

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.

Contents

| | |
|---|--------------------|
| How to publish an Applicant Tracking System (ATS) job listing in NHS Jobs user guide..... | 1 |
| Process flow..... | 3 |
| Sign in..... | 4 |
| Find your ATS job listing..... | 5 |
| View your ATS job listing..... | 6 |
| Add supporting information (optional)..... | 7 |
| Do you want to add supporting information to the advert?..... | 8 |
| Your advert's supporting information..... | 9 |
| Add from your organisation's library..... | 10 |
| Add a new supporting document to the advert..... | 11 |
| Add a new supporting link to the advert..... | 12 |
| Check your adverts supporting information..... | 13 |
| Preview job listing..... | 14 |
| Publish job listing..... | 15 |
| Job advert published..... | 16 |

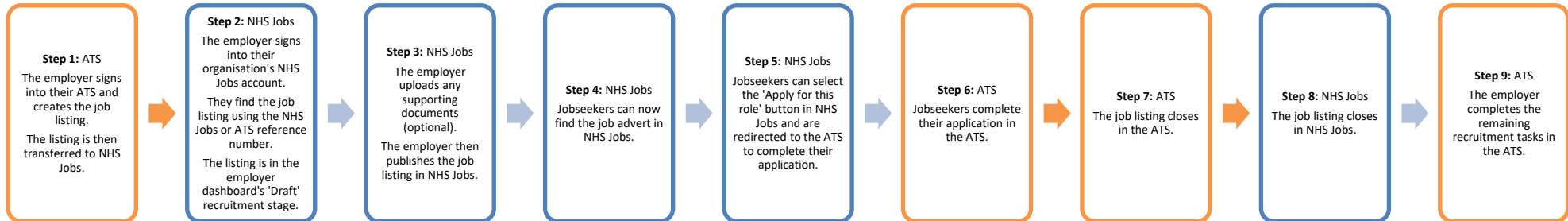
Process flow

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

Key:

 Applicant tracking system (ATS)

 NHS Jobs service



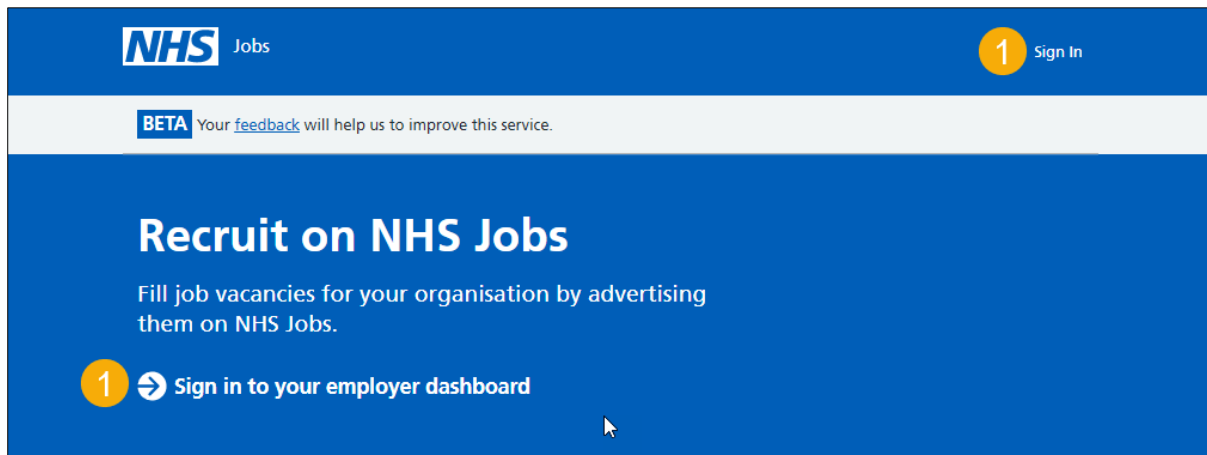
Sign in

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.



