



A GUIDE FOR EMPLOYERS

Recruiting at Oxford

How to collaborate with the Careers
Service and promote your organisation
at the University of Oxford

www.careers.ox.ac.uk/employers

**University of Oxford
Careers Service**

56 Banbury Road
OX2 6PA

Opening hours:
09:00-17:00
Monday-Friday

Contact us:
+44 (0)1865 274646
recruiters@careers.ox.ac.uk



Why the University of Oxford?



The University of Oxford is a world-leading centre of learning, teaching and research, based in the city of Oxford, England. It is the oldest university in the English-speaking world, with evidence of teaching dating back to 1096.



Made up of **38 COLLEGES** and **6 PERMANENT PRIVATE HALLS**, each with its own distinct character and history.



HIGHLY SELECTIVE admissions process, with an acceptance rate of around 18%.



26,000+ STUDENTS, including around 13,000 undergraduates and 13,000 postgraduates.



STRONG INTERNATIONAL PRESENCE, with students and faculty from over 150 countries.



91% OF OXFORD LEAVERS are employed or in further study six months after graduating.



COMMITTED TO SUSTAINABILITY, implementing numerous initiatives to reduce its environmental impact.



FIRST IN THE WORLD

in the Times Higher Education World University Rankings for 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024 and 2025.

THE CAREERS SERVICE

Your first point of contact



Established in 1892, the Oxford University Careers Service is probably the oldest such service in the UK.

The Careers Service aims to enable organisations to promote opportunities effectively and make contact with the most appropriate students.

We offer a wide range of services to support organisations of all sizes at any stage of the recruitment process. From working with multi-national corporations looking for a large number of new graduates this year to local start-up companies interested in recruiting research scientists, our Student and Employer Engagement Team and expert careers advisers are here to help.

Building brand recognition at the University of Oxford helps with creating awareness and familiarity for your organisation in students' minds. It helps you establish your unique identity and differentiate yourselves from your competitors.

Through the Careers Service, you can:

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Advertise your opportunities

Advertising opportunities on or via our CareerConnect platform is the easiest way to access our talent pool and start building your brand at Oxford.

List jobs, internships, and other opportunities

The CareerConnect platform is exclusive to University of Oxford students, alumni and current research staff. You can use the platform to [advertise](#) your organisation's events, jobs and internship opportunities.

The vacancy database is free for all employers to use, managed by a team that monitors vacancy suitability for Oxford applicants, and provides students with the opportunity to filter opportunities and set up preferences that send relevant vacancies directly to their inbox.

Send e-mailshots to students

[E-mailshots](#) are targeted email campaigns sent by Oxford University's Careers Service on behalf of employers to promote their organisations to students. These mailings typically highlight employer presentations, events, job opportunities, and competitions, helping companies raise their profile and attract potential talent.

By targeting specific student groups who are most interested in their sector, employers can effectively build awareness and strengthen their brand presence among future graduates. This approach provides a highly focused and efficient way for companies to enhance their university outreach and marketing strategy.



Using CareerConnect

Advertise vacancies

You can advertise your organisation's opportunities on the CareerConnect's vacancies database that features:

- Full-time jobs after graduation
- Part-time jobs
- Internships.

You can add keyword for specific jobs, including:

- Sector
- Location
- Opportunity type
- ...and much more.

For example, if you are specifically looking marketing interns near Birmingham, you can select:

- 'Internships/Work Experience' from Opportunity Type,
- 'Advertising, Marketing & Communications' from the Occupational Areas list, and
- 'England - West Midlands' from Locations.

List events

CareerConnect holds listings of career events in Oxford - and many more in the UK and abroad.

We will advertise your event on our online events calendar, free of charge, providing it does not clash with an Employer Engagement Network (EEN) event. EEN members now have exclusive access to our calendar 8 weeks early and we will not book an event in the same industry sector at the same time.

To request a date for your presentation/event please email presentations@careers.ox.ac.uk with the following information:

- The date and time of your events
- The title
- A short description
- How you would like potential attendees to register to attend
- Whether the event is in person or online
- We will also need to know which sectors the event covers if different from the sector your company is based in.

oxford.targetconnect.net

CareerConnect Guide for Employers

For instructions on how to create an account and use CareerConnect, download [How to use CareerConnect: A guide for recruiters \(PDF\)](#)

Take part in careers fairs

The Careers Service at Oxford University organises careers fairs throughout the year with the aim of connecting Oxford students, researchers and graduates with recruiters.

