Posting an advert

Once your requisition has been fully approved you are ready to post your advert.

This document will show you how to post an advert on the Imperial College Jobs Site as well as the Diversity Jobs Group job board and NHS Jobs job board (via Broadbean).

Please note advert postings appears live instantly and so do any amendments you make appear instantly on the Imperial College Jobs site.

If you have any questions or require assistance please contact support.jobs@imperial.ac.uk
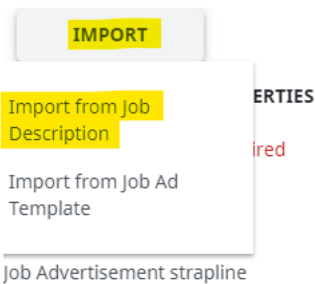
1. **Prepare your advert for posting**

To prepare your advert please go to the posting tab and click on the arrow next to *Job Advertisement*, then select **Add New Job Advertisement**:
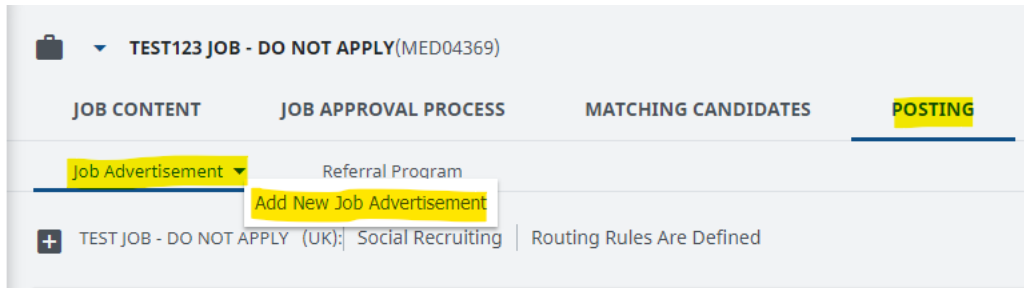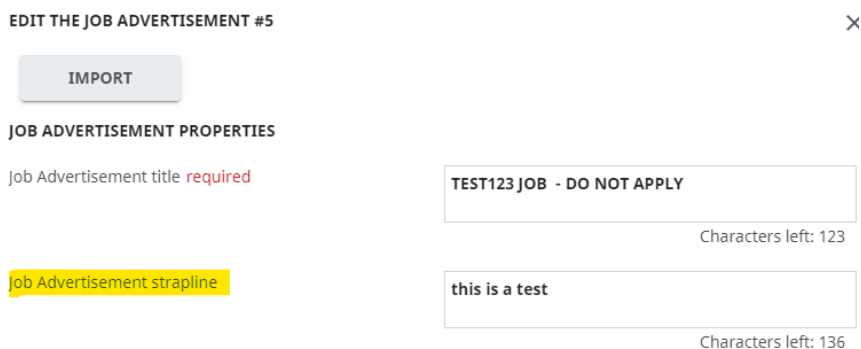

In the pop up, please click on the **IMPORT** button and select *Import from Job Description* – this pulls across the job title and advert text you previously included on the requisition form

You are also able to add a strapline in this section if needed, please see below:

Please ignore the fields shown in the below screenshot, there is no need to input any information here:

Language **required**	English (UK) ✕ ▾
Translation set	Please select ▾
Date Format	dd/mm/yyyy ✕ ▾
Company	
City	
Country	United Kingdom ✕ ▾
State/Province	Please select ▾
Hide salary **required**	No ✕ ▾

Next, please populate the below **<u>mandatory</u>** fields – please ensure this information is correct as this appears on the job advert and is used as search criteria by candidates, you will not be able to proceed without populating these fields.

If a salary value is not present in the drop-down list, please email support.jobs@imperial.ac.uk with the fixed salary or salary range and this can be added for you.

Hide salary **required**	No ✕ ▾
FacultyDepartment for NEW career site **required**	**Faculty of Medicine** ✕ ▾
Salary for New Career Site **required**	**£40,000+** ✕ ▾
Salary or Salary range for NEW Career site advert **required**	**£44,309 - £46,344 per annum** ✕ ▾
Contract type work pattern for NEW Career site **required**	**Full time - Fixed term** ✕ ▾

You can also double check your advert information on this page under the different advert headings/sections.

