

Guidelines for Submitting Job Adverts & Recruiter Profiles

To ensure accurate and timely promotion of your event, please follow the instructions below when submitting event details:

1. Job description

- Provide a job title
- The Job description should include all relevant details, including what job is in great detail, up to 500 words
- Provide all contact details job advert end date – along with all contact info or link

2. Images

- Attach **1-2 high-resolution images** related to the job or company or recruitment agency
- Ensure the images are clear, professional, and visually represent the event.

3. Application form

- Attach application forms or weblinks, to guide the applicant
- Provide contact detail of head recruiter.

Recruiter Profiles

1. Recruiter description

- Provide an in-depth description of the sector you specialize in
- The description should include all relevant details, about your agency and sectors
- Provide all contact details and key information highlighting the recruiter's information

2. Images

- Attach **2-3 high-resolution images** related to the job or company or recruitment agency
- Ensure the images are clear, professional, and visually represent the event.

3. Recruiters page

- Once the recruiters page has been Created please use the above Criteria to send in all jobs advertised if you wish to send in more than 5 job adverts, please contact our specialist BDM and we can arrange a spreadsheet form for easy upload and changes.

By following these guidelines, we can ensure your content reaches its audience effectively and professionally. If you have any questions or require further clarification, please don't hesitate to get in touch!

Let me know if you'd like any changes or further customization!

All info must be emailed in to

info@corporate-news.co.uk

Subject - Your Business & Subscription Number/