At our career fairs, recruiters are invited to inform students about their organisations and the graduate roles and training available, and explain the recruitment process.

Employer Engagement Network (EEN) members benefit from discounts and access to exclusive fairs.

The Oxford University careers fairs are held during:



HILARY TERM

January – March

- ➔ **Crankstart and Diversity Careers Fair** (*EEN members only*)
- ➔ **Careers Conference for Researchers:** open to Oxford University PhD students and research staff

TRINITY TERM

April – June

- ➔ **Summer Graduate and Internship Fair**

MICHAELMAS TERM

October – December

- ➔ **Oxford University Careers Fair:** The fair for all sectors
- ➔ **Finance and Management Consultancy Fair**
- ➔ **Science, Engineering and Technology Fair**
- ➔ **Law Fair**
- ➔ **Careers in Computing Fair** (*EEN members only*)
- ➔ **Jobs for Mathematicians Fair** (*EEN members only*)



Get careers fair updates

Want to be the first to hear from us about fair dates and receive sign-up instructions?

Our Employer Engagement Team team operates a mailing list. To be included, please email us on fairs@careers.ox.ac.uk

www.careers.ox.ac.uk/fairs





Host your event in Oxford

One way to promote your organisation to Oxford University students is to host a presentation or event.

Room hire in Oxford

As Oxford is not a campus university, colleges, departments and venues are spread out across the city. Please explore the [interactive map of the University and Oxford City Centre](#).

Once the date is confirmed, the Student and Employer Engagement Team can provide a list of some possible venues, including in the Careers Service building at 56 Banbury Road. Alternatively, organisations can find suitable venues on the [Conference Oxford website](#).

If our rooms are fully booked or do not meet your requirements, our team will be able to advise on some alternative venue options and send you some additional helpful resources to support you in selecting the best possible option to host your event.



Planning to host an event and would like refreshments ready for your breaks and networking sessions? Would prefer to have IT support to hand? Or looking to book multiple rooms?

Requirements can be discussed ahead of the event with our bookings team on bookings@careers.ox.ac.uk to accommodate all needs and provide the best possible experience.

[Employer Engagement Network members](#) benefit from additional venue hire support.

Centenary Room



Room hire at the Careers Service

The building at 56 Banbury Road, which hosts the University of Oxford Careers Service, has seminar rooms, interview rooms, and other spaces available to hire.

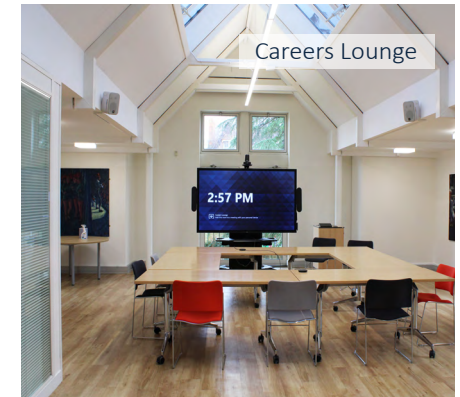
Our two main seminar rooms, the Centenary Room (Capacity: 70 seated) and Careers Lounge (Capacity: 60 seated), feature user-friendly conferencing tech so you have the option to run in-person, virtual and hybrid events with:

- High quality 86" HD LCD displays for presentations
- Standalone conference screens
- In-room conference speakers
- Wireless microphones
- High-definition cameras.

We can rebroadcast to another room within the building and live stream events to anyone across the world with an internet connection.

For queries about room hire at 56 Banbury Road, please contact us on: bookings@careers.ox.ac.uk

Careers Lounge



Garden Room





James Wakefield
Summer internship with the Alliance
for a Sustainable Amazon

Offer internships

Hiring an intern from Oxford can be of value to any organisation. Oxford University's internship programmes provide one of the best ways for recruiters, international educational or research institutions, and alumni (national and international) to connect with our current students.

The Summer Internship Programme

The Summer Internship Programme consists of full-time work for 2-12 weeks, undertaken during the summer vacation. Internships can take place remotely or in person at the host employer's premises. These arrangements are considered carefully according to the circumstances surrounding each placement.

