

This document explains how to format the job advert text in the Job Description screen that will appear in the vacancy advert. More information about what should be included, and must be followed for all vacancies is available from the [HR Support website](#).

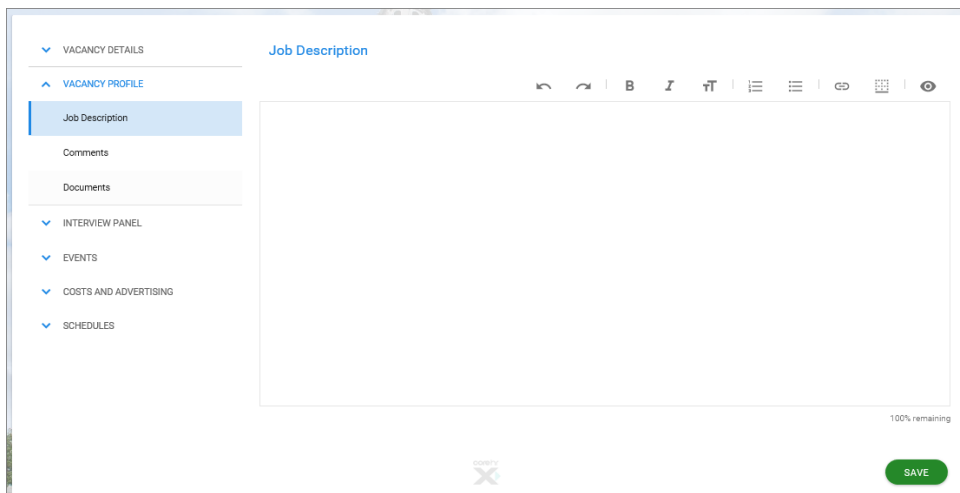
This guide covers the following process steps:

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1. Adding the advert text

Core Portal > Employee Dashboard > Recruitment > Vacancies > Actions > Edit Vacancy > Vacancy profile > Job Description

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.



Note* All adverts must 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. Ensure the percentage remaining is **no less** than 86%.

2. Toolbar functions

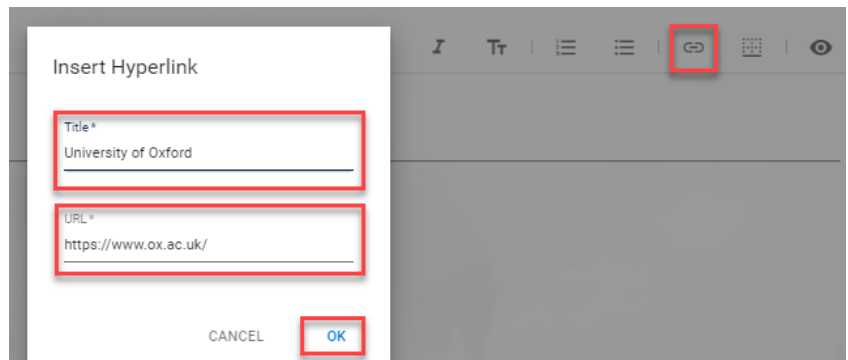
Formatting options are available at the top of the advert text box. Not all of these buttons are in use. See list of button names below:



1. Undo
2. Redo
3. Bold
4. Italic
5. Format
6. Numbered list
7. Bullet points
8. Hyperlink
9. Bottom border
10. Preview

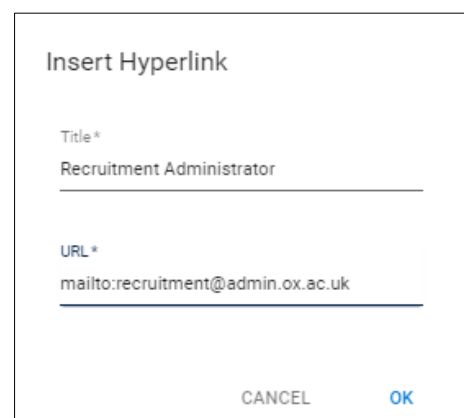
How to insert clickable links - websites

1. Click on the **Hyperlink** button from the toolbar.
2. Enter the text you wish to appear on the advert in the **Title** field
3. Enter the web address of the page you wish to link to in the **URL** field, as shown in example.
4. Click **OK**.



How to insert clickable links - email addresses

1. Click on the **Hyperlink** button from the toolbar.
2. Enter the text you wish to appear on the advert in the **Title** field
3. In the URL field delete the **http://** and enter **mailto:** followed by the **email address** as shown in example
4. Click **OK**



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