

## Ulster University- Job Posting Policy

We welcome the following job postings on Handshake:

- Graduate schemes, graduate internships, and entry level graduate jobs.
- Undergraduate industry placements (ideally 12 months, 6 months minimum)
- Undergraduate internships (1-12 weeks).
- Postgraduate research opportunities.
- Vacation work such as summer camps abroad (only where a comprehensive website and where possible a UK contact is available).
- Teaching abroad opportunities (only where comprehensive information, including a quality-assured and recognised training is included).
- Ulster University campus jobs.

Job descriptions provided must:

- Be detailed, clear and comprehensive.
- Include job role/responsibilities which highlight several tasks the applicant will be completing as part of the job.
- Desirable criteria to include the degree disciplines which are suitable to the role.
- Include remuneration details for approval.

Exemplar job descriptions will be provided upon request.

We do not advertise the following opportunities:

- Opportunities that do not include an address or contact details.
- Unpaid opportunities or those that pay less than the legal National Minimum Wage unless they are suitable for undergraduate work-based learning opportunities that form a credit bearing part of a degree programme and are organized in collaboration with staff at Ulster University to determine suitability.
- Postgraduate courses of study.
- Opportunities that charge an administrative fee for application or require an outlay for purchasing equipment or products
- Volunteering opportunities. Volunteering for students at Ulster University is coordinated by the UU Students Union and advertised on UUSU socials. Volunteering enquiries can be sent to [volunteering@uusu.org](mailto:volunteering@uusu.org)
- Opportunities that discriminate on the grounds of race, gender, disability, age, or sexual preference.
- Opportunities that pay on commission only basis – unless where this includes a base salary equivalent to National Minimum Wage.
- Opportunities that involve any form of self-employment/freelance work.
- Opportunities that promote or endorse illegal activity such as pyramid selling schemes.



# Future Skills and Opportunities

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## Third Party Recruiters

Third party recruiters must only post vacancies when acting on behalf of an individual client and recruiting for a specific role. The posting must clearly state the name of the client, your own details and that you are a third part firm recruiting on behalf of said company. You must not share any document or data pertaining to any student who applies to this job with any other party without the written consent of the student, in accordance with GDPR legislation.

## Important Notes

- Ulster University Employability & Graduate Futures team reserves the right to determine posting eligibility and delete job postings deemed unsuitable for its students and graduates seeking employment.
- Job postings will be approved within 3 working days of them being uploaded.
- When needed we may contact you to query your posting. If it is deemed unsuitable to be advertised through Handshake, it will be declined, and you be notified automatically.
- For opportunities based outside of the UK (including internships), organisations are responsible for ensuring opportunities comply with employment law (including national or local minimum wage requirements) in the relevant jurisdiction.
- This policy follows the Best Practice in Graduate Recruitment Guide by AGCAS (the Association of Graduate Careers Advisory Services).

The following disclaimer appears on our website for our students and graduates:

*The Employability & Graduate Futures Team at Ulster University maintains Handshake as a service to our students and alumni. Employers and opportunities found on Handshake are listed due to their potential interest in the Ulster University community. These should not be considered an endorsement by Ulster University. While the Employability & Graduate Futures Team makes every effort to ensure employers and opportunities are legitimate, we are unable to verify all details in entries and cannot guarantee accuracy. Please report any suspicious job postings to us via [recruit@ulster.ac.uk](mailto:recruit@ulster.ac.uk)*

If you have any questions please feel free to contact us by emailing [recruit@ulster.ac.uk](mailto:recruit@ulster.ac.uk) and we will reply as soon as possible.

Employability & Graduate Futures  
Ulster University