NHS
Jobs

How to publish an Applicant Tracking System (ATS) job listing in NHS Jobs user guide

This guide gives you instructions for how to create an Applicant Tracking System (ATS) job listing in NHS Jobs.

To publish an ATS job listing, you'll:

- create the listing in your ATS and transfer it to NHS Jobs.
- find the draft listing in NHS jobs.
- transfer any supporting documents from your ATS or add them directly in NHS Jobs (optional).
- publish the listing to jobseekers in NHS Jobs.

Once you've published the job listing, jobseekers will:

- search and view the listing in NHS Jobs.
- be redirected to apply for the job in your ATS.

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.

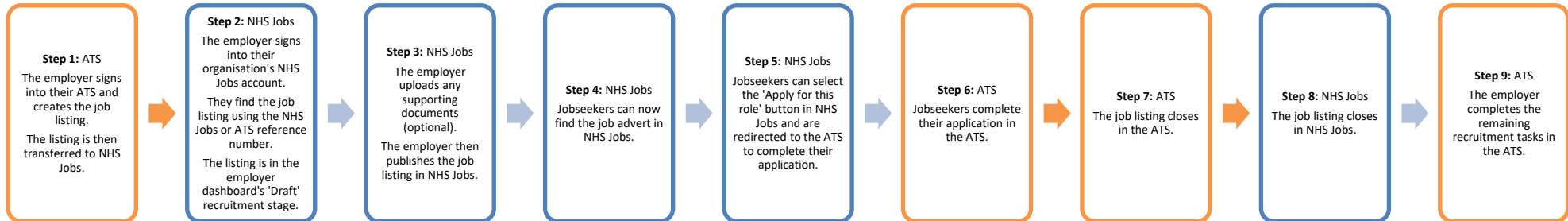Delivered by the NHS Business Services Authority

Contents

Process flow

This process flows shows the steps involved in publishing an ATS job listing in NHS Jobs.

Key:

☐ Applicant tracking system (ATS)

☐ NHS Jobs service

Step 1: ATS

The employer signs into their ATS and creates the job listing.

The listing is then transferred to NHS Jobs.

Step 2: NHS Jobs

The employer signs into their organisation's NHS Jobs account.

They find the job listing using the NHS Jobs or ATS reference number.

The listing is in the employer dashboard's 'Draft' recruitment stage.

Step 3: NHS Jobs

The employer uploads any supporting documents (optional).

The employer then publishes the job listing in NHS Jobs.

Step 4: NHS Jobs

Jobseekers can now find the job advert in NHS Jobs.

Step 5: NHS Jobs

Jobseekers can select the 'Apply for this role' button in NHS Jobs and are redirected to the ATS to complete their application.

Step 6: ATS

Jobseekers complete their application in the ATS.

Step 7: ATS

The job listing closes in the ATS.

Step 8: NHS Jobs

The job listing closes in NHS Jobs.

Step 9: ATS

The employer completes the remaining recruitment tasks in the ATS.