Please also ensure you tick the **Job Description document** at the bottom of this page as this allows the document to be visible on the jobs site once the advert is posted.
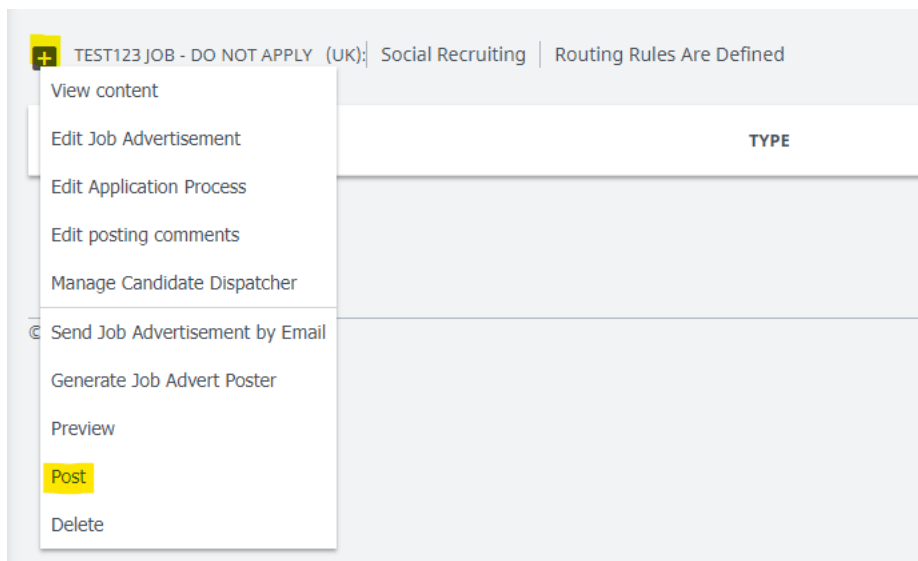
Please then click **SAVE**.

ATTACHMENTS

Select All / Unselect All

☑ Assistant Research Psychologist Job Description testing the upload and open.pdf 👁

☐ test JD.pdf 👁

CANCEL   **SAVE**

2. Posting the Advert on the Imperial College Jobs Site

To post your advert, please click on the **+** icon on the left side of the screen and select **post**

In the pop-up that appears, please select the sites you wish to advertise on.

When advertising a role to <u>everyone</u> (both external and internal staff) you MUST ensure to select both sites → **Internal Career Site NEW AND External Career Site NEW**.

When advertising a role to <u>internal staff only</u> you MUST ensure to only select the **Internal Career Site NEW.**

Please click *select* next to each posting site (must be done one at a time) and include the posting expiry date in the pop-up and click **SAVE**:

POST JOB OPENING
Job Advertisement TEST123 JOB - DO NOT APPLY

	Distribute
	Site Name
Select	Broadbean (Corporate)

	Agencies
	Site Name
Select	TPP - RD
Select	TPP - SJ

	Internal sites
	Site Name
Select	DO NOT USE Redeployment Site ▲
Select Preview	Internal Career Site NEW

	External sites
	Site Name
Select Preview	External Career Site NEW

POSTING INFORMATION

Posting Period

Start Date	dd/mm/yyyy	18/07/2024 📅
End Date required	dd/mm/yyyy	15/08/2024 📅

CANCEL   SAVE

Once posted for everyone (external and internal candidates) your screen should look like this:

⊞ TEST123 JOB - DO NOT APPLY (UK): Social Recruiting ✉ 🖨 🐦 in f ✕ 💬   Routing Rules Are Defined

START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION
📅 18/07/2024	External Career Site NEW	External site	Yes	No	Published	📅 15/08/2024	👁 ✕
📅 18/07/2024	Internal Career Site NEW	Internal site	Yes	No	Published	📅 15/08/2024	👁 ✕

Once posted internally only (internal candidates only) your screen should look like this:

START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION
18/07/2024	Internal Career Site NEW	Internal site	Yes	No	Published	15/08/2024	👁 ✕

TEST123 JOB - DO NOT APPLY (UK): Social Recruiting | Routing Rules Are Defined

To edit your live advert, please click on the **+** icon and select *edit job advertisement*

TEST123 IOB - DO NOT APPLY (U
View content
Edit Job Advertisement
Edit Application Process

Please make any amendments in the pop-up that appears and click **SAVE.** Changes should be visible instantly on the jobs site.

