



<b>Section 1b: Resident Labour Market Test Advertising</b>	
Has the post been advertised within the last 6 months (or 12 months for PhD level posts)?	Yes/No
<i>Notes: If no, the RLMT will no longer be valid and the post must be re-advertised.</i>	
Was the post advertised for a minimum of 28 calendar days using at least 2 methods, including Jobcentre?	Yes/No
<i>Notes: 2 websites will be accepted, eg UoE website, Jobcentre, jobs.ac.uk, national newspaper, professional journal. Must include JobCentre for all posts except PhD level roles or those with salaries over £73,900.</i>	
Have screenshots of the appropriate adverts been taken at the right time	Yes/No
<i>Notes: Screenshots must be taken on the day the vacancy was first advertised or if the advert contains the date the vacancy was posted, during the advertisement period?</i>	
Do the screenshots clearly show all the following: <ul style="list-style-type: none"> <li>• Name of website</li> <li>• Contents of advert, eg job title, location of job, duties and responsibilities, required skills and experience, salary range</li> <li>• Url where the advert could be located on the web</li> <li>• Closing date for applications</li> </ul> For JobCentre adverts does it also show: <ul style="list-style-type: none"> <li>• Logo</li> <li>• Vacancy Reference number</li> </ul>	Yes/No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Letter/invoice from external website where the website did not refer to UoE to prove the advert was placed.	Yes/No/NA
Head-hunter brief, contract, adverts, invoice	Yes/No/NA

**Further guidance is available from your local HR team**