

How to manage the supporting information library in NHS Jobs user guide

This guide gives you instructions for how to manage your supporting information library in the NHS Jobs service.

You can add supporting documents and links to job adverts, job offers and contracts.

In your organisations account, you can add, change, and remove supporting documents and links from your library.

Once a document or link is added, it can be used by the applicable roles in your 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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Supporting information library

This page gives you instructions for how to manage the supporting information library in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Supporting information library' link if you're an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' role for your organisations account.

To manage your supporting information library, complete the following step:

1. Select the '[Supporting information library](#)' link.

The screenshot shows the NHS BSA Training Dashboard. At the top, it indicates the user is signed in as 'NHSBSA Training' and provides options to 'Change' or 'Sign Out'. A 'BETA' notice is present. The main content area is titled 'NHS BSA Training Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays a list of task stages with their counts and progress bars:

Task Stage	Count	Progress/Status
Draft	100	on track 29, overdue 71
Approvals	1	
Published	12	on track 10, overdue 2
Shortlisting	61	on track 28, overdue 33
Interviews	22	on track 1, overdue 21
Ready to offer	10	on track 6, overdue 4
Conditional offers	5	on track 3, overdue 2
Pre-employment checks	1	

The right-hand sidebar contains two sections:

- What you can do:**
 - Create a job listing
 - Search for a listing
 - Search for an applicant
- Manage the account:**
 - [Manage users](#)
 - [At risk applicants](#)
 - [Accredited logos](#)
 - [Key performance indicators \(KPIs\)](#)
 - [Approval settings](#)
 - [Departments](#)
 - [Criminal convictions and cautions](#)
 - [Welsh listings](#)
 - [Moving applicants to other accounts](#)
- Documents and templates:**
 - [Overview of your organisation](#)
 - [Supporting information library](#) (highlighted with a red circle and the number 1)
 - [Contract templates](#)

Your organisation's supporting information library

This page gives you instructions for how to add a supporting document or link.

To add a supporting document or link, complete the following step:

1. Select the '[Add a document or link](#)' button.

NHS Jobs

You're viewing NHSBSA Lee UAT [Change](#)

Signed in as Lee Mapes [Sign Out](#)

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

[< Go back to dashboard](#)

Supporting information library

Your organisation's supporting information library

You can add supporting documents and links. You'll be able to attach them to job adverts, offers and contracts.

You have not added any supporting documents or links.

1 [Add a document or link](#)

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

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Do you want to add a document or link?

This page gives you instructions for how to confirm if you want to add a document or link.

To add a document or link, complete the following steps:

1. Select an answer:
 - [‘Document’](#)
 - [‘Link’](#)
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Change' on the right. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Supporting information library' followed by 'Do you want to add a document or a link?'. There are two radio button options: 'Document' and 'Link'. A green 'Continue' button is located below these options. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Add a supporting document

This page gives you instructions for how to add a supporting document.

Important: You'll only see this page if you're adding a supporting document.

The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

To add a supporting document, complete the following steps:

1. Select the 'Choose file' button.
2. In the **What do you want to call this document?** box, enter the details.
3. Select one or more options.
4. Select the '[Upload document](#)' button.

NHS Jobs You're viewing **NHSBSA Lee UAT** [Change](#)

Signed in as Lee Mapes [Sign Out](#)

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

[Go back](#)

Supporting information library

Add a supporting document

The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

1 Org Chart.docx

What do you want to call this document?

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

2

Where do you want to be able to attach this document?

Select all that apply.

3 Job adverts
 Offers
 Contracts

4

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

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Tip: When completing step 2. Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