Organisations must submit a defined project, which creates real value for the host organisation and a valuable learning experience for the students.

www.careers.ox.ac.uk/sip-employers

Innovation Gateway have taken part in the Summer Internship Programme for many years, and each year is just as special as the last. We have worked with many students over the years and they are all passionate, enthusiastic members of the team who is it hard to say goodbye to at the end of their time with us! The value the interns bring to our company is almost impossible to quantify and we are looking forward to next year already.

INNOVATION GATEWAY, OXFORD

www.careers.ox.ac.uk/offer-internships



The Micro-Internship Programme

The Micro-Internship Programme offers employers the opportunity to provide short voluntary learning and development opportunities to Oxford University students. Placements can last between 2-5 days and take place at the end of each academic term, in the students' vacation periods. Whilst micro-internships are voluntary and unpaid, host employers are expected to reimburse students with both local travel (inclusive of bus journeys between Oxford and London) and lunch expenses on submission of receipts for any day the student physically attends their placement.

www.careers.ox.ac.uk/mip-employers

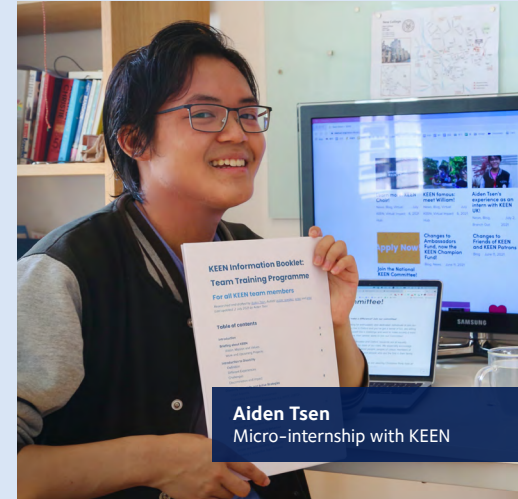
The Crankstart Programme

Thanks to a generous donation by Sir Michael Moritz and Ms Harriet Heyman, the Crankstart Scholarship offers a programme of enhanced support to UK resident students studying for their first undergraduate degree from low-income backgrounds.

The Crankstart Internship Programme was established to enable the scholars to take advantage of this opportunity by undertaking internships or work shadowing placements with a variety of organisations offering internships exclusively to these students.

www.careers.ox.ac.uk/cip-employers

www.careers.ox.ac.uk/offer-internships



Aiden Tsen
Micro-internship with KEEN



Maddison Gater
Summer internship with
White & Black



Vedat Habib Papo
Summer internship with Universidad
de Murcia



Sponsor materials

Our printed and digital materials are immensely popular among students; sponsorship opportunities can greatly increase students' familiarity of your brand.

Oxford Guide to Careers

For the last thirteen years, the Careers Service has written and produced an annual Oxford Guide to Careers for students, which has become our distinctive and successful platform for external partners to promote their organisations and careers directly to Oxford students.

In the Guide employers can benefit from advertising:

- graduate schemes
- internship schemes or work experience
- their organisation as a great place to work, even if there are no regular opportunities.

You can choose between two types of adverts in the Guide:

Adverts – full, half or quarter page and are created by your marketing or design team. You can include whatever content you choose, including images and graphics alongside logos and text.

Listings – always a quarter page, and consist of your logo and approximately 200 words of text under specified headings. These are all formatted identically by our designers. opportunities and upcoming events, and relevant Careers Service news.

Advertise in the information booklet for students: *How to make the most of the Careers Service*

The booklet contains an overview of the range of services, programmes, and events that the Careers Service offers to University of Oxford students during their time at Oxford and beyond.

A few thousand copies of the booklet are printed and handed out at careers fairs and other events, and in the Careers Service building. The online version of the booklet is featured on the Careers Service website, social media channels and sent to students via the Careers Service newsletter.



Sponsor a fair bag

Employer Engagement Network members have right of first refusal to have their logos featured on our cotton and canvas tote bags. The aim is for our students to re-use the bags for as long as possible, so this is an opportunity for your company's name to be at the forefront of the students' minds. The bags are primarily distributed at careers fairs.



