

Careers and Employability Service

# **EMPLOYER EVENTS HANDBOOK**

2018/19

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## 1. Overview

We have designed our Events Calendar to deliver a positive and varied programme to our students, encouraging student attendance and hoping to satisfy employer expectations. From analysing programme structures from previous years, we have created our events programme to offer inclusive and diverse opportunities for the mutual benefit of students and employers. As such, our Employer Relations team will assess your requirements and provide recommendations on events to help meet your goals. Please be flexible and open-minded when considering the type of event you're able to deliver on campus. We reserve the option to decline events which we consider will not add to our student experience or have a realistic chance of meeting your expectations.

This handbook provides the information regarding all aspects of holding an employer event with the University of Southampton. This includes general information like the different event types we can facilitate as well as more detailed specifics e.g. how our invoicing process works, ordering refreshments and the venues available for your use. Please use the list of contents above to navigate through the guide, and if you have any questions that are not covered please feel free to contact us via [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or +44 (0)23 8059 3501.

Events are open to all students regardless of academic discipline or level of study and we encourage undergraduates and postgraduates to attend our events. However, if you wish to target a particular academic discipline or student group we can work with our academic colleagues and student societies across campus to help market your event to relevant students.

## 2. Dates and Times

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

- Autumn: 8<sup>th</sup> October – 22<sup>nd</sup> November 2018
- Spring: 4<sup>th</sup> February – 28<sup>th</sup> February 2019

## 3. Costs

All employer presentations held during the autumn term are subject to a charge of £120+VAT and all presentations held during the spring term are subject to a charge of £80+VAT.

An administrative fee of £80+VAT is applicable for events which require liaison with SUSU and/or Hospitality. A £25+VAT administration fee also applies if an event requires food to be arranged using food@soton services.

A reduced rate is available to Third Sector and UK Registered Charities. This reduction does not apply to Professional Bodies, Education Providers, Work Abroad or TEFL organisations. Please contact us for further information.

For activities requiring additional resources such as supporting staff if your event is across several hours, if security or cleaning services are required, we will inform you beforehand of all relating charges.

## 4. Spaces on Campus

### 4.1 Academic Venues

#### 4.1.1 Seminar Rooms

Movable or fixed seating in island, tiered and boardroom layout, capacity 15 – 69 students. Ideal for interactive skills sessions, group activities and small information talks.

#### 4.1.2 Lecture Theatre

Fixed flat or tiered seats, capacity 36 – 330 students. Appropriate for presentations, insight talks career panels or information/developmental talks.

#### 4.1.3 Computer Rooms

All with individual work stations, capacity 20 – 90 students. All academic rooms are equipped with PCs (networked, requires University login, given to you on the day), Laptop projection, Laptop network point (HDMI & VGA), DVD playback through the PC, Overhead Projector (OHP), Interactive Smartboard.

## 4.2 Careers Centre

We are now able to offer the use of our Careers Centre during the hours of 11am and 5pm. Based centrally on campus we have two areas available for use:

1. Area 1 is ideal for conducting mock Interviews or CV drop-ins.
2. Area 2 is a dual purpose space used for workshops accommodating no more than 3 groups of 4 students or small presentations for up to 20 students.

This area can also be used for recruiter drop-ins as there is room to display your company banners and company brochures etc. The room is fully equipped with bench PC (networked) and TV screen.

## 4.3 Conference and Hospitality Venues

Hospitality venues are centrally located on campus and offer a range of function rooms which can accommodate between 20 and 200 in cabaret, boardroom, theatre style or informal set up. These venues are ideal if you would like to deliver an event that will include hospitality - a drinks reception, canapés, or a finger buffet for example. If you would like to use one of these venues, the Conference and Hospitality Events Team will be in contact with you to discuss your requirements and to help you plan your event once you submit your online booking request. Use of these venues is chargeable; should you wish to discuss pricing and availability prior to booking please call +44 (0)23 8059 2832.

