

University of Hull The Careers Service – Vacancy Advertising Policy

The Careers Service based at the University of Hull aims to promote vacancies which are transparent, accurate and comply with our policy in offering an appropriate level of remuneration.

To submit a vacancy to our jobs platform, 'Handshake', you should create an account at:
https://app.joinhandshake.com/employer_registrations/new

We ask that employers wishing to promote vacancies: -

- Provide complete and accurate information concerning the vacancy including salary information.
- Identify a website or contact where candidates can learn more about the vacancy.
- Try to provide us with as much notice as possible prior to your closing date.
- Ensure all vacancies meet current employment and equal opportunities legislation.
- Are aware of your obligations as a recruiter when employing people: <https://www.gov.uk/browse/employing-people>.
- Remain open minded regarding the recruitment of international students and not include statements which restrict applications from this group.

Our national minimum wage policy

The Careers Service are happy to advertise jobs and work experience opportunities which are compliant with UK employment legislation including the [National Minimum Wage Act](#). As a university with a number of students from a widening participation background, we believe this is especially important.

We believe that the entitlement to minimum wage depends on the work undertaken. Therefore, by referring to a role as an 'internship' does not mean that this will be exempt from national minimum wage.

Our policy is that all roles (including internships) should have an appropriate level of pay at minimum wage or above.

Refusal of vacancies

We reserve the right not to advertise vacancies or voluntary opportunities which we feel are not suitable for advertising through our service, or which we feel are not in the best interests of our students and graduates.

We advertise freelance roles on a case by case basis but reserve the right to refuse roles listed as freelance inaccurately such as false self-employment to avoid employer obligations.

In particular, we reserve the right to refuse vacancies which:

- Do not meet UK National Minimum Wage requirements (UK vacancies) with the exception of registered charities recruiting volunteers on a flexible basis. **Please note:** opportunities undertaken

on a remote basis or internships will not be exempt from meeting National Minimum Wage requirements.

- Do not meet the reasonable wage and living costs of the host country (international vacancies).
- Have company information which is incomplete or untraceable online.
- Have misleading, incomplete or inaccurate job descriptions.
- Promote or endorse illegal activity.
- Require the candidates to pay a fee in order to apply.
- Require an up-front financial investment by the student/graduate, e.g. franchises.
- Are partnership or equity only opportunities with set-up companies.
- Are proprietary trading companies requiring graduates to pay desk fees or pay for training.
- Are connected with a pyramid, multi-level marketing or similar style selling scheme.
- Represent an undue health and/or safety risk to the student/graduate.
- We consider risk damaging the reputation of the University of Hull.
- Are connected to the adult/sex industry or are associated with adult content.
- Involve students writing or sharing academically related material for use by other students.
- Are placed by private individuals, particularly where the role provides care for others.
- Appear not to meet the requirements of equality or other employment legislation based on UK requirements.
- Are unpaid international opportunities on behalf of a private/commercial organisation.
- Are commission-only sales/marketing roles.
- Pay 'in kind' rather than being salaried, e.g. gig tickets, vouchers, meals.
- Are placed on behalf of tobacco companies.
- Are training courses or programmes not accredited by a recognised educational or professional body.

The University of Hull accepts no liability for the actions of students or graduates recruited from The University of Hull.

This policy was updated and reviewed by the Head of Careers, June 2024 and is subject to annual review.