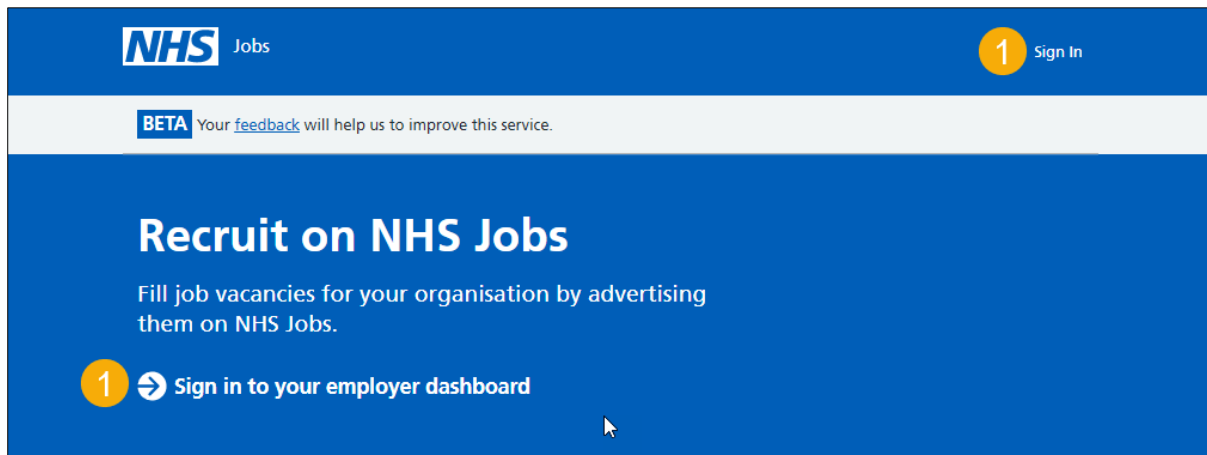## Sign in

This page gives you instructions for how to sign into your NHS Jobs account.

Important: You must have an account setup by the NHS Jobs team or by your organisation's 'Super user' to sign into your NHS Jobs account.

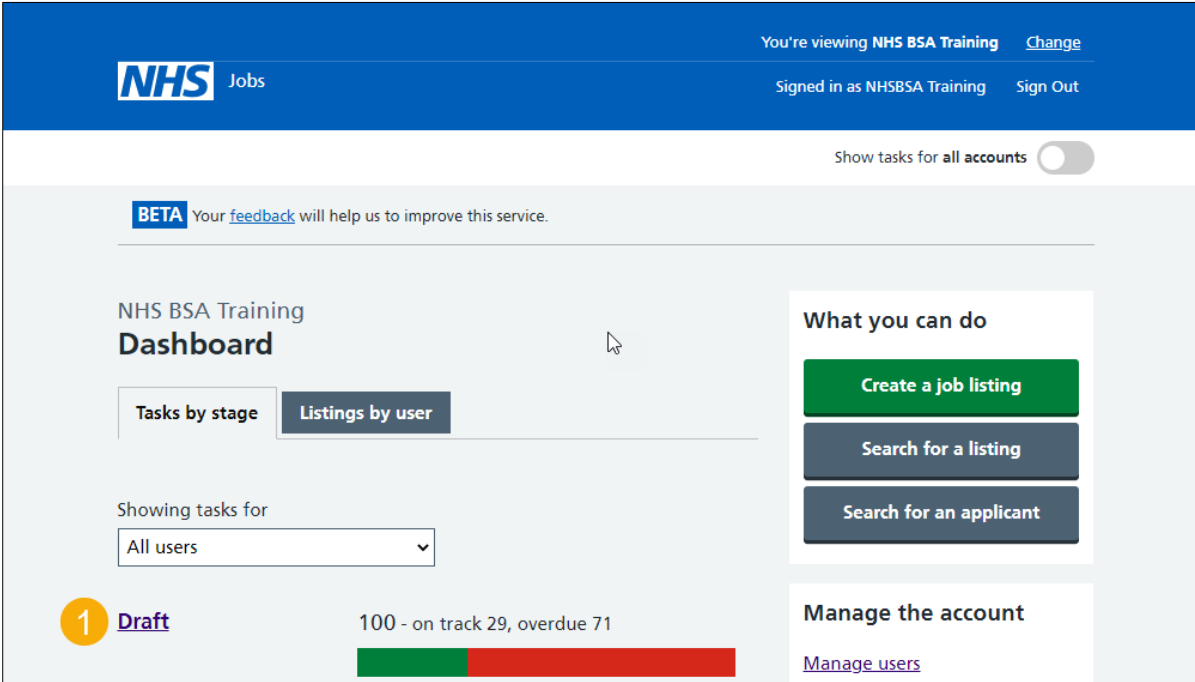To sign into your account, complete the following step:

1. Select the 'Sign In' link.

Find your ATS job listing

This page gives you instructions for how to find your ATS job listing.

Important: You must set your approval settings to 'Offline' in NHS Jobs. You'll use your ATS to approve any publishing of listings. The job listing must be created in your ATS to be transferred to NHS Jobs. You'll receive a confirmation message in your ATS once this is sent. Once it's transferred it will show in 'Draft' job listings in NHS Jobs.

