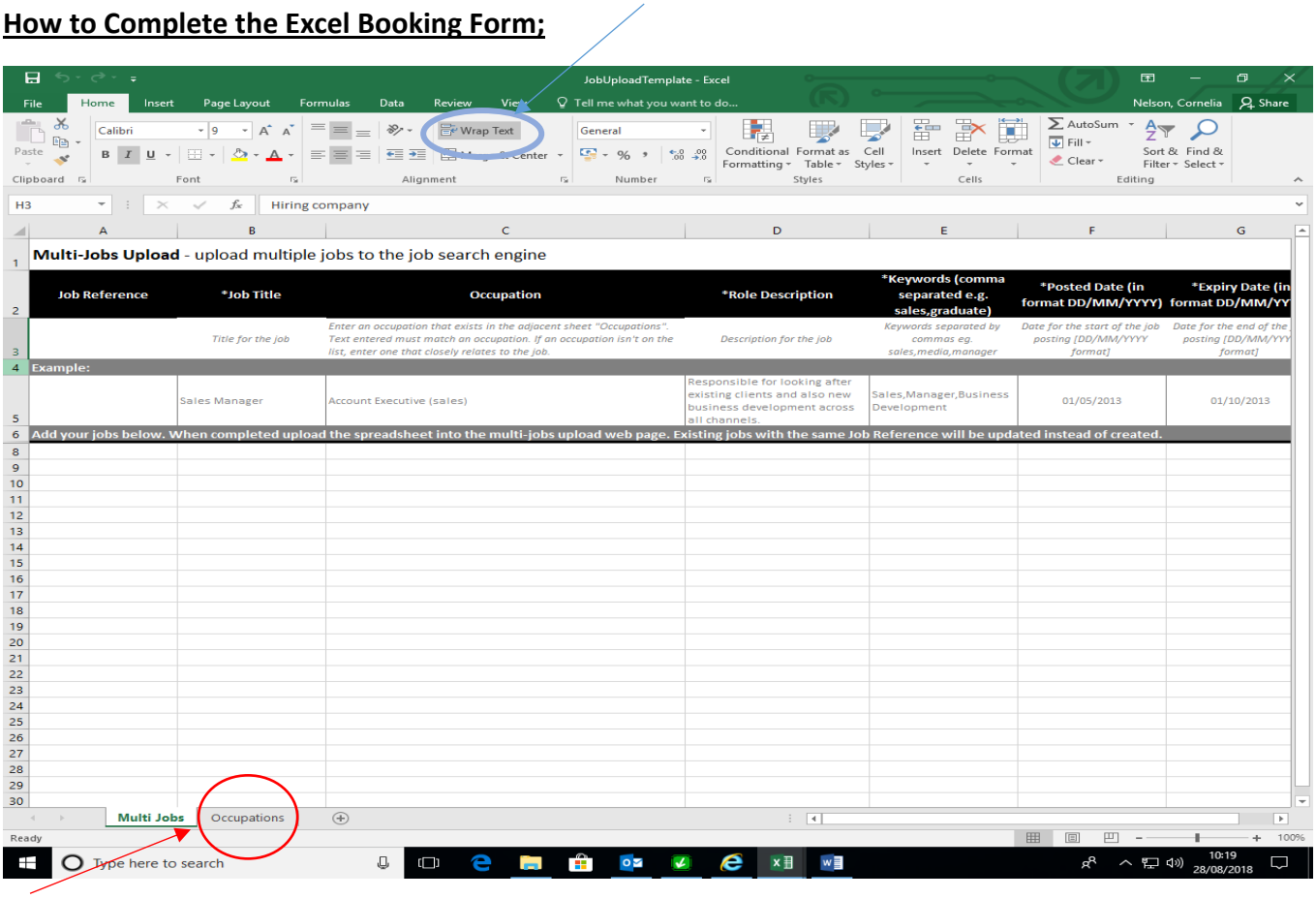
How to Complete the Excel Booking Form;



- Firstly when completing the fields please make sure you start at **row 8**. The example in row 5 is there as a guideline so please don't use those cells.
- Some of the columns, for example 'Job Title' have an asterisks. All of the columns which have this **NEED TO BE COMPLETED.**
- If uploading multiple jobs please add each job on a separate row below one another rather than using a new document. This means there should only be **ONE JOB** per row.
- The salary column doesn't allow any characters just numbers. If you use the column headed 'Salary Description' then you will be able to specify whether the pay is hourly, any salary ranges or other information you wish to include. If you're advertising a voluntary role please highlight this in both job description and salary description.
- The expiry date column will also not allow any characters. If you wish to add 'ongoing' or 'continuous' recruitment please add this to the job description.
- Some of the columns offer a drop down menu, please make sure you use the options available. When completing the 'Occupation' column please refer to the Occupations Tab/Book (circled above in **RED**).
- Please don't create any more books/tabs/pages to the original excel as this will interfere with the upload of your job.
- When providing your website details could you please start the address with HTTP e.g. https://www.ljmu.ac.uk/
- To make your vacancy as successful and attractive as possible please complete all fields, giving a thorough job description and useful keywords. Don't be concerned about the length of your job description in the cell, click on **WRAP TEXT** (circled in **BLUE** above) and this will allow you to view all text given in the field.
- Any additional documents adverts etc. sent will not be included in your job upload, so please ensure everything is included in the job excel spreadsheet.
- Any future changes to your live job advert(s) please email through to recruit@ljmu.ac.uk