

Aim

To provide access to information that will help the users of the Careers and Employability Service and its website to make informed decisions about career opportunities.

Target Client Group

The information resources are provided for the main client groups, identified in the Careers and Employability Service Statement of Service as students/recent graduates, employers and members of staff.

Responsibilities

The Information Manager has overall responsibility for resource management, in print and online forms, including procedures relating to the maintenance and development of information.

The information team, led by the Information Manager, works to ensure that the information is maintained and developed, including online resources in our website and virtual learning platforms.

Range of Information

The Careers and Employability Centre will make available to its clients information on:

- Potential career areas appropriate to University of Lincoln graduates
- Occupations relevant and appropriate to graduate
- Opportunities for further study and training
- Employment and recruitment information
- Through vacancy and background information on graduate employers
- Opportunities to gain appropriate experience

Equal Opportunities

The information team will ensure, as far as possible, that information is accessible to all clients and materials can be provided in various forms in negotiation with our Disability Service on campus.

Client Feedback

Formal feedback questionnaires will be distributed to clients through our CRM system in electronic formats and will be evaluated and acted upon as appropriate.

Other, informal, feedback is invited through the Careers website, and via feedback sheets provided as appropriate.

Staff Training and Review

Training on all aspects of information provision will be made available to members of the Information Team. Training needs will be identified through the annual staff performance development and review process, and staff are encouraged to take advantage of training offered at national, regional and local level.