



The
University
Of
Sheffield.

Recruitment &
Selection
Coordinators
Network.

**Recruitment & Selection Network Coordinators' Network
Update Email: 17 April 2012**

Advertising Vacancies with the Jobshop

Dear R&S Network Members

With the fees due to increase next year and employability being so high on the University's agenda, we as an institution have a responsibility to do as much as we can to help our students leave here with a range of skills and as much experience as possible. Many of our students would like to work for the University which is a great way for them to undertake work experience and ultimately increase their chances of gaining employment upon graduation.

The Careers Service and Human Resources would like to encourage departments to use the Jobshop as an additional advertising avenue for all opportunities that could be undertaken by a student or graduate. myVacancies (the Careers online vacancy service) advertises part-time jobs (up to 16 hours), full time vacation work, year-long placements and graduate opportunities and is accessible only to students and graduates of this university

ADVERTISING VACANCIES WITH THE JOBSHOP

For bank staff/ atypical workers – information can be sent directly to the Jobshop, please visit: <http://www.shef.ac.uk/careers/employers/vacancies/jobshop>

For employees recruited via e-Recruitment – When creating the job requisition in e-Recruitment simply choose 'Yes' from the drop-down box to 'Advertise to students and graduates'

Staff can also make use of the Jobshop based in the Students' Union to find out more about how the Careers Service can help them recruit students/graduates. Please contact the Jobshop before contacting a recruitment agency as the Jobshop offers a free service.

For further information please contact Amy Gray at a.gray@sheffield.ac.uk or ext. 20928