NHS

Jobs

How to respond to a rejected job listing approval in NHS Jobs user guide

This guide gives you instructions for how to respond to a rejected job listing approval in the NHS Job service.

You'll need to choose one of the following options:

- Make changes to the listing, add a summary of what you've changed and resend it for approval
- Withdraw the listing and end the recruitment

If your listing is approved, you can publish it to jobseekers to apply once all approvers have approved it.

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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Contents

Approvals

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

Important: The employer dashboard view is of a 'Super user' role. In this example, there's 1 job listing to review.

To access a job listing for approval, complete the following step:

1. Select the 'Approvals' link.

View rejection reason

This page gives you instructions for how to view the rejection reason.

To view the rejection reason, complete the following step:

1. Select the 'View rejection reason' link.

Why the listing was rejected and what to do about it

This page gives you instructions for how to check why the listing was rejected and what to do about it.

Important: The original rejection reason is shown. If you make changes to the job listing, you can resend it for approval. If you withdraw it, the recruitment is ended.

To make changes or withdraw the listing, complete the following steps:

1. Select an answer:
   - 'Make changes to it
   - 'Withdraw it'
2. Select the 'Continue' button.

You're viewing   Change

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Manage approvals

Why the listing was rejected and what to do about it

(Service Improvement and Support Assistant)
rejected the listing by commenting:

> Further changes need made to the job overview and person specification.

What to do next

1 ◯ Make changes to it

◯ Withdraw it

2 **Continue**

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Change job listing details

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

Important: You'll only see this page if you're making changes to the job listing and resending it for approval.

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

1. Select a link.

Tip: This screenshot only shows the job details section of the 'Check your advert' page.

Go to the '<u>What have you changed in the job listing and why?</u>' page.

What have you changed in the job listing and why?

This page gives you instructions for how to add what you've changed in the job listing and why.

To add your reason and resend the listing for approval, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the '<u>Resend for approval</u>' button.

What have you changed in the listing and why?
When the listing is re-sent for approval, your notes will be sent with it too.
They will be a reminder of why it was originally rejected.

1

As you're reusing information to create a new listing, make sure you review all the information carefully.

Edit the job listing before resending it for approval. You can also <u>preview the job advert (opens in a new tab)</u>

2 **Resend for approval**

Save and come back later

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Tip: This box and button is shown at the bottom of the 'Job listing' page.

Job listing resent for approval

This page shows confirmation you've resent the job listing for approval.

Important: Your approvers receive an email along with the reasons why you've made changes to the listing. You'll receive an email when anyone approves your listing. When all your approvers have approved it, the listing can be published.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' button.

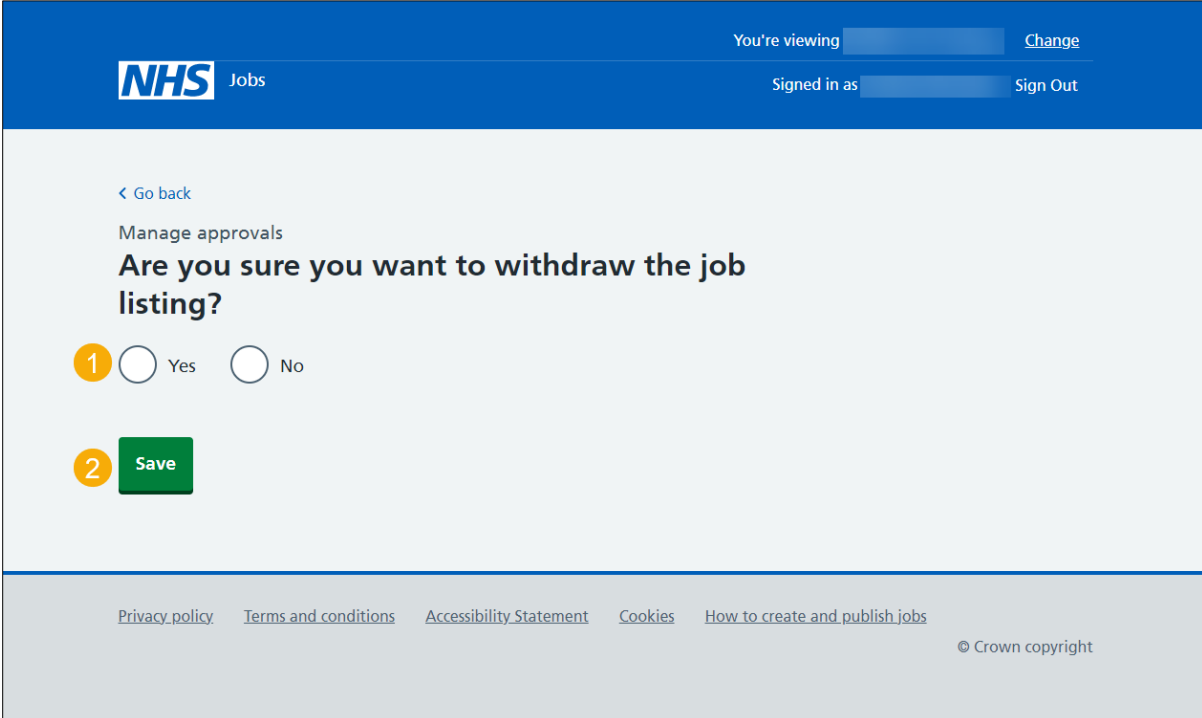You've resent the job listing for approval and reached the end of this user guide.

