

Advertise your Vacancies

Information for employers

Guidelines for advertising your vacancies with Teesside University Careers Service

Advertise your vacancies free of charge. Email your advert to gradjobs@tees.ac.uk

Your advert should include the following information:

- Name of employer and introduction to the company
- Job title, description of the responsibilities and duties involved, and person specification
- Terms of employment (eg graduate position or internship, sandwich/industrial placement, full time/part time, permanent, temporary or fixed term contract)
- Degree requirements and other qualifications required
- Location
- Salary and benefits
- Closing date for applications. Adverts which do not show a specific closing date will be held on the careers job search web pages for six weeks before being removed. If you wish your advert to remain on the web pages for longer, please state otherwise.
- Method of application (CV and covering letter, online application form, etc)
- Contact details for applications and enquiries (telephone, postal address, email address, website)
- Interview date/s and start date/s

If you do not have an advert already prepared – download our [Submit a vacancy form](#) and email it to gradjobs@tees.ac.uk

Upon receipt:

- Within two working days, the vacancies will be posted on our unrestricted careers job search web pages at www.tees.ac.uk/careers
- Vacancies are posted on the website using a standard format and therefore we reserve the right to edit entries accordingly.
- You will be notified by email when the job is posted on the website
- The advert will also be forwarded to the relevant School departments e.g., relevant placement tutor (if a work placement opportunity) or to relevant School department contact (if position is targeted at specific degree disciplines). The School department may publish the advert through their social media, School intranet, or email specific degree disciplines directly.
- Vacancies are also published in our weekly Jobs Email Bulletin, which is emailed to subscribers

Note:

- We do not operate a placing or matching service.
- Recruitment agencies advertising on behalf of a client must disclose the client's name, although this information will remain confidential and is for our records only.
- Vacancies must comply with the National Minimum Wage and the National Living Wage legislation www.gov.uk/national-minimum-wage-rates, and the AGCAS statement on unpaid internships www.agcas.org.uk/pages/position-statements
- We do not advertise unpaid opportunities.
- Teesside University Careers Service makes every effort to ensure that all information printed is accurate but can take no responsibility for advertisers' statements.
- We reserve the right to exclude vacancies that contravene equal opportunities legislation and university policy.
- We comply to the AGCAS codes of practice www.agcas.org.uk/pages/quality

If you have any queries contact us on 01642 342260 or email gradjobs@tees.ac.uk

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