UCL CAREERS
Employer Pack
2017/18
UCL is ranked **seventh in the world’s top 10 universities** by the QS World University Rankings (2018).

UCL Careers are a dedicated team of professionals, who provide **impartial guidance and information to both student and graduate clients**.

Our team has a unique blend of Higher Education and graduate recruitment experience, meaning we have a strong commercial understanding of the graduate labour market and recruitment landscape – so we can work with you to **maximise the success of your recruitment campaign at UCL**.

**In 2016/17 UCL Careers had:**

- **261,631** individual visits to our website
- **1,302** students attend employer-led presentations
- **3,326** students attend employer-led forums
The following pages outline a variety of communication channels and events you can use to engage with UCL students and recent graduates.

**Build Your brand**
Engage with students across digital and printed platforms with our promotional packages

**Events**
Meet students at UCL or off-campus throughout the year

**Recruiting**
Advertise your roles to current students and recent graduates

**Target Talent**
Connect with specific academic departments
Careers Updates Newsletter

Book advertising space in our weekly newsletter sent to all subscribers of UCL Careers news (9,179 as of Nov 2017)

- Career Updates informs students and recent graduates of our news and upcoming events
- Advertise your career-related activities, such as upcoming events, employability competitions or surveys
- We are not currently using this space for advertising vacancies, as students already receive automatic emails for job opportunities

Employer Marketing Package

In addition to the Careers Updates newsletter, you can opt for additional marketing across UCL Careers, including:

- Social media
- Inclusion on our weekly Events Listing sent to academic departments (suitable for events only)
- Inclusion on our targeted emails
- An advertisement on our digital screen
- Communications to relevant student societies
- Posters to display around campus
**UCL Careers Annual Guide**

Feature a Graduate Case Study in the next UCL Careers Annual Guide with your company logo and a link to your website. With a print run of over 8,000 and a digital copy available on our website, the Guide is distributed to all students at inductions and major events, and to all first-time visitors to UCL Careers.

**Build your Brand Package**

Boost your profile further with the Build your Brand Package, combining an Annual Guide Graduate Case Study, Skills4Work Supporter’s Package (see page 7) and an advert on our UCL Careers Digital Screen. This package includes all of this at a discounted rate, giving you maximum coverage on campus.

**Competitions**

Promote your student competitions and challenges on our website and engage with the student community by encouraging employability or giving an insight into commercial challenges.

UCL successes will be promoted in our blogs, further strengthening company brand awareness amongst students.

**Blog**

Contribute to the UCL Careers blog with alumni stories, sector insights, and skills-based articles:

- Researchers: [http://blogs.ucl.ac.uk/ucl-researchers/](http://blogs.ucl.ac.uk/ucl-researchers/)
Fairs
Throughout the year, we hold large recruitment fairs on campus where you can engage with hundreds of students:

- The autumn term includes 6 key industry fairs: Banking, Finance & Economics; Management Consultancy; Engineering & Built Environment; IT & Technology; Life & Health Sciences; and Law
- Fairs are individually priced with generous discounts available for registered charities & SME
- In the summer term we run a free Jobs Market for immediate start vacancies or rolling recruitment

Presentations/Bespoke Events
We offer employers the opportunity to present to students and recent graduates:

On campus
- We manage the event organisation, promotion, student sign up, and administration on the day
- You can also offer a drop-in session to meet a smaller number of students 1-to-1

Off campus
- We market your event to relevant UCL students and recent graduates using our marketing package
Themed Weeks

A programme of sector themed career events to promote alternative areas not covered by our Careers Fairs.

• Themed Weeks include: Charities & NGOs; Environment; Government & Policy; Health & Life Sciences; International Development; Media; and Museums & Cultural Heritage

• A bespoke programme of events taking place over one week, including workshops, presentations, panel discussions and careers forums

• Raise your profile on campus and promote your sector, organisation and personal career experience in an informal setting. You don't have to be currently recruiting to attend

• We welcome organisations of all types and sizes, in particular UCL alumni who would like to share their experiences

Skills4Work – Supporter’s Package

This is our employability programme run in partnership with the Students’ Union UCL. It includes one-to-one coaching sessions, workshops, panel discussions and mock assessment centres.

• Play an active part in improving student understanding of skills needed to secure a graduate job or internship, and benefit from stronger applications and better prepared student applicants

• Strengthen your brand and give back to the wider UCL student community

• Participation is free, but demand is high. A Supporter’s Package is also available for a small fee which includes priority booking and a range of online profile raising opportunities
**Focus on Management**

The **Focus on Management** summer programme allows you to engage with UCL students, raise awareness of your brand and the work you do, and send your aspiring managers for top quality management training all within this flagship event.

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**Sponsorship**

Attach your organisation’s name to this flagship event, which has been running for over 15 years.

By sponsoring the programme, your brand will not only penetrate to a wide range of students as it is promoted throughout UCL departments and across multiple channels, but will give you the opportunity to engage directly with around 80 pre-selected eager students from diverse backgrounds.