To view your draft job listings, complete the following step:

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

Tip: You can select the 'Search for a listing' button and find your listing using your ATS reference number. This is useful if your organisation has lots of draft job listings.
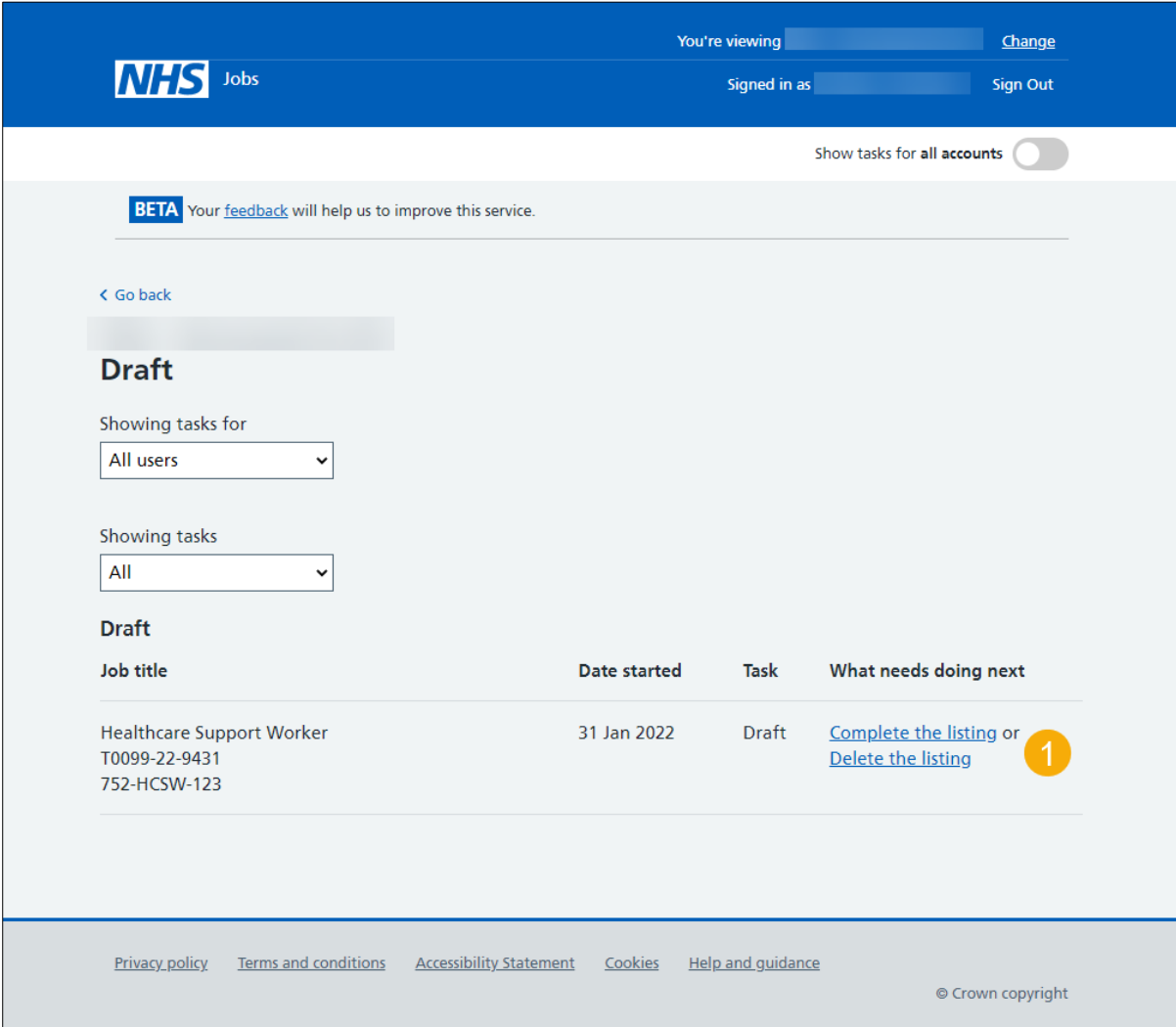
View your ATS job listing

This page gives you instructions for how to view your ATS job listing.

