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| **Advertising Pro Forma Checklist** |
| **Faculty/Division** |  | **School/Department** |  |
| **Job Title** |  | **Staffing request no.** | **SR**  |
| **Interview date:** – or potential date (*ideally minimum of 2 weeks after closing date*) |  |
| **Contact name/s:** for eRecruit access **\***(*PI, hiring manager, section administrator, EA*) |  |
| **\* PLEASE NOTE – Any contacts will have access to application data in eRecruit whilst the job is live. To ensure fairness of process and data protection, please ensure those stated above will not be applying for the job vacancy.** |
| **Contact for Interview arrangement:** (i.e SEA, EA, section administrator, hiring manager) |  |
| **Line manager** of appointee |  |
| * **PLEASE NOTE: THERE IS A 430 WORD RESTRICTION FOR ADVERTS GOING ONTO JOBS.AC.UK**
* All jobs will be advertised on Jobs.ac.uk, Indeed, Universal Job match, and the UoB webpages.
* Academic jobs will be advertised, jobs.ac.uk, Indeed and UoB webpages If you wish to advertise in additional publications or media, please let us know. Please note there may be additional costs for this.

**For tips and best practice on writing adverts, please use this guidance document:** [**Advert writing tips**](https://www.bristol.ac.uk/media-library/sites/hr/documents/resourcing/Advert%20Writing%20Tips%20%281%29.docx) |
|  | **Advert Text Format - *Please use font Calibri, point 12*** |
| **The role** (a high-level description of the job, team etc.):  |
| --------------------------------------------------------------------------------------------------------------------------------------------------------------------**To be completed:***(Any detail provided below will be displayed in the ‘additional information’ section of the advert)**Would you consider the below options for this role: (Choose one or more of the below)*[ ]  Part-time[ ]  Job share[ ]  Not applicable*If you selected "Part-time" or "Job share," please provide further details:* *i.e. Minimum hours considered if part-time* *Is Hybrid working available?* Choose an item.*If yes, please provide further details:**i.e. Which days would they be expected to work on campus/WFH?* |
| **What will you be doing?** (key elements and duties the post-holder will carry out):  |
|  |
| **You should apply if** (what experience is necessary for candidates to possess, to drive self-selection): |
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| **“For informal queries” contact/s details: -** if applicable - Name, telephone no and email |  |
| All jobs will go to the **University Redeployment Pool (URP)** for 5 working days where there are potential matches. After URP stage, jobs will be advertised as follows:* Professional Services roles (SUPP) at grades F to M1 will be advertised internally only for one week, followed by externally for two weeks.
* Professional Services roles at grade E or below and M2 or above will be advertised internally and externally at the same time.
* Fixed-term vacancies within Professional Services may be offered as a secondment opportunity through internal-only advertising. This is at the discretion of the hiring manager.
* Academic jobs (PW1, PW2 & PW3) can be advertised internally and externally at the same time for 2,3 or

4 weeks – **please tick relevant box below**.***Exceptional cases can be raised to your HR Business Partner/Resourcing Business Partner*** **We can accommodate variations to standard advertising periods, please let us know if you want to discuss these.** |
| **Academic Jobs ONLY, Advertising time scale** – **please select:***If not selected, HR will default to a 2-week advertising period.* | 2 weeks**☐** | 3 weeks**☐** | 4 weeks**☐** |
| Is this a secondment opportunity to be advertised internally only | Yes **☐** | No **☐** |
| **Form completed by:** |  |
| **HR ONLY SUPP/ACAD Number:** |  |