You may also wish to provide a case study for the students to work on. Full or partial sponsorship options are available.

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**Team Manager Training**

This programme is designed for new or aspiring managers who wish to practise and refine their management techniques.

As a Team Manager you will facilitate a team of highly motivated UCL students, helping them complete diverse case studies. Professional coaches will be on hand to support you to reflect, evaluate and improve your leadership style.

This is a popular programme so early booking is advised.
Global Citizenship Employability Programme

- UCL Careers organises the Employability pathway of UCL Global Citizenship
- The Global Citizenship Employability Programme brings together 100 students from across UCL for an intensive two-week series of workshops and talks
- We look for employers to contribute in a variety of ways, including sending guest speakers and alumni to inspire our students, and delivering skills sessions
- It’s completely free of charge to participate, and an opportunity to engage with 100 penultimate year, finalist, and Masters students
- We run sessions on speed interviews, assessment centre exercises, and more – register your interest today
Advertising Vacancies

If you wish to hire a UCL student, researcher or graduate for internships, part-time or full-time positions and your opportunity meets National Minimum Wage legislation you can advertise your role through our employer portal myUCL CAREERS. All you need to do is register your organisation on the portal. You will then be able to log-in to your own dashboard and manage your vacancies from there.

Posting a Vacancy is the best way to reach UCL students and recent graduates. You can advertise opportunities in the UK or abroad free of charge. You can also target your vacancy to specific subject areas or year groups. Students who have registered to receive updates will automatically get a daily or weekly digest of vacancies. You will receive applications directly to your organisation.

Shortlisting Service - UCL Talent Bank

UCL Talent Bank is a free service where we can send you applications from a shortlist of suitable UCL candidates for your opportunity. This option is only available for opportunities in SMEs which are exclusive and/or internships.
**UCL Careers Summer Internships Scheme**

Receive a financial contribution from Santander Universities when you offer an exclusive summer internship to a UCL student, graduate, or researcher to work with you during the summer vacation period. Your intern can support you with a project or business development initiative that will move your organisation forward providing you with a fresh perspective and will bring new talent to your organisation.

- The scheme is open to London based SMEs who are looking for an intern
- You must be able to pay at least the [London Living Wage](#) per hour
- The internship will be advertised through our myUCL CAREERS portal and social media
- UCL Careers will provide you with a shortlist of the most suitable UCL candidates for you to make your selection
- A dedicated Internships Officer will support you through the process of participating in this scheme
Global Internships Programme

Recruit talent into your overseas organisation via our Global Internships Programme. We are seeking expressions of interest from companies with internship opportunities outside of the UK to take place in summer 2018.

• Kickstart the global career of a talented and motivated student who is keen to develop their skillset, contribute knowledge to your organisation and experience a culture that is likely to be new to them

• By working with UCL Careers you can expect a dedicated contact to talk through your internship opportunity and support with marketing it to UCL students free of charge

• In return you will be expected to provide a meaningful, developmental opportunity for the intern, some form of compensation (such as a salary or other living allowance) and for the organisation to have appropriate employer’s liability insurance.

• Please email globalinternships@ucl.ac.uk to register your interest and for more information
Academic Departments

UCL Careers have dedicated careers staff for all academic departments who may also be able to promote your opportunities and events. A full list of departments at UCL can be found at http://www.ucl.ac.uk/departments

• Build closer partnerships with certain departments through promotion in regular online & social media communications
• Contribute to teaching in the academic curriculum.
• Participate in bespoke employer programmes, which can include a range of events such as panel discussions, skills workshops, case study exercises, fairs and much more
• Build up meaningful relationships with a specific group of students at no cost

To find out more ask your regular careers contact or ask us to direct you to the appropriate person responsible for that academic department.
**BASc Arts & Sciences**

Hire BASc Arts & Sciences students for second year summer internships by posting an exclusive Managed Opportunity through the BASc Arts & Sciences Internships Scheme on the myUCL CAREERS portal. A shortlisting service is available alongside promotion of your internship via the BASc Internships Newsletter and social media.

The Knowledge Economy Student Consultancy Projects: as part of their final year, students team up with employers for a 10 week consultancy project of your design, aimed at providing you with new market insight, business expansion opportunities, or just a fresh perspective. The project culminates in the presentation of the consultancy report, which is yours to keep.

**School of Management**

Work with students from the School of Management both at undergraduate and Masters level by contributing to teaching in the curriculum and/or engaging on campus.

Fast track students through your selection process in collaboration with the School.

Hire BSc Management Science undergraduates for summer internships by posting an exclusive Managed Opportunity through the Management Science Internships Scheme on the myUCL CAREERS portal.

