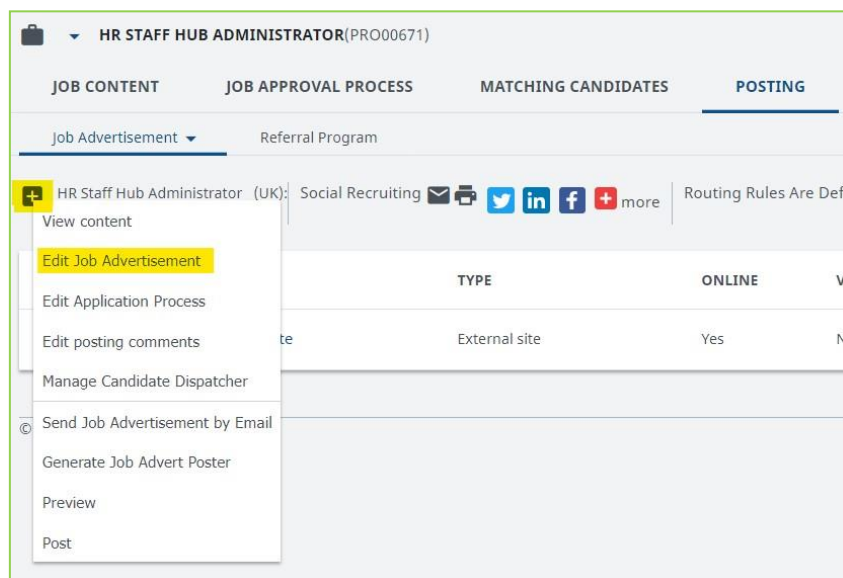# Editing and extending a live advert on Talentlink

1. Editing a live advert

Go to the **Posting** tab.

Click on the **+** next to the job title and click on **Edit Job Advertisement** in the dropdown options.

A pop-up opens. Make the required changes to the advert. Click **Save**.

Your changes will appear instantly on the Imperial Jobs site.

2. Extending a live advert

Go to the **Posting** tab. Click on <u>both</u> **External Career Site NEW** <u>and</u> **Internal Career Site NEW** (when advertising externally – open to all) or click on **Internal Career Site NEW** (when advertising internally only).

A pop-up opens. Edit the closing date of the vacancy and click **Save**.

Your changes will appear instantly on the Imperial Jobs site.

If you require any additional help or support, please contact support.jobs@imperial.ac.uk

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