

**Free Seminar**

**" How to attract and recruit graduates and researchers at Oxford ... and much more besides"**

**Wednesday 1<sup>st</sup> October 2008, 5.30 - 7.30 pm, at The Oxford Science Park**

**Programme**

5.30pm	Arrival - Coffee - Sadler Building, The Oxford Science Park
6.00 - 6.05	Welcome
6.05 – 6.40	" How to attract and recruit graduates and researchers at Oxford ... and much more besides" Dr Jonathan Black – Director – Oxford University Careers Service
6.40 – 7.30	Light buffet and discussions
7.30	Meeting closes

**" How to attract and recruit graduates and researchers at Oxford ... and much more besides"**

There are 20,000 of the best undergraduates, postgraduates and researchers at Oxford University - the most effective way to reach them is through the Careers Service of the University. Jonathan Black, Director, will describe the services the University can offer organisations in promoting and recruiting these students. Specifically he will cover:

- Working with a designated Careers Adviser, who can advise you on the best way to communicate information about your organisation and its opportunities to Oxford University students.
- Advertising Your Vacancies through our website. To complete this form, go to the Recruiters section (the link for this is located at the top right hand corner of our website) at [www.careers.ox.ac.uk](http://www.careers.ox.ac.uk)
- Promoting your organisation at Careers Fairs and Presentations organised by the Careers Service. These provide an ideal opportunity for employers and students to meet. Employers may also choose to organise presentations, usually in the Michaelmas (Autumn) term, at which they explain the nature of their work and career opportunities to interested students.
- Many organisations offer work experience to our students; the Careers Service advertises short term placements and work experience opportunities throughout the year.
- And much more...  
The Careers Service also acts as a gateway to the whole of the complex organisation of Oxford University, whether it's to learn about research, develop tech transfer ideas, attend talks, hold conferences or much more - we can help.

**Registration**

This event is free of charge however for security reasons Advance Registration is essential. Those wishing to attend should either fax the Reply form below to Ian Macpherson to (01865) 781 301 or just send an e-mail including your company name to [RESBIG@oxfordsp.com](mailto:RESBIG@oxfordsp.com) . An e-mail confirmation will be sent to all those attending.

# FAX REPLY FORM

**FAX: (01865) 781 301**

I will be attending the free seminar at The Science Park on Wed 1<sup>st</sup> October 2008 - 5.30 - 7.30pm

Name: .....

Company:.....

E-Mail.....