New jobs/careers site 2024 – Back office changes for recruiters 2024

Careers/Jobs site link: https://www.imperial.ac.uk/jobs/

There are **two** back office Talentlink changes to do with posting a job advert on the new jobs/career site(s), everything else in the set up of posting a job remains the same and should be followed as normal.

Advert posting appears live instantly now and so do any amendments you make appear instantly on the new careers/jobs page.

This guidance only shows the following two back-office changes:

1. **Selecting the 4 new job advertisement mandatory fields.**
2. **Selecting the type of career site you would like to post your job live on.**

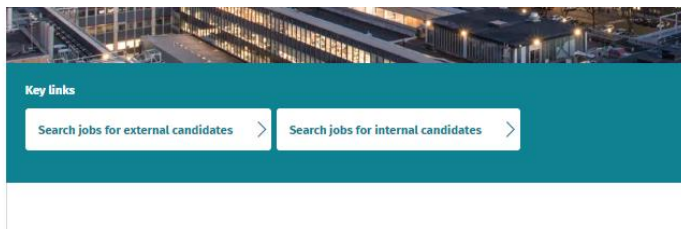1. **Selecting the 4 new job advertisement mandatory fields.**

The 4 new fields on the edit job advertisement tab are mandatory, you will not be able to progress saving your job advertisement without selecting the correct job information from the drop downs. You **must** ensure this information is correct as it will appear on your job advert or be used as search criteria for jobs by candidates.

2. **Selecting the type of career site you would like to post your job live on.**
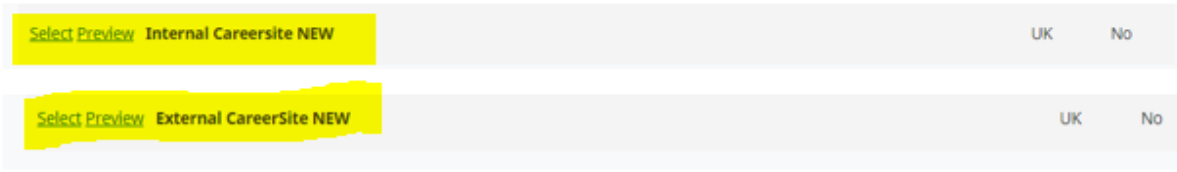
We now have two career sites. Internal and external.

You no longer select 'Career site' to make a job live. You will need to select the new sites as below instead. There are two separate sites you can post the job on. (see screen print below)

- **Internal site**

- **External site** - If you would like a job to go live on the external site, you **MUST also select the internal site** so internal candidates can see and apply for the job. You will need to select **both Internal Careersite NEW and External Careersite NEW** from the 'post' job opening tab.

N.B: So we now have an internal career site and external career site, you will be able to see from the source feed in the back office, (screen print below) where the candidate has applied via.