



Terms of Business UCL Talent Bank

This is a targeted service to help source relevant UCL candidates. We are unable, however, to provide a full recruitment service so **you** will be responsible for complying with any legal requirements related to recruiting an employee.

We will:

- let you choose from search criteria (made clear when you sign up) to define the students you are looking for
- market the opportunity to relevant current UCL students and UCL Gradclub members making clear your selection criteria
- match student applications against these criteria to form a shortlist and send this to you. (The shortlist will include candidate's names, contact details and CVs)
- take a maximum of 10 working days to do this
- offer you space on campus to carry out your interviews, if you choose to meet UCL students. NB: There is a charge for this service (discounts for charities/SMEs).

*NB: 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 than 10 working days.

We **will not** be able to:

- take care of any of the legal issues of recruiting
- sift using any criteria not in the list provided by us
- interview on your behalf (telephone, or in person)
- carry out other recruitment services such as payroll, providing references, etc.
- be held responsible for the performance of graduates in the roles

You will:

- provide full details of the vacancy/opportunity
- ensure the role complies with UCL's and The Careers Group's standard advertising guidelines: the Employers Code of Practice (<http://www.gradsintocareers.co.uk/jobs-statements-and-policies/employers-code-of-practice.aspx>)
- If your vacancy is outside the UK, we will expect you to have checked that it complies with the host country's relevant National Minimum Wage legislation.
- specify search criteria from our list
- let us know if any students from our shortlist have been contacted for interview
- let us know if any students from our shortlist have been offered the role
- provide feedback if/why students from our shortlist were unsuccessful

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

Date:	Signature:
Organisation:	Name:
Job Title:	Direct Line: Email: