

Posting an advert on Talentlink

Once your requisition has been fully approved you are ready to post your advert.

This document will show you how to post an advert on the Imperial College Jobs Site as well as the Diversity Jobs Group job board and NHS Jobs job board (via Broadbean).

On the Imperial College Jobs site all advert postings appear live instantly and so do any amendments you make appear instantly also.

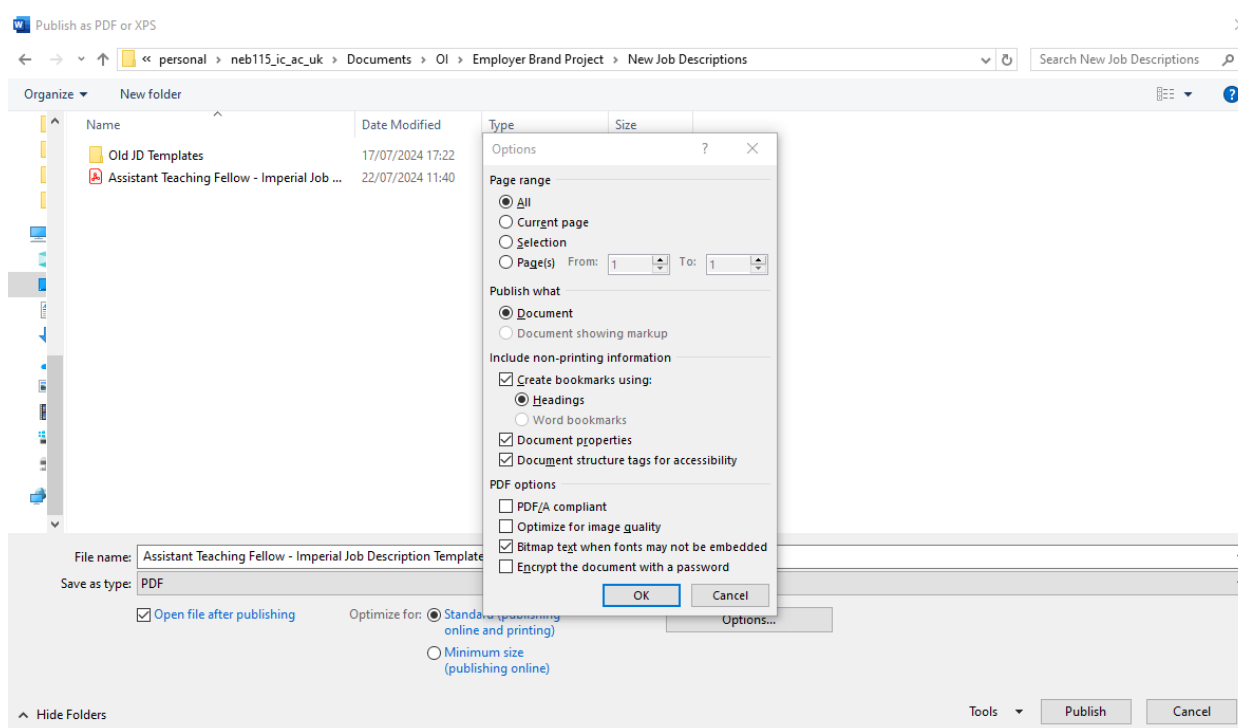
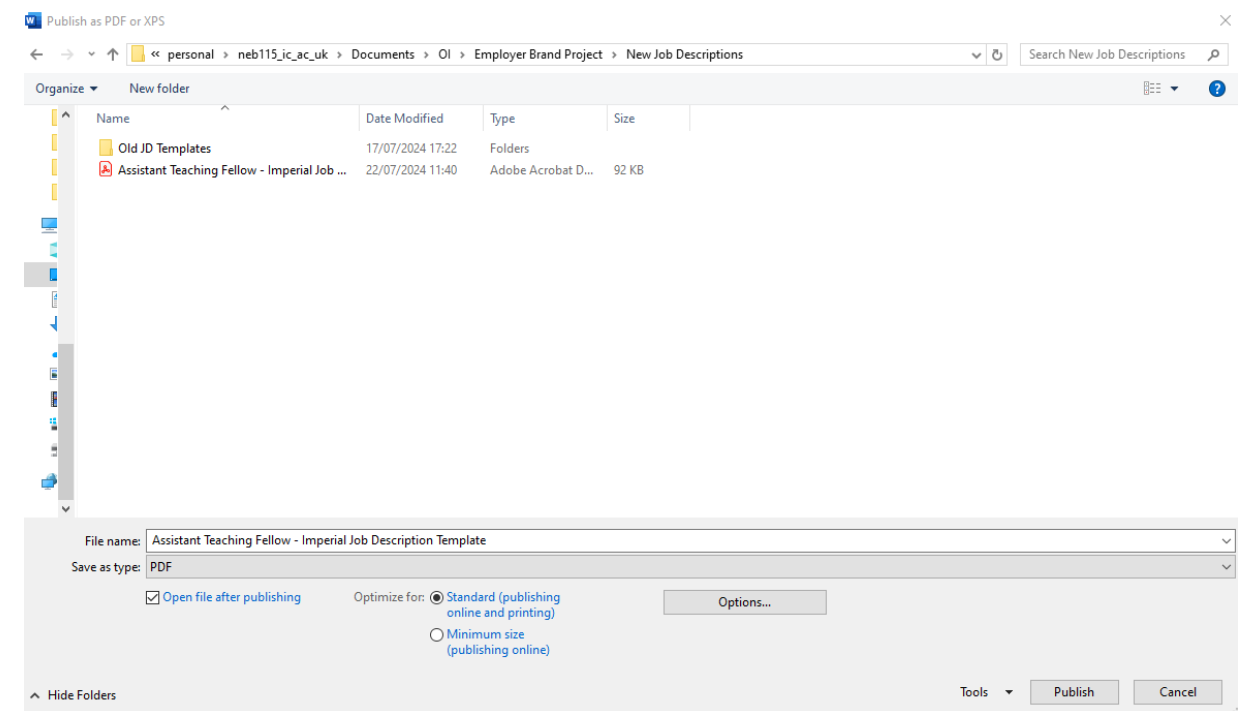
If you have any questions or require assistance please contact support.jobs@imperial.ac.uk