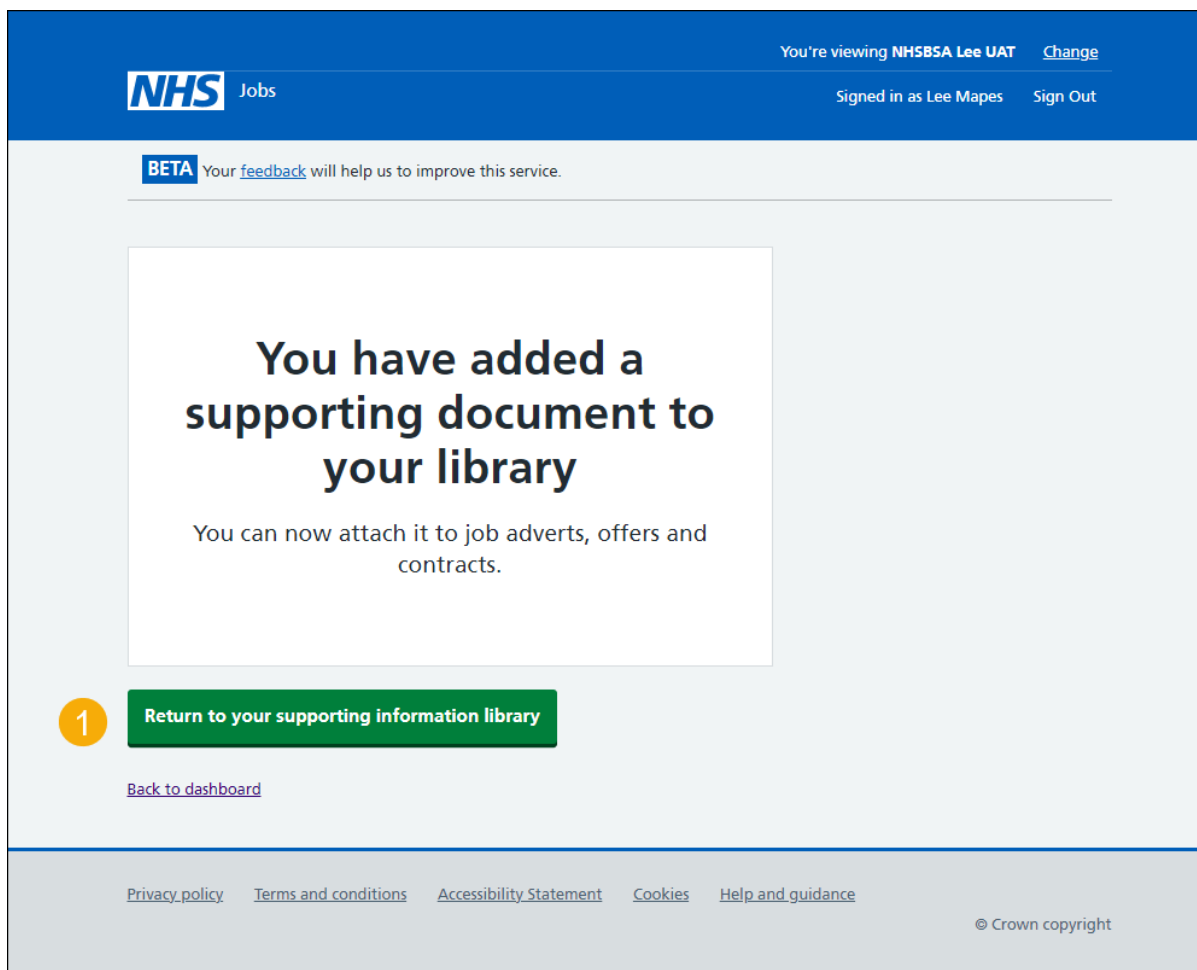
You have added a supporting document

This page shows confirmation you've added a supporting document to your library.

Important: You can now attach it to job adverts, job offers and contracts. Once a document is added, it can be used by the applicable roles in your organisation's account.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes' on the right. Below the header is a grey banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area is white and features a large green box with the heading 'You have added a supporting document to your library' and the subtext 'You can now attach it to job adverts, offers and contracts.' Below this box is a green button with a yellow circle containing the number '1' and the text 'Return to your supporting information library'. A link 'Back to dashboard' is positioned below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've added a supporting document to your library and reached the end of this user guide.

Add a supporting link

This page gives you instructions for how to add a supporting link.

Important: You'll only see this page if you're adding a supporting link. When you add a URL, make sure you check the link works as expected. For example, <https://www.nhs.uk>

To add a supporting link, complete the following steps:

1. In the **What is the URL** box, enter the details.
2. In the **What do you want to call this link?** box, enter the details.
3. Select one or more options.
4. Select the [Add link](#) button.

You're viewing NHSBSA Lee UAT [Change](#)
Signed in as Lee Mapes [Sign Out](#)

Jobs

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

[< Go back](#)

Supporting information library

Add a supporting link

What is the URL?

For example, <https://www.nhs.uk>

1

What do you want to call this link?

