

# CREATING A COPY OF A JOB ADVERT

If you have several job adverts you wish to upload that are very similar and only need a few changes, such as location, you can do this easily by creating a copy of a job advert. Once this advert is copied you can quickly make the change and then save the new vacancy.

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## Step one

From your Find a job account, choose the advert you want to copy, and click Edit

Job ID	Title	Location	Posted by	Submitted	Posting	Closing	Status	
11111	Find a job	Find a job	Findajob@...	16/08/2019	22/08/2019	22/09/2019	Live	<div>Post job</div> <div>Delete Edit</div>

2

## Step two

Confirm it's the right job, then click **'Create a Copy'**.

Update job Cancel Create a Copy

3

## Step three

You will then see a **'Create a new job'** page, with all the vacancy information completed.

Make any changes needed, such as the location or job reference.

### Create a new job

Job title  
For example, 'Kitchen Porter, Driver'

Find a job 2

Your job reference (optional)  
For example, 'jobref123'

Find a job 2a

Location  
For example, 'LS3 1CG or Norwich'

Find a job

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## Step four

Once you are happy, select **'Post job'**

Post job Cancel

5

## Step five

Your new job advert is now live, and available to people searching the site. If you've changed the location, it will now appear in local searches in that area.