



Advertising during the Christmas Closure

Human Resources

November 2018

Christmas closure dates: 21 December 2018 to 1 January 2019 (inclusive)

Christmas Advertising

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

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

Advertising roles before the Christmas closure

The deadline to submit a fund check and final documents via [the e-Recruitment system](#) is **10 December 2018**

Advertising roles in the first week after the Christmas closure

The deadline to submit a fund check and final documents via [the e-Recruitment system](#) is **14 December 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.

Single Nomination requests

The deadline to receive single nomination requests for committee consideration prior to the Christmas break is **30 November 2018**

Please note, these requests can take up to 4 weeks to process. Please consult with your HR Adviser for further information.