

Vacancies Board Application and posting guide

If you wish to advertise a vacancy within your company you can now do this with aimm! We will post your job advertisement on our **Vacancies Board** and also promote your vacancy through our social media channels. Once your application is complete we will add your submission to the vacancies board and will link directly to the full page advertisement you provide. For further details please see the Pricing Guide below.

To submit your vacancy application you will be required to complete the **Vacancy Details Form** which can be found on the Vacancies Board, and then follow the PDF guidelines provided.

PDF Advertisement Requirements

aimm will provide a clickable link from the job vacancy post that leads to the full page PDF advertisement which you supply. This PDF gives you the opportunity to ensure that the job advertisement contains the full job spec details, and is formatted and branded in your company style.

The PDF should contain:

- Your full company name
- Your company logo
- The job title
- Job description and all requirements regarding the role (experience etc) that you wish to include
- Closing date
- Who to apply to (live links to any email address given)
- How to apply (live links to any web portals etc for candidates to apply)

Please ensure that all information provided is correct and checked before sending for posting.

Please note:

Please ensure all information provided including contact information for candidates to use is correct. aimm will not be responsible for any errors at time of uploading.

aimm will not create the vacancy PDF's for employers.

aimm will not take any other part in the application process or have any contact with any potential applicants.

Vacancy Board Post pricing

All vacancies posted with aimm will run for 6 weeks from the date initially posted online. You will be sent a reminder of your listing expiry date to allow you to renew if required.

Basic Posting:

A 6 week long post on the aimm website on our 'Vacancy Board' with a link to your full page PDF advertisement

One post on each of aimm social channels;

- Facebook - news feed post with link to your advert
- LinkedIn - aimm LinkedIn Group post with vacancy details provided with link to vacancy post
- Twitter - post with link to your vacancy advert

Inclusion in next AIMM Update newsletter sent out to members (approx 300 subscribers)

Members £200* | Non-members £400 * * All prices quoted exclude VAT

Premium Posting:

A 6 week long post on the aimm website on our 'Vacancy Board' with a link to your full page PDF advertisement

Vacancy promotion on aimm News page - displayed on homepage of aimm.co

Two posts on each of aimm social channels;

- Facebook - news feed post with link to your advert **and** personalised advert created on FB Jobs Board viewable on Jobs Bookmark and Marketplace
- LinkedIn - aimm LinkedIn Group **and** LinkedIn Company page post with vacancy details provided with link to vacancy post
- Twitter - post with link to your vacancy advert

Solus e-mail to membership and non members mailing list promoting the role (approx 470 subscribers)

Members £300* | Non-Members £600* * All prices quoted exclude VAT

If you wish to submit a vacancy to our Vacancies Board please email info@aimm.co and let us know which advertisement level you require. aimm will then prepare an invoice for you for payment and request that you submit the completed Vacancy Details form and your completed and proofed PDF advertisement for submission.

aimm will inform you once your vacancy has gone live on our site and provide you with your advertisement URL.