

Employer Events Handbook 2019/20



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1. OVERVIEW

This handbook provides information regarding all aspects of holding an employer event with the University of Southampton. Please click on the list of contents above to navigate to each heading in this guide.

2. CONTACT US

If you have any questions about the information provided and/or would like some advice about which event to organise, we would be more than happy to speak with you.

You can contact the Fairs and Events coordinator via:

Telephone: (+44) 023 8059 3501

Email: employ@southampton.ac.uk

3. DATES AND TIMES

Our campus activities take place during term-time in the period:

- Autumn: 7th October – 22nd November 2019
- Spring: 3rd February – 28th February 2020

4. AVAILABLE ACTIVITIES

We have designed our Events Calendar to deliver a positive and varied programme for our students. Our Employer Relations team will assess your requirements and provide recommendations on events to help meet your goals.

Please note that the events listed below are only available between 7th October - 22nd November 2019 and 3rd - 28th February 2020.

4.1 EMPLOYER-LED CV FEEDBACK

CV Feedback provides an opportunity to help potential future candidates with their CV/application whilst also creating a positive image of your organisation on campus. These sessions should be aimed at providing students with specific and detailed feedback on the quality of their CV as well as providing an overview of the details your organisation looks for when assessing applications.

Can be held Monday – Friday for any length of time between 10.00 and 17.00 in our Careers Centre.

4.2 EMPLOYER-LED MOCK ASSESSMENT CENTRES

Hosting a mock assessment centre will allow your organisation to test out new exercises as well as meet and interact with potential candidates. These sessions should be aimed at informing students of the key competences being assessed at your organisation's assessment centres as well as providing a general opportunity for students to improve their employability based skills.

Can be held Monday - Friday at 12.00 or 13.00. Smaller sessions (<13) can take place on a Thursday at 13.00 in our Careers Centre.

4.3 EMPLOYER-LED MOCK INTERVIEWS

Mock interviews provide an excellent opportunity to speak on a one-to-one basis with possible future candidates whilst also testing the interviewing methods and techniques of your organisation. These sessions should be aimed at providing students with a realistic interview in addition to providing them with useful and constructive feedback.

Can be held Monday – Friday for any length of time between 10.00 and 17.00 in our Careers Centre or by telephone/Skype.

4.4 EMPLOYER-LED PRACTICE TESTS

Pre-testing sessions will allow your organisation to try out materials before they are used in examinations. These sessions should be aimed at giving students an experience of the types of questions that may be asked in the recruitment process.

Can be held Monday – Friday in an Academic Venue. Smaller sessions (<13) can take place in our Careers Centre on a Thursday at 13.00.

4.5 EMPLOYER PRESENTATIONS

A presentation provides an excellent opportunity to raise awareness of your organisation with University of Southampton students. These sessions can be used to provide a company overview, advertise existing opportunities as well as provide hints and tips on application processes. They can also be used to share real life experiences from the working environment, speak to and informally network with students.

Please see [point 6.4](#) for the cost of holding a presentation

Can be held Monday - Friday at 12.00 or 13.00 OR Monday - Thursday at 18.00 in an Academic Venue or Hospitality Venue.

4.6 EMPLOYER-LED SKILLS WORKSHOPS

Skills workshops afford organisations an opportunity to develop a positive image on campus whilst also improving the essential employability skills of our students. These sessions should be guided around the skills or values essential to working within your organisation. Possible workshop topics are not limited to but may include job applications, leadership, networking, psychometric testing, commercial awareness, resilience, or presentation skills.

Can be held Monday - Friday at 12.00 or 13.00. Smaller sessions (<13) can take place on a Thursday at 13.00 in our Careers Centre.

4.7 PANEL EVENTS

Panel events provide a great opportunity to meet similar and likeminded counterparts from other organisations whilst also meeting and engaging with University of Southampton students. These sessions should aim to provide advice on recruitment practices within your sector as well as inspiring students about your journey into employment.

Can be held Monday - Friday at 12.00 or Monday to Thursday at 18.00 in an Academic Venue or Hospitality Venue.

4.8 RECRUITER IN RESIDENCE

Recruiter in Residence is a great way to raise your organisational profile and meet students who have a genuine interest in working for your company. These sessions are designed for organisations to promote opportunities and provide advice on your application processes as well as answer student queries relating to employability and graduate recruitment. You can bring one or two company representatives to host this event.

