How to create a job listing – ESR Position in NHS Jobs user guide

This guide gives you instructions for how to create an ESR job listing in the NHS Jobs service.

You'll need an active ESR position and cost centre. You'll need to know the cost centre to start your search. Once found, you'll then need to search for and select the correct ESR position in NHS Jobs.

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.

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.
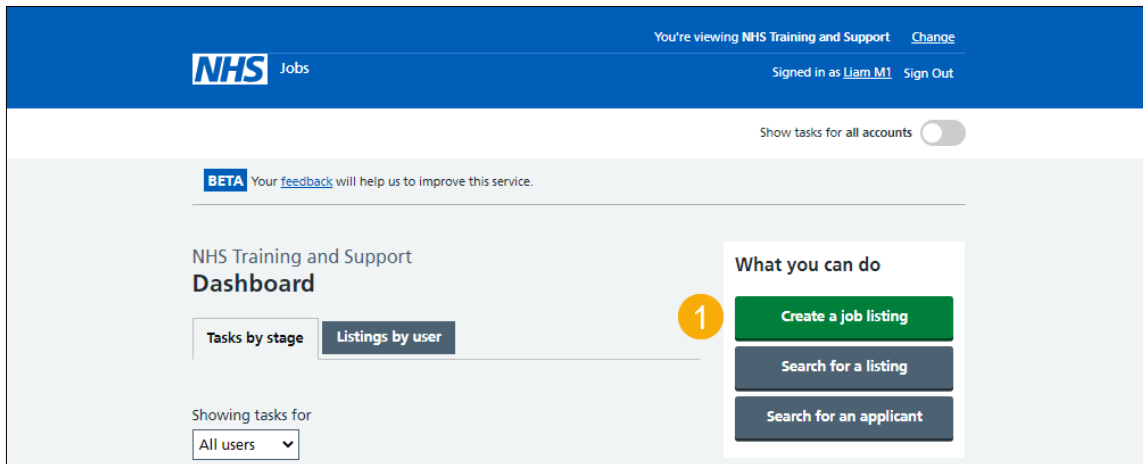
Contents

Create a job listing

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

To create a job listing, complete the following step:
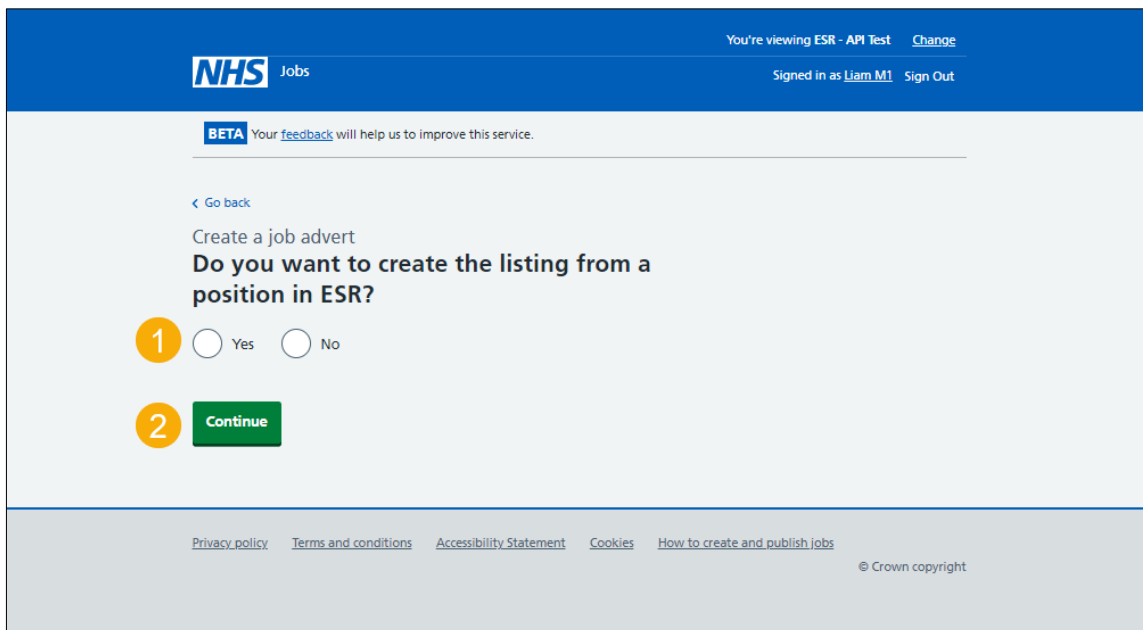
1. Select the 'Create a job listing' button.

Do you want to create the listing from a position in ESR?

This page gives you instructions for how to confirm if you want to create the listing from a position in ESR.

<mark>Important:</mark> You'll only see this page if you're setup with NHS Jobs and ESR integration.

