

## **Abertay University Careers Service**

### **Guidelines on Advertising Vacancies**

These guidelines outline the responsibilities involved in the recruitment of Abertay Students and Graduates through Abertay Connect <https://abertayconnect.abertay.ac.uk>

Our Vacancies System is free to use for all legitimate employers, charities and placement organisations however, opportunities must meet some basic requirements.

If you are unable to access Abertay Connect, please contact [careers@abertay.ac.uk](mailto:careers@abertay.ac.uk)

#### **General Principles:**

- All jobs and internships with companies must comply with UK employment legislation including Equal Opportunities and National Minimum Wage regulations.
- Charities may offer voluntary worker positions but must specify a UK or Scottish Charity number.
- Part time vacancies must not require students to work over 20 hours during term-time.
- Employers must specify the company or organisation offering the vacancy; recruitment agencies are free to place adverts on a clients' behalf where the client is named.
- Employers must specify a website or contact where candidates can learn more about the vacancy.
- Employers must ensure vacancies are up to date. On completion of recruitment, the vacancy must be closed via our online system within 24 hours of the vacancy closing date.

#### **Recruitment Agencies**

The Careers Service works with private agencies or third parties representing employers only if:

- An employer has commissioned the agency to act on its behalf and the agency states which employer it represents.
- The Careers Service is satisfied that such representation is clearly in the interests of students and of the University.
- The employer must be named in the vacancy entry and details are made available to the student/graduate.
- Salary information should be provided and should not be commission based

The same principles are applied to the many commercial organisations offering agency-type services on the Internet, and therefore, like commercial employment agencies, these do not normally receive publicity, have links on our website or participate in Careers Fairs or other Careers Service activities.

#### **Responsibilities of the Careers Service:**

- We aim to publish all vacancies within 3 working days of receipt, providing that sufficient information has been submitted and the conditions of the policy have been met.
- Publish vacancies until the employer's specified closing date or until instructed otherwise by the employer. Thereafter they form part of our vacancies archive.
- Advertise vacancies on behalf of recruitment agencies where the name of the recruiting organisation is disclosed.

**Please note:**

Vacancies will be reviewed before being published. The Careers Service reserves the right to refuse or withdraw any vacancy without reason and to edit a vacancy prior to publication.

The Careers service does not pre-select students or recommend specific students or graduates for any employer.

Further information on how to post vacancies is available via our website.

The Careers Service  
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Email: [careers@abertay.ac.uk](mailto:careers@abertay.ac.uk)  
[www.abertay.ac.uk/careers](http://www.abertay.ac.uk/careers)