**Advertising using self-serve access to Wagtail CMS**

To advertise on the [HSE jobs page](https://www.hse.ie/eng/staff/jobs/job-search/) you need to log into Wagtail CMS.

You need to include the following:

* Job reference
* Job title. Keep the job title short and clear.
* Grade code. For example, Grade VII HSEMW004425

Note the reference number cannot exceed 10 characters or have any spacing or special characters.

* Your health region. For example, HSE West and North West

Avoid repeating the same information throughout the fields include only what is essential

Adverts must comply with the [HSE digital communications policy](https://www.hse.ie/eng/about/who/communications/digital/content/).

Use the job specification to help you complete the template accurately.

Remember in cases where it difficult to recruit this grade / profession and a wider applicant pool is preferable you may need to advertise the role more widely.

**Review the advert and marketing material**

Make sure advert and marketing materials are:

* clear, concise and designed to give equal opportunity
* effective at attracting the widest pool of talent with relevant talent and experience
* accessible to everyone
* inclusive and not excluding any group within society

All materials and adverts must reflect, where appropriate, the agreed job and person specification, and assessment process.

You must save your Job Specification, Application Form and Additional Campaign Information as word documents. PDFs are not accepted.

Check the advert is complete and in the correct format, and the factual accuracy of all documents before you publish.

**Job advert status**

A job advert can have one of five statuses.

1. Draft – the advert is not live or published, or a CMS editor has unpublished it. It is work in progress not visible to the public
2. In moderation – the advert needs to be checked before it can be published
3. Scheduled – the advert is set to go live at a specific date and time.

Use if you want the advert to appear automatically at a future date/time

1. Published - the job advert is live and visible to the public on the website
2. Expired – the advert is no longer live or active. It has passed its closing date.

**Add a new job advert**

From the CMS dashboard, click pages in the left hand navigation

A panel will open. Click HSE jobs to open the jobs advertisement section

Click add child pageat the top of the screen.

Fill in all the relevant information for the new job advert

Remember to complete all the mandatory fields or the advert will not progress

Click the green button at the bottom of the screen to save a draft or publish

Click the arrow to see more publishing options

**Preview a draft job advert**

Click the advert title in job listings

Check the advert status. That is draft, moderation or expired

Click the history button at the top right of the screen

Find the last saved version and click the preview button

Click view draft in the submenu

To exit there are two options:

1. To go to the job search page click the exit link
2. To return to wagtail, use the browser’s back button

**Preview a live job advert**

Click the advert title in job listings

Click the three dots to the right of the job title

Select view draft from the submenu

The preview page opens with a message telling you it is not publicly accessible

To exit there are two options:

1. To go to the job search page click the exit link
2. To return to wagtail, use the browser’s back button

**Schedule a job advert**

Click the advert title in job listings

In the job advert editor page; there are 3 icons in the top corner of the screen.

Click the information icon to reveal a side panel with further options

Click set schedule link to open a pop up window

Choose the date and time when you want the advert to go live

Click save or set schedule

The advert is now scheduled but not yet published

To publish click the arrow next to the green button at the bottom of the page

Select publish from the publishing options

The advert will go live at the selected date and time

To amend the schedule date and time repeat the steps above

**Edit a live job advert**

Use the search function to find the job advert by title.

Click on your job advert and scroll to find the input fields you want to update.

After you make your edits, you can publish the page using the green button at the bottom of the screen.

**Un-publish a live job advert**

Use the search function to find your job advert by title

There are 3 ways to un-publish and advert:

1. Click the checkbox on the left of the job advert title
2. Click the three dots to the right of the job advert title
3. Click the title of the job advert to open the editor

Next

* Click the arrow next to the green button to reveal options located at the bottom of the page
* Confirm that you want to un-publish the job advert
* Edit your job advert and save the changes as a draft or publish.

**Republish a job advertisement**

You can reuse or republish a previous advert.

Use the search function to find your job advert by title

Click the job advert to open it in the editor

Update the relevant fields and enter a new closing date, if required

Click the green button at the bottom of the page to publish the job advert