UCD Career Development Centre
www.ucd.ie/careers

ENGAGE AND RECRUIT
AT UNIVERSITY COLLEGE DUBLIN
2015/2016

Why University College Dublin?

University College Dublin is a research intensive institution with a reputation for world class research and education. It is Ireland's largest and most diverse university with over 30,000 students, drawn from approximately 124 countries. The international standing of UCD has increased rapidly in recent years and the university is currently ranked within the top 1% of institutions world-wide by the Times Higher Education rankings. UCD offers a broad undergraduate and graduate curriculum organised into seven Colleges:

UCD College of Arts and Humanities

UCD College of Business (including the renowned Michael Smurfit Graduate Business School)

UCD College of Engineering and Architecture

UCD College of Health and Agricultural Sciences

UCD College of Social Sciences and Law

UCD College of Science

For information on each College and details of courses on offer, please visit **www.ucd.ie/colleges**

[Over **6,000** students graduate each year from UCD undergraduate and graduate programmes.]

Why work with the UCD Career Development Centre?

The UCD Career Development Centre works with national and international employers to help them source future interns and graduate employees. Our Employer Engagement Strategy is to develop a collaborative and partnership-based approach between the UCD Career Development Centre, employers and students. We achieve this by advising employers on strategies to access students they are seeking, and on raising their profile on campus. We bring students and employers together through a range of activities, such as recruitment fairs, skills workshops and presentations. Our work spans the entire student body and includes close links with individual Colleges and Schools.

Academic Term Dates 2015/2016

The UCD Career Development Centre can advise on the best times and dates to schedule on-campus activities during the 2015/16 teaching terms.

SEMESTER 1

Teaching term 1:	7 Sept - 27 Nov 2015
Revision:	30 Nov - 6 Dec 2015
Exams:	7 Dec - 18 Dec 2015

SEMESTER 2

Teaching term 2a:	25 Jan - 11 March 2016
Fieldwork/Study period:	14 - 27 March 2016
Teaching term 2b:	29 March - 29 April 2016
Revision:	3 - 8 May 2016
Exams:	9 - 21 May 2016

SUMMER TERM/RESEARCH PERIOD
(Graduate students only): 23 May - 4 Sept 2016

Recruitment Fairs

Our targeted recruitment fairs provide the ideal forum to meet a large number of students in a few hours to promote your graduate vacancies and internships. Fairs will be promoted to all students at UCD and to sub-sections of the student population when appropriate.

Semester 1

Business, Finance & Management Recruitment Fair

Wednesday 30th September 2015, 11am-3pm, O'Reilly Hall, Belfield

The UCD Business, Finance and Management Recruitment Fair was introduced in 2012 in response to employer feedback suggesting that our traditional general Recruitment Fair did not allow employers to target the student groups they are interested in. Last year's fair was a huge success, attracting 1400+ students and 50 employers. The fair attracts not only students from the Lochlann Quinn Undergraduate School of Business but also UCD students across all academic disciplines, including Science, Engineering and Arts.

> "
> Recruitment Fairs are a great way for us to meet UCD students and by offering fairs that focus on specific disciplines this offers us as employers the opportunity to engage with the right candidates for the right roles.
> "
>
> *– Sinead D'arcy*
> *Graduate Programme Manager,*
> *Irish Distillers Pernod Ricard*

UCD Michael Smurfit Graduate Business School Fairs

Blackrock Campus

The UCD Smurfit Graduate Business School hosts two separate Recruitment Fairs in October. The first is specifically designed for the professional services firms who offer training programmes in audit, tax and management consultancy. The second fair represents an opportunity for employers from a range of sectors to promote their graduate vacancies.

Tuesday 6th October 2015, 1.30pm-4.30pm
Professional Services - Audit, Tax and Management Consultancy
(Main Lobby , UCD Smurfit)

Friday 9th October 2015, 11am-3pm
Finance, Marketing, Management, Supply Chain, iBusiness, International Business, HRM & Business Analytics
(Restaurant, Blackrock Campus)

[
98% of students surveyed who attended the Business, Finance and Management Fair found the fair useful in terms of seeking job opportunities.
]

BOOK YOUR PLACE
at our 2015/16 Recruitment Fairs here
www.form.jotformeu.com/form/51583155820353

Science, Engineering & Technology Recruitment Fair

Thursday 1st October 2015, 11am-3pm
O'Reilly Hall, Belfield

At this year's Science, Engineering and Technology Recruitment Fair we are expecting 1400+ students and 50+ employers to attend. This fair provides a unique forum for employers to promote their opportunities to a targeted audience of undergraduate and graduate students across all scientific disciplines, including computer science and all engineering disciplines (including mechanical, electronic, electrical, chemical, biosystems, civil and structural). Employers with work placement opportunities for engineering students are particularly encouraged to attend (see section on Academic Internships on following pages).

