

How to create a job listing – Add the recruitment team in NHS Jobs user guide

This guide gives you instructions for how to add the recruitment team when creating a job listing in the NHS Jobs service.

To add the recruitment team, you'll need to:

- assign the recruiting manager
- assign the recruitment administrator (optional)
- manage any approvers (optional)
- assign the department (optional)
- assign the shortlisting lead
- manage the shortlisting panel (optional)
- choose online or offline shortlisting

To add a user to your recruitment team, they must have an account in your organisations account.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

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Add the recruitment team

This page gives you instructions for how to add the recruitment team to your job listing.

The different statuses are:

- **NOT STARTED** – you haven't started the job listing section.
- **STARTED** – you've started the job listing section but it's incomplete.
- **COMPLETED** – you've completed the job listing section.
- **CANNOT START YET** – you need to complete all sections before this is available.

To add the recruitment team to your job listing, complete the following step:

1. Select the '[Recruitment team](#)' link.

The screenshot shows the NHS BSA Training job listing page for 'Training and Support Officer job listing'. The page is in a 'DRAFT' state with reference number T1111-22-3776. It indicates that 11 of 13 sections are completed. The sections listed are:

- Add the job title**: [Job title and reference number](#) (COMPLETED)
- Add the details of the job**:
 - [About the job and pay](#) (COMPLETED)
 - [Location](#) (COMPLETED)
 - [Contact details and closing date](#) (COMPLETED)
- Add the job overview, job description and person specification**:
 - [Job overview](#) (COMPLETED)
 - [Job description](#) (COMPLETED)
 - [Person specification](#) (COMPLETED)
 - [Supporting information](#) (COMPLETED)
- Add pre-application and additional application questions**:
 - [Pre-application questions](#) (COMPLETED)
 - [Additional application questions](#) (COMPLETED)
- Add the internal documents**:
 - [Internal documents](#) (COMPLETED)
- Add the recruitment team**:
 - [Recruitment team](#) (NOT STARTED)

The 'Recruitment team' section is highlighted with a yellow circle containing the number 1, indicating it is the current step to be completed.

Are you the recruiting manager for this listing?

This page gives you instructions for how to confirm if you're the recruiting manager for this listing.

To confirm if you're the recruiting manager for this listing, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Are you the recruiting manager for this listing?'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-1950'. There are two radio buttons for 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons is a green button with a '2' in a yellow circle and the text 'Save and continue'. At the bottom of the form area is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Who do you want to add as the recruiting manager?

This page gives you instructions for how to confirm who you want to add as the recruiting manager.

Important: You'll only see this page if you're not the recruiting manager for this listing. If the person you want is not on the list, you need to contact a super user for your organisation.

To confirm who you want to add as the recruiting manager, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. The main heading is 'Who do you want to add as the recruiting manager?' for a 'Training and Support Officer' job, which is in 'DRAFT' status. Below the heading, there is a reference number 'T1111-22-1234'. A search box is highlighted with a '1' in a yellow circle. Below the search box, a '3' in a yellow circle highlights the link 'The person I want is not on the list'. Underneath this link, it says 'To get someone added to the list you need to contact a super user for your organisation.' A '2' in a yellow circle highlights the 'Save and continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes '© Crown copyright'.

Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

Do you know who the recruitment administrator will be for this listing?

This page gives you instructions for how to confirm if you know who the recruitment administrator will be for this listing.

To confirm if you know who the recruitment administrator will be for this listing, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' and 'Change' on the right. Below the header, there is a blue bar with 'Signed in as NHS BSA Training' and 'Sign Out'. The main content area has a light blue background. At the top of this area, there is a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main heading is 'Create a job advert' followed by the question 'Do you know who the recruitment administrator will be for this listing?'. Below the question, it says 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-1950'. There are two radio button options: '1 Yes' and 'No'. Below the radio buttons is a green button labeled '2 Save and continue'. At the bottom of the main content area, there is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Who do you want to add as the recruitment administrator?

This page gives you instructions for how to confirm who you want to add as the recruitment administrator.

Important: You'll only see this page if you're adding the recruitment administrator for this listing. If the person you want is not on the list, you need to contact a super user for your organisation.

