

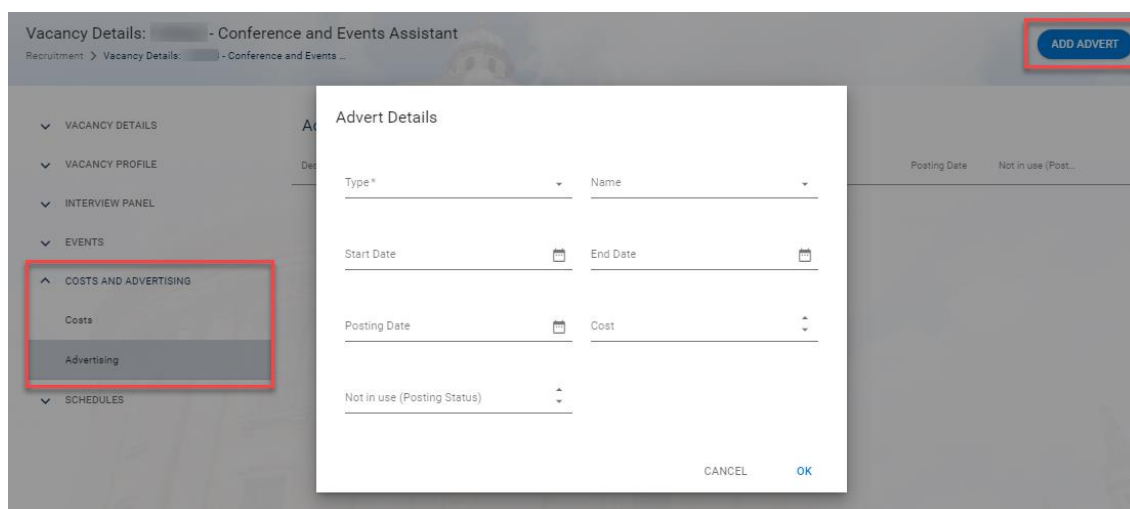
This guide should be followed when recording advertising information, allowing you to track where the vacancy has been advertised externally. It is not necessary to record that it has been advertised on the University's website as this is mandatory.

For further information on the use of external advertising, please see the guidance on the [HR Support webpage](#).

Advertising

Core Portal > Employee Dashboard > Recruitment > Vacancies > Actions > Edit Vacancy > Costs and advertising > Advertising

1. Click **ADD ADVERT** - the *Advert Details* window opens.



2. Update the following fields:
 - a. Advert **Type**
 - b. Advertiser **Name** - If the required Advertiser Name is not available from the list of values, please contact HRIS Support.
 - c. **Start Date** and **End Date**
 - d. **Posting Date**
 - e. **Cost** - To monitor any advertising costs. Costs recorded should exclude VAT.
3. Click the **OK** button.



	+5,000
	+1,500
	+1,125

Useful Reports:

This data is available in RECDEP42 Vacancy Adverts report.