

Creating and formatting advert text

This document explains how to format the text in the advert text screen. More information about what should be included can be found in the Adverts Style guide, which must be followed for all vacancies and will soon be available from the [HR Support website](#).

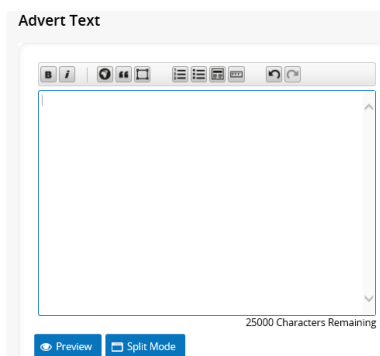
What's changed?
This is new guidance, following the move of the Recruitment functionality from Back Office to Portal in February 2020.


- 1. **Toolbar functions** 1
- 2. **How to include bullet points** 2
- 3. **How to insert clickable links - websites** 2
- 4. **How to insert clickable links - email addresses**..... 3

Core Portal > corehr > Recruitment Dashboard > Vacancies > Actions > Edit Vacancy > Vacancy profile > Advert Text

Here you will enter the text that will appear in the vacancy advert. You can type directly into this box or copy and paste text from another source.

If you have text that you are pasting in from Word please note that the formats will not copy over, you will need to format the text once it is in the Advert Text box.



 **Note:** all adverts must now be under 3,500 characters (equivalent to about 500 words). Adverts above this character limit will be rejected. This word limit applies to most external job boards and helps create consistency across the University.

1. Toolbar functions

At the top of the advert text box you will see a row of buttons that can be used to format your text. Not all of these buttons are in use. See list of button names below:



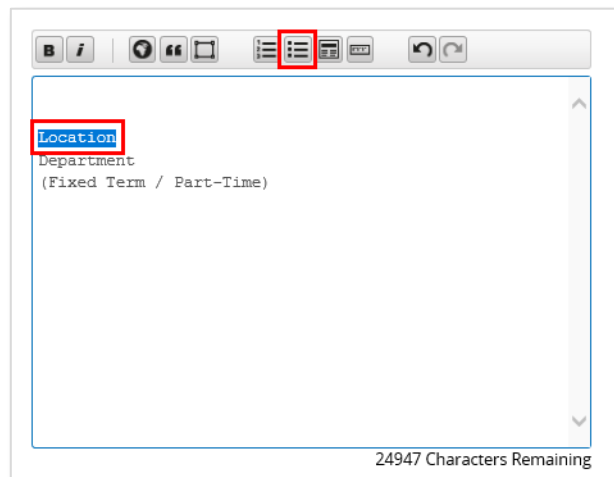
Creating and formatting advert text

1. Bold
2. Italics
3. Hyperlink
4. Blockquote (**not in use**)
5. Box container (**not in use**)
6. Numbered list
7. Bullet point list
8. Heading
9. Horizontal rule (**not in use**)
10. Undo
11. Redo

2. How to include bullet points

To use the bullet point function follow the steps below:

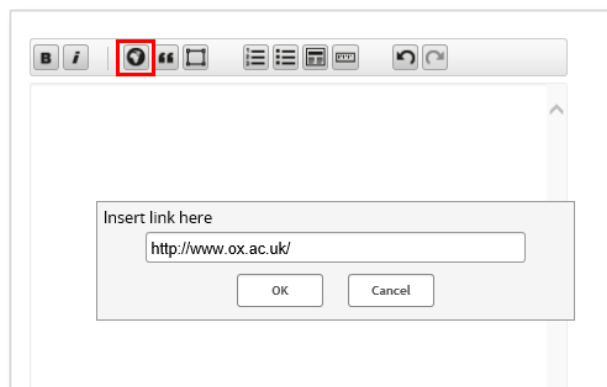
1. Type in the list that you would like to be in a bullet point list.
2. Highlight each row, **one at a time** and click the Bullet point list button:



Note: This function does not work the same as in 'Word', highlighting the whole list and pressing the bullet point list button will not work.

3. How to insert clickable links - websites



1. Click on the **Hyperlink** button from the toolbar.
2. Enter the web address of the page you wish to link to, as shown in example below:



3. Click **OK**.
4. In the square brackets **(A)** enter the text you wish to appear on the advert. See example **(B)**

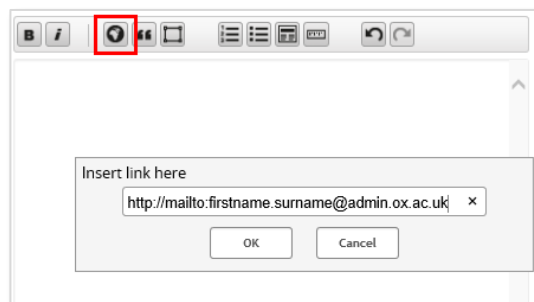
Creating and formatting advert text



5. Click on the  button to view how it will look in the live advert.
6. When you happy with the advert text click the  button.

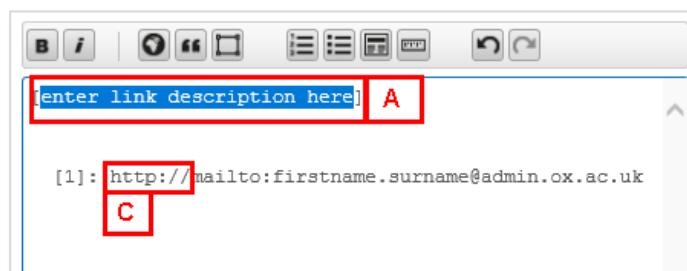
4. How to insert clickable links - email addresses

1. Click on the **Hyperlink** button from the toolbar.
2. Enter **mailto:** followed by the **email address** as shown in example below:





3. Click **OK**

4. In the square brackets **(A)** enter the text as you would like it to appear on the advert. See example **(B)**



5. Delete **http://** from the second line **(C)** so it appears as example **(D)**



6. Click on the  button to view how it will look in the live advert.
7. When you happy with the advert text click the  button.