Humber Coast & Vale General Practice
A Place of Opportunity

The Humberside Group of Local Medical Committees Ltd
Albion House, Albion Lane
Willerby
HU10 6TS
01482 655111
www.humbersidelmc.org.uk

Formatting Your Job Posting

Basic Details of Role

The first sections of the job posting are simple entry fields. Enter free text or select from the dropdown menus as appropriate. All fields marked with an * require an entry. Other fields (e.g. salary) can be left blank if you choose.

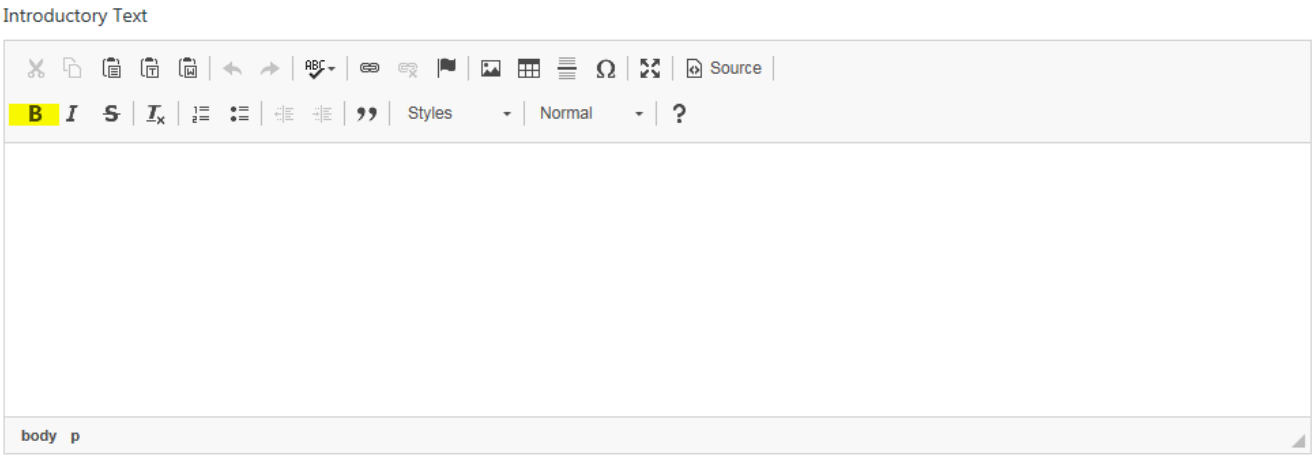
Introductory Text Field

This should be a short paragraph to hook the reader's attention and highlight the most important things you want candidates to know.

Type or paste your text into this field. To paste your text, first copy it from its current location, then click the 'Paste as Plain Text' icon (see below). We recommend that you use this option as it will lead to fewer formatting problems and will ensure that your text appears in the same format as the rest of the website for consistency and professionalism. Once your text has been pasted in, you will need to review it to add bullet points etc. (See below). Your web browser may require you to press the CTRL and V keys at the same time to paste text.

The 'Paste as Plain Text' icon looks like this:

To make your introductory text bold, highlight it and then click the 'B' button as highlighted in yellow below.



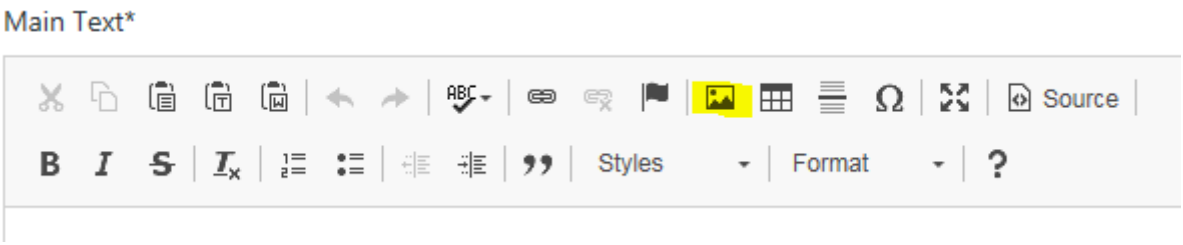
The Introductory Text field is optional but we think it contributes to a well-structured job posting.

Main Text Field

Use this section to provide full details about your job vacancy.

This is where you can personalise your listing and add additional supporting information. Some of the things you may wish to do are shown below:

2. ***Add an Image***
   You can upload an image of your practice or your practice team. Click on the add image button as highlighted in yellow below.



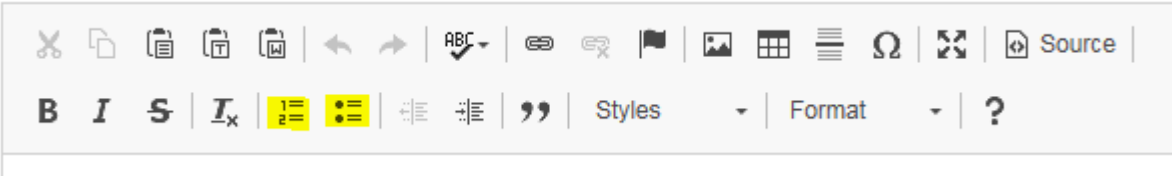
   When the window opens, click on the 'Upload' tab, then click 'Browse'. Find the image you want to upload, click on the file name and then click 'Open'. You will see the file name appear to the left of the 'Browse' option. Click 'Send it to the Server'. You will see a Preview of your image appear. You can use the settings to the left to adjust the width and height of the image and its alignment on the page. Once you are happy, click OK. Your image will be saved once you click 'Add' to post your job.

   If you want to change the size or position of the image after the job has been posted, you can use the 'Amend Job' option. To change the image, right click on it and then select 'Image Properties'. This will open the editing window where you can adjust size, alignment etc.

2. **Add a Link**
   To add a link back to your website, just type in the website address then a space. The link will automatically be created.

3. **Add Supporting Documents**
   You can include supporting documents such as a Job Description, Person Specification or Recruitment Pack. To do this:
   - Type in the name of the document as you want it to appear in your listing e.g. Recruitment Pack
   - Highlight the description and then click the Link button
   - In the window that opens, click the 'Upload' tab, then click 'Browse'. Find the document you want to upload, click on the file name and then click 'Open'. You will see the file name appear to the left of the 'Browse' option. Click 'Send it to the Server'. Click OK. The description will now be shown as underlined to indicate that the link has been set.

4. **Add Bullet Points or Numbered Points**
   You can add bullet points or numbered points using the appropriate icon as highlighted in yellow below. You can either click the icon first and then start typing or you can type your text first, then highlight it and click the icon to add the bullets/numbers to the relevant section.



Spell Check

The editor includes a spell check function for both the Introductory and Main Text fields. Once you have finished entering and formatting your text, this can be a helpful final step to pick up typos. The spell check icon looks like this:

Please note that jobs will be removed from the website on the specified closing date. We also reserve the right to edit or remove job applications from the site at any time.