How to change the recruitment stage of a published job listing in NHS Jobs user guide

This guide gives you instructions for how to change a published job listing recruitment stage in the NHS Jobs service.

This allows employers to add or transfer applicants to a listing at the correct stage, even if recruitment has already begun outside of the service.

You can change a published job listing with no applicants to the following recruitment stages:

- Shortlisting
- Interview
- Ready to offer

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.

Delivered by the NHS Business Services Authority

Contents

Published job listing

This page gives you instructions for how to access a published job listing.

To access a published job listing, complete the following step:

1. Select the '<u>Published</u>' link.

Select a job listing

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

Important: Check that the job listing has no applications to ensure the recruitment stage can be changed.

To select a job listing, complete the following step:

1. Select the 'Job title' link.

Change this listing's stage

This page gives you instructions for how to change this listing's stage.

Important: You can only change the stage of a listing that's in the 'Published' stage with no applications.

To change this listing's stage, complete the following step:

1. Select the 'Change this listing's stage' link.

What stage do you want to change the listing to?

This page gives you instructions for how to select what stage you want to change the listing to.

To select what stage you want to change the listing to, complete the following steps:

1. Select an option.
2. Select the 'Continue' button.

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Change listing stage
What stage do you want to change the listing to?

◯ Shortlisting
1 ◯ Interviews
◯ Ready to offer

2 Continue

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Are you sure you want to change the listing stage?

This page gives you instructions for how to confirm you want to change the listing stage.

Important: In this example, the listing is being changed to the 'Shortlisting' stage.

To confirm you want to change the listing stage, complete the following steps:

1. Select an option.
2. Select the 'Change stage' button.

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Change listing stage

Are you sure you want to change the listing stage from Published to Shortlisting?

1 ◯ Yes   ◯ No

2 Change stage

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Listing stage changed

This page shows confirmation you've changed the listing's stage.

<mark>Important:</mark> In this example, the recruitment stage is changed from 'Published' to 'Shortlisting'.

To do a task, complete the following steps:

1. Select the 'Job title' link to view the listing (optional).
2. Select the 'Go to your dashboard' button.
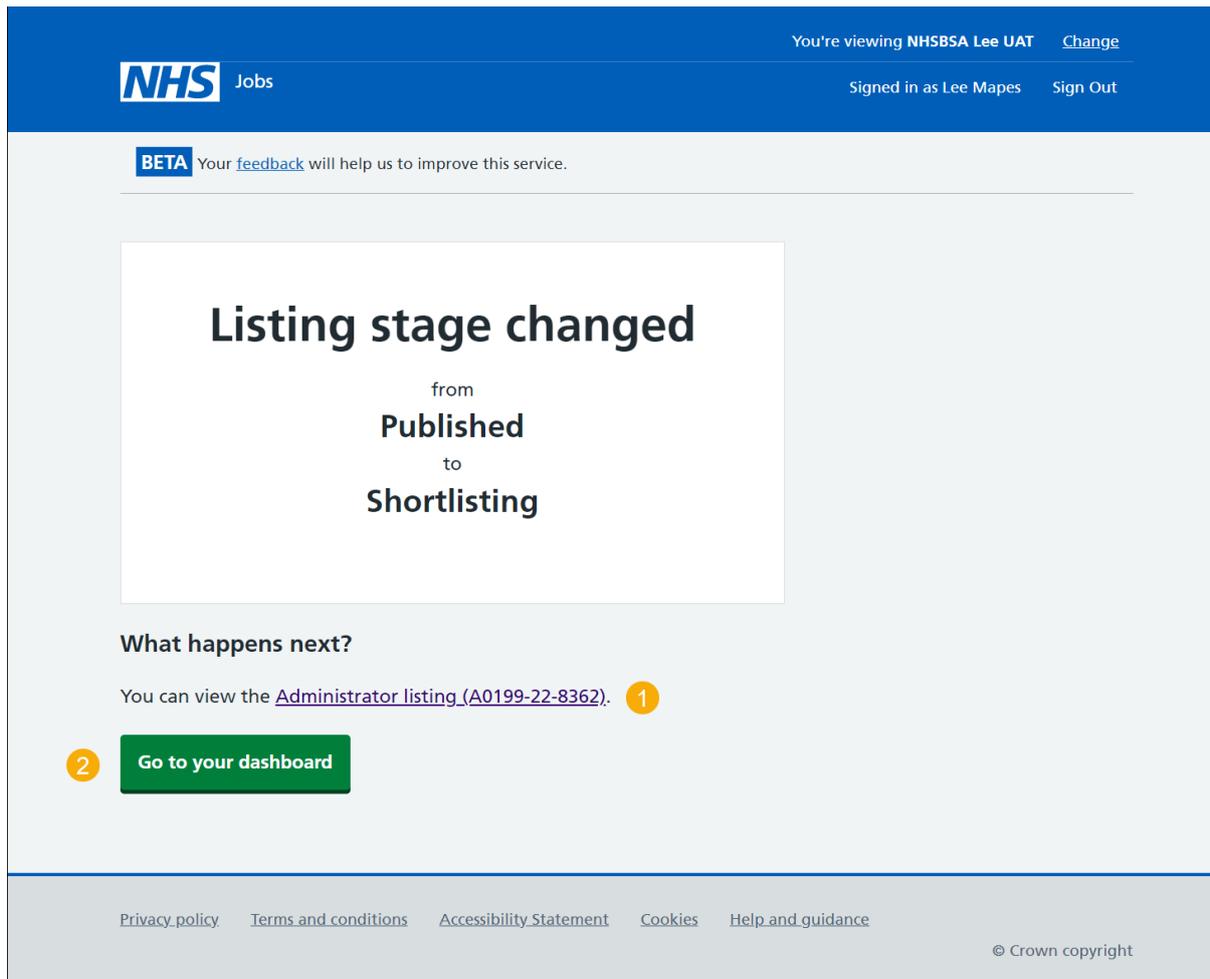
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Listing stage changed

from
Published
to
Shortlisting

What happens next?

You can view the Administrator listing (A0199-22-8362). ①

② Go to your dashboard

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You've changed the stage of your listing and have reached the end of this user guide.