

Job Advert Checklist

The advert should be client-specific and personalized to meet the client's needs and the applicant to understand the client's needs and how to meet them.

Position advertised: _____

Date first advert posted: _____

- Choose a suitable picture for the advert
- The advert should include Client specification, task to meet the client's needs, Person Specification, Experience, Skills required, working hours, Pay details, benefits, and position type.
- The advert should have all the information for the applicant to understand clients' needs and how to meet.
- Post the adverts _ copy and paste the link wherever possible
 - Jobsite
 - Indeed
 - CV-Library
 - Company Website
 - Care Friends App
 - Facebook
 - LinkedIn
 - External Job Boards
 - WhatsApp Group
 - Job fairs (If applicable)
 - Open days (If applicable)
 - Company Database
 - Team Leaders
 - Community Events (If applicable)
 - Local Community
 - Partner organizations

Advert promoted (break down of expense) _____

Last advert closed date: _____