

## Statement of Service for Employers and Professional Bodies

Careers, Employability and Skills (CES) aims to enable the University's students to make informed decisions about their career choices, take steps to realise their goals and to develop their capacity to manage their career throughout their working lives.

Employers and professional bodies are regarded by CES as a key client group and productive relationships with you are valued.

We will work with you to provide:

- Recruitment solutions such as targeted careers fairs, presentations and other bespoke recruitment opportunities.
- Opportunities to market, promote and increase the brand awareness of your organisation with specific groups of students.
- Consultancy: examples of best practice in relation to student and graduate recruitment.
- Brokerage with academic schools and student societies to explore opportunities for longer-term engagement such as research projects and input to professional studies programmes.

In order to facilitate this process and to support the University in developing the employability of its students we offer a range of services:

**Careers and Placement Fairs** which provide a forum to bring students and employers together. Our fairs provide you with exclusive contact with Queen's University students and graduates.

**Free advertising of vacancies**, placements, vacation schemes and other opportunities. Once vacancies are received we will act as a gateway to ensure your vacancies are advertised on our MyFuture system to which all staff and students have access.

**Facilities for presentations** on campus with associated free publicity for such events.

**Facilities for conducting selection interviews** and testing on campus.

**Participate in profile-raising programmes or activities** for students. Some examples include:

- **Skills for Success** - employer-led workshops to promote your organisation and offer students a valuable insight into what employers look for.
- **Insight Days** - employer-led insight days into your organisation or graduate roles.
- **Placements and Mentoring** – opportunities for your company to engage through a range of tailored mentoring and placement models.
- **Guest Lecture on campus, within/outside the curriculum** - events at Queen's to highlight your organisation, developments within the sector and opportunities to interested students and graduates.
- **Work Shadowing** - opportunity for students to 'shadow' a member of staff in your organisation.
- **Study Tours** - careers study tours where employers provide skills/case study workshops: e.g. Brussels Tour, Bio Sciences, Careers Legal Insight Programme
- **Insight into Management** - a 3-day programme on campus which engages groups of students in a variety of business simulations and case studies.

- **Global Leadership Programme** gives students from across the University the opportunity to come together to work on projects and develop skills that enable them to become change makers both at Queen's and in the wider community.
- **Innovation Bootcamp** students together to work in project teams on real business problems with real clients, who are representatives from local companies, providing students with a different type of work experience and helping them build their professional network and enhance their communication, teamwork, problem solving skills and commercial awareness.
- **Sponsorship opportunities** - to promote your organisation. The menu of possible options including price and distribution channels is available on request.

Charges are levied for some of these services. Details of these are available on request.

### **Compliments, comments and complaints**

We welcome your comments on the service provided. CES is committed to providing a quality service and as such, may seek your views as part of the cycle of continuous quality improvement. If you have any comments on any aspect of the service please contact Nuala Griffin, Employer Liaison Co-ordinator, so that we can review our service.

**Website:** [www.qub.ac.uk/careers](http://www.qub.ac.uk/careers)

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