

MANCHESTER
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The University of Manchester

The University that understands recruitment

Get in touch with us at
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www.manchester.ac.uk/employers

What do we offer?

Access to world class graduates from your local University.

Through the Manchester Graduate Programme we provide recruitment support that is tailored to meet your needs, including:

- Help with writing job descriptions
- Advice on appropriate salaries
- Arranging advertising
- Tailored marketing to the right audience
- Shortlisting
- Arranging interviews
- Access to interview facilities if required
- Sitting on interview panels
- All candidate administration



What services do we provide?

Whether you're looking to recruit a graduate into a permanent position or a fixed-term contract we can help you recruit effectively and cost-efficiently.

Our experienced team has helped over 500 organisations to fill a variety of roles.

We can provide you with free advice and support whatever your needs, budget and schedule.

Graduate availability:

Graduates are available when they complete their studies from June onwards. We have found that the peak times for recruiting graduates are between May and December.

You can advertise with us from April onwards.

Contact the team today and talk to us about your requirements

Tel 0161 275 2465
Email recruitment@manchester.ac.uk

Who are we?

We are an experienced team of recruitment specialists with extensive knowledge of the student and graduate recruitment market.

We provide valuable recruitment solutions for your business. Whatever your resourcing needs, budget or time constraints the team can provide advice and support, or just a place to advertise your vacancy for free.

How it works

Step 1: Defining your requirements

We will gladly talk through your ideas and shape the job description for you; we've got plenty of experience writing adverts for all kinds of organisations.

Step 2: Advertising

Once the job description is finalised we will advertise to our graduates. We have strong social media links to reach the right audience. All candidates will be graduates of The University of Manchester.

Step 3: Shortlisting

After the closing date we will prepare a shortlist of applications for you to consider. We aim to send the applications to you via email the day after the specified closing date.

Step 4: Interviewing

Once you have reviewed the applications and told us who you would like to see, we will make all interview arrangements and contact the candidates.

Step 5: Making an offer

When you've decided who you would like to appoint, we suggest you contact the candidate directly and make the initial job offer as questions often arise. We will, on your behalf, reject all unsuccessful candidates.

