Top Tips on advertising vacancies

Six ways to recruit best talent for your role

1. Use an attractive job title
   Use a job title that stands out and include graduate, i.e., Graduate Assistant.

2. Use a clear and descriptive job description
   Include the main tasks of the successful participant and the place of the role in your company. You do not have to include a complete role description, but highlight key responsibilities and requirements. Explain the role in a concise summary.

3. Person Specification
   Be clear about what students or graduates you are targeting.

4. Location
   State where the opportunity is located, not just where the company is based.
   Other helpful information about the surrounding area can be helpful, i.e., nearby crime and transportation links.

5. Salary and rewards
   As well as salary details, point out benefits and perks the successful applicant will receive when they work for you. What makes this role and your company stand out from the rest?

6. How to apply
   Readily the most important part of your advert is pointing people in the right direction to find more information and apply for the advertised post.
   Clearly state what form their application must take, CV, applications form, etc., and where to.
   Make sure your roles are working properly and any email addressess are correctly typed. Adding a context can be very helpful for applicants.

You can add succinct supporting documents to your advertisement, such as links to student websites, your job advertisement, etc.

You can find more information on reading job adverts from resources, such as Monster and thegraduaterecruiter.com