

How to add multiple locations to a job listing created in a third party applicant tracking system (ATS) user guide

This guide gives you instructions for how to add multiple locations to a job listing created in a third party ATS in the NHS Jobs service.

You'll use the NHS Jobs service to:

- add up to 10 different locations
- add any supporting information (optional)
- publish the job advert
- search for the job advert using the different locations added

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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Find the job listing

This page gives you instructions for how to find the job listing.

Important: In this example, you're using a draft job listing.

To find the job listing, complete the following step:

1. Select the [Draft](#) link.

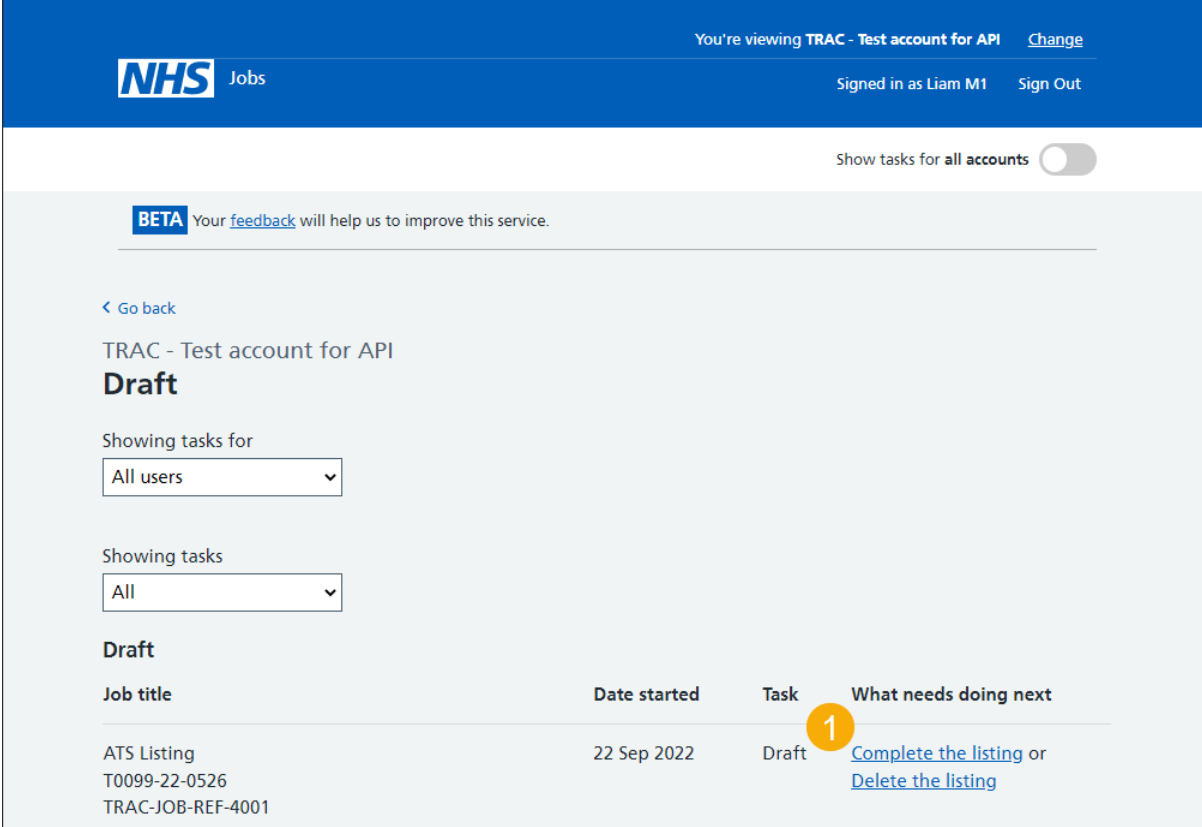
The screenshot shows the NHS Training and Support Jobs dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS Training and Support Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. A notification shows '1 Draft' with a progress bar indicating '3 - on track 2, overdue 1'. On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with a 'Manage users' link.

Select the job listing

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

To select the job listing, complete the following step:

1. Select the ['Complete the listing'](#) link.



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing TRAC - Test account for API" with a "Change" link. The user is signed in as "Liam M1" and can "Sign Out". There is a toggle for "Show tasks for all accounts". A "BETA" banner indicates that feedback will help improve the service. Below this, there is a "Go back" link and the title "TRAC - Test account for API" with a "Draft" status. Two dropdown menus allow filtering tasks by user ("All users") and task type ("All"). A table lists tasks, with one task in a "Draft" state. A yellow circle with the number "1" highlights the "Complete the listing" link in the "What needs doing next" column of this task row.

