

Career Development Services

Statement of Service for Opportunity Providers and Employers

Career Development Services comprises a dedicated team of professionals whose mission is to provide an integrated range of quality career-focused services which meet the needs of our clients in the most effective way.

The University's Mission is "Marking Knowledge Work" and our record of high employment after graduation demonstrates that we provide the learning opportunities for our students to enhance their employability potential.

Our links with opportunity providers and employers underpins most of our activities and we are keen to develop these relationships. It is important to us that we provide you with a quality service and we are always willing to listen to your ideas on how we can achieve this.

Career Development Services encourages opportunity providers and employers to work with us and to contribute to academic programmes, skills workshops and events to facilitate this development. Our innovative, progressive approach means that we always welcome discussions about new initiatives and ideas.

Our services to opportunity providers and employers include:

VACANCY ADVERTISING

Whatever type of vacancy you are wishing to recruit student or graduates for, we can help. We manage an internet-based vacancy database, and use targeted e-mails to promote opportunities to students and graduates. Opportunity providers and employers are able to submit their vacancy details directly onto our on-line system and once approved it will go live. It is then possible to see how many times the vacancy has been viewed.

- **Immediate Vacancies and Jobs for Final Year Students and Graduates**

We maintain our Jobs Online database (password protected to Bradford students and graduates) of vacancies of interest to students and graduates. Vacancies stay on the system until the closing date has passed, allowing maximum opportunity for the data to be viewed by job hunters.

- **Immediate Vacancies for postgraduate students and alumni (MSc and MBA) from the School of Management.** The online database is password protected. Opportunities should be e-mailed to

usingourtalent@bradford.ac.uk

- **Placements**

You can advertise your placement opportunities on our Jobs Online database. This is available to any registered University of Bradford student.

- **Summer Placement Schemes/Vacation Work**
Many of our students look for focused vacation work during the summer of the penultimate year of their course; and for temporary work during other vacations. These are also advertised on our Jobs Online database.
- **Part Time Vacancies**
Working part time while studying is encouraged by Career Development Services as a means of improving skills and gaining experience, and is popular with students as a means of earning income, but we recommend that hours should not exceed 15 per week. We can help with promoting these opportunities to students.

RECRUITMENT EVENTS

The Careers Service has extensive experience in managing and promoting careers events on campus. These include:

- **Careers & Jobs Fair**
This is our successful, annual Careers Fair (previously known as the '20 Mile Fair'). It enables organisations to meet informally with students and graduates who are looking to start building their careers. The fair covers a variety of opportunities from immediate/future vacancies for graduates to work experience/internships for students, casual part time jobs, volunteering and business start ups.
- **Business and Management Fair**
Our other annual fair is specifically aimed at Business and Management students and graduates and is held at the School of Management.
- **Focus Days**
Focus Days are targeted careers events, focused on specific vocational areas. At these, we have a good cross section of specialists who can talk about their occupation; and opportunity providers who can discuss employment, placements and vacation work. The Days are open to students in all years of study so they provide an excellent forum for promoting placements as well as graduate opportunities.
- **'Drop In and Meet' Days**
Your own special day on campus. Our students, by simply 'dropping in' and 'meeting' you, get the chance to find out about your organisation and recruitment procedures, and you get the opportunity to promote your vacancies. Drop In and Meet days are informal, as many students will come to see you during a break in lectures.
- **Presentations**
A full range of facilities is available on campus for evening or lunchtime presentations. We ask students to 'sign-up' to attend these events but we must warn you that there is always unpredictability over audience numbers.

- **Interview Facilities**

Private interview rooms are available within Career Development Services and you can book them at any time of the year. You can interview Bradford students and those from other Universities.

OTHER UNIVERSITY OPPORTUNITIES TO BECOME INVOLVED ON CAMPUS

There are many opportunities for recruiters to get involved with University life, such as helping with skills development workshops, or providing advice to academic departments. We regularly have employer representatives come in and present to specific groups of students on “a day in the life of” etc in order to increase awareness of their organisation. If you want to discuss getting involved, please contact:

01274 234991 or e-mail careers@bradford.ac.uk

The above recruitment events and other opportunities are also on offer at the School of Management, please contact 01274 234329 or email usingourtalent@bradford.ac.uk

TELL US WHAT YOU THINK ABOUT OUR SERVICE

We welcome feedback from employers and opportunity providers who use our services to assist us in making improvements to our services. You can make comments and complaints in a number of ways:

- In person to any member of Careers staff
- Emailing careers@bradford.ac.uk
- If you have taken part in one of our events, we may ask you to complete a feedback form
- Contacting Jo Beaumont, Head of CDS on 01274 234900, email J.Beaumont4@bradford.ac.uk