

Statement of Service for Employers

Career & Employability Services comprises of a team of professionals whose mission is to provide an integrated range of quality career-focused services which meet the needs of our clients in the most effective way. We work in partnership with University staff and a wide range of organisations to develop employability and work-based learning as a key element of the University of Bradford's mission in 'Making Knowledge Work.'

To support and build relationships with local, regional and national employers, we have a dedicated **Employer and Placement Services** team who provide a range of high quality and cost effective services to employers. The team can help employers to establish and build their organisational profile amongst students and graduates so that they attract and recruit employees with the talent, knowledge, attitude, and high level skills to complement their business.

During the COVID-19 pandemic, our students continue to seek opportunities to learning in the workplace and engage with employers. We have therefore moved events, work-based learning and employer workshops online, and provide support and advice to employers offering online work or placement opportunities to students.

Recruitment Services

- **Vacancy handling** – the University manages an internet-based vacancy database, and uses targeted e-mails to promote opportunities to all students and graduates. Vacancies can include graduate opportunities, placements, internships, vacation work, part time or casual jobs. Employers are able to submit details of their vacancy free of charge directly onto our on-line system and once approved it will go live. We can also manage the application process and screen applications where required by arrangement.
- **MBA projects and recruitment** – the School of Management welcomes projects and employment opportunities specifically targeted at MBA students. If you are interested in offering projects or employment to our MBA students, please enquire by email to employerservices@bradford.ac.uk.
- **Recruitment Fairs** – we run central recruitment fairs annually where employers are able to meet informally with our students and graduates, promote specific opportunities and build their company profile. Some Faculties run additional events for specific sectors. During the COVID-19 pandemic these events are being run online.
- **Knowledge Transfer Partnerships** - part subsidised by a government grant, Knowledge Transfer Partnerships (KTPs) allow your company to draw on academic

expertise within the University in supporting a key development project whilst helping able graduates to further their own skills development.

- **Interview facilities** – we have a number of interview rooms available to book throughout the year.
- **Advice and support** – we help with writing job adverts, internship or project briefs, promotional activities, timing of advertising, selection tools, regulations around employing international students, equality and diversity, and overall best practice when recruiting students and graduates.
- **Placements and Internships** - Career & Employability Services run a number of extra-curricular internship programmes some of which are subsidised by the University. These offer employers a low risk and low cost means of bringing fresh minds into a business to work on short term projects and assessing students' potential for future employment in the company. Students may undertake work virtually where appropriate.

Engaging with students

- **Presentations / Drop in and meet** - we can organise bespoke events to suit your needs. Your event could be a lunchtime talk, a stand in our Student Central area or a networking event. We will help to market the event and target specific students if required.
- **Employability Skills Workshops** – a schedule of sessions for students covering all aspects of job search, recruitment and selection methods, or providing insight into a particular industry or organisation. Employer-led sessions are highly valued by our students.
- **Curriculum involvement** – we invite you to bring a touch of realism in the classroom through your professional knowledge or area of expertise. This could be providing a case study, a live business project, hosting a visit to your business or contributing to a lecture.
- **Year in Industry or In-programme placements** – most of our programmes of learning include the opportunity to undertake subject relevant placements in the workplace. If you are interested in offering such opportunities, we can introduce you to students from programmes related to your sector.
- **Sponsorship** – for an event such as a Careers Fair or conference. Sponsorship can help to increase an employer's profile within the University and is greatly valued to support our work with students.
- **Mentoring** – graduates from University of Bradford and our employer partners are invited to join our mentoring scheme to provide support to current students

What to expect from us

- A professional and efficient service from trained staff who demonstrate a commitment to work with employers to support recruitment needs.
- An opportunity to engage with students and graduates through events, careers fairs, and presentations (online or in person).
- Advice on appropriate ways to engage with the target audience.
- Information on how employers can participate in learning opportunities to help develop students' employability.
- Communication of information about employers and opportunities to student and graduate clients in a range of formats and media.
- Investigation of any related complaints made by employers or by students and graduates and compliance with [the University's Equality and Diversity Strategy](#) at all times.
- Advice on best practice in student and graduate recruitment informed by professional bodies such as:
 - Association for Graduate Career Advisory Services (AGCAS) <https://www.agcas.org.uk/>
 - National Association for Student Employment Services (NASES)
 - Institute of Student Employers (ISE) <https://ise.org.uk/>
 - ASET – Integrated Work and Learning (ASET) <http://www.asetonline.org/>
 - Safer Jobs <https://www.safer-jobs.com/>

Tell Us What You Think About Our Service

We welcome feedback from employers who use our services to assist us in making improvements to our services. You can do this in several ways:

- In person to any member of the Employer and Placement Services team
- If you have taken part in one of our events, we may ask you to complete a feedback form
- By contacting the Employer & Placement Services Manager, Alison Hedley, on 01274 235823, email a.hedley@bradford.ac.uk.