To confirm if you want to create the listing from a position in ESR, complete the following steps:

1. Select an answer:
   - '<u>Yes</u>'
   - 'No'
2. Select the 'Continue' button.

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NHS Jobs

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Create a job advert
Do you want to create the listing from a position in ESR?

① ◯ Yes   ◯ No

② **Continue**

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<mark>Tip:</mark> To find out how to create and publish a job listing. Go to the '**Create and publish a job listing'** section of the '<u>Help and support for employers'</u> webpage.

Find the cost centre in ESR

This page gives you instructions for how to find the cost centre in ESR.

<mark>Important:</mark> If there are no results for the cost centre. Check you're entering the full or partial cost centre and entering at least 3 characters. If there are still no results, check the details in ESR.

To find the cost centre in ESR, complete the following steps:

1. In the **Cost centre** box, enter the details.
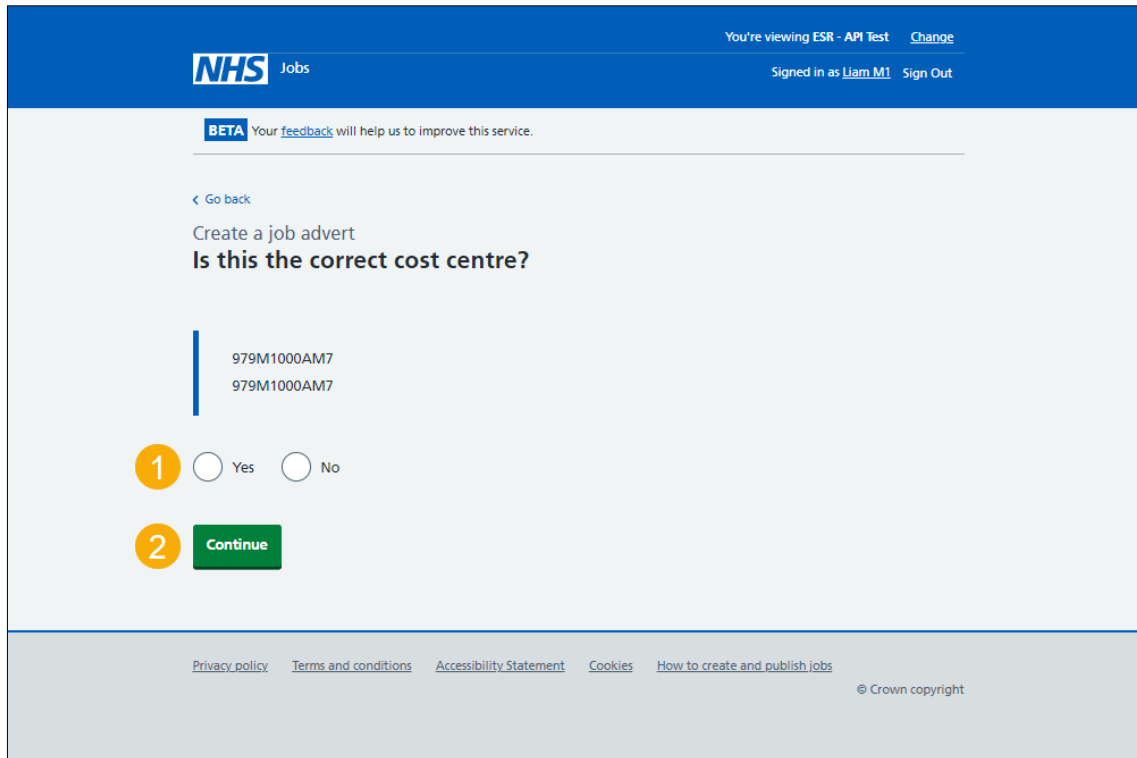2. Select the '<u>Find cost centre</u>' button.

Is this the correct cost centre?

This page gives you instructions for how to confirm if this is the correct cost centre.

To confirm if this is the correct cost centre, complete the following steps:

1. Select an answer:
   - '<u>Yes</u>'
   - '<u>No</u>'
2. Select the 'Continue' button.

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Create a job advert
Is this the correct cost centre?

979M1000AM7
979M1000AM7

1 ◯ Yes   ◯ No

2 Continue

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Find the position in ESR

This page gives you instructions for how to find the position in ESR.

<mark>Important:</mark> If there are no results for the position. Check you're entering the full or partial position and entering at least 3 characters. If there are still no results, check the details in ESR.

To find the position in ESR, complete the following steps:

1. In the **Position** box, enter the details.
2. Select the '<u>Find position</u>' button.

Is this the correct position in ESR?

This page gives you instructions for how to confirm if this is the correct position in ESR.

Important: If the job title is not right, you can change it later.

To confirm if this is the correct position in ESR, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

Do you need to change the job title?

This page gives you instructions for how to confirm if you need to change the job title.