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1. Saving the Job Description in a PDF Accessible Format

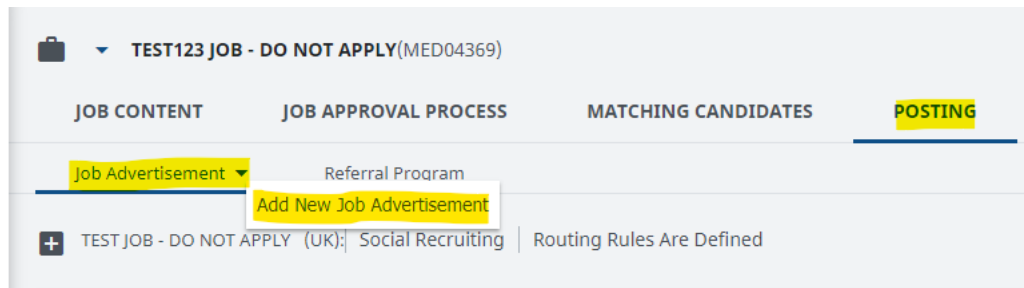
Before posting your advert, please ensure the Job Description has been loaded onto Talentlink in a 'pdf accessible format':

- Make sure the file is named after the job so "[Job title] Job Description", this is an accessibility requirement
- Convert it to PDF → File > Export > Create PDF/XPS Document → click options and tick "Create bookmarks using headings"



1. Prepare your advert for posting

To prepare your advert please go to the posting tab and click on the arrow next to *Job Advertisement*, then select **Add New Job Advertisement**:



TEST123 JOB - DO NOT APPLY(MED04369)

JOB CONTENT JOB APPROVAL PROCESS MATCHING CANDIDATES **POSTING**

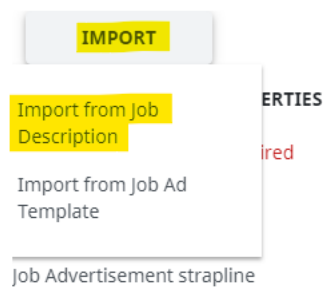
Job Advertisement ▼ Referral Program

Add New Job Advertisement

+ TEST JOB - DO NOT APPLY (UK): Social Recruiting | Routing Rules Are Defined

In the pop up, please click on the **IMPORT** button and select *Import from Job Description* – this pulls across the job title and advert text you previously included on the requisition form