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

2

Where do you want to be able to attach this document?

Select all that apply.

3 Job adverts

Offers

Contracts

4

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[Cookies](#)
[Help and guidance](#)

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Tip: When completing step 2. Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

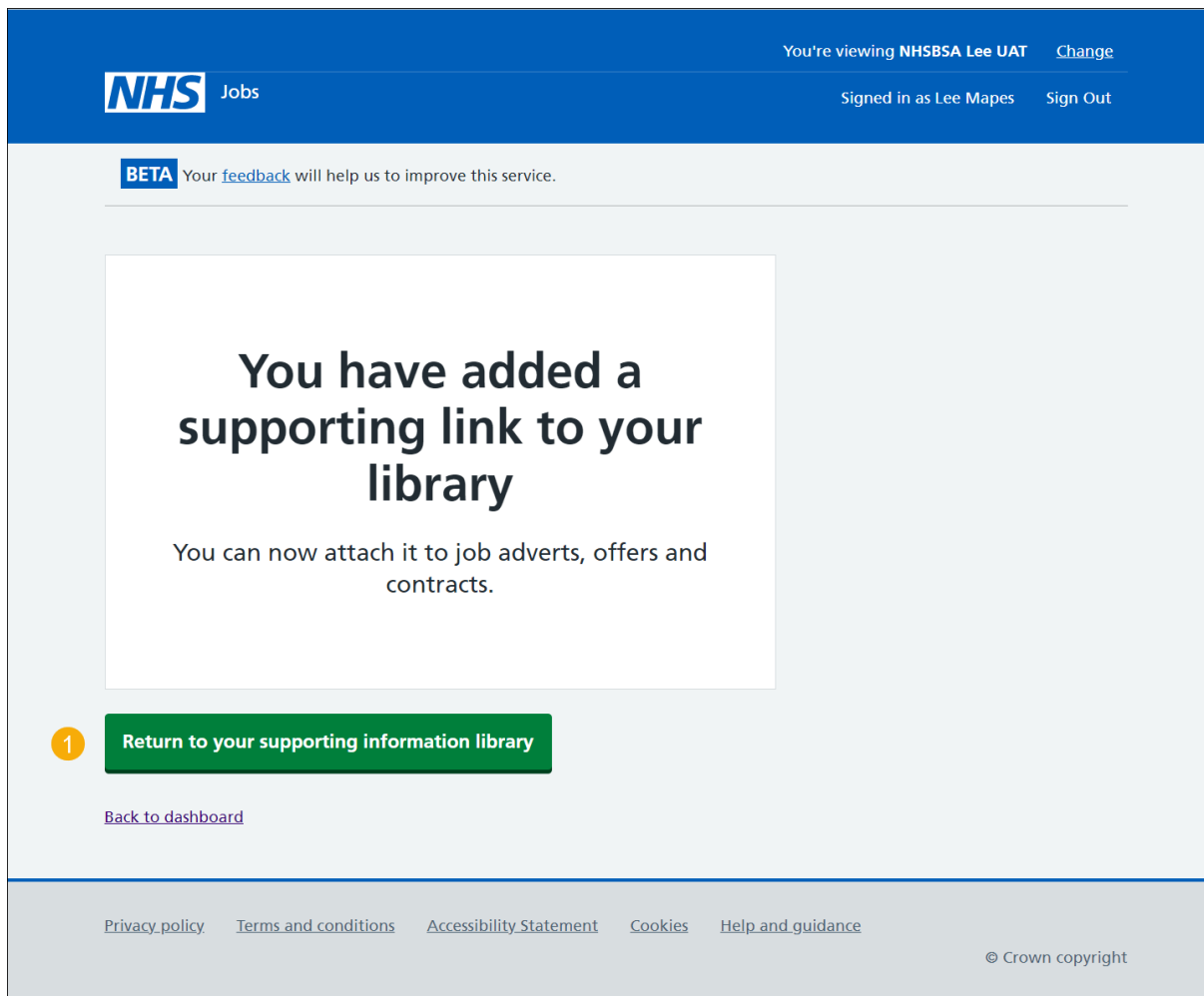
You have added a supporting link

This page shows confirmation you've added a supporting link to your library.

