



## Requests for inclusion of external links or content on Careers website

| Version | Date     | Authors        | Notes                     |
|---------|----------|----------------|---------------------------|
| 1       | May 2017 | Geraint Hughes | Draft policy for comments |
| 2       | May 2017 | Geraint Hughes | Agreed policy             |

## **1 Introduction**

The policy outlines our principles and process in relation to requests from external organisations and individuals for the inclusion of links or other content on our web pages at [www.exeter.ac.uk/careers/](http://www.exeter.ac.uk/careers/).

## **2 Aims**

This policy is intended to outline the process for dealing with requests for links or content on our website received by our Career Zones.

## **3 Objectives**

The objectives of this document are:

- To set out the principles for inclusion
- To outline the Career Zone process
- To outline how the Career Zone will deal with requests for webpages owned by the Information Team.

## **4 Scope**

This policy applies to requests received via the Career Zones.

## **5 Principles**

We aim to provide our students and graduates with the best possible content through our website. This will include links to external sources and third party content.

- We do not include paid for links/content on our webpages.
- We check all links /content for suitability for our students and graduates.
- We only include links/content that will be beneficial to our students/graduates.
- We choose all the content on our website, based on our principles.

## **6 Process**

Where an external organisation/person approaches us to request a link is added to our website our process is:

- Identify webpage owner through Web Governance Document.
- Forward request to webpage owner for evaluation and decision on inclusion.
- Communication to requester that the request has been allocated and that content will be evaluated and decision made about inclusion.

Where it is the Careers Information Team who is the web page owner we undertake the following process.

- The link/content will be allocated to a member of staff based at a Hub to assess the content and provide a recommendation on inclusion to the information officer. A standard checklist will be used to evaluate the content.
- Information Officer will consider the student report and make a decision. This may include discussion with team manger where required.