ADD NEW JOB ADVERTISEMENT #5



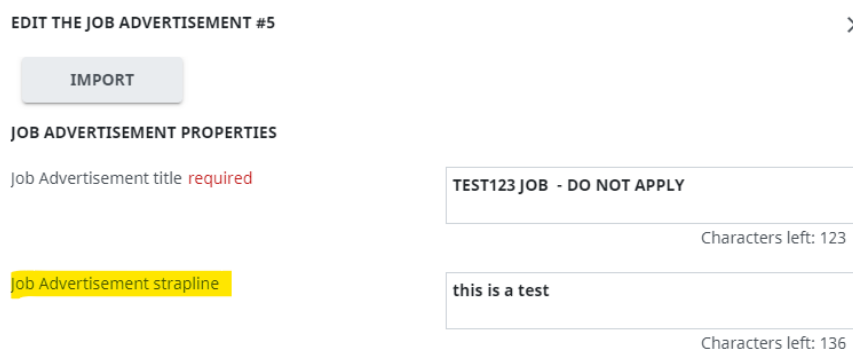
IMPORT

Import from Job Description

Import from Job Ad Template

Job Advertisement strapline

You are also able to add a strapline in this section if needed, we also suggest you should add here if the role is however many hours if part time or/and if fixed term, for how long and that the salary stated will be pro rata if part time, please see below:



EDIT THE JOB ADVERTISEMENT #5

IMPORT

JOB ADVERTISEMENT PROPERTIES

Job Advertisement title **required**

TEST123 JOB - DO NOT APPLY

Characters left: 123

Job Advertisement strapline

this is a test

Characters left: 136

Please ignore the fields shown in the below screenshot, there is no need to input any information here:

Language required	English (UK)	X ▾
Translation set	Please select	▾
Date Format	dd/mm/yyyy	X ▾
Company		
City		
Country	United Kingdom	X ▾
State/Province	Please select	▾
Hide salary required	No	X ▾

Next, please populate the below **mandatory** fields – please ensure this information is correct as this appears on the job advert and is used as search criteria by candidates, you will not be able to proceed without populating these fields.

If a salary value is not present in the drop-down list, please email support.jobs@imperial.ac.uk with the fixed salary or salary range and this can be added for you.

Hide salary required	No	X ▾
Faculty/Department for NEW career site required	Faculty of Medicine	X ▾
Salary for New Career Site required	£40,000+	X ▾
Salary or Salary range for NEW Career site advert required	£44,309 - £46,344 per annum	X ▾
Contract type work pattern for NEW Career site required	Full time - Fixed term	X ▾

You can also double check your advert information on this page under the different advert headings/sections.

Please also ensure you tick the **Job Description document** at the bottom of this page as this allows the document to be visible on the jobs site once the advert is posted. Ensure you job description document is saved as [job title] Job description for example **HR Partner Job description**

Please then click **SAVE**.

ATTACHMENTS

Select All / Unselect All

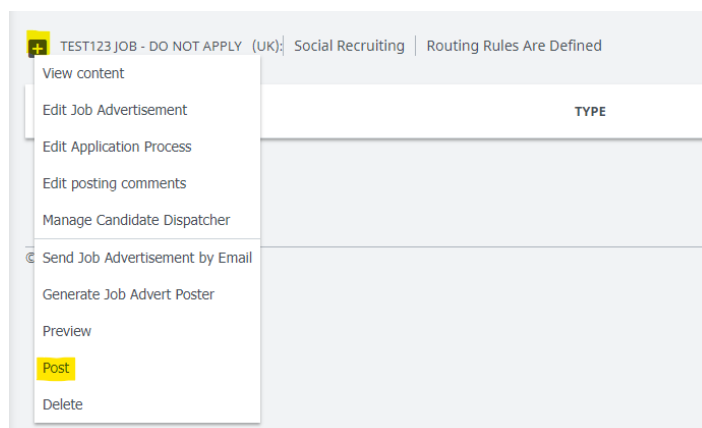
- ☒ Assistant Research Psychologist Job Description testing the upload and open.pdf 
- ☐ test.JD.pdf 

CANCEL

SAVE

2. Posting the Advert on the Imperial College Jobs Site

To post your advert, please click on the **+** icon on the left side of the screen and select **post**



In the pop-up that appears, please select the sites you wish to advertise on.

When advertising a role to everyone (both external and internal staff) you **MUST** ensure to select both sites → **Internal Career Site NEW** **AND** **External Career Site NEW**.

When advertising a role to internal staff only you **MUST** ensure to only select the **Internal Career Site NEW**.