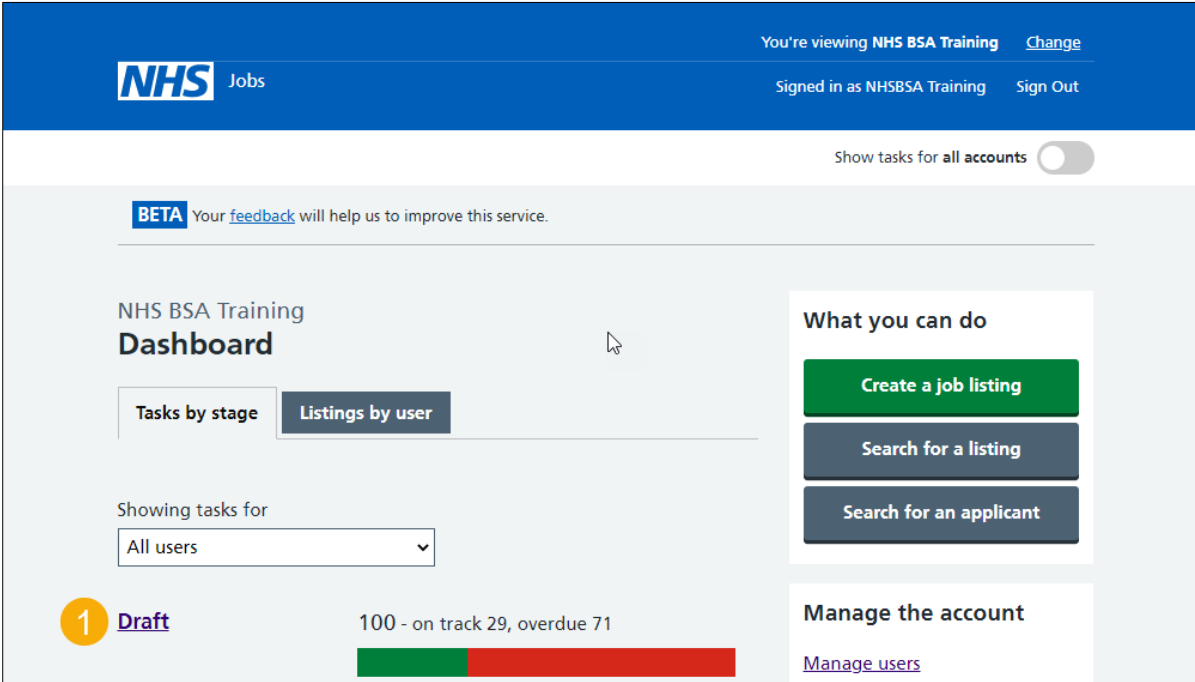
Find your ATS job listing

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 ['Draft'](#) link.



The screenshot shows the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. A summary card shows '1 Draft' with a progress bar indicating '100 - on track 29, overdue 71'. On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with a 'Manage users' 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.

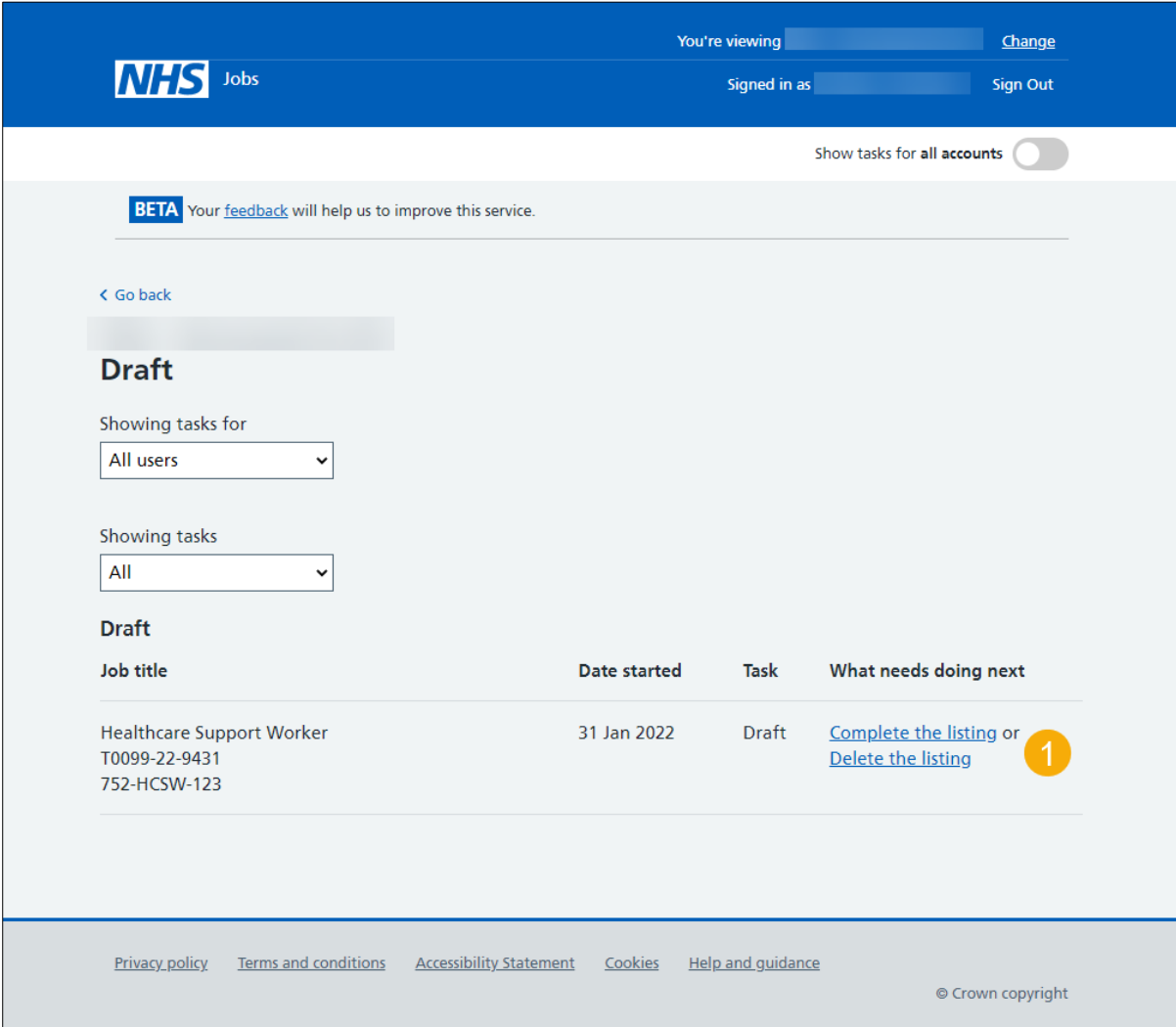
View your ATS job listing

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



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing [redacted] Change' and 'Signed in as [redacted] Sign Out'. Below the header, there is a toggle for 'Show tasks for all accounts' which is currently turned off. A 'BETA' banner states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area is titled 'Draft' and shows filters for 'Showing tasks for' (All users) and 'Showing tasks' (All). A table lists the draft listing:

| Job title | Date started | Task | What needs doing next |
|--|--------------|-------|--|
| Healthcare Support Worker T0099-22-9431 752-HCSW-123 | 31 Jan 2022 | Draft | Complete the listing or Delete the listing 1 |

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text reads '© Crown copyright'.

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).

Important: 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).

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing [redacted] Change' and 'Signed in as [redacted] Sign Out'. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the supporting information'. It contains a question: 'Do you want to add supporting information to the advert?' with a 'No' radio button selected. To the right of the question is a 'Change' link with a yellow circle containing the number '1'. Below the question is a green 'Save and continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

Tip: 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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Do you want to add supporting information to the advert?'. The job title is 'Molecular Pathology ATS' with a 'DRAFT' badge. The reference number is 'TRAC-JOB-REF-2000 T0099-22-3356'. A message states: 'You can add supporting documents and links to this advert. These could help applicants decide whether to apply.' There are two radio buttons: 'Yes' (unselected) and 'No' (selected). A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A 'Save and come back later' link is also visible. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer contains '© Crown copyright'.

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).

The screenshot shows the NHS Jobs interface for editing a job advert. At the top, there's a blue header with the NHS logo, 'Jobs', and user information like 'You're viewing' and 'Signed in as'. Below the header, a 'BETA' notice is present. The main content area is titled 'Your Molecular Pathology ATS advert's supporting information' and shows the advert is in 'DRAFT' status. It lists the reference number 'TRAC-JOB-REF-2000 T0099-22-3356'. Three numbered steps are highlighted with yellow circles: 1. 'Add from your organisation's library', 2. 'Add new document', and 3. 'Add new link'. Below these are sections for 'Documents' and 'Links', each with a 'No documents have been added yet' or 'No links have been added yet' message. At the bottom, there are buttons for 'Save and continue' (green) and 'Save and come back later' (blue). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

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.

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 from your organisation's library

Molecular Pathology ATS DRAFT

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

Documents

Select up to 4 documents to add to the job advert

| Select | Document | What you can do |
|----------------------------|-------------------|---|
| 1 <input type="checkbox"/> | About Us Document | Download document (PDF, 124 KB) |
| 2 <input type="checkbox"/> | NHSBSA Benefits | Download document (PDF, 521 KB) |

Links

Select up to 10 links to add to the job advert

| Select | Link | What you can do |
|----------------------------|----------------------------|--|
| 3 <input type="checkbox"/> | NHS England | https://www.england.nhs.uk/ (opens in new tab) |
| 4 <input type="checkbox"/> | Applicant Help and Support | https://www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants (opens in new tab) |

[Adding documents and links to your organisation's library](#)

5 Save and continue

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

© Crown copyright

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.

Important: 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 'Upload document' button.

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 document to the advert

Molecular Pathology ATS DRAFT

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

The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

1 Choose File Training and Support.docx

What do you want to call this document?