Job title	Date started	Task	What needs doing next
ATS Listing T0099-22-0526 TRAC-JOB-REF-4001	22 Sep 2022	Draft	Complete the listing or Delete the listing

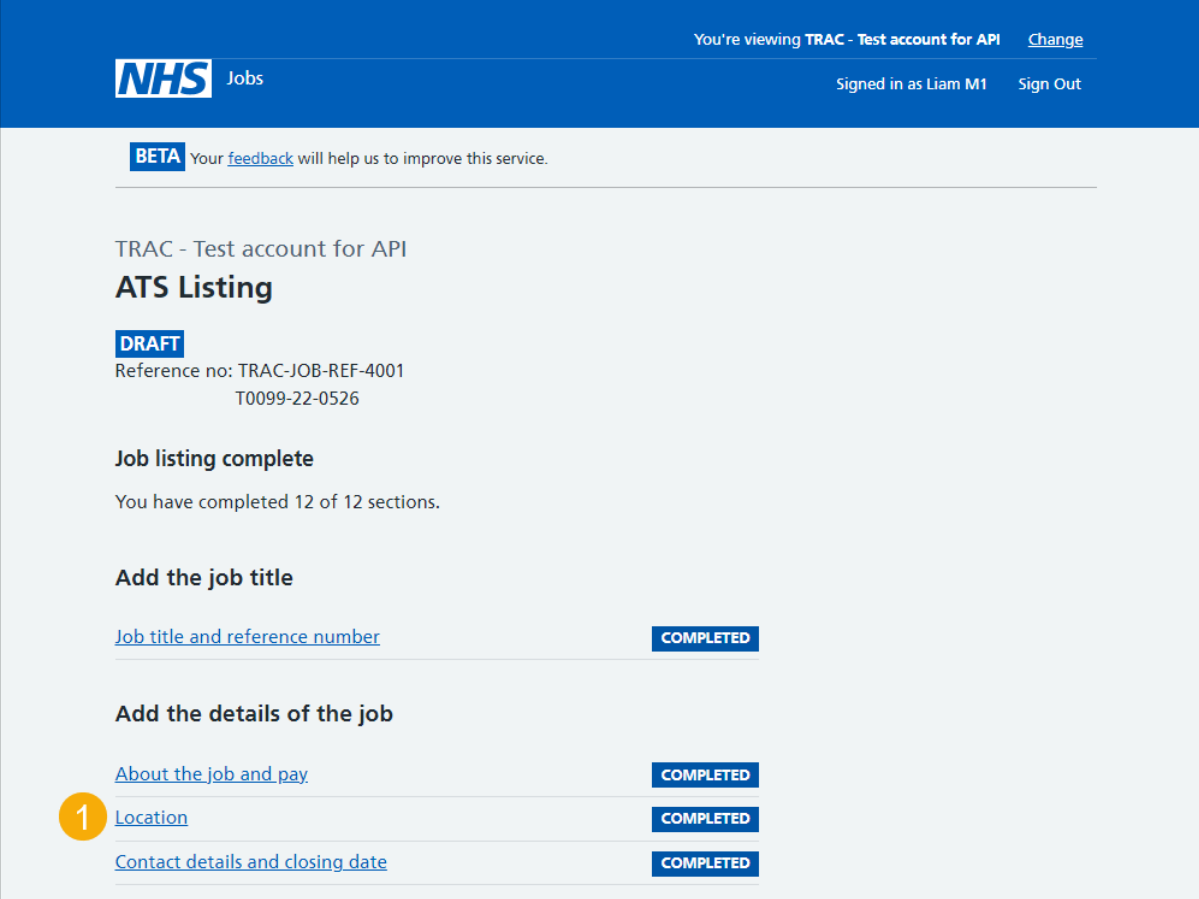
Add the details of the job location

This page gives you instructions for how to add the details of the job location.

Important: As your listing is received from a third party applicant tracking system (ATS), the location status is '**COMPLETED**'.

