CONTENTS

Welcome 3
Employability and Careers Events Programme 4
Recruiting Students and Graduates 6
Recruiting International Students 8
Student Enterprise and Alumni Volunteering 10
Useful Links 11
The University of Surrey Careers Service exists to support students in their career journey from the moment they arrive at the University to graduation and beyond. We employ a holistic approach to careers advice, blending traditional one-to-one support with an intensive programme of careers events and a series of subject-specific employability days and development workshops. This blended method is, in our view, the most effective for helping our students fulfil their potential and achieve their career aspirations.

The purpose of this guide is to offer a flavour of the types of event and support we facilitate. The list is by no means exhaustive; we are always delighted to discuss ideas for bespoke events.

Thank you for your interest in the University of Surrey.

John Watkins
Director, University of Surrey Careers Service

“I really enjoy working closely with the dedicated careers professionals at Surrey. They are supportive of employers and students alike to ensure employers are linked with students and that students are able to take advantage of many skills workshops and networking events to prepare them for the future.”

Regina Van Burkleo, Enterprise Rent-A-Car
EMPLOYABILITY AND CAREERS EVENTS PROGRAMME

The Careers Service’s Employer Relations unit is responsible for facilitating effective engagement between employers and students and graduates of the University. To do so, we run a comprehensive programme of careers-related events, bookended by two seminal careers fairs each academic year.

Careers Fairs
The Surrey Summer and Autumn Fairs allow employers, students, alumni/alumnae and members of the wider University community the chance to meet in an informal environment. The Fairs offer an excellent first step in profile-raising on campus.

For details of the next Careers Fairs, including fees and dates, please see surrey.ac.uk/careers/employers. To book a stand at either Fair, please contact the Employer Relations team by emailing careers_events@surrey.ac.uk or by calling 01483 68 3866 or 01483 68 9302.

Events Programme
Many employers who attend a Fair return to campus later in the semester to host an event in our programme. This strengthens relationships and can improve on-campus visibility.

Skills Workshops
Our employer-led skills workshops cover topics such as interview technique, application writing skills and succeeding at assessment centres.

Friday is Employers’ Day!
Every Friday during the semester, we welcome an ‘employer-in-residence’ to run one day of CV checking appointments.

Mock Interviews
Mock interviews can be arranged for a day or a half-day.

Networking Evenings
Guests at our networking evenings are invited to talk about their careers and share insights into their sector. Sessions have included Working for a Charity, Getting into Teaching and Careers for Bioscientists.

Mini Fairs
Our mini fairs generally welcome around 15 exhibitors.

Welcome to my World
These sessions are designed to offer students an insight into a specific job. Past presentations have highlighted career paths such as procurement, social work and market research.
Inspiring Futures
The *Inspiring Futures* concept was created to encourage students to set high ambitions. Guests are generally those who have attained success in their chosen field, but who have nevertheless suffered setbacks on the road to achieving their senior position.

On-Campus Interviews
If you receive a sufficient number of applications from Surrey students to merit a visit to campus, we are happy to arrange interviews.

As I tell all the students at Surrey when I visit, there is a particular reason why I’m there. Year after year, Surrey continues to provide a significant number of top quality candidates and 3M are eager to continue to tap into the talent pool. It’s not just the students that attract us to Surrey, it’s also the accommodating and diligent Careers team who continue to help us in organising and advertising our bespoke campus events.

James Hunt, 3M

If you would like to run an event, please contact the Employer Relations Team by emailing careers_events@surrey.ac.uk or by calling 01483 68 3866 or 01483 68 9302.
RECRUITING STUDENTS AND GRADUATES

Advertising Vacancies
If you have vacancies for final-year students to begin upon graduation or for graduates, you are welcome to post these on our free online vacancy site. Please visit employer.surrey.prospects.ac.uk to register and add details of your opportunities.

Our vacancy handling policy can be found at surrey.ac.uk/careers/about/statement/policies.

Recruiting Students and Graduates for Temporary Work
Unitemps at the University of Surrey specialise in the provision of temporary staff both to the University and to commercial clients. We recruit for all manner of roles, ranging from hospitality staff through to research assistants and sales executives. Our consultants do not work on a commission structure and all profits are invested back into the University to improve student facilities.

For further details, please contact Louise Kelly: email l.kelly@surrey.ac.uk or call 01483 684322.

Recruiting Students for Internships
The University of Surrey defines an internship as employment that:
» Is undertaken during the course of study and encourages career development, offering training and support;
» Is paid at least the National Minimum Wage (unless a specific exemption applies);
» Includes duties and responsibilities normally related to a graduate-level position and using the student’s skills, academic knowledge and technical experience; and
» Lasts from 1 to 3 months and is not part-time/casual work.

For more information or to discuss how to advertise your internship, please contact Nicole Tillyrou at n.tillyrou@surrey.ac.uk.
Recruiting Professional Training Students

The University has operated its Professional Training (PT) scheme in partnership with industry and professional bodies for the last four decades. PT is supervised by the University and the student’s performance is formally assessed.

