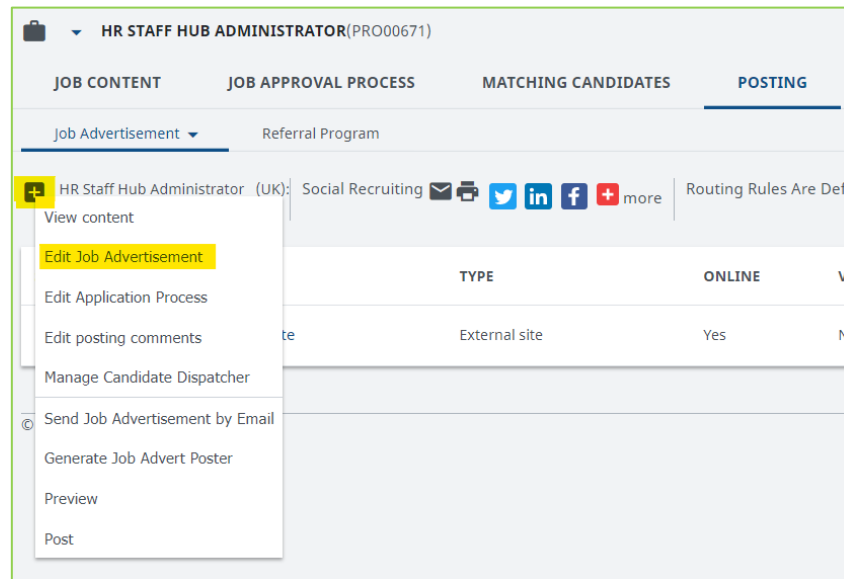


# Editing and extending a live advert on Talentlink

## 1. Editing a live advert

Go to the **Posting** tab.

Click on the **+** next to the job title and click on **Edit Job Advertisement** in the dropdown options.



A pop-up opens. Make the required changes to the advert. Click **Save**.

Your changes will appear after the next website's refresh (every hour on the hour).

## 2. Extending a live advert

Go to the **Posting** tab. Click on **Career Site**.

The screenshot shows a table with the following columns: START DATE, SITES, TYPE, ONLINE, VIA EMAIL, STATUS, END DATE, and ACTION. The first row has the following values: 06/01/2022, Career Site, External site, Yes, No, Published, 20/01/2022, and an eye icon with a close icon. The footer of the table reads '© Lumesse (UK) Ltd.'

START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION
06/01/2022	Career Site	External site	Yes	No	Published	20/01/2022	👁️ ✕

A pop-up opens. Edit the closing date of the vacancy and click **Save**.

Your changes will appear after the next website's refresh (every hour on the hour).

If you require any additional help or support then please contact [support.jobs@imperial.ac.uk](mailto:support.jobs@imperial.ac.uk)