To amend the closing date for your live advert, please click on the career site link and amend the closing date in the pop-up that appears and click **SAVE**. If the advert is posted on both the external and internal site, this must be done twice.

TEST123 JOB - DO NOT APPLY (UK): Social Recruiting | Routing Rules Are Defined

START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION

TEST123 JOB - DO NOT APPLY (UK): Social Recruiting | Routing Rules Are Defined

START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION
18/07/2024	External Career Site NEW	External site	Yes	No	Published	15/08/2024	👁 ✕

POSTING HISTORY

18/07/2024 At 16:19   Post requested by Gabriela Sinu

CANCEL   SAVE

If you wish to pull off your advert early you can do so by clicking on the **X** icon on the right side of the screen

PLEASE NOTE: if and when pulling off an advert as the post has been cancelled, please also ensure to directly contact all applicants that have submitted an application informing them of this. Please also remember to change the job status accordingly.

3. Posting the Advert on the Diversity Jobs Group – PLEASE NOTE THIS JOB BOARD IS NOT LIVE YET, RECRUITERS WILL BE INFORMED AS SOON AS THIS IS LIVE AND READY TO USE

<u>Please note before you use Broadbean the role has to be published to the Imperial College jobs site</u>

To post your advert, please click on the **+** icon on the left side of the screen and select **post**
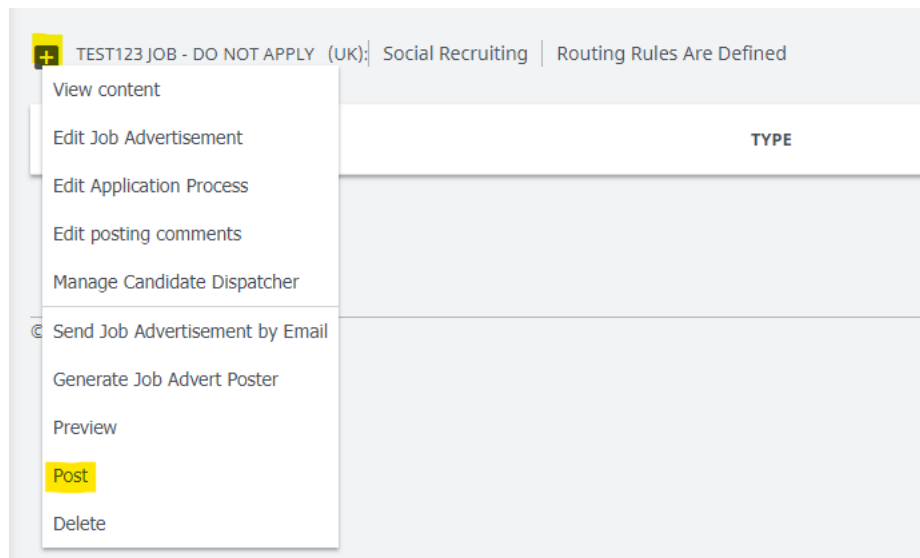
Please select **Broadbean (Corporate),** in the pop-up please click on the first tile – **Diversity Jobs Group** and click **Continue**
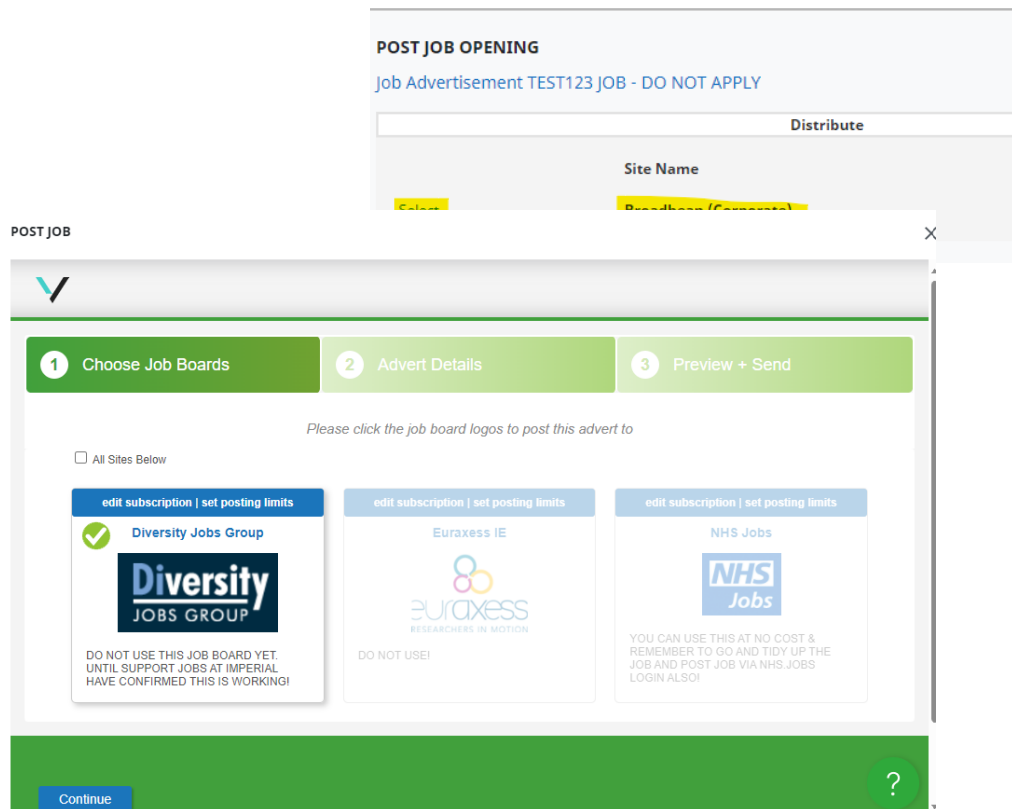
Please ensure to complete all the mandatory fields as shown below:

