LinkedIn Form

|  |  |
| --- | --- |
| SOLUTION | SELECT FROM LIST. |

|  |  |
| --- | --- |
| DIVISION | SELECT FROM LIST. |
| VACANCY ID |  |
| VACANCY JOB TITLE |  |
| GRADE | SELECT FROM LIST |
| CONTRACT TYPE | SELECT FROM LIST |
| EXPERIENCE LEVEL | SELECT FROM LIST |
| REQUEST BY |  |
| HIRING MANAGER |  |
| APPROVAL BY |  |

**JOB FUNCTION:**

Please *select up to a maximum of 3 job functions from the list below.*

*These are LinkedIn categories which are used to match candidates to posts.*

|  |  |  |  |
| --- | --- | --- | --- |
| Accounting/Auditing |  | Legal |  |
| Administrative |  | Management |  |
| Analyst |  | Other |  |
| Business Development |  | Public Relations |  |
| Consulting |  | Purchasing |  |
| Education |  | Project Management |  |
| Finance |  | Research |  |
| Human Resources |  | Science |  |
| Information technology |  | Strategy/Planning |  |

**DETAILS FOR THE ADVERT:**

The approved text in the Recruitment Dashboard will be used or if this is not yet available please provide a copy of your advert text and further particulars with the completed form.

Please provide the name and contact details of a nominated person that interested applicants can contact for an informal discussion about the post.

|  |  |
| --- | --- |
| NAME |  |
| EMAIL |  |
| TELEPHONE NUMBER |  |
| INTERVIEW DATE (IF SET) |  |
| ESTIMATED DATE FOR ADVERT TO GO LIVE |  |

**PAYMENT PROCESS:**

Costs will be journalled by our Accounts Team.

Please confirmation your acceptance of the cost by completing the box below, so that we have the correct code for the transfer.

If payment is from a project please supply the project code AND task number.

|  |  |
| --- | --- |
| COST CENTRE |  |
| NATURAL ACCT |  |
| ACCOUNT |  |
| SOURCE OF FUNDS |  |
| PROJECT CODE & ORG TASK NO. |  |
| APPROVAL OF COST BY |  |

**NEXT STEPS:**

Please email the completed form to [**linkedin@admin.ox.ac.uk**](mailto:linkedin@admin.ox.ac.uk)who will be in touch to confirm the booking and plan next steps.