

## Protocol for communication of vacancies and calls for applications at UC3M

**OBJECTIVE:** Create a communication protocol to ensure that all vacancies and announcements are published in all available media.

The team/person responsible for publication must inform the rest of the team that the action has been taken so that the next publication is made as established in the following order:

The order of publication is given by the Head of the POI Unit.

- 1) Publication in the job portal: <https://www.uc3m.es/empleo/pdi>. After this publication and not before:
- 2) Post on HR linkedin
- 3) Publication in Euraxess
- 4) Publication in the YUFE Portal
- 5) Other digital media of national newspapers (El País, ABC)