



Job advert: step-by-step guide



The University's web guidance on [attracting candidates](#) should be read in conjunction with this guide. This guide assists you in capturing the information in your job advert in a format that is consistent with the [University's style/brand](#). Specific guidance is provided on advertising [academic posts](#).

For a step-by-step guide on the CoreHR steps, please refer to [corehr](#) QRG: [REC01 Creating a Vacancy \(Recruitment and Personnel\)](#)  (517kb). See also: [Checklist for recruitment administrators](#)  (37kb).

[Include in all adverts:](#)

Employer: state that the University of Oxford is the employer. Any logos for external funders/partners should be positioned so as not to cause confusion about the employer. The University's advertising agency TMP will ensure that all external adverts are set in the agreed Oxford style with the University logo. (*Employer information is automatically included in Core.*)

Job title: if the job title does not clearly describe the job function, use supporting text to do so. Some job titles are very specific to the University and may not be understood by external applicants. A more generic job title for the external advertisement may be more appropriate (with the specific title outlined in the job description).

Department and location: it is not necessary to include the full postal address, but (to satisfy Home Office requirements) ensure "Oxford" is included in the location.

Hours: state whether the vacancy is full- or part-time, or on a 'variable hours' basis. State "pro rata" after the salary range, where applicable. Where the role is a full-time, **academic-related post** (grade 6-10, ALC6 or RSIV) the **working hours should not be quoted**. Where the role is part-time, the hours should be expressed pro rata to the notional working week of 37.5 hours, and the percentage of the FTE stated.

Grade and salary: use the format below (state pro rata for part-time and variable hours posts):


- Grade X: £XX,XXX - £XX,XXX per annum (pro rata)

If the criteria for using the discretionary range have been met the following wording should be used:

- Grade X: £XX,XXX - £XX,XXX with a discretionary range to £XX,XXX p.a. (pro rata)

For senior posts use one of the following as appropriate.

- Salary in the range £XX,XXX-£XX,XXX p.a.
- Salary in the region of £XX,XXX p.a.
- Salary from £XX,XXX p.a.

Advert text in CoreHR: the recommended length of adverts is approximately 300 words (although there is no limit). If you wish to include a link to a website or email address within your advert text please refer to [Placing links into advert text](#)  (81kb) for guidance.

How to apply: the University's jobs and vacancies website provides applicants with an overview of how to apply for vacancies. Specific details should also be provided in the advert text.

[Include in adverts, as applicable:](#)

Contract details: if the role is [fixed-term](#), state the duration of the appointment and, where possible, the reason, such as maternity leave cover. Adverts should not generate expectations of

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contract renewal unless this is specifically stated in the terms of the grant supporting the post. In such cases, where departments wish to indicate an expectation of renewal, include 'with a possibility of renewal' or 'in the first instance' after the specified duration.

Internal-only vacancies: include the following statement clearly at the top of the advert text:

THIS VACANCY IS FOR INTERNAL APPLICANTS ONLY

corehr There is no mechanism for preventing external jobseekers from seeing internal-only adverts. It is therefore crucial that this is clearly indicated at the top of the advert text.

Vacancy ID: if you are advertising externally and wish to 'signpost' to your advert on the University Jobs website, quote the Core vacancy ID in your external advert.

DBS or security/other screening: include the following statement in the advert/job description:

"Owing to the nature of this position, any offer of employment with the University will be subject to a satisfactory XXX [state type of screening]".

Research passport/honorary contract: if a [research passport/honorary contract](#) is required for the role, this should be detailed in the job description and/or advert.

Clinical registration (eg for nurses and consultants): when advertising for clinical, nursing or midwifery appointments, please state the successful candidate will need to provide proof of their registration with the appropriate body, eg NMC or GMC.

Other considerations:

Closing dates: Closing dates should be fixed. Closing time should be midday, and clearly stated.

Avoid closing adverts during weekends or major holidays, to give yourself and applicants the best access to support in case you or they need it. Consistent use of closing dates ensures that decisions as to the inclusion/exclusion of candidates from consideration on grounds of the date of receipt of the application can be made fairly.

Check the latest advertising guidance on the Staff Immigration Team website for Tier 2 visa-eligible roles.

Equality statement: all job descriptions should include the standard wording on equality of opportunity (see the latest job description template). In addition, consider the following statements in external adverts:

For academic posts: Applications are particularly welcome from women and black and minority ethnic candidates who are under-represented in academic posts in Oxford.

For all other posts - where externally advertised, include the following text in the advert:
Committed to equality and valuing diversity.

(Adverts placed on the University website do not require this as fuller details are automatically provided on the website).

Select job category for the website: the rules for selecting the appropriate group (ie Academic; Research; Professional and Management; and Support and Technical) are not hard and fast but should be consistent. The following guidelines should normally be used: 'Support and Technical' for grades 1 – 5, and 'Professional and Management' for grades 6 – 10 (excluding research posts, which should be posted under the 'Research' category). If unsure, please email adverts@admin.ox.ac.uk.