You can view the available facilities via the following link:

<http://www.solentstudios.com/vt/such/>

An administration fee of **£80+VAT** will be applied to your bill for set up of activities with Conferencing and Hospitality Services

## 4.4 Union Southampton

The Union facilities are located centrally on campus and provide the option to deliver more interactive activities such as challenges or quizzes and engage directly with our students to

promote your opportunities. You can book indoor and outdoor spaces to exhibit your latest company technology or organise a giveaway, such as coffee; popcorn; cakes or tech freebies like USBs or branded stationery.

An admin fee of **£80+VAT** will be applied to your bill for set up of activities with the Students Union.

Facilities include the use of a 6ft x 3ft area and electrical sockets, Wi-Fi, table & chairs, gazebo and 1 parking space on site. Bookings can run from 10:00 – 17:00, requests to deliver large scale activities are approved directly by the Students Union Events Coordinator. Please let us know if you plan to deliver an event in the Union as the Careers Service can help market your event to our student cohort. All advertising options and prices can be found here [SUSU Media Pack](#).

## 5. Chargeable Activities

### 5.1 Employer Presentations

Deliver a presentation to our students, provide a company overview and inform them of your existing opportunities and schemes or provide hints and tips to help them through your application process. These sessions also provide an ideal opportunity for alumni of the University of Southampton to share real life experiences from the working environment.

Monday - Thursday 14:00 - 15:30 or 18:00 - 19:30 held in lecture theatres & seminar rooms (*Book in MyCareer under the title 'Presentations/Workshops/TestSessions/InsightTalks/SUSU Events'*)

### 5.2 Bespoke Events

We know that many companies are looking to deliver something different, whether that be an event that runs over several hours during the day, bringing in equipment for interactive team building, arranging treasure hunts or competitions. We can help bring you activity to fruition and liaise on your behalf with the appropriate departments across campus.

Depending on the event, there may be charges for this so please get in touch before trying to book this type of activity [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk) or +44 (0)23 8059 3501.

## 6. Free Activities

### 6.2 Recruiter in Residence

A full day event allowing students to ask any questions relating to employability and graduate recruitment which may be company or industry specific. Meet students who have a genuine interest in working for your company, promote your opportunities and give hints and tips on your application process. Students may also during this time have their CV checked. You can bring one or two company representatives to host this event. We will provide a lunchbreak and tea and coffee throughout the day. If your session is fully booked you see a maximum of 17 students and be offered the option to open double slots.

Tuesdays 11:00-16:30 (*Book in MyCareer under the title 'Recruiter in Residence'*)

### 6.1 Interactive Employability Skills Workshops

Promote the skills or values essential to your company, as well as provide advice and guidance. Examples are not limited to but may include leadership, networking, commercial awareness, resilience or presentation skills.

Thursdays 11:30 -13:00 x 12 students held in the Careers Centre  
(*Book in MyCareer under the title 'Small Skills Workshop'*)



Monday – Thursday 13:00 – 17:00 up to 30 students held in seminar rooms  
(Book in MyCareer under the title ‘Presentations/Workshops/TestSessions/InsightTalks/SUSU Events’)

**There are no longer opportunities to deliver CV, Applications and Cover Letter works shops. These are facilitated as part of our Central Employability Essentials Programme.**

## 6.2 Mock Assessment Centre Exercises

Allow students to experience tests utilised by you and other graduate recruiters. These sessions also allow you the opportunity to test out new exercises that you may be looking to use in future assessment centres.

Thursdays 11:30 -13:00 x 12 students held in the Careers Centre  
(Book in MyCareer under the title ‘Small Skills Workshop’)

Monday – Thursday 13:00 – 17:00 up to 30 students held in seminar rooms  
(Book in MyCareer under the title ‘Presentations/Workshops/TestSessions/InsightTalks/SUSU Events’)

## 6.3 Insight into...Talks

Give students an insight into a specific employment sector or deliver a talk on a specific career path and how to gain employment therein. These talks are ideal for organisations and companies who have had limited exposure to Southampton students and are looking to start building a profile on campus. These talks cannot be limited to talking directly about your own company and primarily you must provide a fair and comprehensive overview on your industry or sector.

