



University of
St Andrews

Job Shop - policy

Document type	Policy
Scope (applies to)	All students
Applicability date	05/06/2019
Review/expiry date	05/06/2021
Approved date	06/06/2019
Approver	Careers Advisor
Document owner	Information Manager
School / unit	Careers Centre
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Extra-curricular services/Career development/Services
Purpose	Overview of Careers Centre Job Shop

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Signed off	Published	Tracey Dall, Information Manager, Careers Centre	06/06/2019

Introduction

The purpose of the Job Shop is to provide a vacancy service for students and local employers, providing details of part-time, temporary or casual jobs in the St Andrews area. It covers a wide variety of vacancies including bar work, childcare, labouring, cleaning, retail, administration, data collection and working in shops and hotels.

Vacancies

The Careers Centre sources vacancies by sending out Job Shop flyers at least twice per year to local employers and to those who have previously used the Job Shop to remind them of the service. University staff and departments who may be interested in employing casual staff are informed by way of the staff email announcement. Flyers are also sent to local employers who advertise in the local press. Regular checks to ascertain the up-to-date situation with their vacancy are made by telephoning employers.

Students

All matriculated students at the University of St Andrews have access to Job Shop opportunities. Current access arrangements are available on the Careers Centre website. Once registered, email alerts advise about new vacancy postings.

Local employers normally ask students to apply either by telephone or email. In some cases they may ask for a brief CV – a suggested format is available on the Careers Centre website.

A leaflet outlining the aims of the Job Shop, information on National Insurance numbers and the Code of Practice is available at reception and on our website. This leaflet is also distributed at the annual Job Shop talk during Orientation (Freshers) Week in September each year.

Employers

The Careers Centre advertises employer vacancies free of charge - see the Employers section of our website for further details.

The Job Shop reserves the right not to advertise an employer's vacancy, including those which do not comply with the National Minimum Wage or is discriminatory in terms of equality and diversity legislation.

Careers Centre staff are happy to assist local employers in adding their vacancies to our website. Email: careers@st-andrews.ac.uk.

Employers are asked to advise the Careers Centre once their vacancy has been filled.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Signed off	Published	Tracey Dall, Information Manager, Careers Centre	06/06/2019