Important: You can now attach it to job offers, job adverts and contracts. Once a link is added, it can be used by the applicable roles in your organisation's account.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes' on the right. Below the header is a grey banner with a 'BETA' label and a feedback message. The main content area features a large white box with the heading 'You have added a supporting link to your library' and the text 'You can now attach it to job adverts, offers and contracts.' Below this box is a prominent green button with a yellow '1' icon and the text 'Return to your supporting information library'. A link for 'Back to dashboard' is positioned below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

You've added a supporting link to your library and reached the end of this user guide.

Manage your supporting information library

This page gives you instructions for how to manage your supporting information library.

Important: In this example, supporting documents and links have been added.

To manage your supporting documents and links, complete the following steps:

1. Select the '[Add a document or link](#)' button (optional).
2. Select the '[Change](#)' link to change a document (optional).
3. Select the '[Change](#)' link to change a link (optional).
4. Select this '[Remove](#)' link to remove a document (optional).
5. Select this '[Remove](#)' link to remove a link (optional).

You're viewing **NHSBSA Lee UAT** [Change](#)
Signed in as Lee Mapes [Sign Out](#)

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

[Go back to dashboard](#)

Supporting information library

Your organisation's supporting information library

You can add supporting documents and links. You'll be able to attach them to job adverts, offers and contracts.

You can have up to 25 documents and 50 links in your library.

1
Add a document or link

Documents

Name	Document	Stage	What you can do
NHS Jobs Organisation Chart	Org Chart.docx (0 Byte)	Advert Offer Contract	2 Change or Remove 4

Links

Name	URL	Stage	What you can do
NHS UK	https://www.nhs.uk <small>(opens in new tab)</small>	Advert Offer Contract	3 Change or Remove 5
NHSBSA UK	https://www.nhsbsa.uk <small>(opens in new tab)</small>	Advert Offer Contract	Change or Remove

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[Accessibility Statement](#)
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[Help and guidance](#)

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Change a supporting document

This page gives you instructions for how to change a supporting document.

Important: You'll only see this page if you're changing a supporting document.

To change a supporting document, complete the following steps:

1. In the **What do you want to call this document?** box, enter the details.
2. Select one or more options.
3. Select the ['Save changes'](#) button.

You're viewing **NHSBSA Lee UAT** [Change](#)
Signed in as **Lee Mapes** [Sign Out](#)

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

[< Go back](#)

Supporting information library

Change a supporting document

File name	Size
Org Chart.docx	0 Byte

What do you want to call this document?

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service

1

Where do you want to be able to attach this document?

Select all that apply.