To add the details of the job location, complete the following step:

1. Select the '[Location](#)' link.



The screenshot shows the NHS Jobs interface for a TRAC account. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing TRAC - Test account for API' with a 'Change' link on the right. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area is titled 'TRAC - Test account for API' and 'ATS Listing'. A 'DRAFT' badge is present, along with the reference number 'TRAC-JOB-REF-4001' and 'T0099-22-0526'. A section titled 'Job listing complete' states 'You have completed 12 of 12 sections.' Below this, there are three sections, each with a title and a 'COMPLETED' badge: 'Add the job title' with a link 'Job title and reference number', 'Add the details of the job' with a link 'About the job and pay', and 'Location' with a link 'Location'. A yellow circle with the number '1' is placed to the left of the 'Location' link. The final section is 'Contact details and closing date' with a 'COMPLETED' badge.

Your job locations

This page gives you instructions for how to change the job location.

Important: Your organisations main address is already added to your job locations.

To change the job location, complete the following steps:

1. Select the ['Change'](#) link.

The screenshot displays the NHS Jobs interface for editing job location details. At the top, a blue header contains the NHS logo, the word 'Jobs', and user information: 'You're viewing TRAC - Test account for API' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the location details'. The 'Job location' field is populated with 'Goldcrest Way', 'Newcastle Upon Tyne', and 'NE15 8NY'. A yellow circle with the number '1' highlights a 'Change' link next to the location details. Below the location details is a green 'Save and continue' 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'.

Do you want to add another job location?

This page gives you instructions for how to add another job location.

To add another job location, complete the following steps:

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

You're viewing **TRAC - Test account for API** [Change](#)

NHS Jobs Signed in as Liam M1 [Sign Out](#)

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

[Go back](#)

Create a job advert

Your job locations

ATS Listing **DRAFT**

Reference no: TRAC-JOB-REF-4001
T0099-22-0526

TRAC - Test account for API

Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
--------------	--	------------------------

Do you want to add another job location?

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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

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Find the job location address

This page gives you instructions for how to find the job location address.

To find the job location address, complete the following steps:

1. In the **Job location postcode** box, enter the details.
2. Select the ['Find the address'](#) button.

NHS Jobs You're viewing **TRAC - Test account for API** [Change](#)

Signed in as Liam M1 [Sign Out](#)

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

[Go back](#)

Create a job advert

Find the job location address

ATS Listing **DRAFT**

Reference no: TRAC-JOB-REF-4001
T0099-22-0526

Enter the postcode to find the address.

Job location postcode

1

2 [Find the address](#)

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

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Select or add the job location address

This page gives you instructions for how to select or add the job location address.

Important: In this example, there's one location result for the postcode search.

To select or add the job location address, complete the following steps:

1. Select the correct [job location](#).
or
2. Select [add an address](#).
3. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing TRAC - Test account for API' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as Liam M1' with a 'Sign Out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link and the text 'Create a job advert'. The main heading is 'We found 1 results for ne16sn'. Underneath, it says 'ATS Listing DRAFT' and provides a reference number: 'TRAC-JOB-REF-4001 T0099-22-0526'. The instruction 'Select the correct job location.' is followed by two radio button options: 'Prescription Pricing Division, 152 Pilgrim Street, Newcastle Upon Tyne, NE16SN' (marked with a '1') and 'It's not any of these - add an address'. A green 'Save and continue' button (marked with a '2') is positioned below the options. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

Add a job location


This page gives you instructions for how to add a job location.

Important: You'll only see this page if you're adding a job location. You should only add a new address if the location is not found from the postcode search. You don't need to add your organisations main address.

To add a job location, complete the following steps:

1. In the 'Address line 1' box, enter the details.
2. In the 'Address line 2 (optional)' box, enter the details.
3. In the 'Town or city' box, enter the details.
4. In the 'County (optional)' box, enter the details.
5. In the 'Postcode' box, enter the details.
6. Select the '[Save and continue](#)' button.

You're viewing **TRAC - Test account for API** [Change](#)


Signed in as **Liam M1** [Sign Out](#)

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

[Go back](#)

Create a job advert

Add a job location

ATS Listing **DRAFT**

Reference no: TRAC-JOB-REF-4001
T0099-22-0526

You do not need to add your organisations main address.

Address line 1

1

Address line 2 (optional)

2

Town or city

3

County (optional)

4

Postcode

5

6

[Save and come back later](#)

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

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Do you want to add another job location?

This page gives you instructions for how to confirm if you want to add another job location.

Important: You can add up to ten different job locations.

