



## Guide to holding a Recruiter in Residence

Recruiter in Residence is a service the Careers Service offers to SMEs and Micro-Businesses/Start-Ups that we are keen to support with building their brand awareness on campus. It is an excellent opportunity for you to talk to students informally about your organisation and any opportunities you have available.

### Dates and Timings

Recruiter in Residence slots run from 11am - 2pm (timings can be flexible). Access to set up will be from 10:45am onwards. You will have until 2.30pm to pack up after the event finishes and we will be on hand to help. We are happy to be flexible with the timings as long as we have prior notice. You may use this service a maximum of three times per semester; we do this to ensure the service is as fair and diverse as possible.

### Cost

Free. This includes an event listing on MyCareerHub, promotion on our social media channels, and a targeted email to let specific student groups know that you are on campus.

### Venue

Recruiter in Residence takes place in high footfall areas within the university. On Central Campus, your stand will be located in the foyer of the Main Library, George Square. If you are looking to meet STEM students, the James Clerk Maxwell building or Murray Library at our King's Buildings campus are also high footfall areas in which your stand can be situated.

Please discuss your requirements with us and we will book the most appropriate space for you. A representative from the Careers Service will meet you before the event to help you to set up and ensure you have everything you need.

Campus maps: <http://www.ed.ac.uk/maps/maps>

### Make the most of your session

To get the most out of the event, be pro-active and approach students who are showing an interest in your stand. It may sound obvious but smiling, standing up and being enthusiastic will ensure you have a successful event. However, please don't interrupt students who are studying or eating.

To initially attract students to your stand and spark a conversation, ensure you bring some literature with you, consider holding a competition, have an interactive game, or give away novelty items or sweets.

### Stand practicalities

The stand will be in a visible space and we will provide a two meter long table and two chairs. You can bring a pop-up display stand measuring no more than 1m wide. So students know the Careers Service endorses the event, there will be a Recruiter in Residence pull-up banner set up in the stand area.

If you are not in the Main Library, you may not have access to power at your stand, so please ensure your equipment is fully charged. We can provide you with a Wi-Fi username and password.

### Parking & Arrival Information





We advise against bringing a car if possible. There is on-street parking in the surrounding area; however, it can be very busy during semester. Edinburgh Waverley train station is 15 minutes by taxi. Edinburgh Airport is around 25 minutes from the venue by taxi.

**Deliveries & Pick-ups:** If you cannot bring them with you on the day, send any materials for the event to the Careers Service, arriving at least one day before your event, addressed as follows:

**FAO The Employer Team - Recruiter in Residence**  
**Careers Service**  
**3<sup>rd</sup> Floor, Main Library Building**  
**30 George Square**  
**Edinburgh**  
**EH8 9LJ**

Any courier pick-ups should be booked for the afternoon of your event before 5pm. We cannot guarantee pick-ups outside these times. There is a mailroom located at the back of the library where couriers can park to pick up items. If you intend to do this, **you must let us know in order that we can inform the mailroom.**

**Exhibitors' Property** We can accept no responsibility for any loss or damage to any property brought or sent to the venue.

**Accessibility:** The Careers Service and its events aim to be accessible to all users. If you have any specific needs please contact the Employer Team on 0131 650 6688 or email [employers@ed.ac.uk](mailto:employers@ed.ac.uk) to make appropriate arrangements.

**Advertising vacancies:** If you have current vacancies, you must advertise them on MyCareerHub before the event. It is free to advertise your vacancy: [MyCareerHub](#).

### **International students - Permission to work**

Please be aware that approximately one third of our students are international. Some employers worry that recruiting international students will be too complex, although it may be easier than they think to apply for a visa for one of our international graduates. Useful information regarding employing international students can be found on our website:

<http://www.ed.ac.uk/careers/employers/extra-support/international-employers/permission-to-work-in-the-uk>

### **Student Protests**

On occasion, some students have chosen to demonstrate their disagreement with the ethics or practices of exhibiting organisations. Whilst students have the right to protest, it is not acceptable for them to harass exhibitors so that other students are unable to communicate with exhibitors or are put off approaching them. Neither is it acceptable for students to leaflet/demonstrate to the extent that other students feel intimidated in any way. Whilst we will take action to prevent any such unacceptable behaviour, we would ask any exhibitors who think they could be the subject of any kind of protests to carry out their own risk assessment and to brief all staff attending on how best to respond. If you have any queries or concerns regarding potential student protests, or you suspect there is a chance you may be targeted by protesters, please let us know.

**The Employer Team** - 0131 650 6688 or [employers@ed.ac.uk](mailto:employers@ed.ac.uk)

