NHS Jobs

How to change and republish a job listing in NHS Jobs user guide

This guide gives you instructions for how to change and republish a job listing in the NHS Jobs service.

This guide only applies to a job listing published using NHS Jobs and doesn't apply to a job listing created using the Electronic Staff Record (ESR) system or using an Applicant Tracking System (ATS) provider.

To change and republish a job listing, you:

- must have a published job listing
- can only change the details if there's a 'Change' link

If you update a published advert, these changes will apply to all existing applicants.

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.

Contents

Published job listing

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

Important: You must have a published job listing to change and republish it.

To access a published job listing, complete the following step:
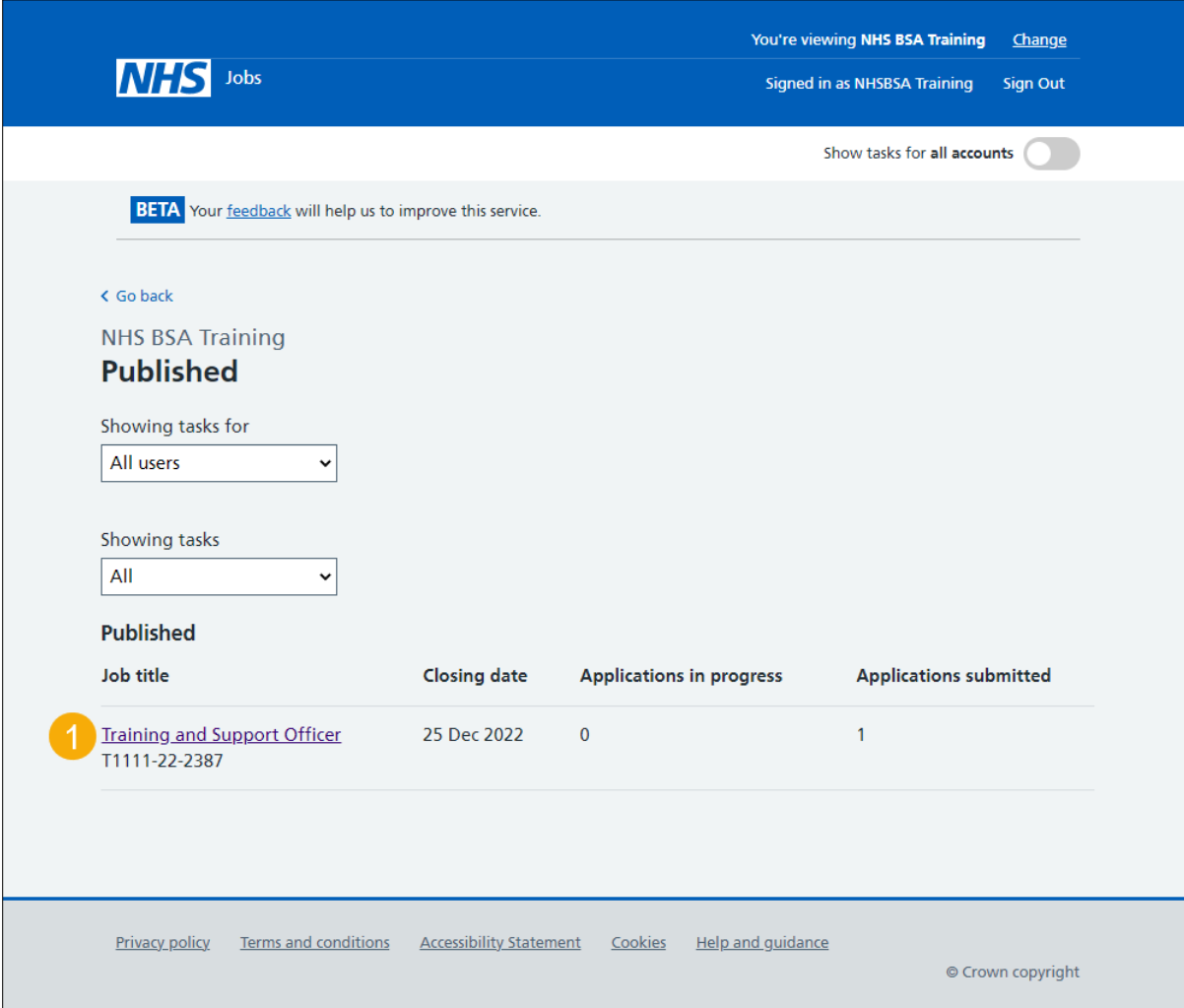
1. Select the 'Published' link.

Find the job listing to change

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

Important: In this example, the 'Training and Support Officer' job is used.

To find the job listing, complete the following step:

1. Select the 'Job title' link.

Select the job listing section to change

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

To select the job listing section to change, complete the following step:

1. Select a link.

Change the job listing details

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

<mark>Important:</mark> You can only make a change if there's a 'Change' link. In this example, the COVID-19 related answer is 'No'.

To change the job listing details, complete the following step:

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

You're viewing **NHS BSA Training**   Change

Signed in as <u>NHSBSA Training</u>   Sign Out

NHS Jobs

BETA Your <u>feedback</u> will help us to improve this service.

Create a job advert
View the job details

Where it's being advertised	Externally	
Is it COVID-19 related?	No	Change ①
Why it's being advertised	This is a new job	
Contract type	Permanent	Change
Full-time equivalent (FTE)	1	Change
Working pattern	Full-time	Change
Payscheme	Other	
Pay	£25000 a year	
Staff group	Administrative & Clerical	Change
Area of work	Administration	Change
Application method	Online applications	

Continue

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs

© Crown copyright

Do you want to advertise this vacancy as a COVID-19 related job?

This page gives you instructions for how to change the COVID-19 related job answer.

Important: In this example, the current answer is 'No' and you're changing it to 'Yes'.

To change the COVID-19 related job answer, complete the following steps:

1. Select the 'Yes' box.
2. Select the 'Change 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

Update a job advert

Do you want to advertise this vacancy as a COVID-19 related job?

Administration assistant PUBLISHED

Reference no: T1111-22-8464

You can advertise this job as a high priority role if it's COVID-19 related. The advert will be flagged with an 🌟 icon to let jobseekers know that the job is COVID-19 related, and appear on a list of Coronavirus related roles (opens in a new tab).

1 ◯ Yes   ⦿ No

2 Change and Continue

Exit without changes

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs

© Crown copyright

Copyright: © NHS Jobs

Check and publish the changes to the job details

This page gives you instructions for how to check and publish the changes to the job details.

To check, change and publish the changes to the job details, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Publish changes' button.

Are you sure you want to update the published advert?

This page gives you instructions for how to confirm if you're sure you want to update the published advert.

To confirm if you're sure you want to update the published advert, complete the following steps:

1. Select the 'Yes, update the advert' button.

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
Administration assistant

PUBLISHED
Reference no: T1111-22-8464 | 0 applications received

Are you sure you want to update the published advert?

1 Yes, update the advert

Exit without changes

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs

© Crown copyright

Job advert changes published

This page shows confirmation the job advert changes are published.

To do a task, complete the following step:

1. Select the 'view' link to view the advert on NHS Jobs (optional).
2. Select the 'Go back to your dashboard' link.

You've changed and republished a job listing and reached the end of this user guide.