**Advertising information (Academic posts)**

Please complete and upload this document to the requisition created within [iTrent Hiring Manager](https://ihr.essex.ac.uk/tlive_web/wrd/run/etadm001gf.open), along with your job description (this must be on the [correct template](https://www.essex.ac.uk/staff/recruiting-staff/academic-recruitment-templates)) and funding approval PDF. No action can be taken until we have received both documents via iTrent. All other required information for advertising can be input directly onto iTrent on the ‘Create Vacancy’ page. Please note you will need to include the name of the Recruiting Manager and Requisition Administrator on the requisition to enable the online application form ([OnBase](https://www.essex.ac.uk/staff/managing-people/onbase)) to work.

**You should only start your requisition once you have both documents and are ready to start advertising.**

When planning your recruitment, please consider the following timescales:

1. Once we have received both your fully completed job pack and funding approval PDF, your advert will usually be made live within 5 working days.
2. We would recommend that most Academic roles are advertised for at least 4 weeks.
3. **For academic posts**: please return your approved shortlist to the Resourcing Team at least 12 working days before the interview date. You should obtain approval of the shortlist from the Executive Dean prior to uploading the shortlisting grid to iTrent.

**For Professorial posts**: you should still obtain Executive Dean ‘pre-approval’ of the shortlist, at which point the Resourcing Team will contact the Vice-Chancellor for final approval. We would recommend that you obtain this shortlist pre-approval at least 15 working days before the interview date to allow sufficient time for the remainder of the process

**If you have any questions about your recruitment campaign or completing this document, please contact your** [**Resourcing Adviser**](https://www.essex.ac.uk/staff/professional-services/hr-resourcing-team)**.**

**Job Title:** Click here to enter text.

**Expected start date for employee:** Click here to enter text.

**Advert Text:**

**Insert text under the following headings - the advert will appear on the University website in the format below:**

**Department**

***(Insert some introductory text here about your department)***

**Duties of the Role**

***(Provide an overview of the duties the post holder will be expected to carry out – this information should be taken from the job description)***

**Skills and qualifications required**

***(Using the person specification, describe the skills and qualifications the post holder needs to be able to carry out this role)***

**Please note:**

* **There is a 450 word limit for jobs.ac.uk adverts**
* **A positive action statement should be included for academic posts – your** [**Resourcing Adviser**](https://www.essex.ac.uk/staff/professional-services/hr-resourcing-team) **will be able to provide more information**

**Additional information**

**Panel Members**

Panel Members requiring access to the applications on iTrent should be added by the Hiring Manager or Requisition Administrator when the requisition is created. The [Hiring Manager access guide](https://www1.essex.ac.uk/restricted/staff/documents/hr/hiring-manager-user-guide.pdf) provides instructions on how to do this. Should you need to remove a panel member at any point during the recruitment process, please email [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk). There is no limit to the number of Panel Members that can be associated with a requisition.

**Additional notes**

Please enter any additional notes regarding the requisition in the ‘Additional notes’ field on iTrent when you create the requisition. As this field has a maximum of 255 characters (including spaces), therefore please use the box below if you need include more details.

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