

## Conditions of Advertising

University of the Highlands and Islands Careers and Employability Centre would remind employers seeking to recruit staff through its vacancies database that all organisations employing staff are obliged by law to address any discrimination within the workplace, be aware of the different strands of equalities legislation and ensure that they comply with equal opportunities legislation and best practice.

This document outlines the shared responsibilities of The Careers Service and employers to ensure effective recruitment of students and graduates from The University of the Highlands and Islands.

**Employers will:** Provide with sufficient accurate detail to enable students and graduates to make an effective application

- Contact the Careers team as soon as a semester, vacation, internship or voluntary vacancy is filled so that the vacancy can be withdrawn
- Close your graduate vacancies, via our online database, once you have completed recruitment or update information if closing dates are extended
- Ensure that vacancies comply with relevant legislation as laid down within the [Equality Act 2010](#).

### **The Careers Service will:**

- Aim to publish vacancies within 1 - 3 working days of receipt, assuming that sufficient information has been provided and conditions of advertising are met
- Confirm publication of any vacancy submitted by email
- Where necessary classify employers and job types using TARGETconnect categorization. Employers may review the classifications allocated with a member of the Careers team
- 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 voluntary work with registered charities, voluntary organisations, associated fund raising bodies or statutory bodies in the UK, or overseas organisations
- Advertise vacancies on behalf of recruitment agencies where the name of the recruiting organisation is disclosed and can be published on our site.
- Reserve the right to edit vacancy adverts for purposes of brevity or clarity
- Reserve the right not to accept, or to withdraw any notified vacancy without necessarily giving a reason.

### **The Careers Service will not advertise:**

- Vacancies unless they comply with relevant legislation as laid down within the [Equality Act 2010](#). commission only jobs
- Opportunities that require:

- an up front financial investment or excessive participation fees by the applicant
- the taking of medication such as participation in drug trials
- writing for academic course-related materials which may be used by other students
- 'pyramid', network or similar style selling scheme

**The Career Service will not:**

- Charge for advertising or distributing employer literature
- Pre-select students or graduates for any employer
- Check or verify that individual applicants are legally entitled to work in the UK and do not accept any liability whatsoever in this regard. It is the sole responsibility of the individual employer to carry out all necessary checks to ensure that an individual is legally entitled to work in the UK.