

19 June 2015

To: Staff Partners

## **GRADUATE RECRUITMENT CODE OF PRACTICE 2015**

The Code of Practice has been developed in relation to the recruitment of students from the Queens University of Belfast and The University of Ulster. The Code is designed to apply to **all** member firms in Northern Ireland recruiting from these universities. Where necessary, please ensure your respective offices in RoI are aware of the Code. The Code does not apply where students are being recruited from universities outside of Northern Ireland. For the avoidance of any doubt, if your firm is recruiting from the two local universities in the timescale below, the Code of Practice applies and therefore your firm should adhere to the dates below.

### **TIMESCALE**

<b>Closing date for applications</b>	<b>Wed 28 October 2015</b>
<b>Interviews to commence no sooner than</b>	<b>Mon 9 November 2015</b>
<b>Offers to be issued no earlier than</b>	<b>Fri 27 November 2015</b>
<b>Closing date for offer acceptance/rejection</b>	<b>Fri 11 December 2015</b>

### **NORTHERN IRELAND ACCOUNTANCY RECRUITMENT (MILKROUND)**

It is encouraging to note that there are an increasing number of Member firms (as well as a growing number of other employers) seeking to recruit within the Northern Ireland Accountancy Recruitment ("Milkround"). As a consequence, instances of students having to decide between two presentations in one evening have occurred. I would encourage members firms to make their own arrangements as a matter of priority for their presentations and interviews with the careers departments at QUB and UU. Please note, the two universities cannot make arrangements until such times as this Code has been issued and firms will be booked on a first come first served basis **after the issue of the Code**. All offers of appointment following presentation and interview period should give students a reasonable period of time to accept an offer and no offer should require a student to accept earlier than **11 December 2015**. Where it has been decided not to make an offer to a student, this should be communicated to the student at the same time as offer letters are being issued to other students.

### **ON-LINE AND DIRECT APPLICATIONS**

It is accepted that the on-line method is becoming a more popular form of application. Firms should ensure that procedures are in place to consider on-line and hard copy applications in an equitable manner. Closing dates for all methods should be advertised clearly. Technology should support easy access and use of the on-line method.

### **RECRUITMENT OTHER THAN DURING THE MILKROUND**

It is open to firms to interview and make offers to students who approach them on an individual basis at any time. Any offers which arise from such interviews should also give students a reasonable amount of time in which to accept or decline the offer.

## **EQUAL OPPORTUNITIES**

All firms should demonstrate commitment to equality of opportunity in employment as required by the Equality Commission and the Equality and Human Rights Commission.

## **FORM OF OFFER**

All offers of appointment should be made in writing and should clearly state the terms of engagement and any conditions attached to the offer. After an offer has been made, firms should not initiate or encourage any further contact with the students until the offer has been accepted or declined. This includes any correspondence regarding the firm itself, acceptance of the offer, and the proposed terms of employment.

**Emma Murray**

**Convenor**

**Training, Education and Careers (TEC) Sub Committee**