To confirm if you want to add another job location, complete the following steps:

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

NHS Jobs You're viewing **TRAC - Test account for API** [Change](#)
Signed in as Liam M1 [Sign Out](#)

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

[Go back](#)

Create a job advert

Your job locations

ATS Listing **DRAFT**

Reference no: TRAC-JOB-REF-4001
T0099-22-0526

TRAC - Test account for API

Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
---------------------	--	------------------------

Other job locations	Prescription Pricing Division 152 Pilgrim Street Newcastle Upon Tyne NE16SN	Change or Delete
----------------------------	--	--

Do you want to add another job location?

1 Yes No

2 **Save and continue**

[Save and come back later](#)

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

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Check and save the location details

This page gives you instructions for how to check and save the location details.

To check, change and save the location details, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Save and continue'](#) button.

NHS Jobs You're viewing **TRAC - Test account for API** [Change](#)

Signed in as Liam M1 [Sign Out](#)

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

Create a job advert

Check and save the location details

1 [Change](#)

Job location Goldcrest Way
Newcastle Upon Tyne
NE15 8NY

Other job locations Prescription Pricing Division
152 Pilgrim Street
Newcastle Upon Tyne
NE16SN

2 [Save and continue](#)

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

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Add supporting information

This page gives you instructions for how to add any supporting information.

Important: Depending on your third party ATS, you may need to add supporting information documents to the job listing in NHS Jobs.

To add any supporting information, complete the following step:

1. Select the 'Supporting information' link (optional).

Add the job overview, job description and person specification

Job overview	COMPLETED
Job description	COMPLETED
Person specification	COMPLETED
1 Supporting information	COMPLETED

Tip: If you need to add supporting information, go to the 'How to publish an ATS job listing in NHS Jobs' user guide or video from the 'Create and publish a job listing' section of the '[Help and support for employers](#)' webpage.

Go to the '[Publish job advert](#)' page.

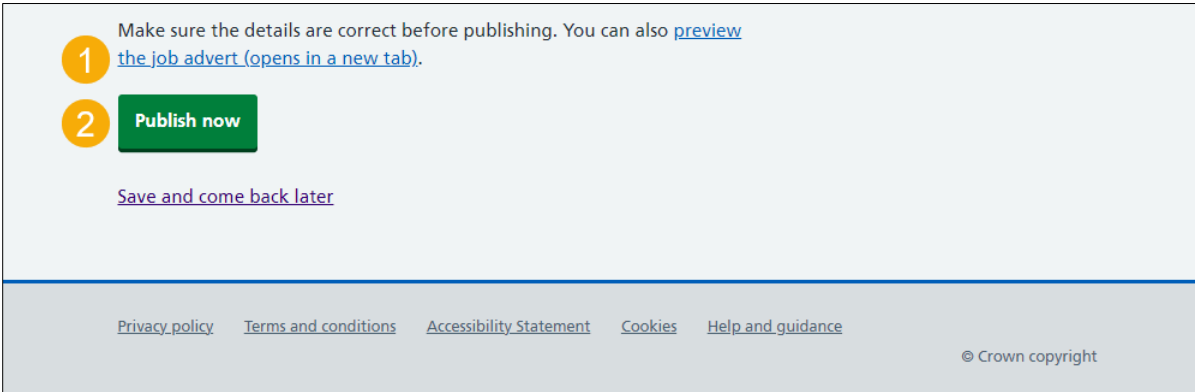
Publish job advert

This page gives you instructions for how to publish the job advert.

Important: You must complete all sections of the job listing before you can publish it. The 'Publish now' button is located at the bottom of the page.

To publish the job advert, complete the following step:

1. Select the 'Preview the job advert' link.
2. Select the ['Publish now'](#) button.



1 Make sure the details are correct before publishing. You can also [preview the job advert \(opens in a new tab\)](#).

2 [Publish now](#)

[Save and come back later](#)

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

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Tip: If you need to make changes to the job listing, go to the **'How to change and republish a job listing in NHS Jobs'** user guide or video from the **'Manage a job listing'** section of the ['Help and support for employers'](#) webpage.

