



# Advertising during the Easter closure

**Human Resources**

March 2018

**Easter closure dates: 29 March to 4 April 2018 (inclusive)**

## **Easter Advertising**

We recommend avoiding advertising vacancies during the weeks immediately prior to and after the Easter break as we tend to receive a lower response rate from applicants during this time.

If you do wish to advertise around the Easter vacation, please take note of the deadlines below.

### **Advertising roles before the Easter closure**

The deadline to submit a fund check and final documents via the [e-Recruitment system](#) is **19 March 2018**

### **Advertising roles in the first week after the Easter closure**

The deadline to submit a fund check and final documents via the [e-Recruitment system](#) is **26 March 2018**

By these dates you will need to:

- Ensure the HERA grading for the role is finalised (Professional Services roles only)
- Upload the vacancy to Engage ATS, including the finalised documents formatted in the correct [templates](#).

The guidance documents for the e-Recruitment system can be found [here](#).

**Please note:** these deadlines relate to online advertising only. If you wish to advertise in a publication, the relevant copy deadlines will need to be factored into your timetable. Please consult with your HR Adviser for further information.

### **Closing dates during closure periods**

We recommend avoiding having a closing date of a vacancy during the closure periods because the School is not open to answer candidate queries.