Join the EMPLOYER ENGAGEMENT NETWORK

The Employer Engagement Network (EEN) is a group of organisations that work closely with the Careers Service to improve their recruitment efficiency and effectivity at Oxford University and have privileged access to benefits and opportunities. EEN members support the development of students and graduates and influence the growth and diversity of our provision, with an annual contribution which enables us to enhance our portfolio of events and services.

Join the network

If you are interested in joining the EEN, get in touch with our Employer Engagement Team on een@careers.ox.ac.uk



PARTNER MEMBERS

The highest membership level is for organisations with a focus on recruiting students at Oxford. Members benefit from priority booking windows for events, exclusive access to popular careers fairs, significant discounts, right of first refusal for opportunities, and more.



ASSOCIATE MEMBERS

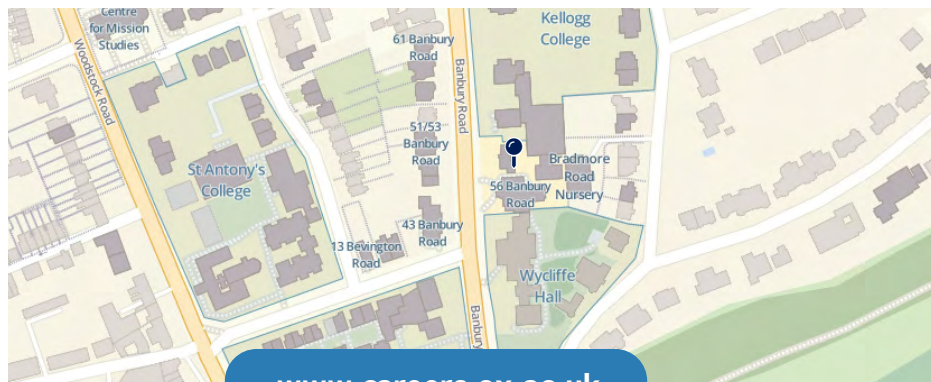
For those employers who wish to gain advantageous recruiting insights, make their recruiting efforts more efficient and are looking to attract students with enhanced promotion.

BENEFIT	PARTNERS	ASSOCIATES	NON-MEMBERS
Targeted mailshot	Free (3 per academic year)	20% off (3 per academic year)	Standard fee
Room bookings at the Careers Service building	Free (3 per academic year)	50% discount (3 per academic year)	Full price
Run skills sessions/hackathons, mock interviews, at the Careers Service building	Free (3 per academic year)	50% discount (3 per academic year)	Additional fees apply
Stall at Oxford University careers fairs	50% discount	20% discount	Full price (space permitting)
Promotion in the Oxford Guide to Careers publication	50% discount	20% discount	Full price
Access to exclusive careers fairs	Yes	Yes	No
Sponsor Careers Service events, tote bags, printed materials, and more	Yes (priority)	Yes	No
Guest article on Careers Service website	Yes (once per academic year)	Yes (once per academic year, subject to capacity)	No
...and more.			



Connect with the Careers Service

The Careers Service building is based at **56 Banbury Road, OX2 6PA**. This is where we hold the majority of our events, workshops and advice sessions.



www.careers.ox.ac.uk

Follow us on social media

 [OxfordCareers](https://www.instagram.com/OxfordCareers)

 [Oxford-Careers](https://www.linkedin.com/company/Oxford-Careers)

 [OxfordCareersService](https://www.youtube.com/OxfordCareersService)



Contact us

If you have any queries that are not answered by this booklet or our website, you can get in touch by emailing us on our primary email address for employers: recruiters@careers.ox.ac.uk

Project email addresses

Employer Engagement Network

If you are looking to promote your organisation at Oxford University or join the Employer Engagement Network, contact us on een@careers.ox.ac.uk

Careers fairs

If you would like to book a stand at an Oxford University careers fair or have any queries regarding an upcoming careers fair, contact us on fairs@careers.ox.ac.uk

Advertise in the Oxford Guide to Careers

If you would like to place a full-page, half-page or quarter-page advert in the Oxford Guide to Careers, contact us on guide@careers.ox.ac.uk

Host a presentation or event at Oxford

The Student and Employer Engagement Team operates a booking system for organisations wishing to hold an event at Oxford. To request a date for your presentation/event please email presentations@careers.ox.ac.uk



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