Benefits of PT for employers:

» It offers an opportunity to assess the potential of future managers;

» It allows companies to identify individuals who will have a good knowledge of the organisation upon graduation;

» Students are often receptive to new ideas and learn quickly. They are also frequently highly motivated and keen to achieve, and can function as fresh stimuli within the organisation;

» They can also act as excellent brand ambassadors when they return to the University.

The Careers Service is happy to forward any queries to the PT administrators; alternatively, you can contact the administrators for each Faculty directly:

Faculty of Arts and Human Sciences:
Michael Hassell
FAHS-PTY@surrey.ac.uk 01483 683666
Nicole Sauer
FAHS-PTY@surrey.ac.uk 01483 682369

Faculty of Business, Economics and Law:
Mike Higgins
m.higgins@surrey.ac.uk 01483 682127
Kelly McCabe
k.mccabe@surrey.ac.uk 01483 682124

Faculty of Engineering and Physical Sciences:
Stephanie Evans
s.j.evans@surrey.ac.uk 01483 686135

Faculty of Health and Medical Sciences:
Hannah Sutcliffe
h.sutcliffe@surrey.ac.uk 01483 683626
RECRUITING INTERNATIONAL STUDENTS

Text prepared by Gherson immigration lawyers

Based on the proposed changes from 06 April 2015:

An employer who wishes to employ a non-EEA migrant must either sponsor that migrant under Tier 2 of the Points Based System or ensure that the migrant holds a current valid visa which permits employment.

Tier 4 (Students)
Students on Tier 4 visas are permitted to work as per the conditions stated on their visas. If a student is studying at university, the general permitted hours are 20 hours a week during term time (subject to certain requirements of the level of course they are studying). There is no limit on the number of hours a Tier 4 student can work during the vacation period. Tier 4 students are permitted to undertake work placements provided the placement forms an assessed part of their course.

Tier 2
Employers wishing to hire non-EEA graduates in the UK on a full-time basis are required to sponsor them under the Tier 2 category of the Points Based System. In order to sponsor a migrant, an employer must first obtain a sponsor license.

Sponsor License
An employer must complete an online application, pay a mandatory fee and submit specified documents in order to apply for a sponsor license. Prior to making a decision, the Home Office will assess the employer’s HR systems and previous compliance with UK Immigration law. This is to ensure that the employer has the ability to monitor the whereabouts of their staff and assess their right to work in the UK.

Once issued with a sponsor license, an employer will be able to sponsor non-EEA migrants provided the migrant meets the other requirements of the work visa category.

Tier 2 (General)
Generally, an employer must undertake the Resident Labour Market Test (RLMT) before sponsoring a migrant under the Tier 2 General category. This involves advertising the migrant’s intended role for a period no less than 28 days within specified medium. A genuine recruitment drive has to be carried out to determine if a suitable settled person can fulfill the role. If no suitable settled person can be identified, the employer can proceed with sponsoring the migrant.

Job roles with salaries over £155300 and Tier 4 Students wishing to switch into the Tier 2 General category are exempt from the RLMT requirements. Currently there is a cap of 20,700 applicants per year for migrants applying under Tier 2 (General).
STUDENT ENTERPRISE AND ALUMNI VOLUNTEERING

Supporting Student Enterprise
The University of Surrey’s Student Enterprise Programme aims to offer practical business support to enterprising students from all disciplines – students who aspire to run their own business or social enterprise or who want to develop employability skills. The emphasis is on ‘learning by doing.’

Opportunities to engage in student enterprise at Surrey include:
» Mentoring of students and start-up businesses
» Donating to the Student Enterprise Fund
» Presenting a business skills development workshop in your area of expertise.

For further information, please contact Tracy Hampton, Student Enterprise Coordinator: email t.hampton@surrey.ac.uk or call 01483 683489.

Alumni Volunteering Opportunities
As a Surrey graduate your skillset and knowledge is invaluable and inspiring to our current students. You can support by running a skills workshop for new jobseekers, giving a career talk or attending a networking session. We would be delighted to welcome you back to share your industry expertise. You will become part of our worldwide University of Surrey volunteer programme, which celebrates the contribution our alumni make to the Surrey community.

For more details, please contact Emma Pryke via alumni.volunteering@surrey.ac.uk

At PwC, we have recruited a number of students from the University of Surrey. These students come from a wide variety of degree backgrounds and demonstrate key skills that we look for. As a major employer of graduate trainees, we recognise the important role played by the University in producing high-calibre, motivated individuals who are ready to enter the world of financial services by the range of skills they offer.

Charlotte Main, PwC
We have been working closely with the Careers Service over the past year, and have been highly impressed with the range of events we have attended. Through our involvement in careers fairs, employability sessions and business-led presentations, we have met numerous enthusiastic, high calibre candidates who possess a multitude of relevant skills and personal attributes relevant to QinetiQ.

Gillian Boyle, QinetiQ