



How to complete fields within Advertising Details section

If your vacancy is not to be advertised at all, you do not need to do anything within the **Advertising Details** section.

Internal Vacancies - Advertising Details

Charges for External Advertising		
Cost Centre	A\C Code	Job Code

Other Information	
Closing Date in Weeks	2 weeks
Contact Person	Test Manager
Email	test.manager@ed.ac.uk
Phone	0131 650 1000

If the vacancy is for **Internal applicants**, type **Internal Only** in the comments box

The University's Jobs site www.vacancies.ed.ac.uk is chosen automatically by default.

Complete the **Other Information** section
This information will feed directly to the Vacancy and will show on the University's Jobs site.

Enter the number of weeks that you require the vacancy to be advertised (e.g. 2, 3 or 4 weeks).

Enter the full name of the contact person for the vacancy, their email address and their full phone number (not just extension number).

NB: Details of the Contact Person may be passed to applicants.

External Vacancies - Advertising Details

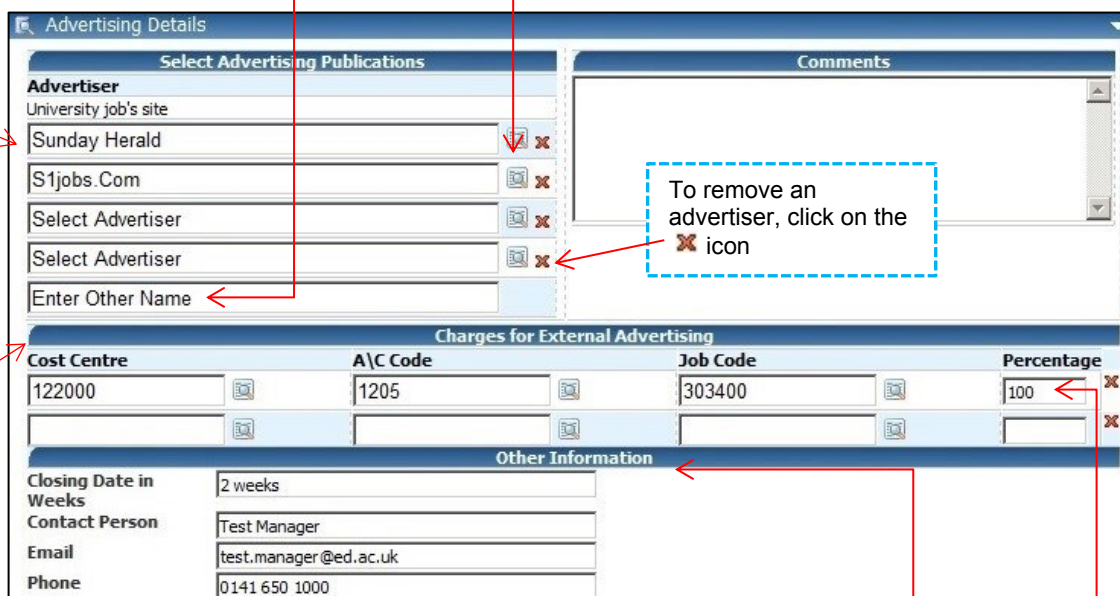
If the vacancy is for **External and Internal applicants**

The University's Jobs site www.vacancies.ed.ac.uk is chosen automatically by default.

A vacancy can be advertised by an external source.

Choose from a list by clicking on the  icon. You can choose more than one external source.

If you cannot find the external source on the list, then type the **name in this field**



Select Advertising Publications

Advertiser

University job's site

Sunday Herald

S1jobs.Com

Select Advertiser

Select Advertiser

Enter Other Name

Charges for External Advertising

Cost Centre	A\C Code	Job Code	Percentage
122000	1205	303400	100


Other Information

Closing Date in Weeks: 2 weeks

Contact Person: Test Manager

Email: test.manager@ed.ac.uk

Phone: 0141 650 1000

To remove an advertiser, click on the  icon

Advertising Details - Charges for External Advertising

Click on the  icon to search for the correct **Cost Centre**, **A\C Code** and **Job Code** details.

The system will ensure that figures within the **Percentage** column add up to **100** in order to save and submit the Staff Request.

To remove a line of charge detail, click on the red **X** to the right of the row you wish to remove.

Complete the **Other Information** section

This information will feed directly to the Vacancy and will show on the University's Jobs site.

Enter the number of weeks that you require the vacancy to be advertised (e.g. 2, 3 or 4 weeks).

Enter the full name of the contact person for the vacancy, their email address and their full phone number (not just extension number).

NB: Details of the Contact Person may be passed to applicants.