

UCL CAREERS Employer Pack 2020/21



Recruiting from outside of the UK?

You might find it useful to refer to [this version of our Employer Pack](#)

ABOUT

UCL is ranked **8th in the 2020 QS World University Rankings**, making it the top ranked institution in London, third in the United Kingdom, and fourth in Europe.

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 2019/20 UCL Careers had:

285 employer events

2,375 attendances at employer-led sector themed week events

4,876 attendances at our careers fairs



The following pages outline a variety of communication channels and events you can use to engage with UCL students and recent graduates.

Recruiting

Advertise your roles to current students and recent graduates

Events

Meet UCL students at our virtual events throughout the year

Target Talent

Connect with specific academic departments and faculties

Build your Brand

Join our Recruiters' Club to build your brand effectively across the year





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 [myUCLCareers](#). 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 of charge matching and shortlisting service designed for small to medium sized enterprises and for one-off / niche opportunities in larger organisations and not for ongoing recruitment. It is currently for roles targeting Engineering and /or PhD level students which are exclusive to UCL, and/or part-time roles (up to 15 hours per week) or summer internships. The service will provide you with a shortlist of suitable UCL candidates for your opportunities.



UCL Careers Summer Internships Scheme (in association with Santander)

Receive a financial contribution from Santander Universities when you offer an exclusive summer internship to a UCL student, graduate or researcher. 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 new talent. The scheme is open to London based SMEs.

- The intern must be paid [London Living Wage](#) per hour
- The internship will be advertised through our myUCLCareers portal and social media
- UCL Careers will provide you with a shortlist of the most suitable 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.

- 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
- 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 and some form of compensation (such as a salary or other living allowance)



Fairs

Throughout the year, we hold large recruitment fairs where you can engage with hundreds of students. These are currently all virtual.

- Fairs are individually priced, with generous discounts available for registered charities & SMEs
- In the summer term we run a Jobs Market for immediate start vacancies, or rolling recruitment

The autumn term includes 6 key industry fairs:

- Banking, Finance & Economics
- Management Consultancy
- Engineering & Built Environment
- IT & Technology
- Life & Health Sciences
- Law

Presentations/ Bespoke Events

We can host your presentation for you virtually on a UCL platform. We will manage the organisation, promotion, student sign up, and administration on the day. We can also arrange bespoke sessions for other activities, such as interviews.

Employer Marketing Package

If you are running your own event that you would like to invite UCL students and recent graduates to, we can offer you our **marketing package** for a reduced rate.

We will promote your presentation widely across our newsletters, event system, directly to departments, and social media.



Themed Weeks

- 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

Sectors covered:

- Charities & NGOs
- Sustainability
- Government & Policy
- Life Sciences
- Careers in Health
- Careers in Health
- International Development
- Media
- Museums & Cultural Heritage

Employer-led skills sessions

Play an active part in improving students' understanding of skills needed to secure a graduate job or internship, while strengthening your brand and profile. Give back to the UCL student community and benefit from stronger applications and better prepared students.

We run a programme of panel discussions, workshops, one-to-one interview and CV coaching, and mock assessment centres. We also look for employers to host insight days and shadowing opportunities as part of the programme.

Participation is free, but demand is high. We offer priority booking of skills events to Contributor and Sponsor participants of our Recruiter's Club, along with a range of other promotional benefits.



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



BASc Arts & Sciences

Hire a student with interdisciplinary skills from the [BASc Arts & Sciences](#) programme, UCL's 'Liberal Arts' style degree. Work directly with our BASc Work Related Learning Manager to develop and promote opportunities to this unique cohort of students, who will promote your internships to students via the BASc Internships Newsletter, social media pages, and emails.

The Knowledge Economy: Student Consultancy Projects

As part of their final year, BASc students team up with employers for a 9 week consultancy project of your design, aimed at providing you with new market insight, business expansion opportunities, or just a fresh perspective.

The project runs between October and January and culminates in the presentation of a consultancy report, which is yours to keep.

School of Management

Work with students from the [UCL 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 myUCLCareers portal.



Engineering

Engage on campus with all the major [Engineering](#) disciplines, including Computer Science, by contributing to the curriculum and/or attending events. There are nearly 6,000 undergraduate and postgraduate students in the Faculty.

Recruit for internships and exclusive opportunities for UCL Engineering students by posting a Managed Opportunity through the “UCL Talent Bank - Engineering Scheme” on the myUCLCareers portal. Free of charge, 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 via our employer-led programme of events, specifically designed for researchers who are interested in opportunities outside of academia.

Advertise your opportunities outside of academia, and in particular internships, via our advertising services on the myUCLCareers portal.