To confirm who you want to add as the recruitment administrator, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. The main heading is 'Who do you want to add as the recruitment administrator?' for a 'Training and Support Officer' role in 'DRAFT' status. Below this, there's a search box for 'unassigned' users, a 'Save and continue' button, and a link for 'The person I want is not on the list'. The page also includes a 'BETA' notice and a footer with various links and copyright information.

Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

If you're using online approvals, go to the '[Approvers](#)' page.

If you're not using online approvals, go to the '[Departments](#)' page.

How do you want the approvers to approve your job listings?

This page gives you instructions for how to confirm how you want the approvers to approve your job listings.

Important: You'll only see this page if you're using online approvals in your organisation's account. You can select 'All at the same time' for all approvers to approve the listing at the same time. You can select 'In a set order' for approvers to approve the listing in the order that you decide.

To confirm how you want the approvers to approve your job listings, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

NHS Jobs

You're viewing **NHS BSA Training** [Change](#)

Signed in as NHSBSA Training [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Create a job advert

How do you want the approvers to approve your job listings?

1 All at the same time
All approvers can approve the listing at any time.

In a set order
The listing will be sent to your approvers one at a time, in the order that you decide.

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Who will approve your job listing?

This page gives you instructions for how to confirm who will approve your job listing.

Important: You'll only see this page if you're using online approvals in your organisation's account.

To confirm who will approve your job listing, complete the following steps:

1. Select the '[Add an approver](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below the header, there is a 'Go back' link and the text 'Create a job advert'. The main heading is 'Who will approve your job listing?'. Below this, it says 'You have not added any approvers.' There are two buttons: a grey 'Add an approver' button with a yellow circle containing the number '1' to its left, and a green 'Save and continue' button. Below the buttons is a link that says 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© Crown copyright'.

Who do you want to add as an approver?

This page gives you instructions for how to confirm who you want to add as an approver.

Important: You'll only see this page if you're using online approvals in your organisation's account. If the person you want is not on the list. You need to contact a super user for your organisation.

To confirm who you want to add as an approver, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' link.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and 'Create a job advert' text. The title is 'Who do you want to add as the approver?'. Below the title is the question 'Who do you want to add as the approver?' followed by a search box labeled '1'. Below the search box is a link '3 The person I want is not on the list' with a dropdown arrow. Underneath this link is the text: 'To get someone added to the list you need to contact a super user for your organisation.' Below that is a green button labeled '2 Save and continue'. At the bottom of the main content area is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

Manage your approvers

This page gives you instructions for how to manage your approvers.

Important: You'll only see this page if you're using online approvals in your organisation's account. All approvers need to approve your listing in NHS Jobs before you can publish it.

To manage your approvers, complete the following steps:

1. Select the ['Remove'](#) link (optional).
2. Select the ['Add an approver'](#) button (optional).
3. Select the ['Save and continue'](#) button.

The screenshot displays the 'Manage your approvers' interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, a BETA banner reads 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Create a job advert'. The title is 'Who will approve your job listing?'. Below the title, it states 'All approvers need to approve your listing in NHS Jobs before you can publish it.' There is a list of approvers: '1 Ashleigh [redacted] Training and Support Officer' with a 'Remove' link and a yellow circle containing the number '1'. Below the list are two buttons: '2 Add an approver' and '3 Save and continue'. A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

Select the department for the listing

This page gives you instructions for how to select the department for the listing.

Important: You'll only see this page if you're using departments in your organisation's account. If the person you want is not on the list. You need to contact a super user for your organisation.

To select the department for the listing, complete the following steps:

1. Select an option.
2. Select the '[Save and continue](#)' button.
or
3. Select 'The department I want is not on the list' link.

You're viewing [NHS BSA Training](#) [Change](#)

NHS Jobs Signed in as [NHSBSA Training](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

Select the department for the listing

NHS Jobs Training and Support

1 or

Mark as unassigned

3 [The department I want is not on the list](#)

