



The
University
Of
Sheffield.

The
Careers
Service.

Services For Employers.

Plan. Advertise. Engage. Support.

How the Careers Service can help your
organisation recruit students and graduates.

Whether you are new to recruiting students and graduates, or an organisation with an established recruitment programme, **we are here to help.**

We will assist you in making the best possible use of the resources you have available for recruitment and ensure they are directed towards activities that will give you maximum exposure to the types of students and graduates you are looking to attract.

At a glance

- **Why choose us?**
- **Plan.** Through our consultation service we will listen to your needs and identify what activities will work for you.
- **Advertise.** We offer a range of support for making sure students and graduates are aware of your vacancies.
- **Engage.** Our comprehensive programme provides a range of opportunities for you to engage with students and graduates.
- **Support.** There are a number of ways we can support your organisation in working more closely with the University of Sheffield.
- **Find out more.**

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Why choose us?

Each year over 26,000 of the brightest students from 121 countries come to the University of Sheffield to learn alongside some of the world's best academics at one of the UK's leading universities.

A member of the Russell Group, the University of Sheffield has a reputation for world-class teaching and research excellence across a wide range of disciplines.

Our award-winning Careers Service will enable you to connect with our intelligent, motivated and work-ready students and support you in attracting this talent into your organisation. By gaining an understanding of your recruitment needs and with our knowledge of the University and our students, we are confident we can work with you to develop and deliver an effective recruitment campaign to benefit your organisation.

THE 1ST STUDENT
EXPERIENCE
SURVEY 2014-15

"Sheffield produces
high quality graduates
who are ambitious
about their future."

Autumn 2014



Achieve More

Achieve More is one of the most significant curriculum changes to evolve within the University's undergraduate academic provision for 20 years. The initiative allows students to:

- tackle some of the biggest global challenges facing society today
- work across disciplines, broadening their horizons and subject knowledge
- develop team working, communication and problem solving skills
- work on real projects with prospective employers

Achieve More fosters opportunities for undergraduates to creatively develop core competencies and understanding of their role as global citizens. Alongside their academic studies, students undertake a number of Achieve More activities throughout their course. Collaboration, critical thinking, teamwork and entrepreneurial skills are just some of the attributes students develop as they undertake Achieve More activities within a wide range of subjects. Activities are based on the groundbreaking research for which the

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University is renowned and enable students to work alongside those from other disciplines to develop potential solutions for a range of real-life global problems and see how theory can inform real-world issues.

This means that our students will graduate at the end of their courses with both academic knowledge in their chosen fields and transferable employability skills, ready to become part of your future workforce.

The Sheffield Graduate

It is our aim that all graduates of the University of Sheffield will enter the workplace able to demonstrate those skills and attributes that will make them valued colleagues and contributors to the success of your organisation.

The prestigious Sheffield Graduate Award (SGA) is presented to students who have demonstrated their increased employability and possession of key skills and attributes by undertaking a wide range of extra-curricular activities during their time at the University.

Our award-winning students

Eight University of Sheffield students were shortlisted for awards in both the TARGETJOBS Undergraduate of the Year Awards and RateMyPlacement's National Undergraduate Awards in 2015. Politics student, Mihaela Gruia triumphed in the category of 'Best Student Contribution to a Small to Medium-Sized Enterprise' being awarded the winner for her placement at FleishmanHillard.

Our Civil Engineering student, Lewis Yates, was named overall national winner of the 'Student Employee of the Year 2014' award organised by the National Association of Student Employment Services. There were over 700 nominations from nearly 60 institutions for this award, which aims to recognise and promote the outstanding contributions and achievements of students who combine part-time work with their study commitments.



Plan.

We offer all organisations wishing to recruit from the University of Sheffield the opportunity to have an initial discussion, by telephone or face-to-face, in our offices or yours. Our dedicated team will take time to gain an understanding of your needs and resources, and tailor our services to meet them.

We can offer unbiased and honest advice on issues such as recruitment strategies, salary levels and relevant degree courses, and discuss with you the latest trends and developments in the graduate labour market. Once you've decided how you would like to work with us we will provide an efficient and cost-effective service for raising your profile on campus. If you are an organisation who is already active on campus, we are also happy to have regular discussions with you to review your activities and explore alternative strategies or new initiatives.

"I was very impressed with the helpfulness and professionalism of the staff at the Careers Service. The assistance on the day of our visit was excellent, as was the communication leading up to it. There was also clear guidance on what additional services were on offer to our company. All in all, excellent service."

Jacobs, Spring 2014



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Promote.

Online Vacancy Advertising

Join thousands of other employers by registering to use myVacancies to advertise your opportunities free of charge. myVacancies is used by more than 10,000 University of Sheffield students and graduates each year to search for graduate opportunities, internships, placements, vacation work, voluntary work and part-time jobs. Register now at:

<http://tiny.cc/advertisesheffield>

Student Jobshop

Located in the busy Students' Union building, our Student Jobshop provides you with additional free support to promote opportunities for current students including casual jobs, part-time and temporary work, placements and internships.

Sponsorship packages

You can enhance student awareness of your organisation and its opportunities by sponsoring our events and publications. Sponsorship provides exclusive advertisement opportunities that are not available to other employers, including prime stands at events, inclusion in student emails and promotion in key publications.

Using the Students' Union to promote your organisation

We work closely with the University's Students' Union, which was rated the best in the UK in the 2013 Times Higher Education Student Experience Survey. The Students' Union offers you opportunities to connect with students such as advertising in Forge Press, their weekly newspaper, booking a stand at the entrance to their busy building or using the main concourse just outside, and providing support for their events and activities. Many of the 250 student societies are also keen to offer you opportunities to raise your profile amongst their members by becoming involved in their activities or providing sponsorship.

"We have used other free university services before and had mixed results, but the quality of candidates from Sheffield has been exceptional."

Spring 2014



Engage.

Create awareness and recognition of your organisation on campus by considering the following activities:

Recruitment fairs *

We deliver a programme of high-profile, well-attended fairs during Autumn and Spring. Our regular themes include engineering and technology, science, business and finance, languages, law, part-time jobs, volunteering and vacation work. In addition, we organise a number of niche events in collaboration with academic departments.

NEW Industry networking events *

Our industry-focussed networking events enable a small number of employers to pitch to their chosen discipline(s), followed by an informal exhibition and networking session. These are an excellent mechanism for promoting your organisation and your opportunities to a captive audience, answer any questions and talk to students one-to-one.

One-to-ones *

If you wish to have quality interactions with interested students, we can schedule informal, individual discussions with students in your targeted subject areas who are interested in finding out more about your organisation and the positions available.

Presentations *

We can arrange for you to talk to groups of students about your organisation and its opportunities. Our range of packages gives you the choice of a variety of venues and catering options, making your visit to the University of Sheffield easy to arrange and cost-effective to deliver. Our dedicated staff will guide you through our simple booking service and make all the administrative arrangements on your behalf including promoting the event to students you are keen to target and monitoring student sign-ups.

We can also help you to set up a package of options to run throughout the day, making effective use of your time on-campus.

NEW Employer in the foyer *

Promote your organisation on-campus with a pop-up stand and distribute promotional literature about your organisation to students. We can help you identify the best location to reach your target audience and publicise your attendance in advance of the day.

Mock interviews, applications and skills workshops

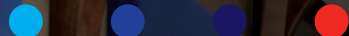
We welcome approaches from employers who would like to deliver sessions which will help students improve the quality of their applications and prepare for interviews. These workshops can also be used to deliver interactive sessions on skills that you are seeking in potential applicants.

Webinars and online sessions

If you are unable to visit Sheffield you can take advantage of our virtual services to meet and interact with students. This is especially useful for overseas organisations. You can also make use of our University of Sheffield Careers Network LinkedIn group to network with our students, graduates and academic staff, as well as with careers staff and other employers. Launched in 2013, it now has over 3,000 members.

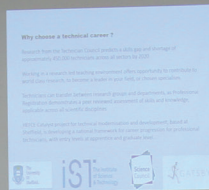
** charges apply*

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Our presentation at Sheffield attracted the largest number of students we had received at any of our presentations. Not only was the number of students impressive, they all met the exact target that we had been hoping to meet.

Disco International, Spring 2014



... Engage.

Increasing numbers of employers now recognise the value of establishing contact with students before they enter their final year. Adopting strategies that help you identify recruits in the early years of study can be a highly cost-effective way of recruiting and retaining the right people. Our services in this area are designed to help you meet individual students and assess their suitability for your organisation.



Placements

Engaging with students through work experience can enable you to access talented, enthusiastic individuals who can bring additional skills and new ideas. If you are seeking a low risk, cost-effective way of assessing a student for permanent employment after graduation, or if you need assistance with a short-term project requiring specialist knowledge, we can support you in attracting and recruiting students.

