**Employer Advisory Boards Guidance**

**Sample invitation to join an Employer Advisory Board**

Please find below a sample invitation to be sent to an employer to join your advisory board. This is offered up simply to prompt you on some of the things you might like to include, feel free to amend it to suit your language and context.

Dear XXXX,

Given the value we place on our relationship with you and your business, we would like to invite you to join the (**insert discipline area**) Employer Advisory Board.

The Employer Advisory Board meet (**insert frequency**) times a year and will be hosted at one of the Sheffield Hallam University campus sites. Each session is typically 2-3 hours long, includes refreshments, discussion, presentations and networking.

Membership of the Board is made up of key employers involved in the employment and development of our students and graduates.

The aims of the Employer Advisory Board are (**examples below, should be employer focussed**):

* To respond to employer and market needs around graduate employment and skills
* To enable employers to more closely inform our curriculum, teaching and employability initiatives
* To advise us on the development of new events, initiatives and ideas
* To make suggestions that can be fed back to course teams regarding skills gaps
* To evaluate the employability offering and service provided by Sheffield Hallam University
* To investigate how we can improve support for employers and their recruitment needs
* To share best practice and initiate trial initiatives with panel members
* To analyse data regarding application and offer rates to improve the performance and employability of our students

We appreciate that Board Members will need to justify their involvement based on outcomes for their business. We perceive the potential benefits to panel members to be:

* Priority to access our students through key events and internal marketing
* Building your employer brand on campus
* Access to key data that can help assist and inform future recruitment
* The opportunity to inform course content, developing graduates that fulfil the needs of your business, to ultimately increase the quantity and quality of talent
* Access to key data that can help assist and inform future recruitment practices
* The opportunity to network with other key professionals and share best practice

Please could you respond to (**insert contact information and deadline**) to let us know if you are able to join us on this important Advisory Board. We would warmly welcome your thoughts and contributions to our continued partnerships with employers.