To get a department added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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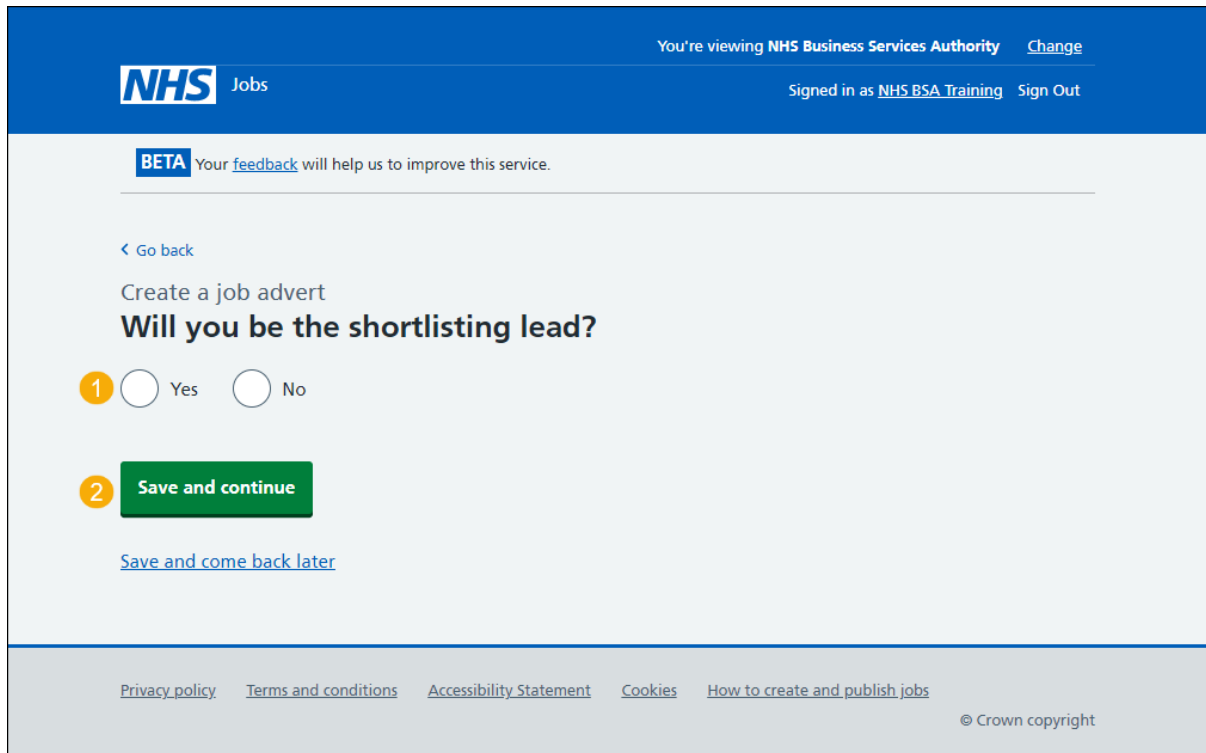
If you're not using departments, go to the '[Will you be the shortlisting lead?](#)' page.

Will you be the shortlisting lead?

This page gives you instructions for how to confirm if you will be the shortlisting lead.

To confirm if you will be the shortlisting lead, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.



The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Will you be the shortlisting lead?'. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a yellow circle with the number '1'. Below the radio buttons is a green 'Save and continue' button, which is also indicated by a yellow circle with the number '2'. There is a link 'Save and come back later' below the button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text is '© Crown copyright'.

Who do you want to add as the shortlisting lead?

This page gives you instructions for how to confirm who you want to add as the shortlisting lead.

Important: You'll only see this page if you're not the shortlisting lead for the listing. If the person you want is not on the list. You need to contact a super user for your organisation.

To confirm who you want to add as the shortlisting lead, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' link.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

NHS Jobs

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

[Create a job advert](#)

Who do you want to add as the shortlisting lead?

Training and Support Officer DRAFT

Reference no: T1111-22-8270

1

3
▼ The person I want is not on the list

To get someone added to the list you need to contact a super user for your organisation.

2
Save and continue

[Save and come back later](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

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Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

Do you want to add more people to the shortlisting panel?

This page gives you instructions for how to confirm if you want to add more people to the shortlisting panel.

Important: You cannot change this decision once this job listing is published.

