

UCL Careers Employer Pack 2023/24



About us

UCL ranks **8th overall** in the 2023 QS World University Ranking, and **2nd in the UK** for research power (REF 2021).

UCL Careers are a dedicated team of professionals, who provide impartial guidance and information to both student and graduate clients, as well as strategic advice to employers.

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 2022/23 UCL Careers had:

Nearly 300 employer events

9,681 attendances at employer and alumni events

3,741 attendances at our careers fairs



Key dates at UCL: 2023-2024

UCL has two academic teaching terms, as well as a short third term for the exam period.

Most undergraduate students are usually away for the summer, but students on full-time taught Masters programmes, and PhD students, study for a full calendar year.

Term 1 – Autumn
25 Sept – 15 Dec 2023

Term 2 – Spring
8 Jan – 22 March 2024

Reading Weeks
6 – 10 November 2023
12 – 16 February 2024

Term 3 – Exam period
22 April – 7 June 2023

Planning ahead? To view term dates for 2023-2024, please visit the [UCL website](#).



Engagement overview

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, and participate in our internship schemes

Target or develop talent

Engage with our users directly, taking part in events focusing on skills development, sector insights, or connect with student groups

Increase reach and market yourself

Meet students and recent graduates at our events throughout the year – virtual and face-to-face





Advertising Vacancies

If you wish to hire a UCL student, researcher, or graduate, whether for an internship or graduate position, you can advertise your role for free 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, and target specific subject areas or year groups if you wish. Students who have registered to receive updates will automatically get a daily or weekly digest of relevant vacancies.

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. 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



Talent Bank – for SMEs and niche opportunities

UCL Talent Bank is a matching and shortlisting service designed to support small to medium sized enterprises, and for one-off / niche opportunities in larger organisations (not for ongoing recruitment). You can target students from any discipline and level, ranging from undergraduates through to PhD researchers. We will provide you with a shortlist of suitable UCL candidates – all free of charge.

Global opportunities

If you have opportunities in your organisation outside of the UK, particularly internships (whether in summer or otherwise), we'd like to hear from you. Exclusive opportunities for UCL students are eligible for free shortlisting support.

"From their pre-selection to their follow-up processes, UCL has been nothing but professional and effective. We absolutely loved working with UCL and we will continue this partnership in the future!" – Host of UCL intern (Campus Moragete)

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.



Fairs

We hold large recruitment fairs where you can engage with hundreds of students and recent graduates, with in-person and virtual event days available.

Generous discounts are available for registered charities, not-for-profits, & SMEs.

In the summer term we run a Jobs Market for immediate start vacancies or rolling recruitment – open to all sectors.

The autumn term includes 6 key industry fairs:

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

We also take part in a collaborative multi-university fair focusing on roles in China.

Presentations / Bespoke Events

We can host your presentation for you on campus or virtually. 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, drop-ins, and pop-ups.

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, events calendar, directly to departments, and on social media.



Sector insight events – open to all degree areas

- Take part in panel discussions, workshops, or networking sessions focusing on introductions into a particular industry
- 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 and these events are free to take part in
- 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
- International Development
- Media
- Museums, Arts & 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 employability 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.

Our students are keen to find out what diversity means for different employers, and how organisations celebrate and engage with it.

Historically, Black, Asian, and Minority Ethnic speakers and exhibitors are under-represented at our events, creating a visibility and role model barrier for our students and graduates. By bringing different perspectives and lived experiences, we hope to enhance the event experience for all. We would therefore ask you to please consider the representatives you send to our events with this in mind.

Alumni representatives can particularly make a positive impact on student perceptions of career journeys and organisational cultures and indeed what may be possible for them, so we would encourage you to consider inviting UCL alumni working in your organisation to attend our events and offer to speak about their own lived experiences in terms of advice for current students.

Whatever the background of the speakers representing your organisation at events, we would advise that they are familiar with any initiatives within your organisation around equality, diversity, and inclusion, and are therefore confident answering questions about them, as this will be of significant relevance and value to our students.

Lack of diversity in your industry may of course take other forms, such as gender parity, disability inclusion, and LGBTQ+ support. Please consult with the event organiser, if you have any queries or concerns about representation at our events and we would be happy to advise and support you.

If you have a potential speaker in mind who might not have much experience in this forum, please rest assured that our event organisers would be very happy to support them in their preparation. Please raise this with your event organiser to discuss.

