NHS Jobs and ESR integration – Create a job listing

This document is for users of NHS Jobs and ESR integration.

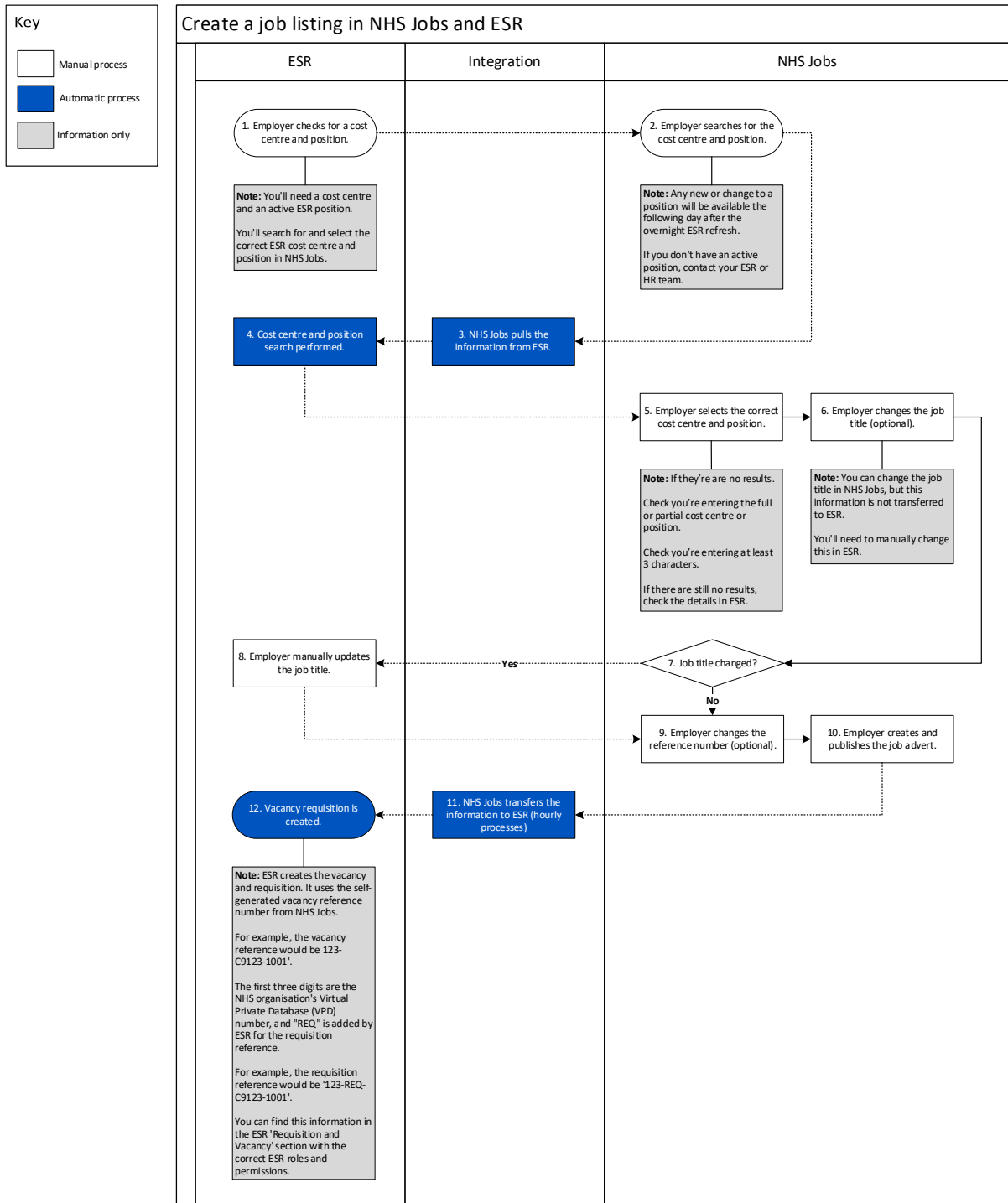It includes a process flow for creating a job listing and has links to help and guidance.

Delivered by the NHS Business Services Authority

Contents

Process flow

This page shows the process flow for creating a job listing in NHS Jobs and ESR.

Key

☐	Manual process
■ (blue)	Automatic process
■ (grey)	Information only

Create a job listing in NHS Jobs and ESR

ESR	Integration	NHS Jobs

1. Employer checks for a cost centre and position.

Note: You'll need a cost centre and an active ESR position.

You'll search for and select the correct ESR cost centre and position in NHS Jobs.

2. Employer searches for the cost centre and position.

Note: Any new or change to a position will be available the following day after the overnight ESR refresh.

If you don't have an active position, contact your ESR or HR team.

3. NHS Jobs pulls the information from ESR.

4. Cost centre and position search performed.

5. Employer selects the correct cost centre and position.

Note: If they're are no results.

Check you're entering the full or partial cost centre or position.

Check you're entering at least 3 characters.

If there are still no results, check the details in ESR.

6. Employer changes the job title (optional).

Note: You can change the job title in NHS Jobs, but this information is not transferred to ESR.

You'll need to manually change this in ESR.

7. Job title changed?

Yes → **8. Employer manually updates the job title.**

No → **9. Employer changes the reference number (optional).**

10. Employer creates and publishes the job advert.

11. NHS Jobs transfers the information to ESR (hourly processes)

12. Vacancy requisition is created.

Note: ESR creates the vacancy and requisition. It uses the self-generated vacancy reference number from NHS Jobs.

For example, the vacancy reference would be 123-C9123-1001'.

The first three digits are the NHS organisation's Virtual Private Database (VPD) number, and "REQ" is added by ESR for the requisition reference.

For example, the requisition reference would be '123-REQ-C9123-1001'.

You can find this information in the ESR 'Requisition and Vacancy' section with the correct ESR roles and permissions.

Help and guidance

This page gives you access to help and guidance.

Knowledge base: https://faq.nhsbsa.nhs.uk/knowledgebase

Help and support for employers: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-employers

Help and support for applicants: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants

YouTube channel: www.youtube.com/nhsjobsservice

You've reached the end of this document.