Monday - Thursday 18:00 - 19:30 held in seminar rooms  
(Book in MyCareer under the title ‘Presentations/Workshops/TestSessions/InsightTalks/SUSU Events’)

## 6.4 1:1 CV Feedback

Held in our Careers Centre. Slots are scheduled at 20 or 30 minute intervals and you have the choice of whether you would like the students to submit their CVs when booking. Tea, coffee and water will be provided during your session and a lunch break of 20 minutes factored in to your timings.

Wednesdays and Fridays 11:00-16:30 (Book in MyCareer under the title ‘Employer 1:1’)

## 6.5 Mock Interviews

Held in our Careers Centre. Slots are scheduled at 20 or 30 minute intervals and you have the choice of whether you would like the students to submit their CVs in advance. Tea, coffee and water will be provided during your session and a lunch break of 20 minutes factored in to your timings.

Wednesdays and Fridays 11:00-16:30 (Book in MyCareer under the title ‘Employer 1:1’)

## 6.6 Mock Telephone Interviews

We will provide a suitable room for the student(s) to use and you will be able to call from a location of your choice.

Wednesdays and Fridays 11:00-16:30 (Book in MyCareer under the title ‘Employer 1:1’)

## 6.7 Career Panels

Throughout the year our Careers Practitioners deliver career panels' specific to subject areas or industry careers. If you would like to register to take part please let us know via [employ@southampton.ac.uk](mailto:employ@southampton.ac.uk)

## 7. Delivery and Setup of Materials and Banners (Including Exhibition Stands)

Delivery of stands or materials, required for your event, must not be delivered more than 24 hours beforehand. Prior notice must be given via email. Any items received before this time will not be signed for. Once confirmed please have your courier deliver your items to:

Employer Events Team  
Careers and Employability Service  
Mail Point 22  
University of Southampton  
University Road  
Southampton  
SO17 1BJ

Tel: +44 (0)23 8059 3501

***Please note, items delivered directly to the University's Post Room will not be distributed until the next working day.***

If you are using a third party to set up on your behalf, please ensure they liaise directly with the Employer Events Team or Conference and Hospitality prior to their arrival as this will ensure they can gain access to the room.

## 8. AV Equipment

All academic rooms are equipped with PCs (networked, requires University login), Laptop projection, Laptop network point (HDMI & VGA), DVD playback through the PC, Overhead Projector (OHP), Interactive Smartboard.

Our Careers Centre has Wi-Fi available for your use, please ensure you download the [Eduroam Assistance Configuration Tool](#) and select University of Southampton prior to arriving. This will ensure you can access the network with ease.

## 9. Marketing and Advertising

### 9.1 What we will do

We will add the details of your event to our MyCareer Events Calendar which is where all activities are advertised to our students and where they register to attend. We will also ensure that the relevant faculties and societies are informed of your upcoming activity. We also work very closely with our Career Practitioners who will promote your activity to our students during their own workshops and faculty engagement.

Please note that, although the Careers and Employability Service will extensively promote your event, we cannot guarantee high student attendance.

Should you wish to check how your activity sign-up is going, you can view the numbers by logging into [MyCareer](#) and searching under '**my event history**' and scroll to '**Events your associated with**'

## 9.2 What you can do

We invite you to interact with us via social media ahead of your upcoming event as this will help alert our student followers of your planned presence on campus:

Twitter - [@UoS\\_Careers](#)

Facebook - [UoSCareersandemployabilityservice](#)

If your company is designing a flyer to promote your event then please provide us with an electronic copy so we can ensure this is attached to any Facebook and Twitter feeds. If you have an events page of your own please add the details of your planned visit to Southampton, along with your unique event MyCareer link, which will be sent to you by email once your event is confirmed.