Target and develop talent: by faculty cluster

Go further via our school and faculty level Work Related Learning programmes and develop students' knowledge and skills in specialist sectors. We welcome industry experts and UCL alumni to deliver masterclasses and taster sessions, and to arrange site visits, group projects, and more. See below for sector topics and student groups for 2023-24:

Student groups	Sectors covered
Faculties of Laws , Arts & Humanities , Social & Historical Sciences , and the Institute of Education	<i>Art and heritage</i> <i>Consultancy</i> <i>Creative arts</i> <i>Government, policy, and advocacy</i> <i>Journalism and publishing</i> <i>Marketing, advertising and PR</i> <i>Charities and not-for-profits</i> <i>Social research & academia</i>
Faculties of the Built Environment , Engineering , Mathematical and Physical Sciences	<i>Construction</i> <i>Consultancy</i> <i>Commercial property</i> <i>Planning (socially/sustainable angle)</i> <i>Data science & machine learning</i> <i>FinTech</i> <i>Research science in industry & academia</i> <i>Renewable energy</i> <i>Technology</i>
Faculties of Life Sciences , Population Health Science , Brain Sciences and Medical Sciences	<i>Business (inc. life science and healthcare consulting, health economics)</i> <i>Pharmaceuticals (inc. drug discovery & development, clinical research, medical diagnostics, regulation)</i> <i>Data (inc. health technology, epidemiology, health informatics)</i> <i>Communications (Inc. medical and scientific writing, regulatory medical writing)</i> <i>Policy (inc. civil service, science and innovation policy, pharma and regulatory policy)</i> <i>Academia (scientific doctoral and postdoctoral training)</i>
School for the Creative and Cultural Industries at UCL East	<i>Cultural heritage, museums & galleries</i> <i>Performance and creative arts</i> <i>PR, advertising, marketing & communications</i> <i>Media (TV, radio, podcast, social media)</i> <i>Film industry / video game industry</i> <i>Creative Health</i> <i>Charities</i> <i>Business-based anthropology and business ethnography</i>



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 Internships

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. Shortlisting services are available and there are opportunities for funded internships for charities, community organisations and not-for-profits.

The Knowledge Economy: Student Consultancy Projects

Do you have a business problem that would benefit from a consultancy style project? As part of a core final year module, small teams of BASc students are paired with organisations to produce a full report and presentation on your business issue. Successful previous projects have included producing a marketing plan, product development, creation of a social media strategy, research or app design for example. The programme runs between September and January each year and has the support of both the Work Related Learning Manager and an academic with experience of consultancy work. At the end of the programme, the students will present their findings and you will receive a report for you to keep and use to advance your business. This is open to organisations of all sizes and comes at no cost to your organisation.



Computer Science: Industry Exchange Network (IXN)

UCL Careers partners with the Department of Computer Science via IXN, a project-based educational methodology designed to connect organizations with top talent in Computer Science. The programme's success has been recognized and lauded in the UK's Topol Review as a best practice for early R&D initiatives.

IXN enables students to tackle real-world problems as an integral part of their degree programs, all while still in term times. Students' motivations and special interests are matched to the specific needs of partner organizations, who provide short and long term projects for students at undergraduate or postgraduate level. Students' diverse skill sets range across AI and machine learning, cloud computing, computer vision, data science, and more.

By participating in the IXN, you play a vital role in shaping the future of computer science. You not only contribute to the development of the next generation of computer scientists but also gain access to potential future employees who already possess practical experience and familiarity with your organization. As students work on projects, they create proof of concept technologies that have the potential to evolve into practical solutions with genuine benefits. These outcomes can prove to be invaluable for your organization's R&D. This aspect of the program not only nurtures innovation but also allows your business to explore novel ideas with minimal risk and financial investment.

Target and develop talent: Faculty of Engineering and Faculty of Mathematics and Physical Sciences



Engineering

The Faculty of Engineering Sciences consists of nearly 6,000 undergraduate and postgraduate students combined. The Engineering Careers team develops opportunities to work with industry in a way that benefits both employers and students.

Covering a wide range of Engineering disciplines including Computer Science, employers participate on campus in a variety of free-of-charge career activities, including panel discussions, skills sessions and networking events, which all positively contribute to the education of our students. Our upcoming employer events for the 2023/24 academic year will focus on subjects including Robotics, Automation, Internships, and Careers in Research and Industry.

Mathematics and Physical Sciences (MAPS)

The Faculty of Mathematical and Physical Sciences has nearly 6,000 undergraduate and post-graduate 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.

Upcoming events for 2023-24 will explore themes such as internships, academic research, and industry research, as well as sector insight such as finance, technology, data science, machine learning, and more.

Some events will be run in collaboration with Engineering enabling you to reach a wider range of STEM students. Speaking opportunities are available both for recruitment teams as well as speakers with direct relevant work experience, where we particularly welcome UCL alumni.



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.

Whether you are recruiting for permanent graduate-level positions, projects or internships, our global student community can meet the most diverse recruitment needs. Our rigorous selection criteria mean that, as a recruiter, you can be confident that much of the initial work has already been done for you.