Important: The draft job listing will show an NHS Jobs and ATS reference number. If you select the 'Delete the listing' link, you won't be able to recover these details.

To complete or delete your ATS job listing, complete the following step:

1. Select a link:
   - Complete the listing

   or

   - Delete the listing

You've reached the end of this user guide if you've deleted the listing.

Add supporting information (optional)

This page gives you instructions for how to add supporting information (optional).

<mark>Important:</mark> If your ATS offers supporting information to be sent with your listing, your information will already be added. If your ATS doesn't offer this option, you can add them in NHS Jobs. In this example, there is no supporting information added.

To add supporting information, complete the following step:

1. Select the 'Change' link (optional).

<mark>Tip:</mark> The supporting information section is in the middle of the 'Job listing tasklist' page.

If you don't want to add any supporting documents, go to the 'Preview job listing' page.

Do you want to add supporting information to the advert?

This page gives you instructions for how to confirm if you want to add supporting information to the advert, that will give more information to applicants.

Important: This page is only shown if you're uploading supporting information in NHS Jobs.

To confirm if you want to add supporting information, complete the following steps:

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

If you select 'No', go to the 'Preview job listing' page.

Your advert's supporting information

This page gives you instructions for how to add supporting information to your advert.

==Important:== In this example, there is no supporting information in this organisation's library. You can add a total of 4 documents and 10 links to a job advert.

To add supporting information to your advert, complete the following steps:

1. Select the 'Add from your organisations library' button (optional).
2. Select the 'Add new document' button (optional).
3. Select the 'Add new link' button (optional).

Add from your organisation's library

This page gives you instructions for how to add supporting information to your advert from your organisation's library.

Important: You'll only see this page if you selected to add from your organisation's library. You can add a total of 4 documents and 10 links to a job advert.

To add supporting information from your organisation's library, complete the following steps:

1. Select a document tick box (optional).
2. Select the 'Download document' link to view the document (optional).
3. Select a link tick box (optional).
4. Select a link to view the webpage (optional).
5. Select the 'Save and continue' button.

Tip: Select the 'Adding documents and links to your organisations' drop down link to see how you can add documents and links to your organisations account.

Add a new supporting document to the advert

This page gives you instructions for how to add a new supporting document to the advert.

<mark>Important:</mark> You'll only see this page if you selected to add a new document. You can upload 4 supporting documents in a doc, docx and pdf format. The document size is limited to 1MB and the document name must be a maximum of 100 characters. In this example, the 'Training and Support' document is selected for upload.

To add a new supporting document to your advert, complete the following steps:

1. Select the 'Choose file' button to find the file.
2. In the **'What do you want to call this document?'** box, enter the details.
3. Select the '<u>Upload document</u>' button.

Add a new supporting link to the advert

This page gives you instructions for how to add a new supporting link to the advert.

<mark>Important:</mark> You can add a total of 10 links to a job advert.

To add a new supporting link to the advert, complete the following steps:

1. In the **'What is the URL?'** box, enter the details.
2. In the **'What do you want to call this link?'** box, enter the details.
3. Select the '<u>Add link</u>' button.

NHS Jobs

You're viewing ⬛ Change

Signed in as ⬛ Sign Out

BETA Your feedback will help us to improve this service.

< Go back

Create a job advert
Add a new supporting link to the advert

Molecular Pathology ATS DRAFT

Reference no: TRAC-JOB-REF-2000
T0099-22-3356

What is the URL?

For example, https://www.nhs.uk

1 [ ]

What do you want to call this link?

Use a name that applicants will understand. For example, Working for the London Ambulance Service.

2 [ ]

3 Add link

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Check your adverts supporting information

This page gives you instructions for how to check your adverts supporting information.

