



Introduction

The Careers and Employability Service at the University of Aberdeen aims to work with organisations to advertise a wide range of opportunities to our students and graduates. This policy provides detail on:

- The types of opportunity that we advertise and what we consider when checking opportunities
- Our responsibilities for providing an effective and efficient service for advertising opportunities
- How we use personal data provided by contacts of organisations
- How to submit vacancies on our CareerHub system

The types of opportunity that we advertise and what we consider when checking vacancies

We advertise a wide range of opportunities to our students and graduates, including:

- graduate jobs
- work placements/ internships
- part-time/ vacation jobs
- volunteering

Every advert that we receive is checked by a member of the Careers and Employability Service team to decide if it is suitable to be advertised to our students and graduates. However, students and graduates should refer to our [Student guide to protecting yourself and your personal data when applying for vacancies](#) before responding to an advert.

We adhere to the following legislation and codes of conduct:

- [UK employment legislation](#)
- [Equality Act 2010](#)
- [Data Protection Act 2018](#) and [UK GDPR](#)
- [AGCAS work experience standard](#)

In addition, adverts must not:

- Contain any material which is defamatory of any person.
- Contain any material which is obscene, offensive, hateful or inflammatory.
- Infringe any copyright, database right or trademark of any other person.
- Be likely to deceive any person.
- Be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence.
- Be used to impersonate any person, or to misrepresent your identity or affiliation with any person.

UK-based roles

All opportunities must be paid at or above national minimum wage and preferably at or above the national living wage. Work-shadowing and insight experiences (physical or virtual) which don't involve hands-on, practical work and last for 10 days (70 hours) or less may be unpaid. You can find more information on National Minimum Wage and rates here - <https://www.gov.uk/national-minimum-wage-rates>.

Non-UK-based roles

All international opportunities must comply with the local employment and recruitment regulations for the location where the role will be undertaken. Opportunities that require the candidate to pay a registration fee will not be accepted.

Adverts submitted by recruitment agencies on behalf of clients

Adverts from recruitment agencies (and similar organisations) promoting roles with clients will only be accepted if the client's name is clearly stated in the advert.

Part-time roles during term time

Roles must require a commitment of no more than 15 hours per week during term-time. We will not usually advertise part-time roles during term time that are located outside of the Aberdeen/Aberdeenshire areas.

Permission to work in the UK

Adverts including statements such as 'must be able to/have permission to work in the UK' will be amended to read 'the successful candidate must, by the start of their employment, have permission to work in the UK'. It is your responsibility as an employer to ensure that anyone you employ has the right to work in the UK, and that the work they are engaged to do is permitted by their visa conditions. There are restrictions on how much work students can do, and when. You can find more information on right to work checks at [Checking a job applicant's right to work - GOV.UK \(www.gov.uk\)](#).

Roles that involve working in a private home

These opportunities will be accepted if they meet our specific requirements for this type of opportunity. Employers are requested to contact us at employers@abdn.ac.uk to discuss these requirements.

Our responsibilities for providing an effective and efficient service for advertising opportunities

We check every opportunity that is submitted to us to ensure that it is appropriate for promotion to our students and graduate and complies with our terms and conditions (as stated above). We aim to accept or reject adverts within 3 working days of receipt.

We will keep adverts published until the organisation's specified closing date has expired or until instructed otherwise by the organisation. Once adverts are unpublished, they will be retained in our vacancies archive for a maximum of 10 years. Adverts will be deleted permanently at the request of the organisation who submitted them.

We reserve the right to refuse to advertise a vacancy if it is deemed inappropriate for publication. We also reserve the right to edit adverts prior to, and after, publication if required.

We do not guarantee that access to CareerHub, or any content on it, will always be available or be uninterrupted. Access is permitted on a temporary basis. We may suspend, withdraw, discontinue or change all or any part of CareerHub without notice. We will not be liable to you if for any reason CareerHub is unavailable at any time or for any period.

We will determine, at our discretion, whether there has been a breach of these terms and conditions through your use of CareerHub. When a breach of these terms and conditions has occurred, we may take such action as we deem appropriate, which may include, without limitation, immediate, temporary or permanent removal of any advertisement and/or promotion from CareerHub.

How we use personal data provided by contacts of organisations

For information on how we use your personal data please visit the [privacy statement](#) on our website.

How to submit vacancies on our CareerHub system

- Go to <https://employers.careerhub.abdn.ac.uk> and click on the Login/ Register button in the top-right corner.
- If you have not used our system before read [this guide](#) to find out how to register.
- Once logged in you will be able to:
 - add your jobs
 - edit your organisation details to update the description and add social media handles
 - add and edit contacts
 - view form submissions
- If you have any questions about using CareerHub please email employers@abdn.ac.uk.