

NASES Student Employment Survey 2011

Each year NASES conducts an annual survey of student employment services to establish industry trends and would be very grateful if you would take a few minutes to complete this questionnaire.

1. Does your institution have a Student Employment Service?

- Yes
- No

2. When was your Student Employment Service set up?

- Pre 1995
- 1995-1999
- 2000-2002
- 2003-2005
- 2006-2008
- 2009-2011
- Not yet established

3. Which department oversees your Student Employment Service?

- Careers
- Jointly run Careers/Students' Union
- Personnel/HR
- Student Services
- Students' Union
- Other (please specify)

4. Where are you located?

- Careers
- Jointly run Careers/Students' Union
- Personnel/HR
- Student Services
- Students' Union
- Other (please specify)

5. How does your Student Employment Service Operate? (Tick all that apply)

- Job Centre Style
- Internal Employment Agency (filling on campus roles)
- External Employment Agency

6. How is your Student Employment Service Funded?

- University
- Fully supported by income generation
- Students' Union
- Part Uni/SU part income generation
- Other (please specify)

7. Have there been any changes in how your service is funded during the last year?

- Yes
- No
- If yes please indicate what these have been:

8. Do you have a Steering/Management Group?

- Yes
- No

9. Is your Student Employment Service mentioned in prospectuses and as part of your institutions' overall marketing information?

- Yes
- No

10. How do you advertise your vacancies? (Tick all that apply)

- Intranet
- Web Site
- Email
- Text Messaging
- Plasma Screen
- Physical Noticeboard
- Via Faculty Contacts

11. What database do you use?

- BAM
- Prospects Net
- Eploy
- Microdec
- Other (please specify)

12. How many people work in your Student Employment Service?

	Quantity
Full-time staff	
Part-time staff	
Student staff hours	

13. Are you the dedicated manager of the Student Employment Service or do you have responsibility for other areas too?

- Placements
- Graduate Jobs
- Volunteer Positions
- Other responsibilities (please specify)

14. Do you make any charges for any part of your service?

- Yes
- No
- Please give details of charges

15. Approximately what percentage of your SESs revenue comes from charging?

16. Do you receive any sponsorship for your service?

- Yes
- No
- If yes please elaborate:

17. What are your annual running costs

Operating costs (excluding staffing)
Total Staffing Costs?

£ per annum

18. Approximately how many vacancies have you dealt with in the last year? * (number of total job positions advertised, i.e. bar staff required at the SU with 10 positions available = 10 vacancies)

19. Approximately how many students do you register annually?

20. Do you have an agreement at your university that all vacancies suitable for students will be advertised at your Student Employment Service?

- Formal Agreement
- Informal Arrangement
- No Arrangement

21. Does your institution run an employability award?

- Yes
- No

22. Do you recommend a limit to the number of hours, which a student can devote to part-time work during term-time?

- Yes
- No
- If yes what is the limit?

23. How do you help students combine work and study?

24. Does your service impose its own minimum wage level?

- Yes
- No
- If yes what is the level?

25. Do you share vacancies within your region with other SES?

- Yes
- No
- If yes how are these shared?

26. Have you held a Recruitment Fair in the last academic year?

- Yes
- No

27. The Recruitment Fair

Which month was the fair?

28. Did you charge companies for attending the event?
If yes how much?

29. How busy was your event?

How many companies attended?

How many students attended?

30. Will you be hosting this type of event again?

- Yes
- No

31. What other activities are you involved in to support students employability skills
(Please list below)

32. Do you feel your service has been affected by the recession?

- Yes
- No
- Other (please specify)

33. In what ways?

	Increase	Decrease	Stayed the Same
Students registering			
Vacancies advertised			
Revenue generated			
Bookings at Jobs Fairs			
Student attendance at Jobs Fairs			

34. Do you plan any changes to your service in 2012?

35. Any further comments?

Many thanks for your assistance.

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