To confirm if you want to add more people to the shortlisting panel, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Create a job advert'. The central question is 'Do you want to add more people to the shortlisting panel?'. Below this, a warning states: 'You cannot change this decision once this job listing is published.' There are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the options. A link 'Save and come back later' is also present. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

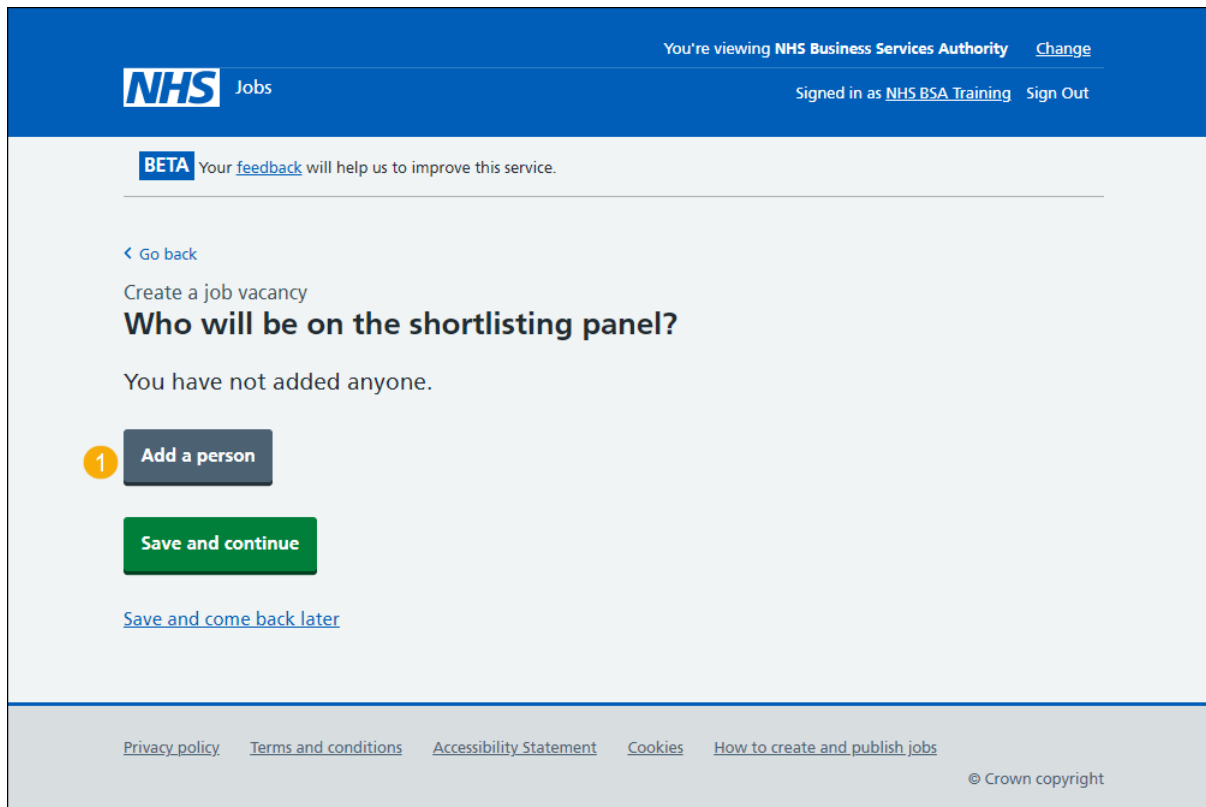
Who will be on the shortlisting panel?

This page gives you instructions for how to confirm who will be on the shortlisting panel.

Important: You'll only see this page if you're adding more people to the shortlisting panel.

To confirm who will be on the shortlisting panel, complete the following steps:

1. Select the '[Add a person](#)' button.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' notification with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Who will be on the shortlisting panel?' with the subtext 'Create a job vacancy'. Below the heading, it says 'You have not added anyone.' There are two buttons: a grey 'Add a person' button with a yellow '1' in a circle to its left, and a green 'Save and continue' button. Below the buttons is a link 'Save and come back later'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

Who do you want to add to the shortlisting panel?

This page gives you instructions for how to confirm who you want to add to the shortlisting panel.

Important: You'll only see this page if you're adding more people to the shortlisting panel. If the person you want is not on the list. You need to contact a super user for your organisation.

To confirm who you want to add to the shortlisting panel, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
or
3. Select 'The person I want is not on the list' link.

NHS Jobs

You're viewing [NHS BSA Training](#) [Change](#)

Signed in as [NHSBSA Training](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Create a job vacancy

Who do you want to add to the shortlisting panel?

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a superuser for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

Manage your shortlisting panel

This page gives you instructions for how to manage your shortlisting panel.

Important: You can add up to 10 people to a shortlisting panel.

To manage your shortlisting panel, complete the following steps:

1. Select the [‘Remove’](#) link (optional).
2. Select the [‘Add a person’](#) button (optional).
3. Select the [‘Save and continue’](#) button.