**Please note that all bookings for events at the University of Southampton must be through MyCareer. We may not accept bookings our students make through you or your event booking webpages. This is to ensure that we have an accurate number of students to expect to host.**

## 9.3 Student Ambassadors

Many companies have ambassadors and campus reps who are helping raise awareness of opportunities within the company. If you have a student representing you at the University of Southampton, please ensure they introduce themselves to the Careers Service, it is crucial we work together in promoting your activity and avoid duplication in our marketing efforts where possible.

## 9.4 Targeting our students

Please bear in mind that some courses have a lot of contact hours and students may have very little free time during the day therefore securing time to present to them can be very difficult. If your event is targeting students from high contact hour disciplines, we may advise a change in your specified date and time to help improve attendance. For example when targeting Electronic and Computer Science students, it is recommended that your event be held in an **evening slot** with refreshments provided. Alternatively, we would advise running your event on a Wednesday afternoon, as this time is free for extracurricular activities.

## 10. Refreshments

Whether you are holding your event in the daytime or evening we can provide refreshments to be delivered directly to your location. Please note the University of Southampton does not permit you to bring consumable goods to your event unless you sign a disclaimer beforehand.

Academic delivery options: [Delivered Catering](#)

It is also possible to have Domino's Pizza for evening events although you will need to pay using cash or debit card on the night.



An admin fee of **£25+VAT** will be applied to your booking for any arrangement of food.


## 11. Parking

Please see the University's campus map for parking details:

<https://maps.southampton.ac.uk>

If parking has been requested on your booking form, arrangements will be made using one of the options below. You can view all locations via this [map](#).

**Reserved Parking** - Please use Salisbury Road Visitor parking (details are sent in your arrival email)

**Parking by Permit** - If a parking permit has been sent to you, or you are collecting one on the day from the Careers and Employability Service's Information Desk in Building 37, you may park in any of the car parks with this symbol. 

There is restricted parking on-campus, we are only able supply one space per organisation, so please arrange car sharing where possible.

Alternative parking is available at a cost of £1 per hour, the Pay and Display carpark is located opposite the turning to Salisbury Road.

## 12. Arrival and Staff Support on the Day

Ahead of your arrival, the Employer Events Team will forward your arrival details to the main contact listed on your booking form unless directed otherwise. Please remember to forward this information to anyone who may be attending on your behalf. On arrival please report to:

**Careers and Employability Service (On your left as you enter the building)**

**Building 37 Room 200**

**University of Southampton**

**University Road**

**Southampton**

**SO17 1BJ**

If you are holding an evening event please ensure any additional party members make their way directly to the venue as we have no additional staff available to escort your colleagues to the venue after 6pm.

### 12.1 Careers Centre and Academic Venue

A member of the Careers and Employability Service will escort you to your event location, assist with the student sign in and liaise with your AV assistant. Once you are happy, we will leave you to deliver your event. During daytime events, a member of our team may also return to the venue and help with your departure. If you require assistance during your activity please use the emergency contact numbers that will be provided to you.

### 12.2 Hospitality Venues

For events held within Hospitality's facilities, you will be contacted directly by the Coordinator with the details of your arrival one or two weeks before your event date. Please make your way directly to the Hospitality venue and a member of the Careers and Employability team will arrive 30 minutes before the event start time to help coordinate the student sign-in.

### 13. Timetabling

Academic venues are booked by the hour and must be vacated 15 minutes before the hour to allow the next occupant to come in and set up. You will have 10 minutes before the hour, as standard set up time however when booking with us, please allow yourself enough time for any additional set-up, networking, refreshments breaks or packing away that you may need in order to run your event successfully.

