



Statement of Service for Employers

The Trinity Careers Service supports employers in offering opportunities for work and further study to students and recent graduates of the university. Trinity Careers Service is committed to providing all organisations with an accessible and professional experience. To achieve this, we aim to work in partnership with organisations offering opportunities for work or study to our students.

What we offer

In order to achieve this purpose and to support the employers in developing the employability of its students, Trinity Careers Service commits to:

- Providing a friendly, professional and accessible service, for all organisations who seek to collaborate with us.
- Responding to queries and communications via phone and email in a timely and helpful manner.
- Supplying the most up-to-date information on our services and fees, and recommending reliable sources of independent advice, where relevant.
- Facilitating the promotion of partner organisations and their vacancies to Trinity students and recent graduates through print and online publications, direct email, and the Careers Service website and through recruiter-in residence, presentations, information stands, exhibition space and fairs.
- Increasing awareness of your recruitment and business needs through publication of vacancies, work experience and internship opportunities on MyCareer, Trinity's online employment management tool.
- Providing facilities for conducting selection interviewing and testing of Trinity students and graduates.
- Maintaining a careers information room with employers' brochures and related materials, e.g. directories, casebooks, guides etc.
- Ensuring that candidates will have had the opportunity to use the Careers Service to work through their career choice process and prepare themselves for job seeking.
- Observe the code of practice in relation to graduate recruitment jointly agreed by AHECS, IPD, IBEC and USI.



What we can expect from you

The Service is entitled to expect that you will:

- Provide timely and accurate information to the Careers Service on changes that occur within your business and in your recruitment practices.
- Advise the Service of your recruitment needs as these needs change and opportunities arise.
- Keep us informed of any contacts with student societies or Schools.
- Communicate any changes to your planned recruitment activities.
- Keep the Service informed about the outcome of your recruitment campaign.

How you can help us improve the service

We canvass your opinions through regular surveys. We use this information as part of our annual planning process to improve the services that we provide and to ensure that we conform to institutional and AGCAS (Association of Graduate Careers Advisory Services) quality standards.

If at any stage you are not happy with the quality of our services, please contact the Director, Orla Bannon (director.careers@tcd.ie or telephone (01) 896 2556). There is also a [formal complaints procedure](#) in place.

Codes of practice and standards

As a member of AGCAS the Careers Service is committed to promoting equality of access and treatment in education, employment, training and guidance regardless of race, religion, gender, disability, civil status, family status, social class, age or sexual orientation. Staff in the Service also work to the following codes and standards – Trinity's policies (www.tcd.ie/about/policies) and the code of practice in relation to graduate recruitment jointly agreed by AHECS, IPD, IBEC and USI. . Copies of these codes and policy documents are available on request.

Limitations of our service

Due to space limitations, it may not always be possible to store large quantities of employer literature. It is not possible to provide catering services for employer events held on campus.

How to contact us

Website: www.tcd.ie/Careers

E-mail: careers@tcd.ie

Telephone: (01) 8961721 / (01) 8961705

Location: 2nd Floor, 7-9 South Leinster St, Trinity College, Dublin 2