- Under *Broadcast as* please select **Imperial College**
- Under *Industry Sector* please select the sector/group this post lies in

Broadcast As: ✱   Imperial College ▼

Main Advert Information

Reference No. ✱   MED04369

Job Title ✱   TEST123 JOB - DO NOT APPLY

Job Type and Specifics

Job Type   Permanent ⌄

Full/Part Time   Full-Time ⌄

Diversity Jobs Group Job Category

Industry and Sector Information

Industry Sector ✱   Admin and Secretarial ⌄

- Under *Salary + Benefits* please type in the **salary range/fixed salary**
- Under *Hide Numeric Salary on Job Boards* please select **No**
- Under *Location Information* please select **Europe > England > London** and type in the **Campus post code**

Salary and Benefit Information

Salary + Benefits
Salary description that will be displayed
on your advert.   £ ⌄ 45593 46593 annum ⌄ Additional benefits
                                                  e.g. car, pension, negotiable

Hide Numeric Salary on Job Boards? ✱   No ⌄

Location Information

Location ✱   Europe > England > London

Postcode/Zipcode of Job Location (Mandatory) ✱   SW7 2AZ

- Under *Main Description Duties*, please ensure your advert text is correct and then run the **spell checker** in order to proceed to the next step. Then click **Continue**.

- Under *Cost Centre*, please type in the number **0**

- Under *Contact Details*, you may remove your email address.
  Please ensure you paste the correct live link to your advert posted in the Imperial College <u>EXTERNAL</u> Jobs Site

- Under *Advertising Period*, please state the number of days you would like this advert to be live on Diversity Jobs Group

Once you are happy with all the advert information, please click on **SEND ADVERT**
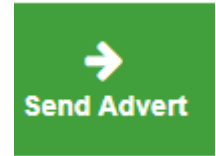
Once posted you will be able to see your advert has been published on Diversity Jobs Group on TalentLink:

You can also view your live advert by following the below link:

https://diversityjobsgroup.com/imperial-college-london/

4. Posting the Advert on NHS Jobs

Please note before you use Broadbean the role has to be published to the Imperial College jobs site. NHS Jobs is typically only used for certain roles and users within Faculty of Medicine.