We have a number of Year in Industry courses and most students (including postgraduates) are eligible to undertake a placement. Offering work experience opportunities to students in their first, second or penultimate years of study can be a highly beneficial way of harnessing their talent for the benefit of your organisation, and potentially filling your graduate opportunities. A range of durations can be accommodated such as an 8-week summer placement, a short vacation scheme or a 12 month placement.

Our dedicated Placements Team can help you advertise your vacancies easily, effectively and exclusively to University of Sheffield students at no cost. We can provide advice

on developing and promoting a placement, work with academic departments to ensure students are aware of your opportunities, prepare students for placement, support you and your student(s) during the placement period and co-ordinate feedback throughout the process.

Linking with Faculties and Departments

We work closely with the University's five Faculties and can offer you a fast and efficient way of establishing relationships with any academic departments you would particularly like to be in contact with. Our Employer Relations Officers can facilitate links with the appropriate staff and enable you to work with departments in a variety of ways taking into account your requirements, timescale and resources.

Examples of opportunities to partner with departments include:

- hosting a student for a placement that is required by the course
- providing a project or case study for students to work on as part of their course



- providing a dissertation topic or Masters project
- holding a guest lecture
- offering a competition, game or simulation
- providing specialist equipment for use in teaching
- arranging a visit to your site or offices
- participating in Achieve More – our faculty-based, multi-disciplinary challenge activities for first year students
- participating in a departmental careers day or event e.g. an alumni panel
- offering an Employer Award, scholarship or bursary

Employer Award

The University of Sheffield Employer Award is a unique initiative introduced by the Careers Service in response to increasing requests from graduate recruiters for advice on how to make and maintain contact with high calibre students during the early years of study and develop a talent pipeline for future graduate recruitment. The scheme establishes individually tailored, mutually beneficial partnerships between recruiters, the Careers Service and academic departments.

Student Sponsorship, Scholarships and Bursaries

We can provide assistance if you are interested in offering student sponsorship or scholarships. These packages can involve the award of a bursary to assist with costs of studying, financial assistance towards tuition fees, work experience opportunities and/or the possibility of a job offer or fast-tracking through the recruitment process. The Careers Service has an established reputation in developing and managing bespoke schemes.

Podcasts and Case Studies

We can arrange for you to produce a podcast about your own area of work, what your role involves and what the longer-term career options are. If you already employ a University of Sheffield graduate you can also ask them to submit a case study outlining their career path since graduation. As well as helping students increase their awareness of specific occupational areas, this can be an effective way to raise the profile of your organisation.

“The Employer Award has provided us with close links to the academic staff and students within the Languages Department, which has in turn provided us with access to individuals who want to work for a global employer and utilise the skills they have developed throughout their degree, including the experience of living abroad for a year, which is invaluable to a firm like ours. The immediate impact of the Award is straightforward: we have improved our profile at Sheffield in less than 12 months and have attracted some high calibre students to consider opportunities at NRF. The winner is joining us in the summer and the two runners-up are also visiting the firm. This enables us to really get to know early years students who are clearly emerging talent.”

*Norton Rose Fulbright,
May 2014*

Support.

The GREAT Ambassadors (China) Scheme

This new initiative between UK Trade & Investment and the University of Sheffield, currently piloting at the University of Sheffield ahead of a possible nation-wide rollout, aims to link businesses with the growing pool of Chinese speaking talent at UK universities, who can benefit your business internationally. We can support you in employing an intern from our pool of carefully selected candidates from the University of Sheffield, chosen for their knowledge of Chinese language and business culture. This may help your organisation build Guanxi (personal relationships) and understand Chinese business networks, test a project for the Chinese market cost effectively or understand Chinese culture and communicate more effectively.



Support for smaller businesses

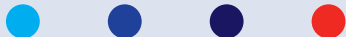
Small and medium-sized enterprises are the foundation of Sheffield's economy, making up the vast majority of our city's businesses. Our staff are therefore experienced in working with smaller organisations both locally and nationally, and will help you use your time and budget to best effect. We can offer you support to advertise your vacancies and get your name known on campus, guidance through the recruitment process, and advice on funding and schemes available to local or smaller organisations. We can also offer you space to conduct interviews or run selection activities.

