

Check if you need to advertise

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You're not legally required to advertise a job, but it's a good idea to do so.

Advertising a job means:

- you're less likely to break the law by [discriminating](#), even if you did not intend to
- you'll probably get a wider range of applicants who are suitable for the job

If your business has written rules (for example, a recruitment policy) in place you should follow them.

For example, your rules might say:

- whether you have to advertise a job
- where you should advertise
- who you must advertise to (for example, internal or external applicants)

If your business has written rules, they must be applied the same way for everyone.