To post your advert, please click on the + icon on the left side of the screen and select post

Please select **Broadbean (Corporate),** in the pop-up please click on the last tile – **NHS Jobs** and click **Continue**

Please ensure to complete all the mandatory fields as shown below:

- Under *Broadcast as* please select **Imperial College**
- Under *Job Type* please pick **Permanent or Fixed Term**
- Under *NHS Jobs Number of Hours/Sessions Per Week* please leave this field **blank**
- Under *NHS Jobs job type* please pick **Permanent or Fixed Term**
- Under *Date Applications Close* please type in **job closing date**
- Under *NHS Jobs Work Pattern Units* please select **Hour**
- Under the *Industry and Sector Information* section please select the industry sector/area of work/staff group to match as closely as possible to this role
- Under the *Salary + Benefits* please type the **salary range per annum**
- Under *Hide Numeric Salary on Job Boards* please select **no**
- Under *NHS Jobs Pay Scheme Type* please select **Other**

Broadcast As: ＊   [Imperial College   ▼]

Main Advert Information

Reference No. ＊   MED04369

Job Title ＊   [TEST123 JOB - DO NOT APPLY]

Job Type and Specifics

Job Type   [Permanent ˅]

NHS Jobs Job Type ＊   [Permanent   ˅]

NHS Jobs Number of Hours/Sessions Per Week   [   ]

NHS Jobs Work Pattern Types ＊   [Full Time   ˅]

Date Applications Close ＊   [01/09/2024]

                 e.g. 22/06/2020

NHS Jobs Work Pattern Units ＊   [Hour   ˅]

Industry and Sector Information

Industry Sector ＊   [Admin and Secretarial   ˅]

NHS Jobs Area of Work ＊   [Administration   ˅]

NHS Jobs Staff Group ＊   [Administrative and Clerical   ˅]

Salary and Benefit Information

Salary + Benefits
Salary description that will be displayed on your advert.   [£ ˅] [30000] [40000] [annum ˅] [Additional benefits]

                                                e.g. car, pension, negotiable

Hide Numeric Salary on Job Boards? ＊   [No   ˅]

NHS Jobs Pay Scheme Type ＊   [Other   ˅]

- Under the *Skills and Experience* section please copy and paste your advert information into the relevant boxes. We suggest populating all boxes/sections if possible, however the mandatory fields are:
  NHS Jobs Essential Qualifications
  NHS Jobs Essential Experience
  NHS Jobs Main duties of the job

Skills and Experience

NHS Jobs Essential Qualifications *

Characters:0 (max 10000)

NHS Jobs Desirable Qualifications

- Under *Location* please select **Europe > England > London**
- Under *Location Street Address* please type out **Campus address** job is located at
- Under *NHS Jobs Police Convictions*: please select correct option from the dropdown
- Under *NHS Jobs Police Warnings*: please select correct option from the dropdown
- Under *NHS Jobs Disclosure and Barring Service (DBS)*: please select correct option from the dropdown
- Under *NHS Jobs Sponsorship:* please select **no**
- Under *NHS Jobs Registration:* please select **no**

Location Information

Location *	Europe > England > London
Location Street Address *	Exhibition Road, London
	Street Address of the job location
Postcode/Zipcode of Job Location (Mandatory) *	SW7 2AZ

Client and Applicant Information, etc.

NHS Jobs Police Convictions	Not Applicable ˅
NHS Jobs Police Warnings *	No ˅
NHS Jobs Disclosure and Barring Service (DBS) *	No ˅
NHS Jobs Sponsorship *	No ˅
NHS Jobs Registration *	No ˅

- Under the *Main Description Details* section please copy and paste advert details accordingly. Please also remember to run the **spell checker** (highlighted in yellow below) to proceed to the next page. Once ready please click **continue**.

Once ready please click **continue**, you will then be taken to the **Preview + Send** tab. Here you can review the details of the advert. If you spot a mistake, click the **Go back** button at the bottom of the window and make your edits.

- Under *NHS Jobs Contract Count* please type in the **number of months** the contract is available for if the role is fixed term, please only type in the number and not unit. For instance, rather than typing in *12 months*, please only type *12*.
- Under *NHS Jobs Contract Unit* please select **Month**
- Under *Cost Centre* please type **0**
- Under *Contact Details* please remove your email address
- **Under Apply Online URL please ensure to include the advert link from the Imperial College Jobs site. This is crucial to ensure that interested applicants are re-directed to the Imperial Jobs site to submit an application.**

When ready please click on **SEND ADVERT** at the bottom of the page, this will send the advert to the NHS Jobs page where you will need to complete the posting.

