# Template for how to post a job on LinkedIn

1. Click on **Jobs** at the top of your LinkedIn homepage.
2. Click on **Post a job** button.

Each LinkedIn user can post one free job every 12 months. If you have used the posting already you will have to pay to post a job and provide credit card details at the end of the posting process.

1. On the **Job Details** page, complete the following fields:
   * **Company** Select University of Oxford if this has not automatically populated
   * **Job title**
   * **Workplace type**  Select hybrid for all roles
   * **Job function**
   * **Employment type**
   * **Company industry**
   * **Seniority level**
   * **Description**: Enter the advert text using the below template. Use the [gender decoder tool](https://www.totaljobs.com/insidejob/gender-bias-decoder/) to ensure there is no gendered language in the advert

Start with a short introduction, example text below

*We have an exciting opportunity to join the Senior Appointments academic recruitment team in the University’s central HR function on a 12 month fixed term contract.*

**Location:** Oxford

**Salary:** £- £ per annum

**About The Role**

Example text below

*You will partner with senior leaders in the academic departments and divisions to understand their recruitment needs and support every stage of recruitments from the initial scoping of the role, through advertising, searches, selection, offer and onboarding.*

*You will provide expert advice to the chairs of the panels on fair and inclusive recruitment practices and compliance with all relevant legislation and University policies. You will apply a continuous improvement approach to develop our recruitment processes, analysing recruitment data to identify trends and working with departments towards the University’s EDI targets for academic recruitment.*

**About You**

Example text below

*You will be an experienced recruiter, either in an in-house recruitment function or in an agency or executive search consultancy. You will have knowledge of UK employment law, good recruitment practice, and the global recruitment market, and an understanding of how these apply to academic recruitment.*

*You will be a highly effective communicator with the ability to influence stakeholders at all levels including senior leaders. You will have a proven track record of delivering exceptional customer service to candidates and to recruiting managers. You will demonstrate an agile working approach and strong organisational skills to manage a varied portfolio of recruitments.*

**What We Offer**

People are the foundation of the University's success, your happiness and wellbeing at work is important to us. We have a number of generous benefits including an excellent contributory pension scheme and 38 days annual leave.

We will invest in your personal development through training and professional development and you will benefit and be supported by working in close collaboration with the rest of our committed team in a flexible working environment.

Meet some of our people to understand what makes the University of Oxford a great place to work.

Follow us on @UniofOxford on Twitter for more information.

## We are committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students is respected.

The university is proud to be signed up to the following Charters, Athena SWAN, Race Equality Charter and is a Stonewall Top 100 employer.

**Contact us**

For an informal discussion about this post and to find out more about what it is like to work with us, please contact XXX.

**Application Process**

Please click on the following link for more information <https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=XXXXX> (this is the vacancy ID number)

You will be required to upload a covering letter/supporting statement, CV and the details of two referees as part of your online application.

Applications are to be made online by the closing date, midday on XX.

It is anticipated that interviews will be held on XX.

1. **Add skills**

* Specify the skills needed for the job by clicking the **Add skill icon**.

1. **How would you like to receive applicants?**

* Select direct applicants to an external site to apply
* Insert the following link and add the vacancy ID number at the end of the link

[https://my.corehr.com/pls/uoxrecruit/erq\_jobspec\_version\_4.display\_form?p\_company=10&p\_internal\_external=E&p\_display\_in\_irish=N&p\_process\_type=&p\_applicant\_no=&p\_form\_profile\_detail=&p\_display\_apply\_ind=Y&p\_refresh\_search=Y&p\_recruitment\_id=**XXXXX**](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_version_4.display_form?p_company=10&p_internal_external=E&p_display_in_irish=N&p_process_type=&p_applicant_no=&p_form_profile_detail=&p_display_apply_ind=Y&p_refresh_search=Y&p_recruitment_id=XXXXX)

1. After you click the **Promote job** button, add your credit card details on the checkout page.
   * If you already have a payment method on file, your default payment method will appear.
   * Click **Add payment** if you'd like to add a new payment method for this purchase.

As this is the cost-per click pricing model, the cost of each job is entirely up to you and is based on an individual set budget.

We would recommend setting a budget of £100 per job.

The cost per click (CPC) for each job fluctuates per day based on the overall marketplace and activity. This includes the job location, job title, and additional factors such as other job posters looking for similar candidates in the area.

Once the posting is live, you'll have access to the ‘Manage’ tab for your posting where you can see views, applies, and extend/increase your budget if required.

You **will not** get a notification when the budget has been spent and the role is no longer advertised.

This link may help with any queries, [Billing for Pay-Per-Click Job Posts - FAQs](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Fhelp%2Flinkedin%2Fanswer%2Fa517695&data=05%7C01%7Cmmurei%40linkedin.com%7Cee374ff27a844a3c452d08da4aec312c%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637904675575546945%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=uJrNveMnALu2MG57KsQATXnzMtxAJ4Si6HEoZn3HKqg%3D&reserved=0)

1. Review the order details before posting your job.
2. Click **Post job**.