**Mathematics and Physical Sciences**

Meet students from the Faculty of Mathematics and Physical Sciences at events on campus, including panel discussions, presentations, networking, and alumni panel events. Connect with MAPS students and inspire them to stand out from the crowd in a competitive jobs market.
Engineering

Engage on campus with all the major Engineering disciplines including Computer Science by contributing to the curriculum and/or attending events

Recruit for internships and exclusive opportunities for UCL Engineering students by posting a Managed Opportunity through the UCL Talent Bank - Engineering Scheme on the myUCL CAREERS portal. A shortlisting service is available alongside promotion of your opportunity via the Engineering Newsletter and social media

PhD / Researchers from all Faculties

Engage with PhD research students on campus

Reach research students and staff interested in opportunities outside of academia, and in particular internships, via our Advertising services on the myUCL CAREERS portal

Life Science PhD Students

Host a Life Science PhD student on a PIPs (Professional Internship for PhD students), for three months, funded by the BBSRC Doctoral Training Partnership
Rates for UCL Careers events and services:

<table>
<thead>
<tr>
<th>Build your Brand</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Marketing Package</td>
<td>£195 + VAT</td>
<td>Suitable for events managed by employers. We have a menu of marketing options to suit your needs.</td>
</tr>
<tr>
<td>Careers Updates Newsletter</td>
<td>£150 + VAT</td>
<td>For one 500 character advert with image and logo</td>
</tr>
<tr>
<td>UCL Careers Annual Guide Graduate Case Study</td>
<td>£325 + VAT</td>
<td>We offer discounts to registered charities and SMEs.</td>
</tr>
<tr>
<td>Build Your Brand Package</td>
<td>£695 + VAT</td>
<td>Combines Annual Guide Graduate Case Study, Skills4Work Supporters' Package and an advert on our UCL Careers Digital Screen</td>
</tr>
<tr>
<td>Competitions and Blog</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Digital Screen in the Careers Library</td>
<td>£159 + VAT</td>
<td>One PowerPoint slide 16x9 visible for 2 weeks</td>
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<table>
<thead>
<tr>
<th>Events</th>
<th>Cost</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Fairs are individually priced, and we offer discounts to SMEs, registered charities and firms who attend multiple fairs.</td>
<td></td>
<td></td>
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<tr>
<td>Management Consultancy</td>
<td>£525 + VAT</td>
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<tr>
<td>Banking, Finance &amp; Economics</td>
<td>Day 1: £745 + VAT  &lt;br&gt;Day 2: £845 + VAT</td>
<td>Day 1 includes an Economics Zone. Day 2 focuses on Banking and Finance solely.</td>
</tr>
<tr>
<td>Engineering &amp; Built Environment</td>
<td>£695 + VAT</td>
<td></td>
</tr>
<tr>
<td>IT &amp; Technology</td>
<td>£745 + VAT</td>
<td></td>
</tr>
<tr>
<td>Law</td>
<td>£925 + VAT</td>
<td></td>
</tr>
<tr>
<td>Fair sponsorship</td>
<td>Flexible</td>
<td>Prices vary depending on the Fair and for joint or sole sponsorship. Please ask for more details</td>
</tr>
</tbody>
</table>
Rates for UCL Careers events and services:

<table>
<thead>
<tr>
<th>Events Continued</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Presentations</td>
<td>£355 + VAT</td>
<td>Includes venue and AV hire, marketing managed by UCL Careers, sign-up list and support on the day.</td>
</tr>
<tr>
<td>Drop In Service</td>
<td>£172.50 + VAT</td>
<td>Includes venue, marketing managed by UCL Careers and support on the day</td>
</tr>
<tr>
<td>Interview Room Hire</td>
<td>£90 + VAT</td>
<td>Day rate</td>
</tr>
<tr>
<td>Themed Weeks</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Skills4Work participation in events</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>Skills4Work Supporters’ Package</td>
<td>£325 + VAT</td>
<td></td>
</tr>
<tr>
<td>Focus on Management Full or Partial Sponsorship</td>
<td>Flexible</td>
<td>Full sponsorship involves supporting the venue and catering needs for the two day event. Partial sponsorship involves supporting either venue or catering needs for one or two days</td>
</tr>
<tr>
<td>Focus on Management Team Manager place</td>
<td>£595 + VAT</td>
<td></td>
</tr>
<tr>
<td>Global Citizenship Employability Programme</td>
<td>Free</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Recruiting</th>
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<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post a vacancy on myUCL CAREERS</td>
<td>Free</td>
<td>For indirect third party recruiters there will be a charge of £159 (+VAT) and you will need to advertise through our parent body, The Careers Group (TCG). <a href="#">TCG JobOnline</a></td>
</tr>
<tr>
<td>Shortlisting service UCL Talent Bank</td>
<td>Free</td>
<td></td>
</tr>
<tr>
<td>UCL Careers Summer Internships Scheme</td>
<td>Free</td>
<td></td>
</tr>
</tbody>
</table>
CONTACT US

Email:  employers@ucl.ac.uk

Call:   020 3549 5926

Web:    www.ucl.ac.uk/careers/recruiters