Please use this link to login https://www.jobs.nhs.uk/employer/auth/login

Once logged in please click on **drafts** where you will be able to locate your advert, then please click on **complete the listing**.

Once you click on complete listing, you will be taken to a page where you will need to check each section of the advert to ensure the information has pulled through correctly. Although each section will already have the word 'completed' next to it, please ensure to still check it, there's **12 sections** to check in total.

Some points to keep in mind when completing these sections have been included below:

- **Contact details**: these will default to yours, please ensure to change these details to the ones included in the further information section of the advert

- **Supporting Information**: please click 'yes' to upload the Job Description. Under the *document name field* please type out **Job Description and Person Specification**


- Select **No** to *Pre-application questions*
- Select **No** to *Additional application questions*
- Select **No** to *Internal Documents*

Once each section has been checked please click on the link (highlighted in yellow below) to preview what your live advert will look like.
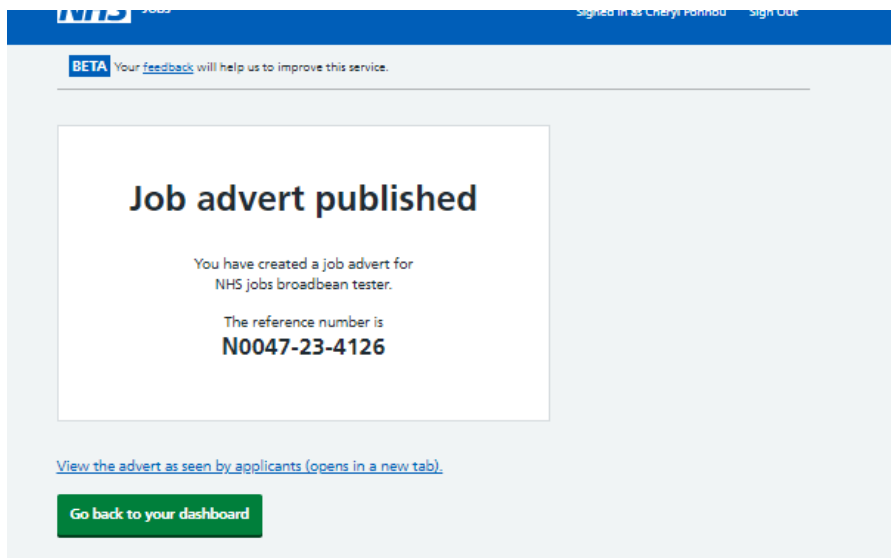
If you are happy with the advert preview and are ready to post your advert on NHS Jobs, please click on the **Publish Now** button at the bottom of this page:
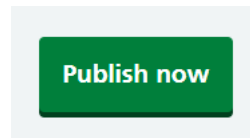
Once published, the following pop-up will appear confirming your advert has been published and is now live, this will also include the live link to the advert which you can share with the Hiring Team.

We strongly suggest you click on the 'apply for this job' button to test whether the re-direction to the Imperial College Jobs site works correctly:
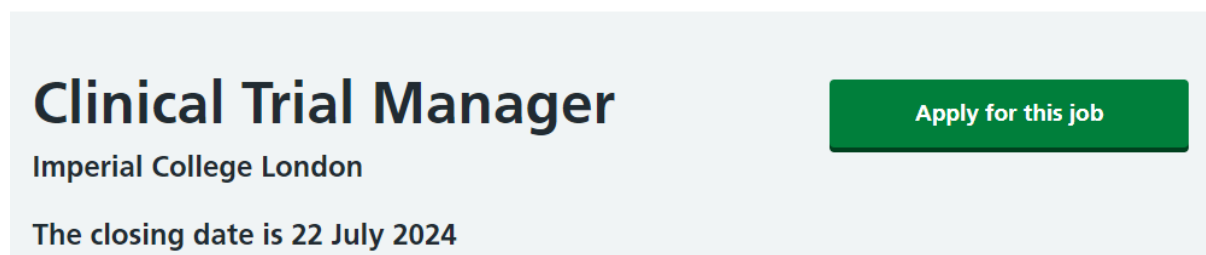
If you have any queries or technical issues or need access to the NHS jobs site, please email support.jobs@imperial.ac.uk.