

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 careers 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 external database which all staff and students can access.

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

Opportunity to engage with students through a variety of informal sessions including 'drop in' and 'coffee morning' events.

Facilities for conducting selection interviews and testing on campus.

Participate in profile-raising programmes or activities for students including:

- **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.
- **Alumni Placements and Mentoring** – opportunities for your alumni 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. Finance and Law Tours in London. The new Careers in Brussels Tour

provides insights into a range of organisations and employers at the heart of the European Union.

- **Insight into Management** - a 3-day programme on campus which engages groups of students in a variety of business simulations and case studies.
- **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 as defined by AGCAS, the Guidance Council and Matrix standard. If you are unhappy with 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

Contact: Nuala Griffin, Employer Liaison Co-ordinator
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