We work closely with partner organisations on a number of initiatives which provide support for small businesses, including **RISE**, an award-winning city-wide partnership which connects Sheffield's network of innovative and exciting small and medium-sized businesses to graduates with enthusiasm and fresh ideas through graduate internships. The first scheme of its kind in the UK, RISE has so far provided support and funding to over 120 employer and graduate partnerships.

eMentoring scheme

There is no better way for students to explore their employment options than talking to someone actually doing the job. Our eMentoring scheme matches motivated students with mentors working in an occupational area of interest to them. Register as a mentor and you can share your valuable knowledge and experience while developing your own skills and strengthening your links to our pool of talented students. We appreciate that our mentors are busy people so communication is online via email and/or Skype, delivered flexibly over 7-10 weeks (typically one exchange per week with your mentee). The scheme runs twice a year (October-December and February-May). Matching is dependent on a suitable student applying to the scheme.

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The Careers Service can support your organisation in making links with other parts of the University for the following:

Knowledge Transfer Partnerships (KTPs)

Knowledge Transfer Partnerships (KTPs) are Europe's leading programme helping businesses to improve their competitiveness and productivity through the better use of the knowledge, technology and skills that reside in the UK universities. The scheme part funds a talented graduate to work for you for up to 2-years on a specific problem of your choosing, whilst being supervised by an experienced member of our academic staff.

Managing Director's Club

The Managing Directors' Club brings together leading regional business figures and senior academics to exchange knowledge and ideas for future collaborations and partnerships that support growth and prosperity in the Sheffield city region. Sheffield Hallam University and the University of Sheffield have a strong history of collaboration with the city and the Managing Director's Club is the latest example of this collaboration, aiming to further strengthen our links with business and industry in the Sheffield city region.

Provision of cutting-edge facilities

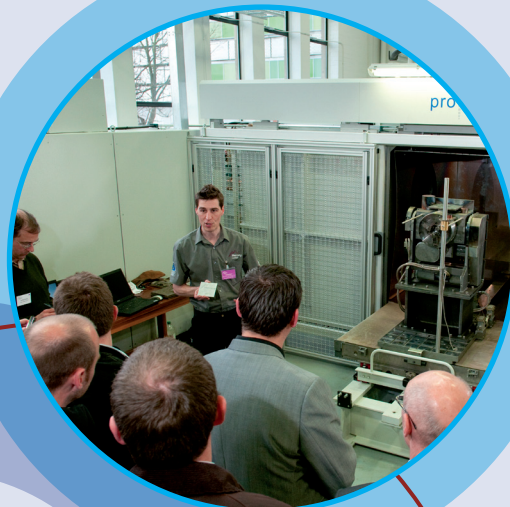
Many of our world-class facilities are available for use by industry. All of our equipment is maintained and used by experts in their area, who are also available to help you get best value in solving your business problems, ranging from routine testing/analysis to advanced research questions.

Professional development training courses for your staff

The University of Sheffield offers a wide range of professional training and development courses to help you or your staff maintain and update their knowledge and skills. Many of our courses are accredited by professional bodies.

Research and Innovation

The University can provide guidance, expert advice and hands on support to help you achieve your research ambitions as they relate to the research environment and your outputs.



Find out more.

Contact us

Please get in touch if you would like to know more about any of the services mentioned in this booklet or if there are any other ways that you would like to work with us. Our experienced staff are available to discuss your needs and provide advice on recruitment strategies, either face-to-face, by email, by telephone or via Skype:

Tel: 0114 222 0900

Email: employers@sheffield.ac.uk

www.sheffield.ac.uk/careers/employers



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The
University
Of
Sheffield.

The
Octagon
Centre.



The
Union
Of
Students.



University
House &
Visitor
Information.



A University for the People

More than 100 years ago, the local people of Sheffield understood the tremendous impact that a University would have on improving their children's lives through education; on regional and international trade; and on society's health, wellbeing and future prosperity. So strongly did they believe in higher education as a force for good, that they raised £50,000 in penny collections (c.£15 million today) to build a University in their city.

Here in the Careers Service, we continue with that ethos in our work with employers. We offer a range of services to suit every budget, including a selection that are free of charge.



The
University
Of
Sheffield.

Find out more

Tel: 0114 222 0900

Email: employers@sheffield.ac.uk

www.sheffield.ac.uk/careers/employers



University of Sheffield Careers Network



www.facebook.com/employersuos



@ShefUniEmployer