DCU Careers Service
Vacancy Handling Policy

DCU Careers Service is a central point of contact for employers seeking to recruit DCU students and graduates for part-time work, summer internships and graduate vacancies.

Our vacancy procedures and processes are informed by policies and position statements developed by our professional associations:
Association of Higher Education Careers Service (AHECS)
Association of Graduate Careers Advisory Services (UK and Ireland)

This policy also draws on general policies and legislation on good practice in promoting Equal Opportunities.

The following describes what we do:

- We advertise vacancies that we deem suitable to DCU students and DCU graduates.
- We reserve the right to edit vacancy details and the right to not advertise an employer’s vacancy which we feel is not relevant or appropriate.
- We expect employers to upload their vacancies onto our Vacancy System. Employers can register at www.dcu.ie/careers.
  Organisation registrations and vacancy postings are proofread and approved by a member of the Careers Service. We aim to approve all vacancies within 48 hours of receiving them.
- All employers are expected to supply contact details and job description.
- Where the DCU Careers Service receives vacancies via email or post, they will be promoted in as far as possible to do so.

We accept the following vacancies:

- Graduate level vacancies with an immediate start date
- Graduate level vacancies with a future start date (generally within the next 12 months)
- Vacancies suited to PhD students/graduates and experienced hires
- Summer internships
- Vacation and part-time work
- Unpaid opportunities for volunteering with bona fide charities and voluntary organisations.
- For volunteering opportunities, we ask you to be as specific as possible regarding fees, whether you organise visas, travel insurance, flights and accommodation.
- Vacancies from Recruitment Agencies with accurate, honest content. We only advertise vacancies notified by recruitment agencies when the employer’s name is released to DCU Careers Service. This is not passed onto the student and used for quality assurance only. We do not run generic advertisements for recruitment agencies.
- For vacancies dealing with scholarships and studentships, please contact the Graduate Students Office in DCU. Details at: https://www.dcu.ie/graduatestudies/index.shtml
- We may also advertise unpaid internships - this must be stated in the vacancy.
We reserve the right to refuse to advertise a vacancy, some common grounds for rejecting vacancies include:

- Vacancies notified by Recruitment Agencies where client details are not supplied.
- Commission only vacancies or pyramid schemes
- Vacancies where students are expected to be self employed.
- Vacancies/opportunities that present a direct risk to the health and well being of students and graduates.
- Vacancies where no business email is provided
- No website is supplied as it makes it difficult for the Careers Service and students to research and verify the organisation.

We advertise vacancies:

- On the Careers Service Vacancy System
- At events
- In publications produced by the DCU Careers Service
- Targeted emails to class groups where appropriate.

Please provide a closing date for your vacancy. If there is no closing date, we will advertise the vacancy on the vacancy system for 4 weeks.

The contract of employment is between the student/graduate and employer.

DCU Careers Service reserves the right to amend, replace or revoke this policy from time to time without giving prior notice.