



lyit

Institiúid Teicneolaíochta

Leitir Ceanáin

Letterkenny Institute
of Technology

**LYIT Careers
Service**

Policy for Advertising Opportunities for Employers and Postgrad Providers with the LYIT Careers Service

August 2021

1. Advertising Vacancies

The LYIT Careers Service provides a portal for employers seeking to recruit LYIT students and graduates for career related vacancies, internships, graduate vacancies and competitions.

This policy is informed by the policies and position statements developed by our professional associations with the Association of Higher Education Careers Services (AHECS) in Ireland and the Association of Graduate Careers Advisory Services (AGCAS, UK & Ireland).

The LYIT Careers Service will try to establish that organisations advertising with us are legitimate organisations offering genuine work opportunities for our students and graduates; if we are unable to gather sufficient evidence for this purpose the organisation and its vacancies will not be processed.

The LYIT Careers Service takes no responsibility for vacancies, competitions, postgraduate courses or funding advertised on behalf of third parties. Please contact individual organisations directly for more information. All candidates have a responsibility to conduct their own background checks before they enter into any contractual arrangements.

The LYIT Careers Service asserts full editorial control over the vacancies submitted via email to careers@lyit.ie and reserves the right to refuse to advertise a vacancy without giving a specific reason.

2. Terms and Conditions

- i. Vacancies and competitions submitted via email to careers@lyit.ie or uploaded onto Target Connect are proofread and approved by a member of staff before they are advertised. We aim to approve and publish all vacancies within two working days of receiving them, exceptionally within three working days.
- ii. Student data protection and privacy:
- iii. You must comply with the Data Protection Act 2018 and the GDPR Regulations.
- iv. You must not pass students' details to third parties unless you have explicitly stated in your advertisement that you are planning to do so.
- v. You must not use students' details for any purpose other than recruitment.
- vi. Recruitment of non-EEA students and graduates – It is your responsibility to ensure vacancies comply with employment law in the relevant jurisdiction and that they meet relevant good practice.

Note to recruitment agencies: The LYIT Careers Service do not publicise generic adverts for recruitment agencies. If you wish to advertise a vacancy but do not want to publicise the name of your client, we are happy to publish advertisements without this information. However, you must release the name of your client to the LYIT Careers Service when you submit a vacancy.

3. Some common reasons for rejecting a vacancy or competition include:

- Self- employed opportunities (e.g. childcare at home)
- Commission only vacancies
- Vacancies that are not in compliance with minimum wage and/or equal opportunities legislation
- Vacancies notified by Recruitment Agencies where:
 - a) Client details are not supplied and/or where the agency has not been explicitly commissioned by the employer to act on their behalf.
 - b) Specific, accurate and complete details of the position being recruited for are not provided.

- c) Vacancies which incur a payment: We will not normally advertise vacancies that require students to make any payment to take up an opportunity, for example an internship opportunity. We recognise that there may be some exceptions such as not for profit/charitable organisations who offer voluntary opportunities overseas which require a payment in order to cover costs of accommodation/ travel etc. and hence enable the ongoing work of the charity.
- d) Vacancies and competitions that are not legal, not in keeping with the policies, goals, aims and objectives of LYIT