibility of your vacancy and your company's brand on our careers platform and to reach as wide an audience as possible.

Staff within UCD Careers Network can also source vacancies. If deemed relevant for UCD students/graduates and are in line with the requirements of this policy, they may include it within the relevant communication.

For more information, please contact us on careers@ucd.ie or visit our website https://www.ucd.ie/careers/employers/.