2 Job adverts

3 Offers

Contracts

3 Save changes

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

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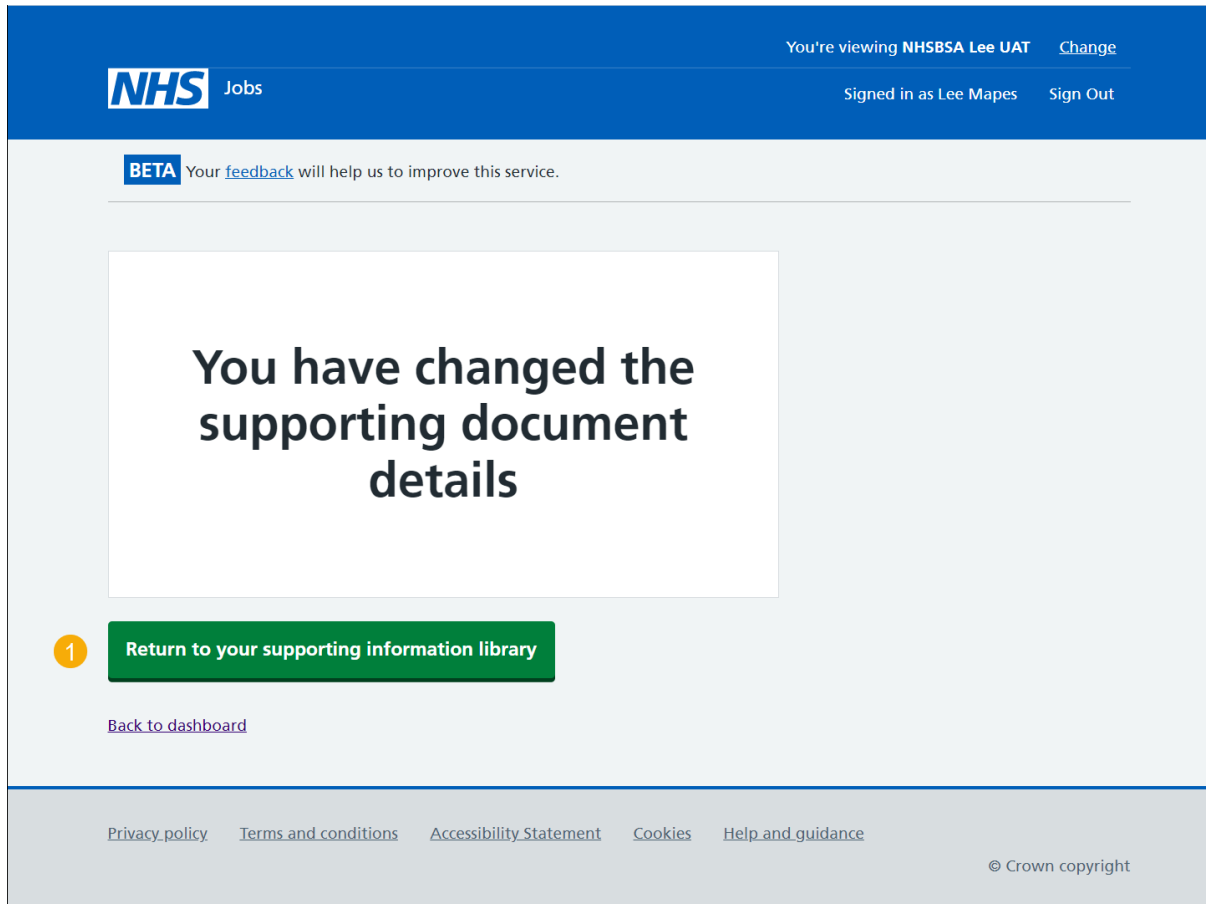
Tip: When completing step 1. Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

You have changed the supporting document details

This page shows confirmation you've changed the supporting document details.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Change' on the right. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area features a large white box with the text 'You have changed the supporting document details'. Below this box is a green button with a yellow circle containing the number '1' and the text 'Return to your supporting information library'. Underneath the button is a link 'Back to dashboard'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've changed the supporting document details and reached the end of this user guide.

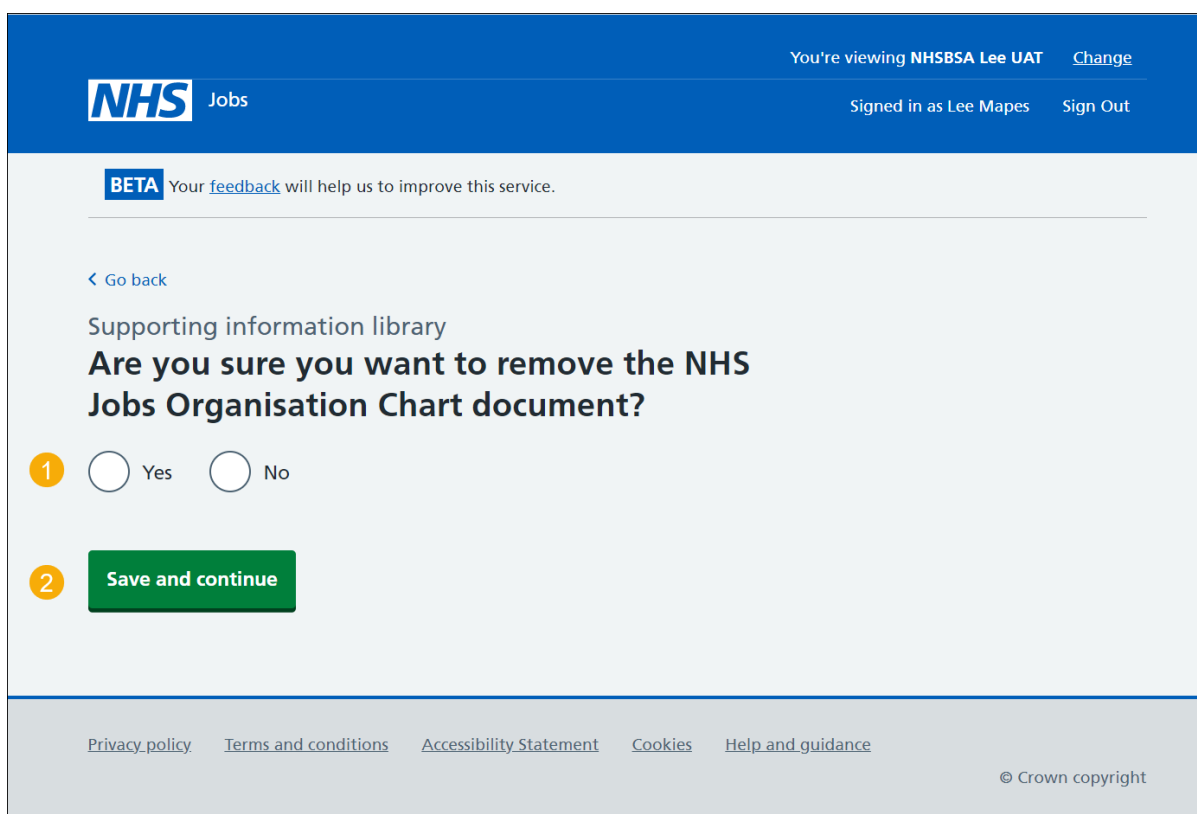
Are you sure you want to remove the document?