Held on Tuesdays between 10.00 and 16.00 in our Careers Centre.

5. SPACES ON CAMPUS

Events can take place in a number of venues, including our Careers Centre, Academic and Hospitality Venues as well as Student Union spaces.

5.1 ACADEMIC VENUES

- **Seminar Rooms** - Movable or fixed seating, capacity 15 – 69 students. Ideal for interactive skills sessions, group activities and small information talks.
- **Lecture Theatres** - Fixed flat or tiered seats, capacity 36 – 330 students. Appropriate for presentations and career panels.
- **Computer Rooms** - Individual work stations, capacity 20 – 90 students. Suitable for skills workshops which require students to have computer and internet access.

5.2 CAREERS CENTRE

- **Interview Rooms** – Available for 1:1 Mock Interviews or CV drop-ins. Each room is equipped with a computer and can also be used for remote sessions e.g. Skype Interview.
- **Careers Room (2005)** – Same as above but has the capacity for group interviews (up to 6 people MAX) and/or more than one company representative but is not available for remote sessions.
- **Presentation Area** – Movable seating, capacity 8 – 12 students. Ideal for small scale workshops, presentations and Recruiter in Residence. The room is fully equipped with a workstation and large screen.

5.3 CONFERENCE AND HOSPITALITY VENUES

- **Garden Court** – Ideal for exhibitions, meetings and large conferences, capacity up to 300 students. The space is made up of 2 sections – the Restaurant End and the Garden End, booked together or separately.
- **Hartley Suite** – Ideal for meetings, training days and networking events, capacity up to 80 students. This space can be divided into two spaces with sliding doors.

5.4 SUSU

The Union facilities are located centrally on campus in areas of high student footfall, both indoor and outdoor spaces are available. Further details are available in the **SUSU Media Pack**.

6. COSTS

Employer Events which are promotional incur a cost. We also charge for the use of our rooms for your company recruitment purposes e.g. Interviews. This will be billed by invoice with the invoicing details you provide on your booking form, unless otherwise stated, below.

6.1 CANCELLATION

A cost is incurred if you cancel your event with less than **5 working days'** notice. See **point 16**, below, for further information about our cancellation policy.

6.2 HOSPITALITY VENUE

If you intend to host your event within a Hospitality Venue (see **point 5.3**) the Presentation cost will apply (see **point 6.4**) and a charge will be incurred by the Conference and Hospitality department for room hire etc.

6.3 USE OF ACADEMIC ROOM FOR RECRUITMENT PURPOSES

Use of our academic rooms for testing sessions for your company's recruitment are subject to a charge of **£50+VAT** per hour. Use of private rooms for individual student interviews are subject to a cost of **£75+VAT** for half day (up to four hours) or **£125+VAT** full day (four to eight hours).

6.4 PRESENTATIONS

Employer presentations held during the autumn term (7th October – 22nd November 2019) are subject to a charge of **£125+VAT** and presentations held during the spring term (3rd – 28th February 2020) are subject to a charge of **£80+VAT**.

6.5 REFRESHMENTS

If you decide to have refreshments at your event or require additional support (security or cleaning services) your event will be subject to additional charges. Please see [point 11](#) for further information about refreshments. Please note that a debit/credit card or cash is required to order Domino's pizza for your event.

7. HOW TO BOOK

1. If you haven't done so already, please register your company on [MyCareer](#)
2. Once your organisation is registered and approved, you will be able to login and view the link to the event booking form
3. If you have registered but are unable to find the booking link, please email: employ@soton.ac.uk

8. MARKETING

The Careers and Employability Service will extensively promote your event to our students. Your event will be promoted by:

- Adding details to the MyCareer homepage and Events Calendar
- Providing Career Practitioners with relevant information for their linked faculty contacts
- Providing Employability Leads within faculties and student societies with relevant information
- Advertising through the Careers and Employability Services Facebook ([@UoS Careers and employability](#)) and Twitter ([@UoS_Careers](#)) accounts

To improve the likelihood of a good student turnout it is recommended that your organisation also assists in promotional activities. You can promote your event by:

- Adding details to your organisations website.
- Notifying your on-campus ambassadors of upcoming events.
- Creating leaflets and posters for our Social Media advertising.
- Interacting with the Careers and Employability Facebook and Twitter accounts

In addition to the promotional methods the Events Team will also provide advice and guidance on the most effective times, dates and locations to hold your specific event.

Although your event will be widely promoted, student attendance cannot be guaranteed.

9. STUDENT SIGN UP

Prior to the start of your event you will be provided with a MyCareer link which will be the method of student sign up. To ensure we are able to manage capacity and guarantee the

event runs smoothly we do not allow you to hold your own sign up, students must sign up to events through MyCareer.

If you have created an additional event link other than the one we provide to you during the confirmation email, we reserve the right to cancel your event.

10. DELIVERY

If you are planning to deliver items for your event, you must give prior notice to the Events Team. Your items must be delivered to the following address:

Careers and Employability Service Centre, Room 2001
Building 37 (Student Services Centre)
Highfield Campus
University of Southampton
University Road
SO17 1BJ

Items must not be delivered to this address more than 24 hours before the start of your event, any items received before this time will not be signed for.

If you do not deliver to this address it cannot be guaranteed that your items will arrive in time for your event.

11. REFRESHMENTS

If you are holding a Presentation or Panel Event within an academic venue, refreshments can be delivered directly to your location. You can view the food available within the [delivered catering brochure](#).

It is also possible to have Domino's Pizza for evening events, you will need to pay using cash or credit/debit card at the time of your event. Careers are unable to pay for this and then reimburse at a later stage.

If your event is taking place within a hospitality venue, all catering related queries will be resolved by the hospitality team.

12. PARKING

We can only permit **one** car parking space per organisation and depending on availability this space cannot be guaranteed. If we are unable to secure a space for you, alternative parking is available at a cost of £1 per hour, the Pay and Display carpark is located opposite the turning to Salisbury Road.

If your event is taking place after 17.00 you will not require a space as parking is free and accessible across campus.

Please see the University's campus map for parking details: <https://maps.southampton.ac.uk>

13. ARRIVAL AND STAFF SUPPORT ON THE DAY

It is your responsibility to cascade all arrival information to other attending members of staff.

If your event is taking place in an academic venue, you must report to the following address 20 minutes prior to the start of your event:

Careers and Employability Service Centre, Room 2001
Building 37 (Student Services Centre)
Highfield Campus
University of Southampton
University Road
SO17 1BJ

Upon arrival, a member of the Careers and Employability Service will escort you to your event location. Once all students have signed in and the AV assistant (see [point 14](#)) has set up all equipment you will be left to deliver your event. During daytime events, a member of our team will return to the venue and help with your departure.

14. AV EQUIPMENT AND ASSISTANCE

All academic venues are equipped with PCs, laptop projection, laptop network point (HDMI & VGA), DVD playback through the PC and an overhead projector. You will also be able to login to WIFI through a guest login.

If your event is taking place in an academic venue an AV assistant will arrive at the venue 15 minutes prior to the start of the session. The assistant will help to set up all of your audio visual equipment as well as resolve any issues encountered.

If your event is taking place within a Hospitality Venue all AV related queries will be resolved by the hospitality team.

15. COLLECTION OF STUDENT DATA

We collect the name, course, year of study and contact email address of all students who have attended an event. If students have consented for their information to be shared this information can be provided after your event.

We do not permit you to share student data with any other parties and it should only be used in a way that would be deemed reasonable, in relation to the aim of the session.

16. CANCELLATION POLICY

A cancellation fee of £100+VAT will be charged for events cancelled with less than 5 working days' notice. The Careers Service reserve the right not to reschedule any event cancelled with less than 5 working days' notice. In the instance that your event is cancelled due to low sign-up, under 10 students, you will not be charged a cancellation fee and where possible an alternative date will be offered to your company.

Please note, the fee of £100+VAT is to cover the administrative costs incurred by the Careers and Employability Service and does not include any cancellation charges that may be applied by the University in relation to room hire, catering or hire of equipment through Conferencing & Hospitality.

We reserve the option to decline events which we consider will not add to our student experience or do not have a realistic chance of meeting your expectations.