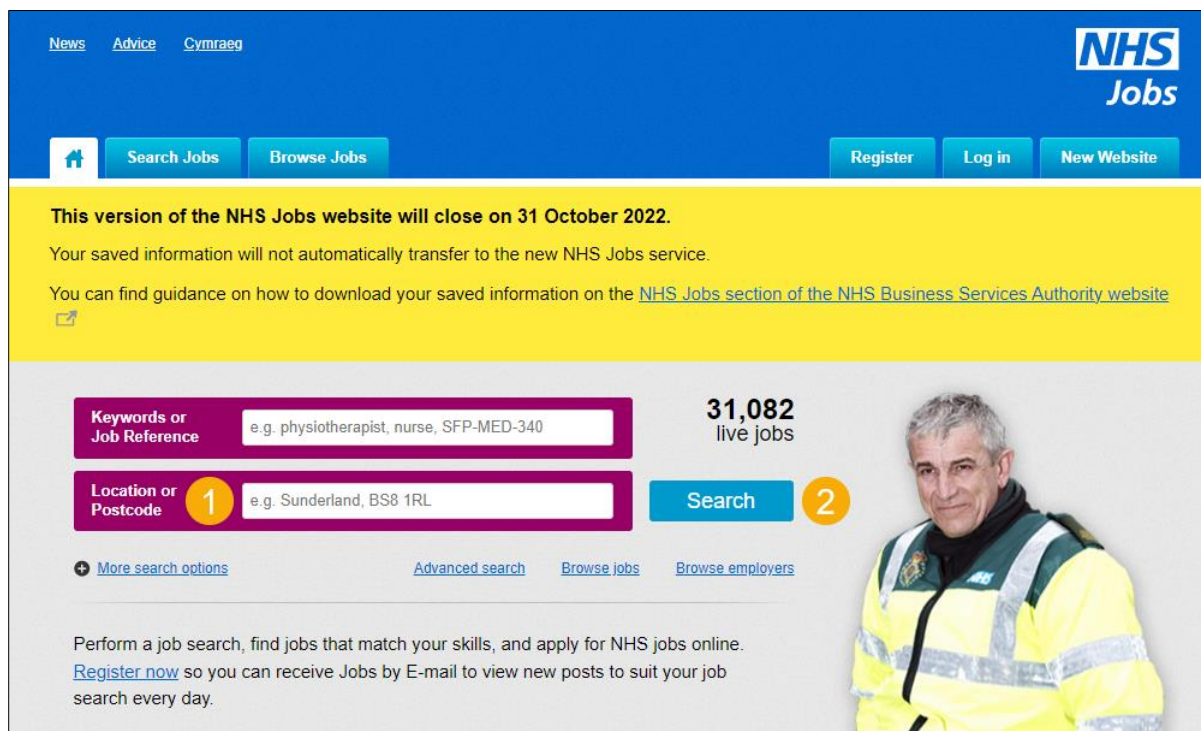
Search for the job advert

This page gives you instructions for how to search for the job advert.

Important: Applicants will use the current NHS Jobs service at www.jobs.nhs.uk to search for the job advert.

To search for the job advert, complete the following step:

1. In the 'Location or Postcode' box, enter the details.
2. Select the 'Search' button.



The screenshot shows the NHS Jobs website search interface. At the top, there is a blue navigation bar with links for 'News', 'Advice', and 'Cymraeg' on the left, and the 'NHS Jobs' logo on the right. Below the navigation bar are buttons for 'Search Jobs', 'Browse Jobs', 'Register', 'Log in', and 'New Website'. A yellow banner across the middle of the page contains a notice: 'This version of the NHS Jobs website will close on 31 October 2022. Your saved information will not automatically transfer to the new NHS Jobs service. You can find guidance on how to download your saved information on the NHS Jobs section of the NHS Business Services Authority website'. Below the banner, there are two search input fields: 'Keywords or Job Reference' with the example text 'e.g. physiotherapist, nurse, SFP-MED-340' and 'Location or Postcode' with the example text 'e.g. Sunderland, BS8 1RL'. To the right of the 'Location or Postcode' field is a blue 'Search' button. Above the 'Search' button, it says '31,082 live jobs'. Below the search fields are links for 'More search options', 'Advanced search', 'Browse jobs', and 'Browse employers'. At the bottom, there is a text prompt: 'Perform a job search, find jobs that match your skills, and apply for NHS jobs online. Register now so you can receive Jobs by E-mail to view new posts to suit your job search every day.' On the right side of the search area, there is a photograph of a man in a high-visibility yellow and green NHS uniform.

You've added multiple locations to a job listing created in a third party ATS and reached the end of this user guide.