### 14. Collection of Student Data

We collect the following attendance data: name, course, year of study and contact email address. If students have consented for their information to be shared with employers we can provide this at your request after your event. We do not however permit you to register the students as this slows the process, potentially decreasing the time you have to hold your session and reduces the enjoyment for the students.

The student data is for your use only. We do not permit you to share it with anyone else and it should only be used in a way that would be deemed reasonable, in relation to the aim of the session. For example it would be perfectly reasonable, after giving a presentation about careers that your company is offering to contact students with presentation hand-outs or information regarding a new graduate scheme you are starting. It would not be acceptable to contact them requesting that they complete any tasks or to abuse their contact details with advertising or spam.

### 15. Sign up of Events

We do not allow you to hold your own sign up, it is our duty to ensure the safety of our students and manage bookings using our online system MyCareer. This allows us to manage capacity and ensure the event runs smoothly and our communications with Hospitality or other 3<sup>rd</sup> parties responsible for the planning of the event. In the event 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.

### 16. Cancellation (Terms and Conditions)

A cancellation fee of £100+VAT will be charged for events cancelled with less than 7 working days' notice. In order to avoid such instances, we recommend having a substitute speaker in place wherever possible. The Careers and Employability Service reserves the right not to re-schedule any event cancelled with less than 7 working days' notice.

In the instance that your event is cancelled due to low sign-up, 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.

### 17. Charges / Invoicing / Credit or Debit Card Payments

Please view the below table relating to charges, some of which will require payment before your activity can go ahead.

Activity	
Students Union set up	£80+VAT
Conferencing & Hospitality set up	£80+VAT
Arrangement of UoS Catering	£25+VAT
Employer Presentations	£120+VAT Autumn £80+VAT Spring
Third Sector & UK Registered Charities only	A reduced rate is available, please contact us. Does not apply to Professional Bodies, Education Providers, Work Abroad or TEFL organisations.

If your company is intending to deliver an evening event, or if you are looking to have refreshments delivered for your attendees during the day, please provide all the necessary information in the online booking form, so that we can successfully invoice your company. If you have opted to pay via credit/debit card a link to an online payment system will be provided to you via email.

Invoices for delivered refreshments are processed by our finance department approximately five working days after your event has taken place.

## 18. How to Book

To book your event, please sign in or register here: <https://www.mycareer.soton.ac.uk>

Once logged in you will find the link to the online booking form on the main landing page. We aim to respond to requests received within 5 working days. However, during busy periods such as the beginning of term it may take longer than usual. We require at least 3 weeks' notice to successfully coordinate your booking.

If you require technical assistance when booking your activity, please refer to the instructions below:

Once logged in, on the homepage click on 'Events' and then 'Search Organisations Events'



You will then be taken to another screen. On the left-hand-side of this page select the date parameters in which you would like hold your event.

You can then filter by Event Type. You are able to select one or more of the following: Employer 1:1s, Insight Talks, Presentations, Test Sessions, Employer Small Skills Workshops' or Recruiter in Residence.

The screenshot shows a 'Filters' sidebar on the left. It includes a 'Quick search' bar, a 'Date range' section with radio buttons for 'By specific date' and 'By relative date', and a 'Type' dropdown menu. A blue arrow points from the top right towards the 'Type' dropdown menu, which is currently open, showing a list of event types: 'Careers Fairs', 'Employer 1:1 Hosted by...', 'Employer Small Skills Workshop', 'Presentations/Workshops/TestSessions/InsightTalks/SUSU Events', 'Recruiter in Residence Hosted by ...', and 'Register your interest in delivering an event'.

You will then see a similar screen to the one shown below but this depends on the Filters that you selected. Click on the event which corresponds to the date that you wish to hold your event to bring up the booking form.

