These Terms of Engagement are for UCL Careers shortlisting services which help source relevant UCL candidates for your opportunities. Candidates will decide to apply based on the vacancy description. These Terms of Engagement are in addition to our usual advertising guidance on our website and our advertising portal. Please note, we are unable to provide a full recruitment service so you will be responsible for complying with any legal requirements related to recruiting a candidate. We are not acting as an agency of your behalf and the legal responsibility to check immigration and/or visa status rests with the employer and not with UCL.

We will:
- provide you with the opportunity to define which type of students you are looking for. We do not assess candidates’ competency for the role.
- market the opportunity to relevant UCL students and recent UCL graduates making clear your selection criteria
- match applications against criteria provided to form a shortlist (CVs and cover letters) and send this to you
- take a minimum of 10 working days from when we process the vacancy to do this (if you require students to complete any tasks as part of their application, the number of days we will require to create a shortlist may be longer)

NB: for UCL internal departments we will only be able to source internship candidates – see policy at http://www.ucl.ac.uk/hr/docs/internships.php

We will not:
- accept advertisements that contain a blanket ban on overseas recruitment (unless they are exempt from discrimination provisions under the Equality Act etc.) as this would be discriminatory.
- advertise vacancies that contain the phrase ‘candidates must have permission to work in the UK’ or similar as permission status can change between advertisement and job start date.
- promote opportunities that do not comply with National Minimum Wage (NMW) legislation. For more information please follow this link: https://www.gov.uk/national-minimum-wage/who-gets-the-minimum-wage
- promote international opportunities that do not comply with labour legislation for the country they are based in.
- shortlist on criteria that indicates, or could reasonably indicate, an intention to discriminate against protected characteristics
- take care of any of the legal issues of recruiting or carry out other recruitment services such as pre-employment checks or payroll
- arrange the interviews or interview on your behalf (telephone, or in person)
- carry out other recruitment services such as pre-employment checks, payroll etc.
- guarantee, or be held responsible for the performance of students / graduates in the roles

By agreeing to these Terms of Engagement you will:
- ensure the vacancy complies with UCL’s and The Careers Group’s standard advertising guidelines and additional guidelines from UCL Careers at http://www.ucl.ac.uk/careers/recruiters/recruit
- ensure the vacancy complies with all relevant UK Employment legislation including: Right to Work legislation and the Equality Act (2010), so all adverts and selection criteria are not unlawfully discriminatory
- comply with the host country’s relevant labour legislation if your vacancy is based outside the UK
- provide full details of the vacancy/opportunity
- specify search criteria about the student as requested
- let us know if any students from our shortlist have been contacted for interview and / or offered the role
- provide feedback about why any students from our shortlist were unsuccessful
- take responsibility for complying with any legal requirements related to recruiting an employee including verification of their eligibility to work in the country where the opportunity is based
- acknowledge that UCL does not guarantee that any suitable candidates for the role will be found
- acknowledge that UCL will not have any liability to you (save in respect of liability that cannot be limited or excluded at law) in particular but without limitation if it emerges that any student shortlisted by UCL is not suitable for the role.

NB: If one of our candidates secures a position with you, we may contact you to request a case study.