- **Advertise your vacancies:** target your opportunities, internships and placements to specific courses and year groups. We will advertise your opportunities free of charge.
- **Raise your profile:** attend our industry insight sessions, deliver company presentations, and support students by offering CV/application checking and mock interviews, throughout the year. We can also help you engage with student societies.
- **Industry Projects:** benefit from an independent perspective on strategic issues by harnessing the expertise of our students. We welcome projects from all industry sectors and will be happy to discuss your needs further.

BSc Information Management for Business

As part of the third year Extended Project module, students can work on a consultancy project with a pre-selected organisation. The consultancy project aims to teach students to solve actual business problems using the tools and concepts learned during the IMB programme.



Careers Extra

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 students from under-represented groups. SMEs and charities may be interested in the Careers Extra funded Summer internships scheme ([more details can be found here](#)).

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.



PhD / Researchers from all Faculties

Engage with PhD students and early-career research staff via our employer-led programme of events, specifically designed for researchers interested in opportunities outside of academia, all at no charge. Participation can range from delivering talks to researchers or having a stall at one of our researcher jobs-markets, through to working more closely with our researchers by running one-day hackathons involving experiential skills training, offering week-long training opportunities where you can facilitate group work on a real-world problem, or by providing exclusive internships to our researcher talent. You can also advertise any opportunities suitable for researchers via our advertising services on the myUCLCareers portal.

Increase reach and market yourself: Recruiters' Club



Employers wishing to raise their profile year-round may benefit from joining our Recruiters' Club. Enjoy a wide range of benefits, including extensive brand promotion and access to exclusive marketing platforms and events. Please see the [Rates card](#) for prices.

Contributors

- Dedicated relationship manager at UCL Careers
- Logo published on our [website](#)
- [Twitter](#) promotion x2 (vacancies and events)
- [Instagram](#) story on the UCL Careers account
- Profile in UCL Careers newsletter at one point in year
- A skills-based quote to feature on our [Skills Hub](#) page – hyperlinked to your myUCLCareers profile
- A promotional post on the UCL Careers [LinkedIn](#)

Sponsors

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

- Free stand at relevant careers fair
- 10% discount on other promotional events
- Two week banner advertisement on myUCLCareers jobs board
- Opportunity to integrate with [Computer Science](#) partnership programme – please enquire for more information



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 and case studies

Contribute to UCL Careers' online content with alumni stories, sector insights, and skills-based articles. Recent examples include:

- Sustainability Insights Blog - Diving Deeper into Marine Conservation Careers
- The Soft Skills Required to be a Successful Accountant
- Expedia Group: Employee profile
- Working at HSBC in China: Alumni profile

We also welcome blog contributions showcasing organisations' initiatives around equality, diversity, and inclusion. Please contact us to discuss options.

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
The Knowledge Economy: Student Consultancy Projects	Free	A team of 5-6 BAsSc students will act as 'consultants' for free for a period of around 9 weeks.

RATES



Rates for UCL Careers events and services:

Careers Fairs – Autumn 2023	Dates	Notes
We offer discounts to SMEs, registered charities and firms who attend multiple fairs. Fairs that run over two days have separate exhibitors on each day. Fairs run from 4pm-7pm.		
Management Consultancy	11 th October	£575 + VAT
Life & Health Sciences	17 th Oct (virtual only)	Run in collaboration with King's and Imperial. £300 to attend / £100 at charity / SME rate.
Banking, Finance, and Economics	18 th / 19 th Oct	£595 + VAT
Law	23 rd Oct	£575 + VAT
IT & Technology	25 th / 26 th Oct	£595 + VAT
Engineering & Built Environment	30 th Oct	£575 + VAT
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:

Careers Fairs – Summer 2024	Dates (In Person / Virtual)	Notes
Jobs Market – open to all sectors	TBC in early 2024	For immediate start vacancies
Collaborative China Fair	Date and price to be published on website	Run in collaboration with Imperial, LSE, Cambridge, King's, Columbia, and Chicago

RATES



Rates for UCL Careers events and services:

Other Events	Cost	Notes
Employer Presentations: hosted by UCL Careers	£355 + VAT for UCL Careers Seminar Room. Other spaces available upon request.	Cost of presentation includes full management, marketing to students, managing registrations and sign-up, 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 can promote your event fully to our students and recent graduates, across all our channels.
Sector insight, departmental, and skills events	Free	

Recruiters' Club	Cost	
Contributors	£600 + VAT, or £385 + VAT for SMEs / charities / non-profits	
Sponsors	£1,850	

CONTACT US

Email: employers@ucl.ac.uk

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

