



Waterford Institute of Technology
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Make the right connections

An overview for prospective employers

For further details please contact:

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Cover artwork: Tom Berrigan

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An overview for prospective employers

● Recruiting our final year/graduate students

The Careers Centre at Waterford Institute of Technology (WIT) is keen to facilitate interaction between our students/graduates and prospective employers. With this in mind we have put together this short brochure indicating a variety of methods that you as an employer can use to promote your company/vacancies to our students.

How we advertise vacancies to our students/graduates:

- **Careers Centre on-line vacancy system**
- **Departmental notice boards**
- **In-class notification via academic staff**
- **Text messages**

Vacancies can be notified to us at any time by emailing your vacancy to careers@wit.ie.

● Raising your profile

Recruiters who attend campus events tend to receive more applications as students welcome the chance to have an informal chat about the opportunities available. We organise a number of events that bring students and recruiters together.

● Employer presentations

The events organiser will discuss suitable dates and venues with you. Audio-visual and internet facilities are available on request. Contact us to discuss your ideas.

● Company promotional stand

This is an informal way of making contact with students on each campus. Contact us for more details.

● Contributing directly to programmes

The Careers Adviser delivers programmes on Employability Skills to students and if you would like to participate in, or contribute to, these courses in some way please contact us to discuss your ideas.

● Sponsoring a career centre publication

Each year the Career Centre provides students with booklets and materials relevant to the recruitment process. If you would like to sponsor any of these publications please contact us.

Waterford Institute of Technology Careers Centre

● Academic calendar

Please go to the WIT website at www.wit.ie where you will find this year's Academic Calendar which provides information on term times, examinations and vacations.

● Employers, the information we require from you is:

There are two options with regard to the information we require from you depending on whether or not you can advertise vacancies on your company website:

1. Where you have the facility to show the vacancy on your company website, we will place the 'title' of the vacancy on our site and 'link' it to your own website. To enable us to do this we would ask that you email/fax/post your vacancy, stating the:

- **Web link**
- **Title of position**

- **Discipline**
- **Company name**
- **Closing date if this is not noted on the advertisement**

2. If you do not have the availability of 1. above we would ask that you email/fax/post your advertisement to us in the following format:

- **Title of position**
- **Company name**
- **Job description**
- **Application procedure, i.e. send CV by email to...**
- **Closing date for receipt of applications**
- **Discipline**

In both the above instances it would be helpful for recording purposes if you could also advise us of:

- **Contact name and position**
- **Company name, full address, telephone & fax numbers, email and website address**

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