



UNIVERSITY OF
CAMBRIDGE

CAREERS
SERVICE

Employer pack 2020/21



About us

The University of Cambridge is made up of **over 20,000 students** within 31 colleges, with 91% of graduates in employment or further study when surveyed 15 months after graduation.

The Careers Service is a dedicated team of professionals, providing impartial guidance and information to **students, postdocs and alumni** of the University.

Our team hold expertise spanning the major career sectors, and have a deep understanding of the complex University landscape, helping you to **maximise the success** of your recruitment campaign at Cambridge.

In Michaelmas 2020 **we will be running our fairs and all 1:many events virtually**, in light of the pandemic. We anticipate a high student engagement rate based on the success of our initial virtual sessions which ran during summer.



Engagement methods in 2020/21

**CAREERS
SERVICE**

Before employers read on, we highly recommend you ensure you are signed up for [Handshake](#) and have read our [Employer Policy](#). The following pages outline a variety of fairs, events and communication channels you can then use to engage with Cambridge students and recent graduates, including...

Recruiting

Advertise your roles to current students and recent graduates via Handshake

Virtual fairs

Meet students via our 4 virtual careers fairs in Michaelmas 2020

Employer-led events

Run virtual events to connect directly with a smaller group of engaged Cambridge talent





If you wish to hire a Cambridge student, researcher or graduate for internships, part-time or full-time positions and your opportunity meets [National Minimum Wage legislation](#), you can advertise your role through our careers platform, Handshake. All you need to do is register your organisation on the platform. You will then be able to log-in to your own dashboard and manage your vacancies and organisation profile from there.

Posting a vacancy is the best way to immediately reach a large number of Cambridge students and recent graduates. You can advertise opportunities in the UK or abroad free of charge., and also target your vacancy to specific subject areas or year groups. Additionally, you can choose to receive and manage applications directly via the Handshake platform, which several other university Careers Services use, as well as (at the time of writing) some **12,000** Cambridge students, postdocs and alumni - and rising.

[Read our vacancy handling guidelines](#)

Throughout the year, we hold careers fairs through which you can engage with hundreds of students who are interested in your industry.

In 2020 we are running our Michaelmas (autumn) fairs virtually, via Handshake.

Michaelmas 2020:

- Consultancy - 14 October
- Banking & Finance - 15 October
- Law - 22 October
- Engineering, Science & Technology - 28 October

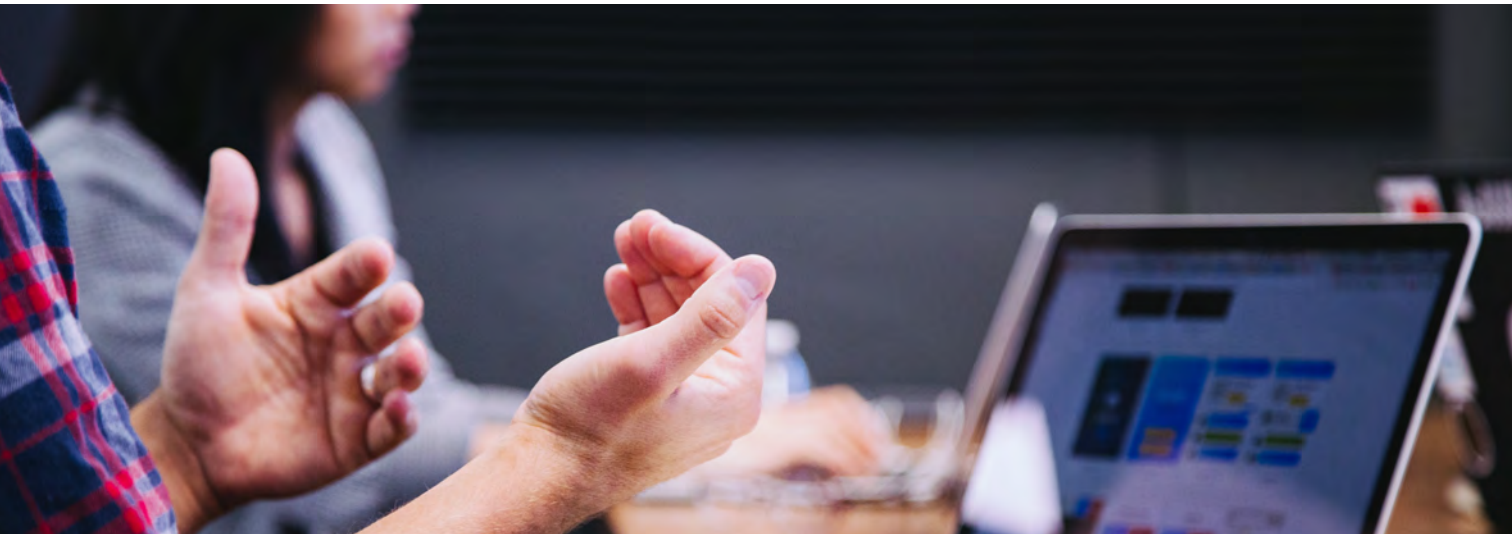
To make a booking, and for further information, please read our [fair booking process](#)



An event informing the audience about your organisation and the opportunities available, this will have a recruitment focus. Your event may include, but is not limited to...

- Marketing your organisation
- Typical projects/tasks/activities a candidate will be working on
- Information of recruitment opportunities
- Advice on how to make a successful application
- Details of the recruitment process
- Organisation culture, mission and aims
- Progression and promotion routes through the organisation
- Q&A Session
- Dinner

You can offer your event to different levels of hire, e.g. PhD, undergraduate, or postdoctoral researcher. For further information see our [events policy](#); and to book, please [register on Handshake](#)



Skills development sessions

These are sessions that help the audience develop a skill in the recruitment process, in your particular sector or role type - training the audience in a skill, such as:

- Data analysis
- Case interview preparation
- Software, coding
- Interviews, applications and CVs particular to your sector
- Financial modelling
- Excel
- Negotiation
- Pitching

Whilst we encourage you to discuss your recruitment needs with us, our [events policy](#) provides guidance on which events and skills sessions we are and aren't able to advertise. We also offer supporting documents on how to best set-up your event for engagement with the Cambridge user community. Please offer these sessions at clear levels of engagement (beginner, intermediate, advanced)

Sector knowledge talk

Sharing your expertise on the active work your organisation does can be an excellent way to engage an audience with your organisation. You might like to share a talk or presentation sharing expertise and insight about the current, future and emerging trends in your sector with our students - covering topics such as:

- Insight into current innovations in your sector or particular organisation
- The future of innovation in your sector (for example, how might automation on the legal sector)
- The impact of your sector, organisation, research etc. on other sectors
- Insight into what it means to work in this sector for career development:
- Types of roles that work on particular projects
- Roles that will be needed in the future
- Skills development that would be beneficial for a future in this sector