

Advertising A Vacancy

Introduction

Vacant positions within North Lanarkshire Council are advertised via the MyJobScotland portal.



Advertising Requests

Requests to advertise a vacant post should be signed off by your HR Business Partner Team and forwarded to the Employee Service Centre Recruitment Team for processing.



Key Steps	Who does it?
1 Submit Advertising Request Form to your HR Business Partner	Hiring Manager
2 Consider request and ensure true vacancy	HR Business Partner Team
3 If approved, submit Advertising Request Form and accompanying documents to ESC Recruitment Team for processing	HR Business Partner Team
4 Advertising request is processed and uploaded to MyJobScotland	ESC Recruitment Team
5 Hiring Manager is notified of publication dates	ESC Recruitment Team

What do I as a manager need to know?

This request must be accompanied by the following documentation - **Advertising Request Form** (including POSN number); **Job Advert**; **Job Description & Employee Specification**.



How do I get further help with this?

The following links provide further guidance and forms:

[Advertising Request Form](#)

[Manager's Guidance](#)