Mathematical and Physical Sciences

The Faculty of Mathematical and Physical Sciences has over 4,000 undergraduates and post-graduate taught students. A range of events take place on campus during term-time, including panel discussions, skills sessions and networking –raising STEM student awareness of the range of sectors in which they can use their skills.

BUILD YOUR BRAND – Recruiter’s Club

We welcome employers to join our Recruiter’s Club and enjoy a wide range of benefits, including extensive promotion of your brand, priority access to key events, and dedicated support from the UCL Careers team. Please see the Rates card for prices.

Members – only open to SMEs

- Dedicated relationship manager at UCL Careers
- Digital screen advertisement for two weeks
- Profile in newsletter at one point in year – *exclusive to Members*
- Dree drop-in session– an afternoon or morning for an activity of your choosing (i.e. interviews or informal chats with students) -- *exclusive to Members*
- Logo published on our website
- Social media promotion of job opportunities promoted through a managed opportunity scheme
- Instagram story on the UCL Careers account
- Subscription to termly UCL Careers Employer Newsletter

Contributors – SME and charity / non-profit rate available

In addition to the core benefits of the Members package, Contributors will enjoy:

- Priority booking for autumn term careers fairs and summer Jobs Market
- Priority booking for autumn term presentations
- Priority booking for autumn term skills events
- Invitation to annual recruiter’s forum with UCL Careers team
- Contribute a skills-based quote to our brand new [Skills Hub](#) page – hyperlinked to your myUCLCareers profile

Sponsors

As well as the Contributors benefits, Sponsors also have access to:

- 20% discount on sponsorship of one Careers Fair
- Meeting with most relevant Careers Consultant for target students, where appropriate
- One lunchtime “pop-up” in the busy [Student Centre](#) alongside UCL Careers
- Opportunity to run a session on either “How to make the most of the Careers Fair”, or “How to make the most of your summer work experience / internship”



Competitions

Promote your student competitions and challenges on our website and social media, 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.

Blogs

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

- UCL Careers: <http://blogs.ucl.ac.uk/ucl-careers/>
- Researchers: <http://blogs.ucl.ac.uk/ucl-researchers/>

Previous blogs have included:

- Assistant Management Accountant: Inspire Me
- UCL Alumni Profile: Graduate Trainee at KPMG (Forensic – Fraud & Investigations)
- The Creative Industries: Getting into Film and Production

RATES



Rates for UCL Careers events and services:

Recruiting	Cost	Notes
Post a vacancy on myUCLCareers	Free	Indirect third party recruiters will be charged £159 (+VAT) and will need to advertise through JobOnline managed by our parent body, The Careers Group.
Shortlisting service UCL Talent Bank	Free	For opportunities in SMEs/charities exclusive to UCL and/or part-time roles or summer internships
UCL Careers Summer Internships Scheme	Free	For London-based roles exclusive to UCL. Employers are reimbursed for around 43% of the internship cost by UCL.
Global Internships Programme	Free	For roles exclusive to UCL.
The Knowledge Economy: Student Consultancy Projects	Free	A team of 5-6 BAsc students will act as 'consultants' for free for a period of around 9 weeks.

RATES



Rates for UCL Careers events and services:

Virtual Careers Fairs (prices for 2020-21)	Cost	Notes
Fairs are individually priced, and we offer discounts to SMEs, registered charities and firms who attend multiple fairs.		
Management Consultancy	£575 + VAT	
Banking, Finance & Economics	£520 + VAT	
Life & Health Sciences	£300 + VAT	Run in collaboration with King's and Imperial
Engineering & Built Environment	£525 + VAT	
IT & Technology	£555 + VAT	
Law	£660 + VAT	
Jobs Market	Free	Must have immediate start vacancies to exhibit
Fair sponsorship	Flexible	Prices vary depending on the Fair and for joint or sole sponsorship. Please ask for more details

RATES



Rates for UCL Careers events and services:

Other Events	Cost	Notes
Employer Presentations: on-campus	£355 + VAT	Includes two hour venue and AV hire, marketing managed by UCL Careers, sign-up list and support on the day. We can also host you for bespoke events such as interviews, and drop-ins. Please contact us with your requirements for a quote.
Employer Marketing Package	£195 + VAT	Suitable for events managed by employers. We have a menu of marketing options to suit your needs.
Themed Weeks	Free	
Employer-led skills events	Free	

Recruiter's Club	Cost	
Members	£200 + VAT	Level only available to SMEs
Contributors	£500 + VAT, or £350 + VAT for SMEs / charities / non-profits	
Sponsors	£1,600	

CONTACT US

Email: employers@ucl.ac.uk

Call: 020 3549 5924

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

