Policy for advertising opportunities (vacancies, competitions, postgraduate courses and funding) with the Trinity Careers Service

Advertising Vacancies and Competitions

The Careers Service is the central point of contact for employers seeking to recruit Trinity students and graduates for career related vacancies, including short-term work, internships, graduate vacancies and competitions. We know from student and graduate feedback that it is their primary source of vacancy information.

Our policy is informed by the policies and position statements developed by our professional associations, namely the Association of Higher Education Careers Services (AHECS) in Ireland and the Association of Graduate Careers Advisory Services (AGCAS, UK & Ireland). They also draw on general policies and legislation on good practice in promoting equal opportunities, and minimum wage obligations.

The Careers Service asserts full editorial control over the vacancies submitted to its website and reserves the right to refuse to advertise a vacancy without giving a specific reason (a list of some common reasons for rejection is provided below).

The Careers Service will try to establish that organisations registering with us are legitimate organisations offering genuine work opportunities for our students and graduates; if we are unable to gather sufficient evidence for this purpose the organisation and its vacancies will not be processed.

Terms and Conditions

1. Turnaround of publishing vacancies and competitions - Vacancies and competitions submitted via MyCareer go through an approval process before they appear on the website. Organisation registrations, vacancy and competition postings are proofread and approved by a member of staff. We aim to approve and publish all vacancies within two working days of receiving them, exceptionally within three working days.

2. Student data privacy – We take student data protection and privacy issues very seriously:
   b. You must not pass students’ details to third parties unless you have explicitly stated in your advertisement that you are planning to do so.
   c. You must not use students’ details for any purpose other than recruitment.
   d. The Careers Service will respond to any reports that the privacy rights of users have been infringed and will remove access to the system if necessary.
3. Unpaid vacancies – The Careers Service Opportunity Disclaimer is included for all vacancies and competitions on MyCareer. To advertise volunteering opportunities please contact the Trinity Civic Engagement Office.

4. Recruitment of non-EEA students and graduates – It is your responsibility to ensure vacancies comply with employment law in the relevant jurisdiction and that they meet relevant good practice.

5. Placements – Please note that Schools and Departments within Trinity may have additional criteria for placement opportunity providers, especially those offering longer term placements; an approval of a placement opportunity by The Careers Service does not imply an endorsement of the full criteria a School or Department may require. Please ensure you discuss this with students prior to making a recruitment decision, you may wish to contact Placement Co-ordinators in the relevant Schools or contact us if you need assistance.

**Guidelines for submitting vacancies and competitions**

1. Submitting vacancies and competitions- We can only publish vacancies and competitions onto our searchable database when they have been entered onto the system by the employer. Employers can register to use the system at MyCareer

2. Text limit- Text for opportunity descriptions is limited to 2,000 words; the system will generate an error message if you exceed this word count. Since concise advertisements are more likely to be read, if you have further documents and text, please consider hosting these on your organisation’s website and linking to these.

3. Multiple postings – In an effort to keep the list as broad and varied as possible, we reserve the right to reject multiple vacancy postings.

4. Closing dates – The maximum closing date will be in 12 weeks. You can extend the closing date via MyCareer.

5. Contact details – Please provide full contact details including organisation postal address, website address, e-mail address and phone number.

6. Editing your vacancy and competition- You can update your vacancy and competition listings via MyCareer. Please ensure that you provide contact details or a link to your website for full job/competition descriptions, person specifications and application forms.

**Note to recruitment agencies**

The Careers Service will only post advertisements for specific vacancies. We do not publicise generic adverts for recruitment agencies. If you wish to advertise a vacancy but do not want to publicise the name of your client, we are happy to publish advertisements without this information. However, you must release the name of your client to the Careers Service when you submit a vacancy.

We are happy to publicise up to a maximum of 3 vacancies for your agency at any one time. Any more than this will incur a charge of €2000 per vacancy which will be billed and collected in advance of the vacancy going live.
Common grounds for rejecting a vacancy, competition or an organisation

We advertise vacancies which we deem to be suitable to the students and graduates of Trinity. This means that we reserve the right not to advertise certain vacancies and competitions, although this is a rare occurrence. Before a vacancy or competition can be advertised an organisation needs to register with MyCareer.

Some common reasons for rejecting an organisation include:

- Organisation does not provide a business email address (e.g. gmail or Windows Live address is given) and/or phone number.
- Organisation does not provide a website address (this makes it difficult for the College and its students to research and verify the organisation)

Some common reasons for rejecting a vacancy or competition include:

- Self-employed opportunities (e.g. childcare at home)
- Commission only vacancies
- Vacancies that are not in compliance with minimum wage and/or equal opportunities legislation

Vacancies notified by Recruitment Agencies where:

- Client details are not supplied and/or where the agency has not been explicitly commissioned by the employer to act on their behalf.
- Specific, accurate and complete details of the position being recruited for are not provided.

Vacancies which incur a payment: We will not normally advertise vacancies that require students to make any payment to take up an opportunity, for example an internship opportunity. We recognise that there may be some exceptions such as not for profit/charitable organisations who offer voluntary opportunities overseas which require a payment in order to cover costs of accommodation/ travel etc. and hence enable the ongoing work of the charity.

Vacancies and competitions that are not legal, not in keeping with the policies, goals, aims and objectives of Trinity College Dublin.

Advertising Postgraduate Courses and Funding

The Careers Service is a key point of contact for postgraduate course and funding providers targeting Trinity students and graduates.

The Careers Service asserts full editorial control over the courses and funding submitted to its website and reserves the right to refuse to advertise an organisation without giving a specific reason (a list of some common reasons for rejection is provided below).

The Careers Service will try to establish that organisations registering with us are legitimate organisations offering genuine study and funding opportunities for our students and graduates; if we
are unable to gather sufficient evidence for this purpose the organisation and its opportunities will not be processed.

Terms and Conditions

1. Turnaround of publishing courses and funding - Courses and funding opportunities submitted via MyCareer go through an approval process before they appear on the website. Organisation registrations and course and funding postings are proofread and approved by a member of staff. We aim to approve and publish all courses and funding opportunities within two working days of receiving them, exceptionally within three working days.

2. Student data privacy – we take student data protection and privacy issues very seriously:
   - You must not pass students’ details to third parties unless you have explicitly stated in your advertisement that you are planning to do so.
     The Careers Service will respond to any reports that the privacy rights of users have been infringed and will remove access to the system if necessary.

3. Disclaimer - The Careers Service Opportunity Disclaimer is included for all vacancies and competitions on MyCareer.

Guidelines for submitting postgraduate courses and funding opportunities

1. Submitting postgraduate courses and funding opportunities – We can only publish opportunities onto our searchable database when they have been entered onto the system by the organisation. Organisations can register to use the system at MyCareer.

2. Text limit – Text for course and funding descriptions is limited to 2,000 words; the system will generate an error message if you exceed this word count. Since concise advertisements are more likely to be read, if you have further documents and text, please consider hosting these on your organisation’s website and linking to these.

3. Multiple postings – In an effort to keep the list as broad and varied as possible, we reserve the right to reject multiple vacancy postings.

4. Closing dates – The maximum closing date will be in 12 weeks. You can extend the closing date via MyCareer.

5. Contact details – Please provide full contact details including postal address, website address, email address and phone number.

6. Editing your opportunities - You can update your course and funding listings via MyCareer. Please ensure that you provide contact details or a link to your website for full course or funding descriptions and application forms.

Common grounds for rejecting a postgraduate course provider

We advertise courses which we deem to be suitable to the students and graduates of Trinity. This means that we reserve the right not to advertise certain courses, although this is a rare occurrence. Before a course or funding can be advertised an organisation needs to register.

Some common reasons for rejecting a postgraduate course provider include:
• Organisation does not provide a business email address (e.g. gmail or Windows Live address is given) and/or phone number.
• Organisation does not provide a website address (this makes it difficult for the College and its students to research and verify the organisation)