

# VACANCIES & OPPORTUNITIES HANDLING POLICY

The University of Cambridge Careers Service uses Handshake to provide employers with the opportunity to promote vacancies and opportunities to Cambridge students, alumni and our post-doctoral research community.

This document provides guidance on which opportunities we are and aren't able to advertise. If you have any additional questions or would like assistance in promoting your opportunities at Cambridge then please don't hesitate to get in touch with the Employer & Alumni Engagement Team via [employers@careers.cam.ac.uk](mailto:employers@careers.cam.ac.uk)

All vacancies and opportunities should be posted via Handshake. Guidance for employers on how to access and utilise the platform is available [here](#). All opportunities posted on the Cambridge Handshake platform are subject to screening by a member of the Careers team.

We will only advertise vacancies for a maximum of four months. If your vacancy expiry date is longer than 4 months, we will ask you to please amend this before publishing.

## Opportunities we are able to advertise

- Graduate-level vacancies and/or recruitment schemes with an immediate or future start date
- Internship opportunities
- Committee positions and paid roles available at Cambridge University Student societies or sports clubs.
- Voluntary work with a registered charitable organisation
- Vacation work

## Advert guidelines

- All details on the vacancy advert must be true to the best of the employer's knowledge.
- We reserve the right to advertise only roles that meet criteria of relevance to our users
- Advertisements for internships should follow the [Common Best Practice Code for High-Quality Internships](#) produced by the Gateways to the Professions Collaborative Forum.
- We encourage employers to place their vacancies on Handshake with a realistic lead time before the deadline to allow us time to publish them, and to give students time to engage with them.
- All opportunities should be written in English, to allow us to judge their relevance to our students.
- Graduate or internship opportunities offered in countries outside the UK must comply with the country's relevant employment legislation.

## Opportunities we are unable to advertise

We are unable to approve and advertise any vacancies that, to our knowledge:

- are not of graduate calibre
- 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](#)
- represent an undue health or safety risk to the student and/or when current UK Foreign Office advice is not to travel to the region/s in question

- involve students in writing academic essays or personal statements for use by other students
- roles where the postholder would be supporting individuals with applications to the University of Cambridge. The coaching nature of the roles is not in line with the University's Widening Participation agenda.
- are self-employment opportunities or commission-only roles
- are based in a private household
- require an applicant to pay an upfront fee
- require an applicant to do an unpaid trial period
- risk reputational damage to the University of Cambridge
- require a student to work during full-term. See <https://www.cam.ac.uk/about-the-university/term-dates-and-calendars>
- are PhDs, master's courses or academic-related fellowships
- request a 'native English speaker(s)' - the text should instead refer to the level of fluency required
- opportunities which are not relevant to programmes and courses offered by the University of Cambridge. This includes adverts which require NQTs, nursing qualifications or that are for industrial placements where a placement isn't an option for students
- we do not promote adverts for students or graduates to practice as medics or veterinarians. Employers seeking graduates to practice in these fields should contact the appropriate Faculty.

Please note that any vacancy advertisements including eligibility to work 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'. The same amendment will be made in relation to any equivalent statement regarding permission to work in the EU.

## **Additional notes**

### **Recruitment agencies**

We do not promote requests for our students or graduates to register with recruitment intermediaries. Recruitment firms acting on behalf of a client should request access from the relevant employer to be added to their Handshake account allowing them to post vacancies on the employer's behalf or if their client does not have a presence on Handshake register a profile their client's name and add the vacancy to that profile. If this is not possible the recruitment agent may exceptionally post vacancies but they must reveal the name of their client to the Careers Service. Any graduate or internship opportunities with the recruitment intermediary itself will be treated in line with our vacancy handling policy.

### **Teaching English overseas vacancies**

We will only host one advert per organisation at any one time. This may contain a summary of the range of opportunities the organisation has and include detailed information about eligibility requirements, benefits and what is/is not included. We will not publish adverts which request a 'native English speaker(s)' the text should instead refer to the level of fluency required. The organisation must have a website in English which confirms the details available in the advertisement. We are also unable to advertise opportunities which are submitted to us via third party agencies working on behalf of TEFL education providers.