

JIST guidance and example job advert

We require advert text in its final form with all the key information included, specifically working web links, to assist us and avoid any delays in the advert going live.

Please make sure everything is included as below.

Example job advert format

Employer Full name of organisation

Title of post Full title of post to be advertised

Location Where the job is located

Salary Full salary band details

Time span Length of contract if applicable and if full or part time

Brief job description/person specification Should be no longer than an A4 page, less is more, which helps with those online users. This can include CIfA accreditation or accreditation of other professional body as a demonstration of competence for a role.

Further contact details and/or application form link (if required) eg www.archaeologists.net/jis and info@archaeologists.net

Closing date and interview date (if required) You will need to include a closing date as our online system does not allow for open ended adverts, however, this can be extended if required.

Additional guidance to note when placing an advert

We would encourage advertisers to include information about the salaries or salary scales for posts so that they are transparent to potentially avoid discouraging people from applying.

We would encourage all employers and advertisers to acknowledge applications or CVs sent to them and to inform applicants if they were unsuccessful in applying for work.

We do, however, appreciate that adverts can result in the receipt of a large number of applications, and that it's not always policy to contact unsuccessful applicants. We therefore suggest that organisations state clearly in the advert if applications will not receive an acknowledgement and provide a date by which short listing will take place so that applicants who have not been notified can assume they were unsuccessful. Please note all applicants are entitled to receive feedback if unsuccessful.