Type of event  
demonstrated here

The date for these type of events  
are demonstrated here

Event search			
1 To 3 of 3 results			
Title	Event type	Days	Event location
Employer Presentations/Skills Workshops/Test Sessions/Insight Talks	Presentations/Workshops/TestSessions/InsightTalks/SUSU Events	08-Oct-2018 - 31-Oct-2018	
All Sectors Fair	Careers Fairs	18-Oct-2018	Jubilee Sports Centre (Building 18, Highfield Campus)
IT, Science and Engineering Fair	Careers Fairs	19-Oct-2018	Jubilee Sports Centre (Building 18, Highfield Campus)

Employer 1:1s and Recruiter in Residence will not have the date and time option on this screen, as the exact date would already have been chosen and all the timings are the same.

In contrast, if you are booking onto either an Employer Presentation; Large Skills workshop; Testing Session; Insight Into... Talk you will then be required to **select a date** at this point (*demonstrated below*).

**Book A Place On This Event**

**Select Days**

08-Oct-2018 (11:00 - 18:00)
09-Oct-2018 (11:00 - 18:00)
10-Oct-2018 (11:00 - 18:00)
11-Oct-2018 (11:00 - 18:00)
12-Oct-2018 (11:00 - 18:00)
15-Oct-2018 (11:00 - 18:00)
16-Oct-2018 (11:00 - 18:00)
17-Oct-2018 (11:00 - 18:00)
18-Oct-2018 (11:00 - 18:00)
19-Oct-2018 (11:00 - 18:00)

Please ignore the timings in brackets for this option as this just demonstrates the time of day in which we can facilitate these event types. You can select the exact time within this period on the following screen.

Lastly, you will be required to fill in a short booking form. After submission, you will then be able to view this on your MyCareer homepage and will receive an email when your booking has been approved. It will then show on your homepage as confirmed:

The screenshot shows the University of Southampton MyCareer portal. The top navigation bar includes links for Home, Profile, Events, Jobs Board, and Volunteering Days. The main content area is divided into two columns. The left column, titled 'Features', contains a section for 'Bookings for the popular October Careers Fairs now OPEN!' with details about the All Sectors Fair and the IT, Science & Engineering Fair (ITSE). Below this is a 'Quick Links' section with buttons for 'View profile', 'Update profile', 'Post new Opportunity', 'Post new work experience & volunteering role', 'Manage Opportunities', and 'Browse and book event'. The right column, titled 'Current Opportunities', shows a message 'You don't currently have any recent Opportunities'. Below this is an 'Event Bookings' section with a table listing bookings. The table has columns for 'Event', 'Date', and 'Status'. The bookings listed are for 'All Sectors Fair' on 18-Oct-2018, 'Recruiter in Residence' on 27-Sep-2018, and several 'Recruiter in Residence' events on 08-Oct-2017, 10-Oct-2017, 15-Oct-2017, 24-Oct-2017, 30-Oct-2017, and 07-Nov-2017. A button at the bottom right of the table says 'View all Event bookings: 33 Total'.

## 19. Private room hire

We can provide you the use of our academic rooms for large testing session at a charge of £50+VAT per hour from 9.00-20.00. Should you require a private meeting room for the use of individual student interviews, we can provide you the use of our Careers Centre meeting room for £75+VAT for half day 9.00-13.00 or £125+VAT full day 9.00 - 18.00 (term time) 9.00 - 17.00 (during vacation). We will provide your representatives with bottled water and 1 onsite parking space. You are permitted to use both of these facilities to test/interview students from universities outside of Southampton University.

## 20. Contact Us

If you would like to contact the Employer Events Team for any reason, whether that be to ask about something that you feel has not been covered in the guidelines or to ask about other services that the Careers and Employability Service offer, contact us on: +44 (0)23 8059 3501 or [employ@soton.ac.uk](mailto:employ@soton.ac.uk)

We aim to respond to emails within 3 working days however, during peak times this may vary. If your enquiry is urgent please call us to discuss this rather than emailing. For further information about ways in which you can engage with the Careers and Employability Service at the University of Southampton, please speak directly to our Information Team +44 (0)23 8059 2832.