Law Recruitment Fair

Wednesday 7th October 2015, 1pm-4pm
Astra Hall, Student Centre, Belfield

This fair consistently attracts the leading national and international law firms to recruit trainees from amongst UCD's Law students as well as the UCD student population at large. Employers attending this fair can expect to meet highly focused and driven students committed to a career in law.

Semester 2

Internships & Volunteering Fair

Wednesday 3rd February 2016, 1pm-4pm
Astra Hall, Student Centre, Belfield

This fair attracts 1000+ students across all disciplines looking to enhance their career prospects by undertaking an internship or make a broader contribution through volunteering. Students are becoming increasingly aware of the value of internships and we are noticing a significant rise in the number of students actively pursuing internship opportunities with a view to enhancing their work experience and exploring potential career options. This fair will provide employers with the opportunity to promote their internship programmes to students while also building the corporate brand awareness that underpins the achievement of a strong pool of applicants for graduate positions in future years.

91% of students surveyed at the Law Recruitment Fair 2014 said they would apply for a role with employers at the fair.

Employer Recruitment Presentations

Presentations to students on your organisation and opportunities available remain a popular means of promoting graduate and internship vacancies to students.

The UCD Career Development Centre supports presentations by booking rooms in a location and at a time that is most suitable to the student groups you are targeting. When requested, we will provide you with options and contact details for catering. Presentations are promoted on our website, Facebook, Twitter and the UCD Careers Connect portal as well as to specific Schools when appropriate.

Employers looking to deliver a presentation during the peak recruitment period of October should make arrangements at least six weeks in advance. At all other times of the year, presentations need to be booked a minimum of two weeks in advance in order to ensure appropriate scheduling and marketing to your target audience.

To deliver a presentation or workshop at the main UCD campus, please book your event on **www.ucd.ie/careers/employers/eventbooking**. Please note that bookings cannot be confirmed until August 2015, when the centralised UCD room allocation system opens for non-academic reservations.
To deliver a presentation or workshop at the Michael Smurfit Graduate Business School, please contact Cathy Savage at **smurfitcareers@ucd.ie**

Workshops on Employability Skills

Delivering skills workshops allows employers to contribute to the career development of UCD students whilst boosting your profile on campus. Workshops can focus on the skills needed to succeed in the recruitment process, such as CVs and applications, interviews and assessment centres; or competencies frequently sought in graduates, such as teamwork, leadership and commercial awareness. The Career Development Centre can work with you to arrange a stand-alone workshop that will be organised and promoted in the same way as an employer presentation. In addition, employers can deliver workshops through the following means:

Skills for Working Life Programme

Every year, we deliver a 'Skills for Working Life' programme targeted at pre-final year students. This consists of a series of two-hour interactive workshops, delivered by graduate employers covering a variety of employability skills. A non-credit-bearing Certificate is awarded to students who engage with these workshops. We are offering employers the opportunity to contribute a two-hour workshop in areas such as team work, leadership, negotiation, making business presentations, effective applications and interviews.

Embedded Modules and School Programmes

The UCD Career Development Centre partners with Schools to deliver career development modules embedded into the curriculum as well as bespoke careers programmes outside the curriculum. There is some scope for employers to contribute to these modules in the form of a skills workshop, case study or business game.

Career Focus Newsletter:
If you wish to contribute a brief article for our Career Focus Newslettter on topics such as how to get hired, application and interview advice and employability skills, please contact us at **careersevents@ucd.ie**. This newsletter is published on our website: **www.ucd.ie/careers**.

Recruiter-in-Residence

As part of the UCD Research Careers Framework, we link companies directly with researchers in areas as diverse as connected health, chemical engineering and organizational behaviour. During their on-the-job training all our postdoc researchers also receive training in a range of transferable skills so as well as developing cost-effective solutions to large-scale industry problems, they are also highly suited to roles that involve project management, team-leading and managing multiple stakeholders.

Contact: Oonagh Sweeney at **careersevents@ucd.ie** or Cathy Savage at **smurfitcareers@ucd.ie**

Recruitment Information Stands

The UCD Career Development Centre can reserve a stand space at a strategic location on campus and promote your presence to students. This is a great way to raise awareness of your organisation, meet passing students in an informal setting and distribute recruitment materials.

Contact: Oonagh Sweeney at **careersevents@ucd.ie** or Cathy Savage at **smurfitcareers@ucd.ie**

Interview & Test Facilities

There are several interview rooms available to book in the UCD Career Development Centre to hold interviews with candidates from UCD. We are located in the heart of the campus with a spacious and comfortable waiting area for candidates. We can also advise and help you to book suitable space on campus to host psychometric or technical tests as well as other assessment centre activities. Please note that it can be difficult to book classrooms for more than two consecutive hours prior to 4pm during term time.

