Sometimes you may wish to include a link to a website and/or an email address within the text of the advert you place on CoreHR. In order to make the link ‘clickable’ you need to include some coding.

This guide covers the following process steps:

1. Inserting a clickable link to a web page
2. Inserting an email link

1. Inserting a clickable link to a web page

Navigate to: Personnel > Recruitment > Maintenance > Vacancy Detail

1.1. Search for and open your vacancy.

1.2. From the Select Detail box click on Vacancy Profile.

1.3. In the Job Description tab, enter introductory text for the web link as required, e.g. ‘Find out more about (Dept Name) at….’ then [in square brackets] enter the name you wish to appear on the advert, immediately followed by [1] as shown in example A below.
1.4. On a separate line, below the clickable link, enter [1] immediately followed by a colon : then paste the actual url (web address) of the page you wish to link to as shown in example B below. (If there is a / at the end of the url this must be deleted.) DO NOT leave any spaces.

![Job Description](image1)

**Note:** Hyperlinks can be inserted anywhere within the advert text.

1.5. Click the ![button](image2) button to save. The web link will be displayed in the published vacancy as shown below:

![Job Details](image3)

**Note:** The line to be included in the advert text (A) must be entered exactly where you want it to appear when the vacancy is published. The actual url/web address (B) can be entered anywhere in the Job Description tab following the steps above, e.g. at the bottom of the advert text, but it must be **on a separate line, after** the sentence containing the link (A).
The displayed text in the advert is unaffected.

Multiple web and email links can be inserted into the advert text:

2. Inserting an email link

Navigate to: Personnel > Recruitment > Maintenance > Vacancy Detail

2.1. Search for and open your vacancy.

2.2. From the Select Detail box click on **Vacancy Profile**.

2.3. In the **Job Description** tab enter introductory text for the email Address/Addresses as required.
Simply typing in the string is not always reliable; we therefore recommend that you open this document electronically, then copy and paste the entire text string into your advert and replace the text with the details required.

2.4. Copy the following string in full and paste it after your text:

```html
<a href="mailto:adverts@admin.ox.ac.uk" target="_blank">adverts@admin.ox.ac.uk</a>
```

2.5. Overwrite the text in RED with the **actual** email address.

2.6. Overwrite the text in BLUE with the **description** you want to appear in the published advert text (this may be the same as the email address).

2.7. Click the button to save.

**Note:** Take care not to delete or overwrite any of the text in black as this will prevent the link from working.

The email link will be displayed in the published vacancy as shown below: