

# UCL CAREERS Employer Pack 2021/22



**Recruiting from outside of the  
UK?**

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

# ABOUT

UCL is ranked **8<sup>th</sup> overall, and 13<sup>th</sup> for employer reputation**, in the 2022 QS World University Ranking.

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 2020/21 UCL Careers had:**

**172** employer events

**9,339** attendances at employer and alumni events

**2,011** attendances at our online careers fairs



The following pages outline a variety of opportunities 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 students and recent graduates at our events throughout the year – virtual and face-to-face

### **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, or part-time or full-time positions, you can advertise your role through our employer portal [myUCLCareers](#). Your opportunities must meet [National Minimum Wage legislation](#) in order to be approved. Simply register your organisation, and 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.

### **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 (not for ongoing recruitment). It is currently available for companies wishing to target students from all disciplines and levels, ranging from undergraduates through to PhD researchers. 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 UK based SMEs.

- The intern must be paid [London Living Wage](#) per hour if based in London, and at least [National Minimum Wage](#) if not.
- 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
- A dedicated contact will 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)



## Best practice for recruitment

Need any assistance advertising your roles to current students and recent graduates? Don't hesitate to contact our team for assistance at [employers@ucl.ac.uk](mailto:employers@ucl.ac.uk). We also host many useful resources on our [website](#), including:

- Support with recruiting international students and graduates
- Guidance on developing an internship programme within your organisation
- Best practice for work-based learning experiences
- Ensuring your internships and placements are inclusive and accessible



## Fairs

We hold large recruitment fairs where you can engage with hundreds of students and recent graduates, currently all run virtually.

- Generous discounts are 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 forums – with no charge to take part
- 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, and 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, Arts & Cultural Heritage

## Employer-led skills sessions

We run a programme of panel discussions, workshops, 1-1 interview and CV coaching, and mock assessment centres. We also look for employers to host insight days and shadowing opportunities. Taking part is free of charge.

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.

## **Work-Related Learning Programmes in Faculties**

Connect with students from specific faculties and support their engagement with your industry, through events and training opportunities. Our three brand-new Work Related Learning programmes are split by faculty cluster and deliver relevant industry-focused activities for those students. This is a unique opportunity for potential employers to support students' industry and job specific skills development.

The 3 faculty clusters are:

- Life & Medical Sciences (including Population Health and Brain Sciences)
- Built Environment, Engineering and Mathematical & Physical Sciences
- Laws, Arts & Humanities and Social & Historical Sciences

Activities could include industry insights panels, career taster sessions, masterclasses, work shadowing opportunities, consultancy projects and more! Get in touch to discuss additional activities including more targeted events and collaborations. These activities are designed to deliver extended learning opportunities for students relevant to their degree background and career aspirations.

## **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, all at no charge.

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



## 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 at no charge 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.

## **Mathematical and Physical Sciences**

The Faculty of Mathematical and Physical Sciences has over 4,000 undergraduates and post-graduate taught students. A range of free 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.



## Engineering

Engage on campus with all the major [Engineering](#) disciplines, including Computer Science, by contributing to the curriculum and/or attending events free of charge. 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.

## 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, free of charge. 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.



Careers Extra is our programme of enhanced [careers support](#) for UCL undergraduates from any of the following under-represented groups:

- Neither parent went to university and you went to a UK state school
- Care experienced or estranged
- Disabled
- Household income below £25,000 (as declared to Student Finance England)
- Black British African, Black British Caribbean, British Black Other, British Black Mixed
- Received an Access UCL offer

We are keen to hear about initiatives you have in place to support applicants from any of these backgrounds, and can also advise you about implementing effective strategies to engage with them.

We can also share information about your organisation's relevant events and opportunities to students who have signed up for the Careers Extra mailing list, such as insight events, internships, or mentoring opportunities for underrepresented students.

If you would like to be kept updated about relevant UCL events that may be suitable for you, to connect with students in one or more of the above groups, please let us know and we will add you to a distribution list. Please let us know if you would find it useful to have a conversation with a member of the Careers Extra team to find out more about any of the above.

We welcome employers to join our Recruiters' Club and enjoy a wide range of benefits, including extensive promotion of your brand and access to exclusive marketing platforms and events. Please see the Rates card for prices.

## **Members – only open to SMEs**

- Dedicated relationship manager at UCL Careers
- Profile in newsletter at one point in year – *exclusive to Members*
- Free drop-in session—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 two job opportunities
- Instagram story on the UCL Careers account

## **Contributors – SME and charity / non-profit rate available**

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

- 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:

- Free stand at relevant careers fair
- Two week banner advertisement on myUCLCareers jobs board
- 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 <a href="#">JobOnline</a> 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.
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:

<b>Virtual Careers Fairs</b>	<b>Cost</b>	<b>Notes</b>
Fairs are individually priced, and we offer discounts to SMEs, registered charities and firms who attend multiple fairs.		
Management Consultancy	£475 + VAT	
Banking, Finance & Economics	£560 + VAT	
Life & Health Sciences	£300 + VAT	Run in collaboration with King's and Imperial
Engineering & Built Environment	£525 + VAT	
IT & Technology	£555 + VAT	
Law	£560 + VAT	
Jobs Market	£195 or £275 + VAT	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: hosted by UCL Careers	£255 + VAT	<p>Hosting of online presentation includes management of platform, marketing to students, managing registrations, and support on the day.</p> <p>We can also host you for bespoke events such as interviews, and drop-ins. Please contact us with your requirements for a quote.</p>
Employer Marketing Package	£195 + VAT	Suitable for events managed by employers. We can promote your event fully to our students and recent graduates, across all of our channels.
Themed Weeks	Free	
Employer-led skills events	Free	
<b>Recruiters; Club</b>	<b>Cost</b>	
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](mailto:employers@ucl.ac.uk)

**Call:** 020 3549 5924

**Web:** [www.ucl.ac.uk/careers/recruiters](http://www.ucl.ac.uk/careers/recruiters)