This page gives you instructions for how to confirm if you're sure you want to remove the document.

Important: You'll only see this page if you're removing a document. In this example, the 'NHS Jobs Organisation Chart' document is used. This will permanently remove the document from your library.

To confirm if you're sure you want to remove the document, complete the following steps:

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



The screenshot shows a web page with a blue header. On the left is the NHS logo and the word 'Jobs'. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header is a grey bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below that is a 'Go back' link. The main content area has the heading 'Supporting information library' followed by the question 'Are you sure you want to remove the NHS Jobs Organisation Chart document?'. There are two radio buttons: 'Yes' and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. At the bottom of the page is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

If you don't want to remove the document, you've reached the end of this user guide.

You have removed the supporting document

This page shows confirmation you've removed the supporting document.

To go back to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.

The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHSBSA Lee UAT' with a 'Change' link on the right. Below the header, there is a 'Signed in as Lee Mapes' and a 'Sign Out' link. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area features a large white box with the text: 'You have removed the NHS Jobs Organisation Chart document from your library'. Below this box is a green button with a yellow '1' icon and the text 'Return to your supporting information library'. A link for 'Back to dashboard' is positioned below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've removed the supporting document and reached the end of this user guide.

Change a supporting link

This page gives you instructions for how to change a supporting link.

Important: You'll only see this page if you're changing a supporting link. When you change a URL, make sure you check the link works as expected. For example, <https://www.nhs.uk>

To change a supporting link, complete the following steps:

1. In the **What is the URL?** box, enter the details.
2. In the **What do you want to call this link?** box, enter the details.
3. Select one or more options.
4. Select the '[Save changes](#)' button.

You're viewing **NHSBSA Lee UAT** [Change](#)
Signed in as Lee Mapes [Sign Out](#)

NHS Jobs

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

[Go back](#)

Supporting information library

Change a supporting link

What is the URL?

For example, <https://www.nhs.uk>

1

What do you want to call this link?

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

2

Where do you want to be able to attach this document?

Select all that apply.

3 Job adverts

Offers

Contracts

4

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 [Terms and conditions](#)
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 [Cookies](#)
 [Help and guidance](#)

