

The University of Leeds - Vacancy advertising policy

The Careers Centre at The University of Leeds aims to advertise graduate and internship vacancies and further study opportunities which in our opinion are relevant to our students and graduates' aspirations and interests.

We ask that you:

- Describe opportunities accurately and honestly
- Provide all key information as set out in our online vacancy submission form
- Provide a closing date for applications. If a closing date is not provided, we will post the advert for 1 month
- Tell us if the vacancy fills before the end of the advertised period

We may edit vacancy submissions at our sole discretion to fit a standard format.

We reserve the right not to advertise vacancies or voluntary opportunities which in our sole opinion are not suitable for advertising through our service, or which we feel are not in the best interests of our students and graduates.

Reasons why a vacancy would be refused:

- Appear not to meet the requirements of equality or other employment legislation (UK vacancies)
- Requires the student/graduate to be self-employed to take up the opportunity
- Are unpaid unless the organisation has charitable status. This includes expenses only work and overseas volunteering work
- Are advertised by recruitment agencies/3rd parties who are unable to name the client
- Represent an undue health and/or safety risk to the student/graduate
- Involve students writing or sharing academically related material for use by other students
- Have misleading, incomplete or inaccurate job descriptions
- Risk damaging the reputation of The University of Leeds
- Discriminate on the basis of race, gender, disability, socio-economic status, age, or sexual preference, unless:
 - There is a genuine occupational requirement, covered by the relevant legislation, which permits exemption from this legislation
 - The vacancy aims to provide people from a particular group (or groups) the opportunity to compete for work in areas in which they have been under-represented or absent
 - (In both of the above cases, employers must quote the relevant section of the applicable website that outlines the legislation)

Reasons why we may not advertise a vacancy:

- Are not of graduate calibre
- Requires the post holder/student to pay a fee or invest in the role (except in the case of postgraduate study where they student may incur some expense)
- Are commission-only sales, or telesales/desk based sales roles
- Do not meet UK National Minimum Wage requirements (UK vacancies)
- Are not represented by the degree courses provided by The University of Leeds

Terms of advertising:

Although we attempt to limit access to students and graduates of The University of Leeds via our secure website, any information sent is still being placed in the public domain and could potentially be accessed by anyone.

Please note that vacancy adverts still including statements along the lines of '*must be able to/have permission to work in the UK*' will be rephrased as follows – '*the successful candidate must, by the start of their employment, have permission to work in the UK*'. This is because, while a correct term of employment law, the statement could be seen to contravene equality law.

There is no agency relationship between the Careers Centre and any organisation. Adverts submitted by organisations will not contravene or breach the Equality Act 2010.