Please click *select* next to each posting site (must be done one at a time) and include the posting expiry date in the pop-up and click **SAVE**:

A screenshot of the 'POST JOB OPENING' form. The title is 'POST JOB OPENING' in bold, followed by a link 'Job Advertisement TEST123 JOB - DO NOT APPLY'. The form is divided into four sections: 'Distribute', 'Agencies', 'Internal sites', and 'External sites'. Each section has a 'Site Name' label and a 'Select' button. In the 'Internal sites' section, there are additional options: 'DO NOT USE Redeployment Site' (with a blue triangle icon), 'Internal Career Site NEW' (highlighted in yellow), and 'External Career Site NEW' (highlighted in yellow). The 'Select' button in the 'Internal sites' section is also highlighted in yellow.

POSTING INFORMATION

Posting Period

Start Date dd/mm/yyyy 18/07/2024
End Date required dd/mm/yyyy 15/08/2024

CANCEL

SAVE

Once posted for everyone (external and internal candidates) your screen should look like this:

+ TEST123 JOB - DO NOT APPLY (UK) Social Recruiting Routing Rules Are Defined

START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION
18/07/2024	External Career Site NEW	External site	Yes	No	Published	15/08/2024	👁️ ✕
18/07/2024	Internal Career Site NEW	Internal site	Yes	No	Published	15/08/2024	👁️ ✕

Once posted internally only (internal candidates only) your screen should look like this:

+ TEST123 JOB - DO NOT APPLY (UK) Social Recruiting Routing Rules Are Defined

START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION
18/07/2024	Internal Career Site NEW	Internal site	Yes	No	Published	15/08/2024	👁️ ✕

To edit your live advert, please click on the + icon and select *edit job advertisement*



Please make any amendments in the pop-up that appears and click **SAVE**. Changes should be visible instantly on the jobs site.

To amend the closing date for your live advert, please click on the career site link and amend the closing date in the pop-up that appears and click **SAVE**. If the advert is posted on both the external and internal site, this must be done twice.

+ TEST123 JOB - DO NOT APPLY (UK) Social Recruiting Routing Rules Are Defined

START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION
18/07/2024	External Career Site NEW	External site	Yes	No	Published	15/08/2024	👁️ ✕

Posting Period
Start Date dd/mm/yyyy 18/07/2024
End Date required dd/mm/yyyy 24/08/2024

POSTING HISTORY
18/07/2024 At 16:19 Post requested by Gabriela Simu

CANCEL

SAVE

If you wish to pull off your advert early you can do so by clicking on the **X** icon on the right side of the screen

+ TEST123 JOB - DO NOT APPLY (UK) Social Recruiting        Routing Rules Are Defined							
START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION
 18/07/2024	External Career Site NEW	External site	Yes	No	Published	 15/08/2024	 

PLEASE NOTE: if and when pulling off an advert as the post has been cancelled, please also ensure to directly contact all applicants that have submitted an application informing them of this. Please also remember to change the job status accordingly.

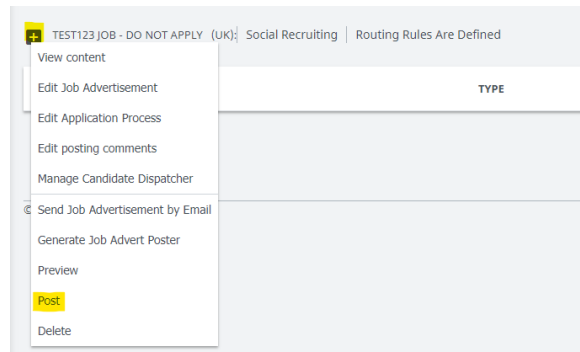
3. Posting the Advert on the Diversity Jobs Group

Please note before you use Broadbean the role has to be published to the Imperial College jobs site.