To confirm if you need to change the job title, complete the following steps:

1. Select an answer:
   - '[Yes]'
   - '[No]'
2. Select the 'Continue' button.

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NHS Jobs

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Do you need to change the job title?

Position 8629368 DRAFT

Reference no: T0979-22-1356

Position 8629368

1   ◯ Yes   ◯ No

2   Continue

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Do you need to change the job title?

This page gives you instructions for how to confirm if you need to change the job title.

Are you sure you need to change the job title?

This page gives you instructions for how to confirm if you're sure you need to change the job title.

Important: You'll only see this page if you're changing the job title. You can change the job title in NHS Jobs, but this information is not changed in ESR.

To confirm if you're sure you need to change the job title, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

Change the job title

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

To change the job title, complete the following steps:

1. In the **Job title** box, enter the details.
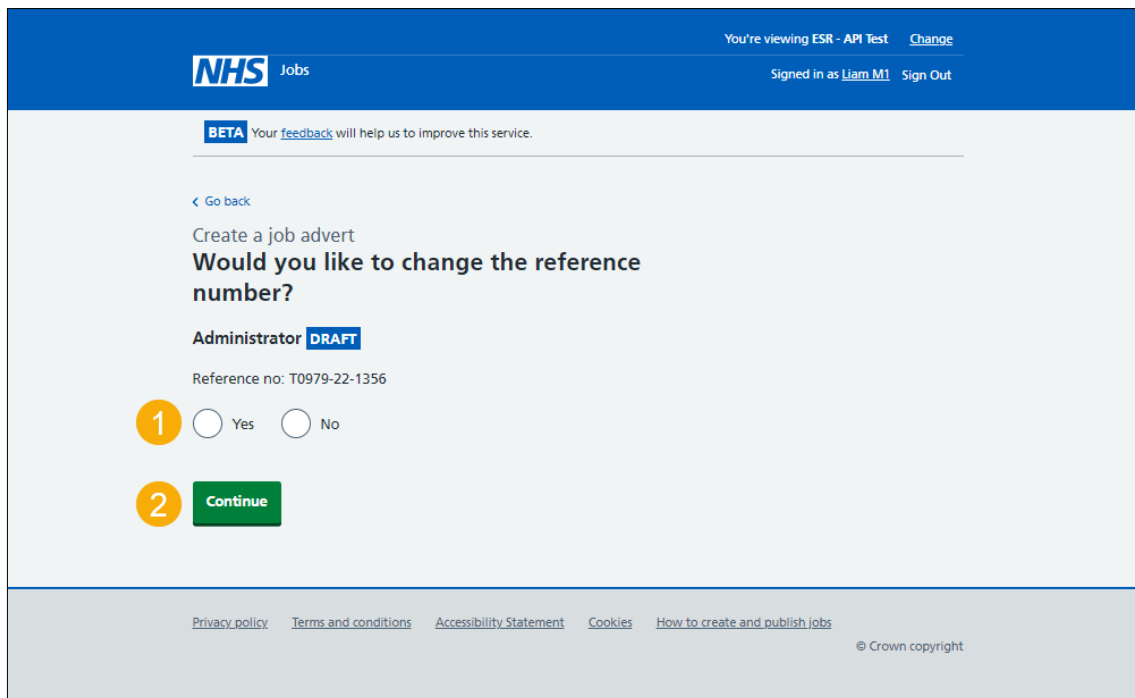2. Select the '<u>Save and continue</u>' button.

You're viewing ESR - API Test   Change

NHS Jobs

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Change the job title

Position 8629368 DRAFT

Reference no: T0979-22-1356

1 [   ]

2 Save and continue

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Would you like to change the reference number?

This page gives you instructions for how to confirm if you would like to change the reference number.

To confirm if you would like to change the reference number, complete the following steps:

1. Select an answer:
   - '<u>Yes</u>'
   - '<u>No</u>'
2. Select the 'Continue' button.

What is the new reference number?

This page gives you instructions for how to confirm the new reference number.

Important: You'll only see this page if you're creating a new reference number.

To confirm the new reference number, complete the following steps:

1. In the **Reference number** box, enter the details.
2. Select the 'Save and continue' button.

Check and save the position details in ESR

This page gives you instructions for how to check and save the position details in ESR.

To check, change and save the position details in ESR, complete the following steps:

1. Select a 'Change' link (optional).
   - Cost code
   - Position
   - Job title
   - Reference number
2. Select the 'Save and continue' button.

Check the ESR position status in NHS Jobs

This page gives you instructions for how to check the ESR position status in NHS Jobs.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

1. Select a link to begin a section of the task list.
   or
2. Select the 'Save and come back later' link.

Tip: To find out how to create and publish a job listing. Go to the '**Create and publish a job listing**' section of the '[Help and support for employers'](#) webpage.

You've completed the ESR position section and reached the end of this user guide.