

I am an employer interested in student placements or graduate recruitment

We welcome employers on campus during the academic year and offer presentation and interview facilities. Presentations normally take place between October and December, and again, from mid-February until April. Interviews can be scheduled for any time outside of examination dates.

Services to support graduate recruitment

- Advice on matters relating to graduate recruitment, such as: relevant qualifications, timing of recruitment, graduate starting salaries, graduate employment trends.
- Opportunities to promote their organisations and publicise vacancies to students and recent graduates through on **LYIT Graduate Vacancy System**, notice board advertisements, and targeted email circulations.
- Facilities for making formal presentations on campus and free publicity for such events.
- Facilities for conducting selection interviewing and testing on campus and assistance in scheduling interviews.
- Opportunities to participate in the annual **LYIT Careers Fair** which is widely promoted throughout the student and graduate population.
- Careers Information Area, freely accessible to students, with facilities for displaying employer reference material, graduate recruitment literature, and application forms.
- Opportunities to raise the profile of the organisation by participating in the career education activities, such as interview skills seminars and other events relating to the development of transferable skills.
- Company visits by members of Careers Service to discuss graduate recruitment, also attendance at employer open days or briefing sessions.

Advertise vacancies to final year students

If you have an immediate graduate vacancy, you can register the details online on LYIT Graduate Vacancy System. Complete the **'Vacancy Performa'** form attached and fax to 074 91 86851 or email to catherine.lyster@lyit.ie

The Careers Service will then:

1. Upload your vacancy on the LYIT Graduate Vacancy System available on www.lyit.ie
2. Advertise your vacancy on the monthly Careersbrief newsletter
3. Do a personalised mail-shot to all relevant graduates who are suitably qualified to apply

Careers Fair

The Careers Service supports employers in meeting their graduate manpower needs by providing them with opportunities to contact and recruit potential graduate employees. The Careers Fair is an annual event that combines all potential employers and employees all under one roof. If you would like to attend this annual event please contact the Careers Service to register your details. (t) 074 91 86812 / 074 91 86855.

What you can expect from us

You are entitled to expect friendly and competent staff who will:

- Provide you with relevant information on the services we provide, also LYIT programmes and facilities.
- Advise you on the most effective means of promoting your graduate opportunities amongst students and recent graduates.
- Facilitate you in identifying and meeting candidates who have the appropriate academic, personal and work-related skills.
- Introduce you to faculty members with relevant expertise in research or professional areas.

What we can expect from you

You can help us provide the most effective service by:

- Providing us with clear job descriptions and closing dates for graduate vacancies.
- Giving adequate notice for us to advertise your vacancies.
- Notifying us of the appropriate point of contact within your organisation.
- Ensuring equal opportunities to all candidates, without discrimination.

How you can help us improve the service

We invite you to notify us of your opinions about the services provided so that we can continue to adapt and improve them to meet your needs. If you are satisfied with our service, please let us know. If you ever have any cause for complaint, please tell a member of staff. All complaints will be responded to within a week of our receipt of the complaint.

Code of Practice

The Careers Service at LYIT adheres to the code of practice as laid down by AGCAS - Association of Graduate Careers Advisory Services. Further information can be viewed at www.agcas.org.uk.

The limitations of our service

We cannot target individual students or provide lists of students or graduates for employers to contact. We can, however, guarantee that graduate opportunities will be advertised to appropriately qualified students and graduates. The Careers Service is aimed primarily at current full-time students and recent graduates. If you wish to identify other graduates with significant professional experience, you should contact the office of the LYIT Alumni Association.

Vacancy Form

Ainm Comhlachta Company Name				
Seoladh an Chomhlachta Company Address				
Cineál Gnó Business Type				
Teideal Poist Job Title				
Freagrachtaí Responsibilities				
Duine Idéalach (cáilíochtaí san áireamh) Ideal Person (including qualifications)				
Uaireanta (léirigh an bhfuil sealobair i gceist) Hours (please indicate if shift work is involved)				
Tuarastal Salary				
Teagmhálaí Contact Person				
Ríomhphost Email				
Uimh. Fón Póca Mobile Number				
Dáta Deiridh Closing Date				
Rogha modh iarratais Preferred method of application	CV le ríomhphost CV via email	x	Litir iarratais le ríomhphost Letter of application via email	
	CV sa phost CV via post		Litir iarratais sa phost Letter of application via post	

Déan cur síos gairid ar do chomhlacht, le do thoil: **Please insert a brief history of your company**