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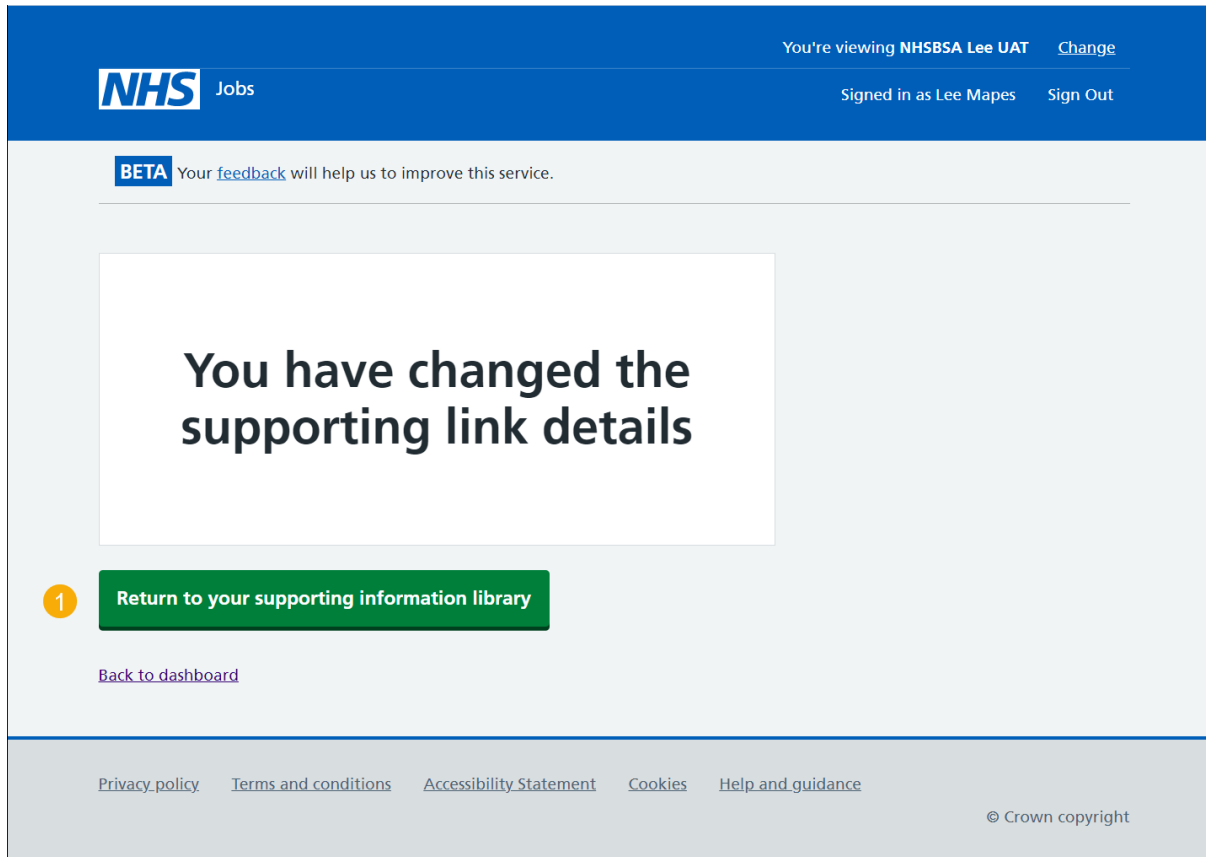
Tip: When completing step 2. Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

You have changed the supporting link details

This page shows confirmation you've changed the supporting link details.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Change' on the right. Below the header, there is a blue bar with 'Signed in as Lee Mapes' and 'Sign Out'. A blue banner below the header reads 'BETA Your feedback will help us to improve this service.' The main content area features a large white box with the text 'You have changed the supporting link details'. Below this box is a green button with a white '1' in a yellow circle and the text 'Return to your supporting information library'. Underneath the button is a link 'Back to dashboard'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've changed the supporting link details and reached the end of this user guide.

Are you sure you want to remove the link?

This page gives you instructions to confirm if you're sure you want to remove the link.

Important: You'll only see this page if you're removing a link. In this example, the 'NHSBSA UK' link is used. This will permanently remove the link from your library.

To confirm if you're sure you want to remove the link, complete the following steps:

1. Select an answer:

- ['Yes'](#)
- 'No'

Select the 'Save and Continue' button.

The screenshot shows a web interface for removing a link. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' 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 visible. The main content area has the heading 'Supporting information library' and the question 'Are you sure you want to remove the NHSBSA UK link?'. Below the question are two radio buttons: 'Yes' (selected) and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

If you don't want to remove the link, you've reached the end of this user guide.

You have removed the supporting link

This page shows confirmation you've removed the supporting link.

To go back to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' 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 user information 'You're viewing NHSBSA Lee UAT' and 'Change' on the right. Below the header, there is a 'Signed in as Lee Mapes' and 'Sign Out' link. A 'BETA' banner indicates that feedback will help improve the service. The main content area features a large white box with the text 'You have removed the NHSBSA UK link from your library'. Below this, there is a green button with a yellow '1' icon and the text 'Return to your supporting information library'. A 'Back to dashboard' link is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

You've removed your supporting link and reached the end of this user guide.