

## Tips for adding a job advert to the R&D Forum Website

### Job listings

The jobs home page is:

<http://www.rdforum.nhs.uk/005x.asp>

Click to submit a job advert for a review.

You will be taken to a form that looks like opposite:

#### Tips:

1. Do not use ALL CAPS as it is difficult to read
2. Enter full job title but only main location e.g. Lincoln or Birmingham
3. Add details of the vacancy. Include a link to another website for further information e.g. jobs.nhs.uk
4. If pasting text from a Word document use the Word paste icon circled above
5. If pasting text from a website use the Text paste icon circled above
6. Closing date: please use date format 9 July 09 so they are consistent on the listings
7. To add a link to an external website select/highlight the website address and click the hyperlink icon indicated by an arrow above. A dialogue box will open – please select “open in new window” (see below)

#### NHS R&D Forum Job Listings

Please complete the job description and relevant information and press submit. This will then be reviewed and if appropriate will be added to the website. Please state a closing date within the job description.

Job Title:

Location:

Description including contact information for candidates:

www.rdforum.nhs.uk

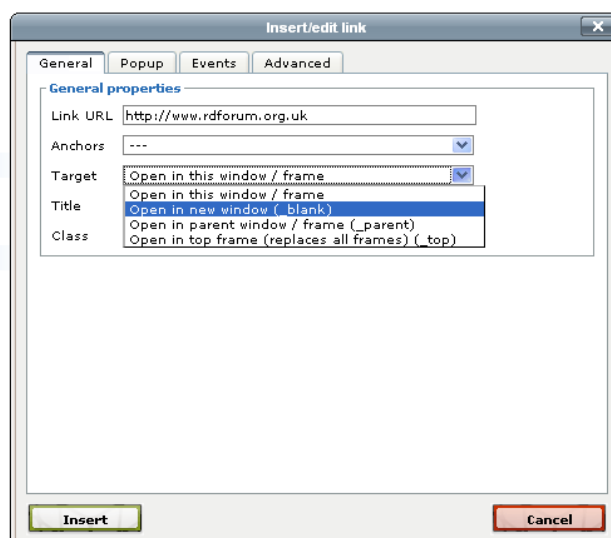
Path: p

Closing Date:

Your Name:

Your Phone Number:

Your Email Address:



For assistance please contact:

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