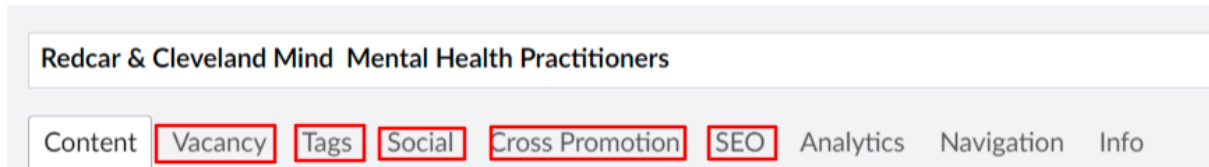


Vacancies publishing checklist

Check all of the tabs below are completed, for a full how to guide refer to the Vacancies training guide.



1. Vacancy:
 - a. 'Deadline' date set otherwise it will show at the end of the listing
 - b. Location label either set or removed
 - c. Any custom fields are in the correct order: deadline time if used is at the top of label section
 - d. External link if added to open in new tab
2. Tags:
 - a. Location tag is set, otherwise the search filters won't work
3. Social:
 - a. If customised then check that it is well written
4. Cross Promotion
 - a. This needs to be completed, otherwise the listings view won't work
5. SEO:
 - a. If customised check it is well written, there are default details for each job type
6. Content:
 - a. Template content has been removed
 - b. If there is an external web link this has also been added to the Vacancy tab at the bottom so the CTA appears in the lefthand nav
 - c. Links work
7. **Set a scheduled unpublish date for just after the interview date** this will help keep the system tidy and enable mass deletion confidently