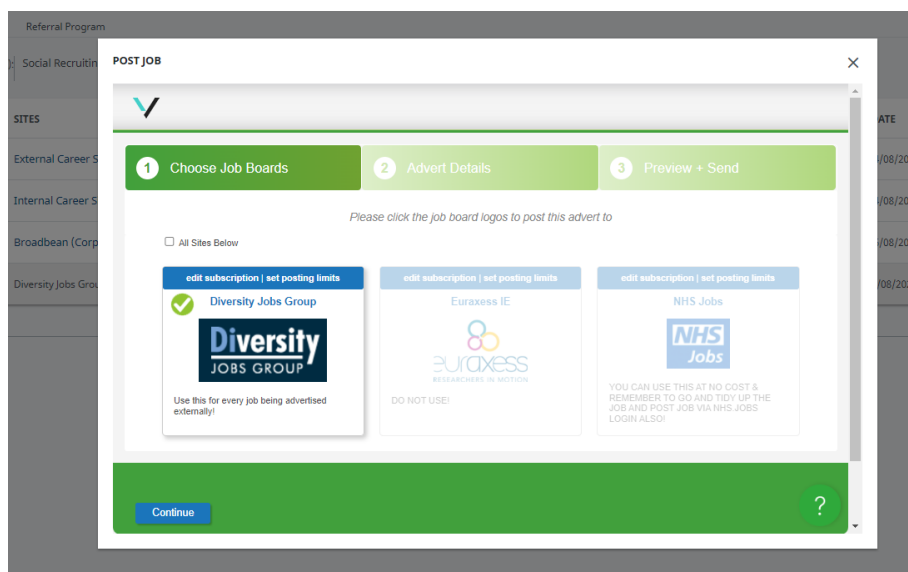
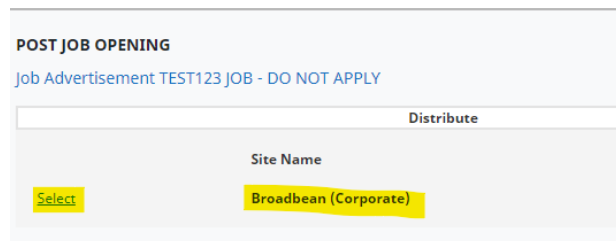
We suggest you have the external live advert open in another tab to easily copy and paste information.

All jobs being posted externally should be posted on Diversity Jobs also. We have unlimited postings and currently there is no charge to departments.

To post your advert, please click on the **+** icon on the left side of the screen and select **post**



Please select **Broadbean (Corporate)**, in the pop-up please click on the first tile – **Diversity Jobs Group** and click **Continue**



Please ensure to complete all the mandatory fields as shown below:

- Under *Broadcast as* please select **Imperial College**
- Under *Industry Sector* please select the sector/group this post lies in

Broadcast As: *

Main Advert Information

Reference No. * MED04369
Job Title *

Job Type and Specifics

Job Type
Full/Part Time
Diversity Jobs Group Job Category

Industry and Sector Information

Industry Sector *

- Under *Salary + Benefits* please type in the **salary range/fixed salary**
- Under *Hide Numeric Salary on Job Boards* please select **No**
- Under *Location Information* please select **Europe > England > London** and type in the **Campus post code (please see postcodes below)**

South Kensington Campus – SW7 2AZ

White City Campus - W12 7TA

Hammersmith Campus - W12 0NN

Charing Cross Campus - W6 8RP

St. Mary's Campus - W2 1PG

Chelsea and Westminster - SW10 9NH

Royal Brompton Campus – SW3 6NP

Silwood Park – SL5 7PY

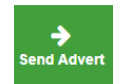
Salary and Benefit Information

Salary + Benefits
Salary description that will be displayed on your advert. £ annum
e.g. car, pension, negotiable
Hide Numeric Salary on Job Boards? *

Location Information

Location *
Postcode/Zipcode of Job Location (Mandatory) *

Once you are happy with all the advert information, please click on **SEND ADVERT**



Once posted you will be able to see your advert has been published on Diversity Jobs Group on TalentLink:

TEST123 JOB - DO NOT APPLY (UK): Social Recruiting       Routing Rules Are Defined						
START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE
 18/07/2024	External Career Site NEW	External site	Yes	No	Published	 15/08/2024
 18/07/2024	Internal Career Site NEW	Internal site	Yes	No	Unposted	 18/07/2024
 18/07/2024	Broadbean (Corporate)	BroadBean Distribution	-	-	Published	 -
 18/07/2024	Diversity Jobs Group	Via BroadBean Distribution	-	-	Published	 -

You can also view your live advert by following the below link:

<https://diversityjobsgroup.com/imperial-college-london/>

Some notes to keep in mind when posting on Diversity Jobs Group:

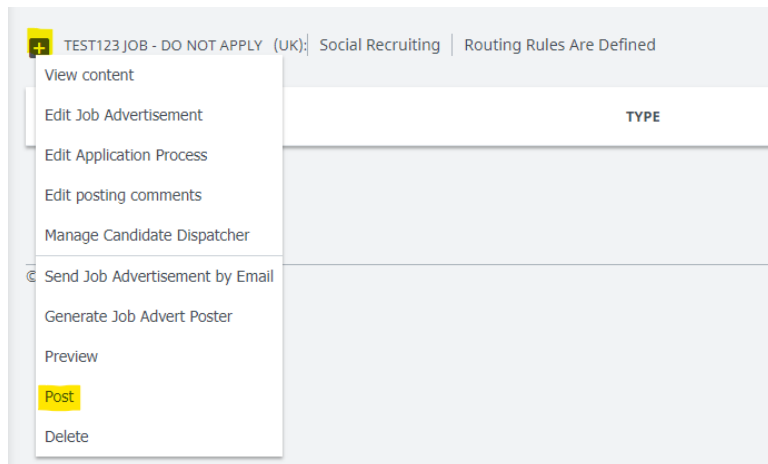
- When a job is posted it will come off the site within the amount of days as stated on the broadbean form **drop down field**, not the actual closing date on our site.
- Job upload timings are: 11am, 3pm and 6pm Monday- Friday
- If a job is unposted (e.g. went to advert by mistake) it will be taken off at 11am, 3pm or 6pm Monday- Friday
- Please contact support.jobs@imperial.ac.uk for any urgent amendments to adverts

4. Posting the Advert on NHS Jobs

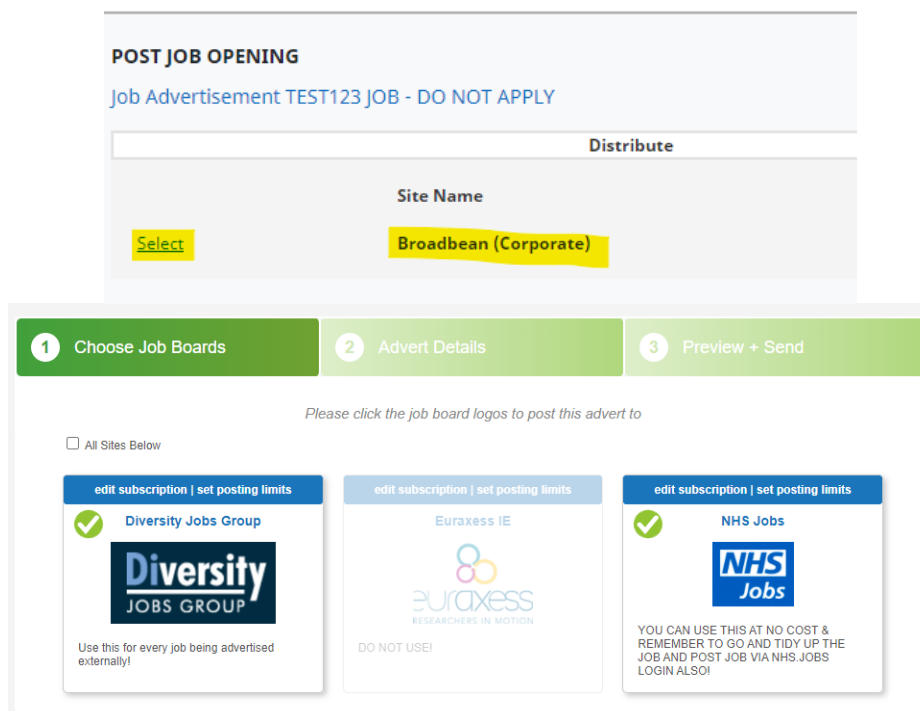
Please note before you use Broadbean the role has to be published to the Imperial College jobs site. NHS Jobs is typically only used for certain roles and users within Faculty of Medicine.

We suggest you have the external live advert open in another tab to easily copy and paste information.

To post your advert, please click on the + icon on the left side of the screen and select post



Please select **Broadbean (Corporate)**, in the pop-up please click on Diversity Jobs Group (as every externally advertised role goes on this job board) and **NHS Jobs** and click **Continue**:



Please ensure to complete all the mandatory fields as shown below:

- Under *Broadcast as* please select **Imperial College**
- Under *Job Type* please pick **Permanent or Fixed Term**
- Under *NHS Jobs Number of Hours/Sessions Per Week* please leave this field **blank**

- Under *NHS Jobs job type* please pick **Permanent or Fixed Term**
- Under *Date Applications Close* please type in **job closing date**
- Under *NHS Jobs Work Pattern Units* please select **Hour**
- Under the *Industry and Sector Information* section please select the industry sector/area of work/staff group to match as closely as possible to this role
- Under the *Salary + Benefits* please type the **salary range per annum**
- Under *Hide Numeric Salary on Job Boards* please select **no**
- Under *NHS Jobs Pay Scheme Type* please select **Other**

Broadcast As: *

Imperial College

Main Advert Information

Reference No. *

MED04369

Job Title *

TEST123 JOB - DO NOT APPLY

Job Type and Specifics

Job Type

Permanent

NHS Jobs Job Type *

Permanent

NHS Jobs Number of Hours/Sessions
Per Week

NHS Jobs Work Pattern Types *

Full Time

Date Applications Close *

01/09/2024

e.g. 22/06/2020

NHS Jobs Work Pattern Units *

Hour

Industry and Sector Information

Industry Sector *

Admin and Secretarial

NHS Jobs Area of Work *

Administration

NHS Jobs Staff Group *

Administrative and Clerical

Salary and Benefit Information

Salary + Benefits

Salary description that will be displayed
on your advert.

