

As part of the recruitment process, the University uses the [jobs.ac.uk](https://jobs.ac.uk) website for advertising vacancies that are external and grade 4 and above. This site is an international job board for jobs in academic, research, science and related professions, in the Higher Education and related sectors.

## Which jobs are advertised on jobs.ac.uk?

- Internal only vacancies **do not** go to jobs.ac.uk
- Grades 1 – 3 **do not** go to jobs.ac.uk
- Grades 4 and over **do** go to jobs.ac.uk unless the recruiting department elects to not send.

Departments should note:

- The cost of the advert on jobs.ac.uk will only be covered by the University's central account if the advert text (within the Job Description field is below 550 words (or >86% remaining on PeopleXD).
- If the department would like longer text and/or the inclusion of images, there is an option to pay for an advert. Please refer to the Attracting Candidates page found [here](#) to see the options and associated costs.

## How do I send the advert to jobs.ac.uk?

1. Complete all the steps in PeopleXD. Refer to the detailed guidance in the How-to guide [Prepare and authorise a vacancy for advertising](#).
2. Check the advert is live on the University's external web page
3. Send the link to jobs.ac.uk ([hejobs@jobs.ac.uk](mailto:hejobs@jobs.ac.uk)) using the template email provided below.

## Email template for jobs.ac.uk

It is essential that items in [square brackets] are updated for each email

Subject Heading: **University of Oxford vacancy: open [XX/XX/XX] close [XX/XX/XX]**

[Insert vacancy hyperlink from University's external webpage]

### **Dates**

Open: [External opening date]

Close: [External closing date]

<b>Title</b>	[Vacancy Details 1: <b>Description</b> ]
Location	[Vacancy Details 2: <b>Org Unit &amp; Location</b> ]
Salary	[Vacancy Details 2: <b>Grade &amp; Salary</b> ]

Advert text      [Vacancy Profile: **Job Description**]

## College academic vacancies

Colleges should copy in the Senior Appointments Team on [professorships@admin.ox.ac.uk](mailto:professorships@admin.ox.ac.uk) when sending adverts to jobs.ac.uk for external listing.

## How do I make a change to a vacancy that is advertised on jobs.ac.uk?

If you need to update your advert (eg to amend the closure date or correct an error) you first need to make this change in PeopleXD. Once you have made and saved the changes in PeopleXD, the vacancy details on the University's external facing webpage will automatically be updated.

You must notify jobs.ac.uk with details of the change(s) so they can make the same amendment(s) to the post on their website. Include the following in your email request:

- Email [hejobs@jobs.ac.uk](mailto:hejobs@jobs.ac.uk)
- Subject line: 'University of Oxford vacancy - amendment to a live advert'
- A summary of the change, eg 'Change to closing date from XX/XX/XX to XX/XX/XX'
- Ensure you provide hyperlinks to the existing advert on jobs.ac.uk (if available) and the University's external facing webpage.

Follow the same process if you need to remove a vacancy that is advertised on jobs.ac.uk before the closing date is reached. (As standard, jobs.ac.uk will remove adverts on the date provided in the request email).

When an advert is removed from jobs.ac.uk, you will receive a confirmation email. This email includes the number of times the advert was viewed.

## Who do I contact if I have a query or problem?

If the query or problem relates to:

- Information on jobs.ac.uk, please email [hejobs@jobs.ac.uk](mailto:hejobs@jobs.ac.uk)
- Data in the HR System, please email the HR Systems Support Desk, [hr.systems@admin.ox.ac.uk](mailto:hr.systems@admin.ox.ac.uk)