

TERMS AND CONDITIONS FOR EMPLOYERS – 2010-11 EMPLOYER EVENTS

The University of Bristol Careers Service values the relationships we have with employers and aims to provide a high level service. This document outlines the basis of the working relationship between the Careers Service and employers and sets out to clarify the standards and principles for the delivery of the following services:

- 1. Employer Events – presentations, drop-ins, open days, careers fairs**
 - 1.i Student protest
 - 1.ii Information for Recruitment Agencies

These Terms and Conditions follow guidelines set out by the following professional organisations, of which the Careers Service is a member*:

- Best Practice in Graduate Recruitment as agreed by AGCAS* (the Association of Graduate Careers Advisory Services), AGR* (the Association of Graduate Recruiters) and the NUS (National Union of Students)
- NASES* (National Association for Student Employment Services)

The document also draws from recognised policies and legislation on equal opportunities and confidentiality.

If you have any questions regarding this document, please contact:

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1. Employer Events – presentations, drop-ins, open days, careers fairs

The Careers Service maintains a diary of employer events, held on or off campus, to avoid clashes with same sector organisations. Employers can book recruitment events through the Careers Service. This service is not open to agencies and training providers.

The employer will

- contact the Careers Service to check dates for **all** events with a recruitment focus
- notify the Careers Service in advance if a direct approach is made to any academic department or student union/society/club for recruitment purposes
- be able to use the event to promote graduate vacancies, internships, placements and job searching skills to current University of Bristol students
- provide full contact details for the event organiser and advertising agency (where appropriate)
- provide full invoice contact details and purchase order number when required
- provide up-to-date information on the organisation and current vacancies for finalists/graduates
- complete and return all necessary booking forms within the specified timescale
- complete and return University of Bristol conference centre booking forms within the specified timescale where relevant
- provide accurate size/dimension of exhibition stand when requested
- supply all publicity material as requested within the specified timescale
- distribute information relating to the organisation of the event to all relevant parties (i.e. company representatives attending the event, couriers, exhibition companies etc)
- arrange for delivery and collection of own equipment and material used at the event

Where an event is being organised on behalf of a recruiter the third party must

- follow all of the above
- provide full contact details for your client to verify details if necessary

The Careers Service will

- co-ordinate the employer event diary to avoid clashes between companies of the same business, i.e. two investment banks presenting at the same time
- notify booking start dates to current contacts by email and on the Employer section of our website
- co-ordinate room booking requirements for on-campus events where possible and based on charges set by the relevant services used
- publicise events on our searchable online event list and operate an online sign-up for open events
- advise on appropriate event, timing and location
- allocate bookings and sponsorship of careers fairs on a first come first served basis
- allocate stand space based on information supplied by the Employer - stands will be measured on the day
- reserve the right to change position or remove a stand from a careers fair if the stand brought on the day is larger than specified on the booking form or if it conflicts with health & safety regulations
- issue invoices for services rendered within the timescale stated at booking
- issue an invoice for additional stand space and any other additional charges incurred on the day of a careers fair
- **not** guarantee attendance at these events
- **not** accept responsibility for loss or damage to property (including personal property) brought on to University premises
- **not** accept responsibility for equipment or material left behind after an event

1.i Student protest

If there is a possibility of an employer event, or an employer attending a recruitment event, such as a fair, attracting student protest, the following guidelines should be followed.

The employer will

- notify the Careers Service of any reason, however remote the issue, why there might be a protest against the company
- give due regard to the University Freedom of Speech Code <http://www.bristol.ac.uk/secretary/studentrulesregs/freespeech.html>
- conduct a risk assessment for the event
- check insurance liability issues in the event of a protest
- agree roles, responsibilities and procedures in the event of a protest
- explain the role of recruiter's staff in the event of a protest
- discuss and agree with the Careers Service if intending to use own security team
- ask any agency working on your behalf to adhere to the above
- use this good practice with other university contacts e.g. student societies

The Careers Service will

- conduct a risk assessment of the target event
- agree roles, responsibilities and procedures in the event of a protest
- give due regard to the University Freedom of Speech Code
- liaise with and seek advice from the University Security Service
- provide clear information to students of any requirements for personal safety and security at events e.g. no form of protest in an area that could cause congestion or a health and safety risk
- provide, where possible, locations that are well lit, accessible, covered by CCTV and fit for purpose
- share information with other AGCAS careers services on patterns of student protest
- use this good practice with other university contacts e.g. student societies

1.ii Information for Recruitment Agencies

The Careers Service will endeavour to support the recruitment needs of third parties. However, due to the volume of requests direct recruiters will be given priority.

The Careers Service will

- place requests for a stand at any of our Careers Fairs on a waiting list and will send notification of availability one month before the event.
- **not** book attendance at Skills sessions or similar activities.

The agency will

- follow all of the terms and conditions set out above
- provide full contact details for your client to verify details if necessary