To view or change your supporting information, complete the following steps:

1. Select the 'file name' link to view it (optional).
2. Select a 'Change' link (optional):
   - 'Supporting documents'
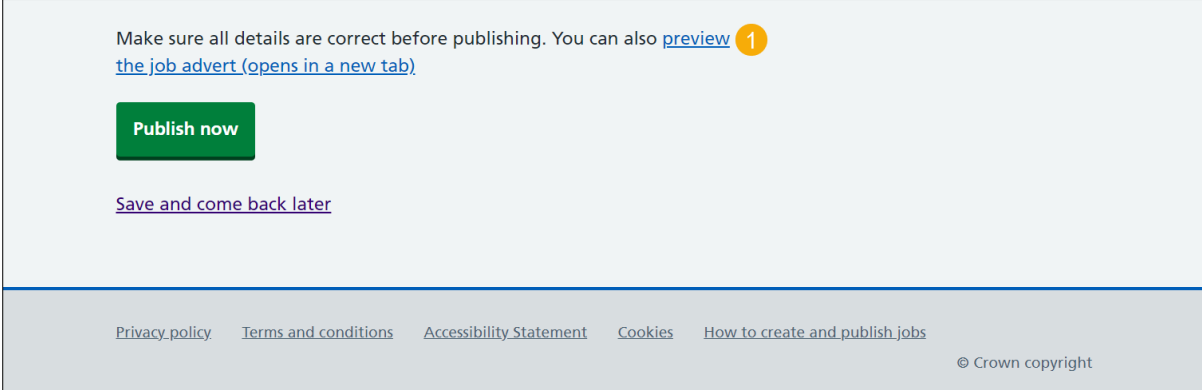   - 'Supporting links'
3. Select the 'Save and continue' button.

Preview job listing

This page gives you instructions for how to preview your listing before publishing.

To preview your job listing, complete the following step:

1. Select the 'preview the job advert' link.

Make sure all details are correct before publishing. You can also preview 1
the job advert (opens in a new tab)

Publish now

Save and come back later

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**Tip:** Your advert preview will open a new webpage.

[Go to the next page](#)

Publish job listing

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

To publish your job listing, complete the following step:

1. Select the '<u>Publish now</u>' button.

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1 **Publish now**

<u>Save and come back later</u>

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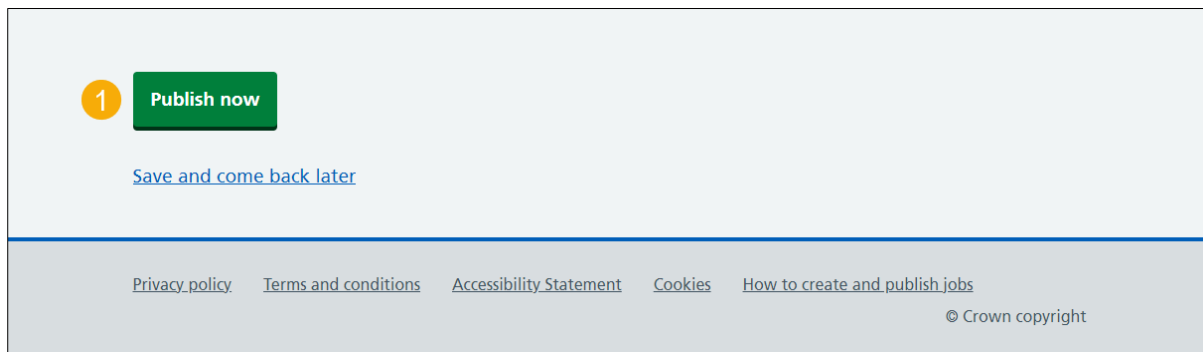
Tip: The 'Publish now' button is at the bottom of the 'Job listing tasklist' page. If you're not ready to publish your job listing, you can select the 'Save and come back later' link.

Job advert published

This page shows confirmation your job advert is published.

Important: Your job advert is published and jobseekers can find it in NHS Jobs.

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

1. Select the 'View the advert as seen by applicants' link to view the advert (optional).
2. Select the 'Go back to your dashboard' button.

You've reached the end of this user guide as you've created and published an ATS job listing in NHS Jobs.