Good practice guidelines for recruiting managers

The Sussex Graduate Programme should offer the staff member the opportunity to develop their employability skills, for example:

**Verbal communication**
Examples: telephone skills, accepting feedback, participation in meetings, reception duties where appropriate, and dealing with queries effectively from internal and external stakeholders.

**Written communication**
Examples: contribute to reports, publicity materials, blogs, social media, and sending professional emails. You can help develop and write case studies to encourage engagement.

**Team working**
Examples: participating in meetings and following up actions. Responsibility for assisting with specific duties as part of a project or event. Flexibility to support other team members when necessary to deliver team results.

**Networking**
Examples: liaison with external and internal stakeholders through face-to-face meetings, email, telephone and social media.

**Organisation**
Examples: supporting the planning, organising and running of student focus groups. Providing administrative support for events and projects within a timeframe.

**Commercial awareness** (understanding the organisation and its role in the sector)
Examples: an understanding of the role of stakeholders, relationship building, meetings with related teams and individuals, both at Sussex and other universities, access to relevant professional body discussions, and encouragement to participate in university wide strategy meetings.

**Self-management**
Examples: organising their own diary, prioritising tasks, executing own work load, fulfilling agreed actions on time, accessing opportunities for CPD for example the courses offered by Organisational Development and the services of the Careers and Employability Centre.

**Numeracy**
Examples: data analysis, interpreting graphs and tables, familiarity with budgets and financial systems, providing numerical data contributing to analysis of service delivery.

**IT**
Examples: opportunity to use all Microsoft Office software (and additional software where appropriate), word processing, using databases, spreadsheets and designing webpages. Assisting in using social media and digital communications to engage with students.

**Initiative and problem solving**
Examples: using initiative to suggest improvements to the service, solving day-to-day problems as they arise and following guidelines for referral.
Any projects or tasks assigned should be structured and offer the student personal and skills development. You should identify the learning outcomes and a clear description of the roles and responsibilities outlined.