The screenshot shows the NHS Jobs interface for managing a shortlisting panel. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is present. The main heading is 'Who will be on the shortlisting panel?' with the subtext 'You can add up to 10 people.' Below this, there is a grey rectangular placeholder for a person's name, followed by a 'Remove' link with a yellow circle containing the number '1'. Further down, there are three buttons: 'Add a person' (grey) with a yellow circle containing '2', 'Save and continue' (green) with a yellow circle containing '3', and a 'Save and come back later' link.

How do you want to do your shortlisting?

This page gives you instructions to confirm how you want to do your shortlisting.

Important: You can select 'Online using NHS Jobs' to score your applications by ticking a box next to the criteria you listed in your person specification. You can select 'Offline on paper' to print your applications and score them manually against the criteria you listed in your person specification. You cannot change your decision once the job is published.

To confirm how you want to do your shortlisting, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Create a job advert' followed by 'How do you want to do your shortlisting?'. Below this, the job title 'Training and Support Officer' is shown with a 'DRAFT' badge. The reference number 'A0090-22-1950' is displayed. A warning message states: 'You cannot change this decision after you publish the advert.' There are two radio button options: '1 Online using NHS Jobs' (with a '1' in a yellow circle) and 'Offline on paper' (with a '2' in a yellow circle). The 'Offline on paper' option is selected. Below the options is a green 'Save and continue' button. A link 'Save and come back later' is also present. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains the copyright notice '© Crown copyright'.

Check and save the recruitment team

This page gives you instructions for how to check and save the recruitment team.

To check, change and save the recruitment team, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Recruiting manager'](#)
 - ['Recruitment administrator'](#)
 - ['Approval method'](#)
 - ['Approvers'](#)
 - ['Department'](#)
 - ['Shortlisting lead'](#)
 - ['Are there additional people on the shortlisting panel?'](#)
 - ['Shortlisting method'](#)
2. Select the ['Save and continue'](#) button.

You're viewing NHSBSA MW UAT [Change](#)
Signed in as Michael Wardman [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

Create a job advert

Check and save the recruitment team

Recruiting manager	Michael Wardman (Super User)	Change 1
Recruitment administrator		Change 1
Approval Method	All at the same time	Change 1
Approvers	Michael Wardman (Recruitment Administrator)	Change 1
Department	Unassigned	Change 1
Shortlisting lead	Michael Wardman (Super User)	Change 1
Are there additional people on the shortlisting panel?	Yes	Change 1
Shortlisting panel	Michael Wardman (Team Manager)	Change 1
Shortlisting method	Online using NHS Jobs	Change 1

2
Save and continue

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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You've completed the recruitment team

This page shows confirmation you've completed the recruitment team section.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

1. Select a link to begin a section of the task list.
or
2. Select the 'Save and come back later' link.

The screenshot shows the 'Training and Support Officer job listing' page in a 'DRAFT' state. The page is titled 'NHS BSA Training' and has a reference number of 'T1111-22-3776'. It indicates that the job listing is incomplete, with 12 of 13 sections completed. The sections and their completion status are as follows:

- Add the job title:** [Job title and reference number](#) (COMPLETED)
- Add the details of the job:**
 - [About the job and pay](#) (COMPLETED)
 - [Location](#) (COMPLETED)
 - [Contact details and closing date](#) (COMPLETED)
- Add the job overview, job description and person specification:**
 - [Job overview](#) (COMPLETED)
 - [Job description](#) (COMPLETED)
 - [Person specification](#) (COMPLETED)
 - [Supporting information](#) (COMPLETED)
- Add pre-application and additional application questions:**
 - [Pre-application questions](#) (COMPLETED)
 - [Additional application questions](#) (COMPLETED)
- Add the internal documents:** [Internal documents](#) (COMPLETED)
- Add the recruitment team:** [Recruitment team](#) (COMPLETED)
- Add the Welsh (Cymraeg) translation for this advert:** [Welsh translation](#) (NOT STARTED)

At the bottom of the page, there is a 'Save and come back later' link (2) and a footer with links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance. The footer also includes the text '© Crown copyright'.

Tip: To find out how to create a job listing, go to a user guide or video from the 'Create and publish a job listing' section of the ['Help and support for employers'](#) webpage.

You've added the recruitment team and reached the end of this user guide.