

1. **Spend time writing the job advert** – please use the guidance provided via this intranet link - ‘Tips on writing a good job advert’ - [https://intranet.uhd.nhs.uk/uploads/human-resources/recruitment/writing\\_a\\_good\\_job\\_advert.pptx](https://intranet.uhd.nhs.uk/uploads/human-resources/recruitment/writing_a_good_job_advert.pptx)
2. **Offer flexible working where possible** and specify this on the job advert. Some examples are:
  - “This role is part time 20 hours per week which may be worked over 3, 4 or 5 days”
  - “As a department we offer flexible working. This role may be offered on a full or part time basis with flexible start and finish times to be discussed with the successful candidate.”
  - “This role will include some days based at either Poole and Royal Bournemouth Hospital, with up to 2 days working from home each week.”
3. **If you can offer home working some or all of the time please advertise this fact.** It will be a significant selling point for some candidates. It is now the norm for certain roles and not offering it where appropriate will put us at a disadvantage when compared to other employers.
4. **If it is a full time vacancy advertise it as ‘full or part time’ unless there are exceptional circumstances.** This is best practice both from an equality perspective and to ensure the role is available to the biggest possible field of candidates. Restricting an advert to full time only makes current recruitment extremely challenging.
5. **If you don’t receive any suitable candidates please do ask the Recruitment team to re-advertise the role.** Consider first improving the advert text/what you can offer in terms of flexible working first. Don’t assume you can’t recruit because the first or second adverts don’t work, sometimes the right candidate becomes available at the right time when a role is re-advertised.