

University of Aberdeen Careers and Employability Service

Policy on Advertising Vacancies

The Careers and Employability Service at the University of Aberdeen aims to advertise vacancies (graduate jobs, work placements/ internships, volunteering and part-time jobs) with a high level of efficiency and accuracy. This document outlines the shared responsibilities of the Careers and Employability Service and employers to ensure effective recruitment of students and graduates from the University of Aberdeen.

It is the responsibility of the Employer to:

- Provide us with complete and accurate information concerning the vacancy to enable students and graduates to make an effective application.
- Specify a website or contact where candidates can learn more about the vacancy.
- Ensure your vacancies are up to date. If you have finished recruitment ensure you close your vacancy, via our online system, within 24 hours of the vacancy closing date.
- Ensure that vacancies comply with relevant legislation, including [Equal Opportunities](#), [National Minimum Wage](#).
- Ensure vacancies comply with [Immigration legislation](#), specifically in relation to the recruitment of non-EEA graduates. Please read *AGCAS's Recruiting International Graduates: a guide for employers* for more information (linked from <https://www.abdn.ac.uk/careers/about/vision-and-mission-768.php#panel805>).
- Adhere to the principles of the *AGR, AGCAS and NUS Best Practice in Graduate Recruitment* (linked from <https://www.abdn.ac.uk/careers/about/vision-and-mission-768.php#panel805>).
- Ensure that part-time vacancies comply with National Minimum Wage regulations for people aged 21 years+ and do not require students to work over 20 hours per week during term-time.

It is the responsibility of the Careers and Employability Service to:

- Aim to publish vacancies within 3 working days of receipt, provided that sufficient information has been provided and conditions of advertising are met.
- Publish vacancies until the employer's specified closing date or until instructed otherwise by the employer. Thereafter they form part of our vacancies archive.
- Advertise vacancies on behalf of recruitment agencies where the name of the recruiting organisation is disclosed. This is in accordance with our full policy [on working with recruitment agencies](#).

The Careers and Employability Service reserves the right to refuse to advertise a vacancy if it is deemed inappropriate for publication on our website and/or not in the best interests of our clients. In addition, we reserve the right to edit a vacancy as deemed appropriate prior to publication on our website.

Further information on how to post vacancies is available via our [website](#).

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