£

30000

40000

annum

Additional benefits

e.g. car, pension, negotiable

Hide Numeric Salary on Job Boards?
*

No

NHS Jobs Pay Scheme Type *

Other

- Under the *Skills and Experience* section please copy and paste your advert information into the relevant boxes. We suggest populating all boxes/sections if possible, however the mandatory fields are:

NHS Jobs Essential Qualifications

NHS Jobs Essential Experience

NHS Jobs Main duties of the job

Skills and Experience

NHS Jobs Essential
Qualifications *

Characters:0 (max 10000)

NHS Jobs Desirable
Qualifications

- Under *Location* please select **Europe > England > London**
- Under *Location Street Address* please type out **Campus address** job is located at
- Under *NHS Jobs Police Convictions*: please select correct option from the dropdown
- Under *NHS Jobs Police Warnings*: please select correct option from the dropdown
- Under *NHS Jobs Disclosure and Barring Service (DBS)*: please select correct option from the dropdown
- Under *NHS Jobs Sponsorship*: please select **no**

- Under *NHS Jobs Registration*: please select **no**

Location Information

Location *	<i>Europe > England > London</i>
Location Street Address *	<i>Exhibition Road, London</i>
	Street Address of the job location
Postcode/Zipcode of Job Location (Mandatory) *	<i>SW7 2AZ</i>

Client and Applicant Information, etc.

NHS Jobs Police Convictions	<i>Not Applicable</i>
NHS Jobs Police Warnings *	<i>No</i>
NHS Jobs Disclosure and Barring Service (DBS) *	<i>No</i>
NHS Jobs Sponsorship *	<i>No</i>
NHS Jobs Registration *	<i>No</i>

- Under the *Main Description Details* section please copy and paste advert details accordingly. Please also remember to run the **spell checker** (highlighted in yellow below) to proceed to the next page. Once ready please click **continue**.

Detailed Job Description *

B

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Paragraph

Font Sizes

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ABC

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Spellcheck

Job summary

TEST DO NOT APPLY

Duties and responsibilities

TEST DO NOT APPLY

Essential requirements

TEST DO NOT APPLY

Further information

TEST DO NOT APPLY

Characters: 161 / 10000 HTML Characters: 278 / 10000

Please note: you should never include contact details in the description of the advert, these will be sent separately

Once ready please click **continue**, you will then be taken to the **Preview + Send** tab. Here you can review the details of the advert. If you spot a mistake, click the **Go back** button at the bottom of the window and make your edits.

- Under *NHS Jobs Contract Count* please type in the **number of months** the contract is available for if the role is fixed term, please only type in the number and not unit. For instance, rather than typing in *12 months*, please only type *12*.
- Under *NHS Jobs Contract Unit* please select **Month**
- Under *Cost Centre* please type **0**
- Under *Contact Details* please remove your email address

- **Under Apply Online URL please ensure to include the advert link from the Imperial College Jobs site. This is crucial to ensure that interested applicants are re-directed to the Imperial Jobs site to submit an application.**

Contact Details

Contact Name	Gabriela Sinu
Contact Email Address	g.sinu@imperial.ac.uk
Contact Telephone Number	
Contact Fax Number	
Apply Online URL *	https://www.imperial.ac.uk/jobs/search-internal/description/index check apply online url

When ready please click on **SEND ADVERT** at the bottom of the page, this will send the advert to the NHS Jobs page where you will need to complete the posting.

Please use this link to login <https://www.jobs.nhs.uk/employer/auth/login>

Once logged in please click on **drafts** where you will be able to locate your advert, then please click on **complete the listing**.

Jobs

You're viewing Imperial College London
Signed in as Gabriela Sinu Sign Out

BETA

Your [feedback](#) will help us to improve this service.

