



Top Tips

Tips for getting the most out of recruiting through Housing Jobs Wales

Since the launch of **Housing Jobs Wales**, we have been asked for advice by a number of members on how to get the most out of the website. We've put together what we hope will be some helpful pointers to help you attract the right candidates.

- » Include a **minimum of 300 words** copy (up to 750 words)
- » Include engaging videos or images – (images should be a minimum of 500 x 300 pixels).
- » Promote your organisation's excellence by including supporting logos such as IIP, Positive, Disability Confident etc. Just let us know what to include as we already hold most of these images on files.
- » Ensure any Welsh Government or lottery funded roles are available bilingually.
- » Let us know if you want us to host application packs on the site - this always gets the best results as it reduces the number of clicks required by candidates. Just send us your standard application form and we will keep on file for use in future jobs you advertise.
- » Provide us with **job descriptions** and a **person specification** for each new role you advertise – this gives candidates all of the information they need in one place!
- » Use positive wording in your job roles, don't be afraid to be hyperbolic, the more positive and enhancing the text, the better engagement.
- » Add links as this will help candidates find out as much as possible about your organisation.
- » Ensure a **minimum amount of two weeks** for your closing date for maximum impact.

For tailored advice please email Matthew at admin@housingjobs.wales or call **07771 920 370**.