Employers and Vacancy Approvals
Policies and Procedures for Careers staff

It is entirely at the discretion of the Employer Engagement and Communications Team as to which organisations and which vacancies are advertised on our Careers Portal.

1. Fake Organisations and Scam Job Postings

Be alert to possible fake organisations and scam vacancy postings.

What could indicate a scam posting:

- Poor grammar/spelling
- Jobs that look 'too good to be true'
- Personal email addresses or email addresses that don't use the organisation's name
- Opportunities that are asking students to pay a fee
- Jobs where you are pressured to make a decision quickly

Follow best practice as set out below and if you are unsure or an application looks 'unusual', please speak to the Employer Engagement and Communications Manager as it may need to be rejected.

What to do:

- Do not delete the organisation (this prevents them from registering again with the same name)
- Deactivate the account
- Block them from logging in
- Hide the contact from others in the organisation
- Add some notes about it being scam
- Forward to the EEC team to check the Looker opportunities dashboard to try to determine which students have looked at it, clicked through and applied.

In addition, the EEC team may also decide to alert the following stakeholders:

- Royal Holloway's IT Director (if a data breach has occurred)
- Target Connect colleagues for training and monitoring purposes
- Student/graduate audience to forewarn and raise awareness
- Fraud Office

2.Job Vacancies Approval Process

New Vacancy authorisation

Employers can advertise the following on our Careers Portal

- Graduate schemes
- Graduate level jobs
- Placement schemes
- Internships
- Part time/seasonal roles
- Insight days and weeks

Salary, unpaid or voluntary work

All must be paying at least the minimum wage.

If a charity is advertising unpaid volunteering opportunities, these will be rejected unless there is a significant bursary or reimbursement of costs on offer, and they will be asked to contact our Volunteering team instead - volunteering@rhul.ac.uk

Any vacancies asking students to pay a fee for training or to participate in a programme will be rejected outright.

Part-time work

Jobs should not require students to work in excess of 20 hours per week, except during vacations or other periods when a student does not have timetabled teaching. Please note that this is a legal requirement for many international students according to the conditions of their visa, and if they are in breach of these restrictions the university could incur a substantial fine as well as the student having their visa revoked.

Vacancies in private homes

Vacancies for private employers, e.g. looking for a tutor or childcare in a home, cannot be advertised as we are not able to do a Health and Safety assessment.

Discrimination on protected characteristics

Vacancies will not be approved that discriminate on any protected characteristics under the Equality Act 2010 unless:

- There is a genuine occupational requirement, covered by relevant legislation, which permits exemption from this legislation
- The vacancy aims to provide people from a particular group (or groups) the opportunity to compete for work in areas in which they have been under-represented or absent, and this aim is sanctioned under relevant legislation

3.Organisation Approvals (New employer accounts)

Approving Organisations

When approving an organisation, please check the information carefully. If you are unsure whether to approve an organisation, please speak to a member of the Employer Engagement & Communications team or reject the application and ask the employer to get in contact with us at employers@rhul.ac.uk

Beware of any organisations who do **NOT** meet these guidelines:

- UK private sector organisations that are not registered with Companies House

- UK charities that are not registered with the Charity Commission

- Registrations with insufficient detail provided to support students and graduates in making informed applications

- Registrations not providing a postal address, telephone number and email address. [*Note that where a private or personal email is provided, Royal Holloway University will only agree to advertise if demonstrated to our satisfaction that the email address provided is the only one used by the organisation, and that no alternative company email address could be used instead.*]

- Registrations where the contact email address does not match the company name

Duplicate Accounts

Target Connect will notify you on the new account application if there is already a live account using that company name. If the new account is a duplicate, please reject it with an email stating that they already have an account open and ask them to contact employers@rhul.ac.uk so that we can send them information to access their account.

4.Rejection of New Organisation Account or Vacancy

If you are rejecting a new account organisation account or vacancy, please make sure you email the employer and clearly state the reasons why. Please ask them to contact employers@rhul.ac.uk if they would like further clarification.