



Our vacancy handling policy

The University of Nottingham offers a free advertising service for graduate opportunities and internships through My Career, our online jobs portal.

These guidelines are designed to help you recruit our talented students and graduates by advertising roles which are relevant to them.

Vacancies we advertise

We invite employers to submit the following vacancies in accordance with the guidelines listed below:

- Graduate vacancies with an immediate or future start date
- Graduate recruitment schemes available throughout the year
- Internships and placements opportunities
- Voluntary work with a registered charitable organisation

Vacancy advert guidelines

All details on the vacancy advert must be true to the best of the employer's knowledge.

My Career is intended to be accessed only by University of Nottingham students and graduates, although we cannot absolutely guarantee this.

We reserve the right to advertise only roles that meet criteria of relevance to our students, or to make minor amendments to job adverts in line with our communication guidelines.

We encourage employers to place their vacancies on My Career with a realistic lead time before the deadline to allow us time to publish them, and to give students time to engage with them. Please be aware that we cannot guarantee levels of student engagement with vacancies.

All opportunities should be written in English, to allow us to judge their relevance to our students.



Vacancies we are unable to advertise

Please note we are unable to advertise any vacancies that, to our knowledge:

- are not of graduate calibre
- are part-time
- have misleading, incomplete or inaccurate job descriptions
- discriminate on the basis of race, gender, disability, socio-economic status, age or sexual preference
- promote or endorse illegal activity, including pyramid selling or related financial schemes
- promote services to our students and graduates at a cost and/or the university already offers the equivalent service free of charge
- do not pay the legal [National Minimum Wage](#), unless they are volunteering opportunities with registered charities. We recommend that employers pay a salary that reflects the level of work our students or graduates will be undertaking.
- represent an undue health or safety risk to the student
- involve students in writing academic essays or personal statements for use by other students
- do not include an address, phone number or business email address
- request a photograph for the recruitment process
- are self-employment opportunities
- are commission-only roles
- are based in a private household
- require a student to pay an upfront fee
- require a student to do an unpaid trial period
- are connected to the adult / sex industry or associated with adult content
- risk reputational damage to the University of Nottingham

Graduate or internship opportunities offered in countries outside the UK must comply with the country's relevant employment legislation.



Please note that any vacancy advertisements including statements such as ‘must be able to gain or 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’.

Health and safety policy requirements

By placing a graduate or internship opportunity at the University of Nottingham, you are agreeing that you have up-to-date and valid:

- Health and safety policies
- Employer liability insurance
- Public liability insurance
- Equal opportunities policy

Recruitment agencies and intermediaries

Please be aware of the following guidelines which apply to recruitment agencies:

- We are unfortunately unable to post adverts asking our students or graduates to register with a recruitment intermediary
- Recruitment firms acting on behalf of a client should register a profile in their client’s name and add the vacancy to that profile
- The client company’s names must be included in the job advert or made known to the Recruiter Services Team
- If more than one recruitment intermediary submits the same vacancies, these will be posted on a first-come-first-served basis

Any graduate or internship opportunities with the recruitment intermediary itself will be treated in line with our vacancy handling policy.

Overseas internship providers that require an upfront fee

Where employers and organisations ask for an upfront payment for work taking place outside the UK, the employer must complete and return the Careers and Employability Services overseas opportunities provider information.