

How to manage accredited logos in NHS Jobs user guide

This guide gives you instructions for how to manage accredited logos in the NHS Jobs service.

You can use accredited logos to display on all your job adverts when you publish them to jobseekers.

In your organisations account, you can add or remove an accredited logo. If you do this, this only applies to the new jobs you create. You can select one or more logos and update this list at any time.

If an accredited logo isn't available, you'll need to email the NHS Jobs Team at nhsbsa.nhsjobs@nhsbsa.nhs.uk and request it to be added to the list. Your request will be considered, and we'll respond to you with our decision.

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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Accredited logos

This page gives you instructions for how to manage accredited logos for your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Accredited logos' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your accredited logos, complete the following step:

1. Select the ['Accredited logos'](#) link.

The screenshot displays the NHS Jobs dashboard for NHSBSA Lee UAT. At the top, it indicates the user is signed in as Lee Mapes and provides a 'Sign Out' option. A 'BETA' notice is present, along with a toggle for 'Show tasks for all accounts'. The main content area is titled 'NHSBSA Lee UAT Dashboard' and features two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard is divided into several sections:

- Tasks by stage:**
 - Draft:** 13 items, represented by a green progress bar.
 - Approvals:** 0 items, represented by a grey progress bar.
 - Published:** 1 item, represented by a green progress bar.
 - Shortlisting:** 27 items (26 on track, 1 overdue), represented by a green progress bar with a red segment.
 - Interviews:** 15 items (12 on track, 3 overdue), represented by a green progress bar with a red segment.
- What you can do:**
 - Create a job listing
 - Search for a listing
 - Search for an applicant
- Manage the account:**
 - Manage users
 - At risk applicants
 - Accredited logos 1
 - Key performance indicators (KPIs)
 - Approval settings
 - Departments
 - Criminal convictions and cautions
 - Welsh listings
 - Moving applicants to other accounts

Manage accredited logos

This page gives you instructions for how to manage accredited logos.

Important: You can select one or more logos to display on all your job adverts. You can update this list at any time. Any logos you're using are shown at the top of this page. In this example, you haven't selected any logos.

To manage accredited logos, complete the following step:

1. [Tick](#) a logo to add it
2. [Un-tick](#) a logo to remove it

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](#)

NHS BSA Training

Manage accredited logos

Select the accreditation logos to display on all job adverts.
You can update this list at any time.

Age Positive
We're supporting
AGE POSITIVE

1

Apprenticeships
Apprenticeships
Good for our Business

Tip: The available accredited logos are displayed in alphabetical order A to Z.

Save accredited logo changes

This page gives you instructions for how to save the accredited logo changes.

Important: If you add or remove an accredited logo, this only applies to the new jobs you create.

To save the accredited logo changes, complete the following step:

1. Select the 'Save changes' button.



Tip: The 'Save changes' button is located at the bottom of the 'Manage accredited logos' page.

You've saved the accredited logo changes and reached the end of this user guide.