

Policy Statement for Recruitment Consultancies 2011-12

This policy is only relevant to consultancies recruiting on behalf of a client. Agencies recruiting for themselves should contact a member of the Gr@b team (contact details below).

This statement covers the University of Bristol Careers Service policy for Recruitment Agencies/Consultancies, Executive Search and Selection, Head-hunting organisations and other third parties who carry out any related activities under any other terminology. All recruitment activity must comply with the relevant Careers Service Terms & Conditions.

Advertising vacancies (including RAD members)

- Vacancies are publicised on the Careers Service jobs pages.
- There is a charge of £50+VAT for each individual vacancy unless you are a member of the RAD or can provide a statement from your client confirming you are handling the entire recruitment campaign.
- The Careers Service will not advertise vacancies it believes contravene equal opportunities, employment law or any other UK legislation. See the terms & conditions for employers.
- On the vacancy form you will need to disclose the name of your client for our purposes. However, you will have the choice as to whether this is publicised to students/graduates.

Recruitment Agency Directory (RAD) membership

- The cost to join the RAD for 12 months is £150 + VAT.
- As a member of the RAD, your company profile will be advertised on the RAD page of the Careers Service website for 12 months and you will be able to advertise 10 vacancies free of charge.
- Your company profile will include a link to your website and any current vacancies being advertised.
- If you are a local agency with local opportunities, you will also receive 2 target emails free of charge.
- If you are a member of the RAD and you use your 10 free vacancies within the 12 months, you will have the option to purchase more vacancy adverts at a discounted price:
 - £40 for 1 vacancy
 - £60 for 5 vacancies
 - £80 for 10 vacancies

These vacancies must be used within the same 12 month period and cannot be carried over.

Employer events

- Requests for a stand at any of our Careers Fairs will be placed on a waiting list and you will be notified of availability one month before the event.
- Rooms may be booked for presentations or interviews if your client is named in all publicity.
- Attendance at skills sessions and similar activities is not possible.

Other profile raising activities

- You can attend a virtual fair or send target emails to students. For more information please contact Gr@b (see details below).

The Careers Service will not:

- Promote agencies to academic or other University departments
- Hold or distribute posters or other promotional material

All enquiries should be made to the Employer Services team:

Email: g-r@bristol.ac.uk

Tel: 0117 928 8234/8121

Website: <http://www.bris.ac.uk/careers/employers>