

University of Hertfordshire Job Posting Guidance

We welcome the following vacancies on My Career Portal:

- graduate schemes;
- entry level graduate jobs;
- unpaid internships (up to four (4) weeks);
- paid internships (normally only up to twelve (12) weeks);
- industrial/sandwich placements for undergraduate and postgraduate students. The placements can last between thirty (30) weeks and one (1) year;
- paid part-time work;
- volunteering opportunities for charities and non-profit organisations only;
- all job descriptions and person specifications must be written in English when they are being advertised;
- vacation work.

All job adverts should try and include details of remuneration. Feedback from our students suggests that they are more likely to apply for roles where the salary has been disclosed. Furthermore, a company website is required upon registration.

Our guidance on unpaid vacancies:

- we do not advertise unpaid jobs that are longer than four (4) weeks. Any unpaid opportunity that is four (4) weeks or under must include some kind of expenses payment. Anything over four (4) weeks that is not part of an accredited work placement must meet National Minimum Wage or above;
- while placements legally fall outside National Minimum Wage laws, we won't advertise your vacancy unless there is some kind of remuneration attached to the vacancy. The value of that remuneration is at the employer's discretion however we generally recommend a salary of 60% to 80%.
- we will advertise volunteering opportunities. For the purposes of advertising opportunities on My Career Portal, we define a volunteer as someone who:
 - Gives their time freely and without obligation
 - Works for a charity, voluntary organisation, or public sector body
 - Receives no payment, other than possible reimbursement for actual expenses (for example, travel or meals).



Careers Studio, LB416 in the Hutton Hub



(0)1707 284791



recruit@herts.ac.uk

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[Herts.ac.uk/careers](https://herts.ac.uk/careers)



We do not advertise the following vacancies on My Career Portal:

- unpaid vacancies over four (4) weeks (except for volunteering opportunities for charities and non-profit organisations only);
- postgraduate courses and training courses that charge fees;
- opportunities that involve any form of self-employment/freelance work;
- opportunities that represent an undue health and safety risk;
- opportunities where students are writing academic essays or personal statements for use by other students;
- opportunities that have incomplete or inaccurate job descriptions;
- opportunities that do not include an address or contact details;
- opportunities that charge fees for participation;
- opportunities that discriminate on the basis of gender, disability, age, or sexual preference;
- opportunities that promote or endorse illegal activity, e.g. pyramid selling schemes;
- opportunities that pay on commission only-basis and/or those that offer shares or a stake in the business;
- organisations that don't have a company website, registered company address or organisational email domain.

Updated July 2026 – C.Crux - Assistant Head Careers & Employment Service



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