Withdraw job listing

This page gives you instructions for how to confirm if you're sure you want to withdraw the job listing.

Important: You'll only see this page if you're withdrawing the job listing to end the recruitment.

To confirm if you're sure you want to withdraw the job listing, complete the following steps:

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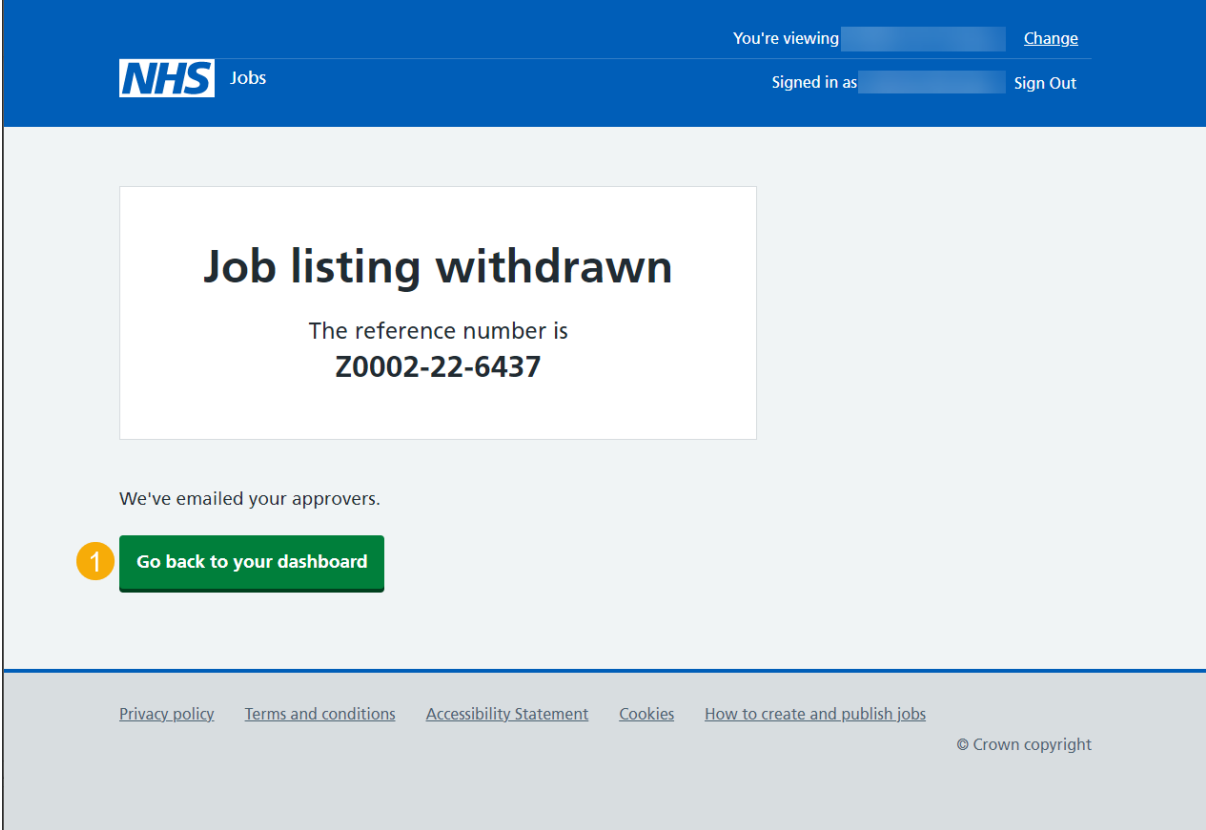   - 'Yes'
   - 'No'
2. Select the 'Save' button.

You're viewing [   ]   Change

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Manage approvals

Are you sure you want to withdraw the job listing?

1 ◯ Yes   ◯ No

2 **Save**

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Job listing withdrawn

This page shows confirmation you've withdrawn the job listing.

To go back to your dashboard, complete the following step:

1. Select 'Go back to your dashboard' button.

You've withdrawn the job listing and reached the end of this user guide.