



### **Advertising Process**

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<b>Policy Contact</b>	Matthew Betteridge
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<b>Approved by</b>	OneCall24 Policy Team

One Call 24 ensures that all relevant information is obtained from the client in order for the most suitable candidate to be identified and placed into the job role. It is also key that the candidate applying for a vacant post is fully aware of the requirements they need to meet, as well as what they can expect from the agency and client.

One Call 24 will therefore ensure that the following information is accessible on all job adverts:

- Agency name, logo and location
- Job title including Band (where applicable)
- Description which easily explains the vacant job post
- Pay expected– PAYE/LTD
- Location of job role, including full address and ward details
- Person Specifications, including (but not limited too); Training; Skills; Expertise, Qualifications and other personal qualities
- Other job specific requirements
- How to apply
- When to apply (i.e. closing dates etc)

One Call 24 will make sure that all job adverts posted will follow current legislation and guidance, therefore not breaking any sex, race, disability, and religious beliefs or sexual orientation discrimination laws.

One Call 24 uses various methods in order to attract the most suitable candidates for vacant job roles, including the use of:

- One Call 24 Website
- Various online job boards and the internet
- newspapers or magazines
- Referrals and business contacts

In all cases, advertising information will be clear, concise and accurate – thus managing the candidate's expectations.

**Review**

This policy statement will be reviewed annually as part of our commitment to upholding professional standards. It may be altered from time to time in the light of legislative changes, operational procedures or other prevailing circumstances.