

Entry form

1. About you

Name _____

Position _____

Company name _____

Address _____

Postcode _____

Telephone _____

E-mail _____

2. Nomination

This is an entry for the following award

- The Employers' Award for Best Practice in Graduate Recruitment, sponsored by AGR

About the nominee

- I am nominating my own organisation for an award
 I am an agency making this entry on my client's behalf

Name of employer being entered for this award

3. Written submission

Please submit two copies of a written submission of no more than 1,000 words with this entry form.

Please show evidence that you are a best-practice recruiter in meeting the following criteria:

1. Equality of opportunity widely

Promoting your organisation widely. Demonstrating good diversity recruitment practices.

2. Flexibility

Providing alternative interview dates if requested.
Recognising the needs of students and departments.
Setting reasonable deadlines for acceptance of offers.

3. Communication

Communicating promptly and sensitively with applicants at each stage of the recruitment process.

4. Fairness

Dealing with candidates fairly at all stages, eg by explaining terms and conditions of service clearly.

5. Working relationships with careers services

Acting collaboratively, objectively and impartially with careers services for the benefit of students.

6. Onboarding

Communicating effectively with successful candidates.
Keeping them warm and engaged.

4. Confirmation

Your signature _____

Date _____

**Please send your completed entry to:
Katrina Clark, TARGETJobs National
Graduate Recruitment Awards 2009,
GTI Media, 75 Farringdon Road,
London EC1M 3JY
Closing date for entries:
Friday 26 February 2010**

Please complete this form in full and return it with two copies of your 1,000-word submission.

If you have any questions about the entry process, please call Katrina on 020 7061 1900
or e-mail katrina.clark@targetjobs.co.uk.