Contact: Oonagh Sweeney at **careersevents@ucd.ie** or Cathy Savage at **smurfitcareers@ucd.ie**

Advertising Vacancies

The UCD Career Development Centre hosts an online vacancies portal - Careers Connect - for employers to advertise graduate and paid internship opportunities, part-time/vacation work for students and jobs targeted at experienced hires, i.e. graduates who have a few years' work experience.

Advertising on Careers Connect is free of charge for employers and accessible to all UCD students and graduates. It provides a user-friendly interface through which employers can register their company profile and upload vacancies themselves. Once a vacancy is uploaded to the system and approved by a member of the Career Development Centre team it is normally published within one working day. When appropriate, we also target specific groups of students via email with vacancy details.

Contact: If you require information on our vacancy service or instructions on using Careers Connect please contact careers@ucd.ie or smurfitcareers@ucd.ie.

For more information, please visit: **www.ucd.ie/careers/employers/advertisingvacancies**

Academic Internships

A key way of generating closer links with UCD is through getting involved in academic internships. There are numerous academic internships within the curriculum of UCD academic programmes. UCD sees academic internships as a means to enhance the academic experience for students as a part of their degree and to:

• Develop employability skills and graduate attributes in students.

• Make links between UCD and the labour market more explicit.

• Bring UCD closer to key businesses and emerging industry sectors.

University Internship Manager, Dr Teresa Lee, provides a coordination and guidance role for internship policy and practice arrangements in UCD.

To find out more about Academic internships in UCD, email **teresa.lee@ucd.ie** or go to **www.ucd.ie/careers/employers/academicinternships**

MBA Recruitment

The Michael Smurfit Graduate Business School's MBA Programmes are consistently ranked in the world's top 100 and Europe's top 50 by the Financial Times and the Economist Intelligence Unit. Participants come from a wide variety of professional backgrounds, averaging 8-15 years professional experience, and undergo a rigorous selection process to gain admission. These individuals are dedicated to the enhancement of their leadership skills and their contributions to organisations like yours.

To learn more about how to engage, such as by submitting a project to the MBA Consulting Initiative or viewing the online CV Book, contact Cathy Savage, Careers and Placement Manager, Career Development & Skills, **cathy.savage@ucd.ie** or call 01-716 8926.

Researcher Recruitment

Having a PhD recruitment strategy aids in securing funding to develop a highly skilled researcher who is interested in transitioning to industry, while at the same time strengthening your links with an academic institution. As part of their on-the-job training, our post PhD researchers are all trained in a wide range of transferable skills, making them highly suited to roles that involve project management, team-leading, dealing with multiple stakeholders and balancing budgets, while at the same time developing practical solutions to high-level, complex problems.

If you'd like to know more about the profile of our actively job-seeking researchers who are also eligible to apply for enterprise partnership schemes, get in touch with Naoimh O'Connor, Research Careers Manager at **naoimh.oconnor@ucd.ie**

Sponsorship Opportunities

Raise your brand awareness by sponsoring a resource, event or publication. Below are some of the sponsorship and additional advertising opportunities available.
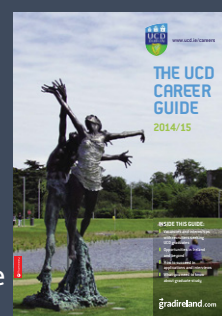
Recruitment Fairs

Sponsorship of one of our recruitment fairs provides employers with prominent branding alongside the UCD Career Development Centre, free exhibition space at the fair and inclusion in all promotional materials for the event, including posters, flyers, web, student newspapers, all student e-mails etc. Employers can also take out advertisements in the fair programme booklets published online and given in hard copy to all students who attend.

Publications

We have opportunities for employers to sponsor some of our annual publications, such as our calendar of events and services to students guide.

UCD Career Guide

This annual publication is a one-stop-resource helping students to plan their career, understand the graduate recruitment process, and to recognise and develop their employability skills. Advertising in the Guide is an excellent platform to promote your organisation to the full range of students at UCD. The Guide is distributed in hard copy to over 5,500 students and is available to download from the Career Development Centre website.

Website

The UCD Career Development Centre redeveloped its website and launched the new version in September 2014. Employers can now pay to have an advertisement (i.e. web banner) on our site.

Contact: If you are interested in sponsoring an event or product, please contact Oonagh Sweeney, Employer Engagement & Operations Manager, at **oonagh.sweeney@ucd.ie**