Imperial College London

Dashboard

Tasks by stage

Listings by user

Showing tasks for

All users

Draft

4 - on track 2, overdue 2

Published

2

Shortlisting

67 - on track 14, overdue 53

What you can do

Create a job listing

Search for a listing

Search for an applicant

Manage the account

[Manage users](#)
[At risk applicants](#)
[Accredited logos](#)
[Key performance indicators \(KPIs\)](#)
[Approval settings](#)

Draft			
Job title	Date started	Task	What needs doing next
TEST123 Job advert headings - DO NOT APPLY N0047-24-0015 ACA00306	22 Jul 2024	Draft	Complete the listing or Delete the listing
TEST123 JOB - DO NOT APPLY N0047-24-0030 MED04369	22 Jul 2024	Draft	Complete the listing or Delete the listing

Once you click on complete listing, you will be taken to a page where you will need to check each section of the advert to ensure the information has pulled through correctly. Although each section will already have the word 'completed' next to it, please ensure to still check it, there's **12 sections** to check in total.

Job listing complete
You have completed 12 of 12 sections.

Add the job title
[Job title and reference number](#) **COMPLETED**

Add the details of the job
[About the job and pay](#) **COMPLETED**
[Location](#) **COMPLETED**
[Contact details and closing date](#) **COMPLETED**

Some points to keep in mind when completing these sections have been included below:

- **Contact details:** these will default to yours, please ensure to change these details to the ones included in the further information section of the advert

Name

Job title (optional)

You can enter an email address, telephone number, or both

Email address

Telephone number

Save and continue

- **Supporting Information:** please click 'yes' to upload the Job Description. Under the *document name field* please type out **Job Description and Person Specification**

Do you want to add supporting information to the advert?

TEST123 JOB - DO NOT APPLY **DRAFT**

Reference no: MED04369
N0047-24-0030

You can add supporting documents and links to this advert. These could help applicants decide whether to apply.

☒ Yes ☐ No

TEST123 JOB - DO NOT APPLY **DRAFT**

Reference no: MED04369
N0047-24-0030

The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

No file chosen

What do you want to call this document?

Use a name that applicants will understand. For example, Working for the London Ambulance Service

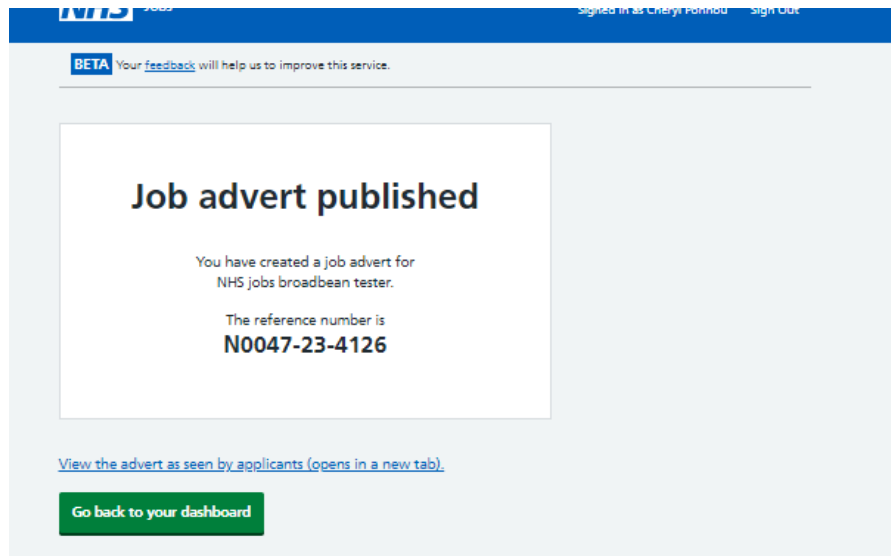
- Select **No** to *Pre-application questions*
- Select **No** to *Additional application questions*
- Select **No** to *Internal Documents*

Once each section has been checked please click on the link (highlighted in yellow below) to preview what your live advert will look like.

Make sure the details are correct before publishing. You can also [preview the job advert \(opens in a new tab\)](#).

If you are happy with the advert preview and are ready to post your advert on NHS Jobs, please click on the **Publish Now** button at the bottom of this page:

Once published, the following pop-up will appear confirming your advert has been published and is now live, this will also include the live link to the advert which you can share with the Hiring Team.



We strongly suggest you click on the 'apply for this job' button to test whether the re-direction to the Imperial College Jobs site works correctly:

Clinical Trial Manager

Imperial College London

The closing date is 22 July 2024

Apply for this job

If you have any queries or technical issues or need access to the NHS jobs site, please email support.jobs@imperial.ac.uk.