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

2

3 Upload document

[Privacy policy](#)
 [Terms and conditions](#)
 [Accessibility Statement](#)
 [Cookies](#)
 [Help and guidance](#)

© Crown copyright

Add a new supporting link to the advert

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

Important: 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 **‘Add link’** button.


The screenshot shows the NHS Jobs interface for adding a supporting link. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Add a new supporting link to the advert'. The job title is 'Molecular Pathology ATS' with a 'DRAFT' badge. The reference number is 'TRAC-JOB-REF-2000 T0099-22-3356'. The first section is 'What is the URL?' with a text input field and a '1' in a yellow circle. The second section is 'What do you want to call this link?' with a text input field and a '2' in a yellow circle. Below the second input field is a green 'Add link' button with a '3' in a yellow circle. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

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.


Jobs

You're viewing [Change](#)
Signed in as [Sign Out](#)

BETA

 Your [feedback](#) will help us to improve this service.

Create a job advert

Check and save the supporting information

Do you want to add supporting information to the advert? [Change](#)

Yes

| | |
|----------------------|---|
| Supporting documents | About Us Document Change |
| Supporting links | NHS England Change |

3
Save and continue

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)

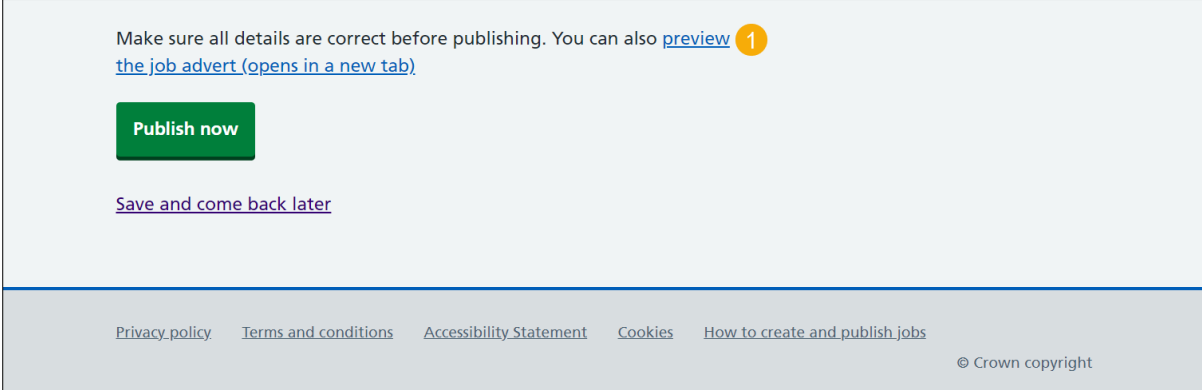
© Crown copyright

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 the job advert \(opens in a new tab\)](#) ¹

[Publish now](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

Tip: Your advert preview will open a new webpage.

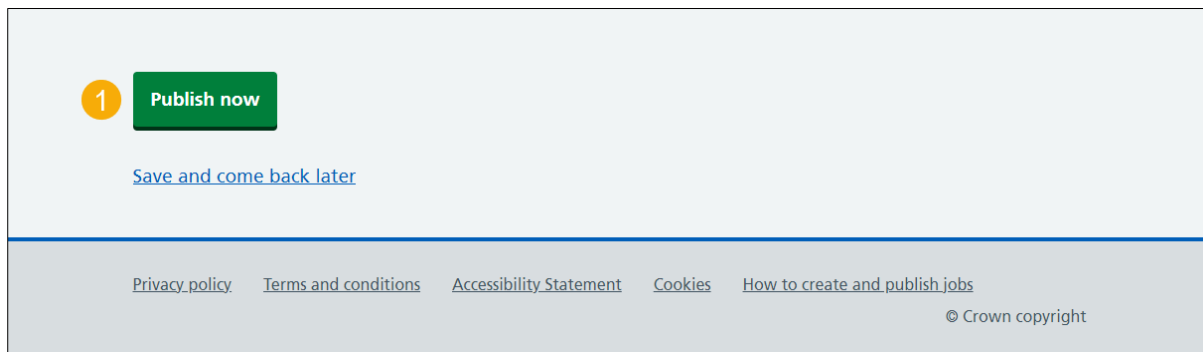
[Go to the next page](#)

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 ['Publish now'](#) button.



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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'You're viewing' (with a dropdown menu), 'Change', 'Signed in as' (with a dropdown menu), and 'Sign Out'. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Job advert published' and the text: 'You have created a job advert for Molecular Pathology ATS. The reference number is T0099-22-3356'. Below this box, there are two numbered steps: '1 View the advert as seen by applicants (opens in a new tab)' and '2 Go back to your dashboard' (with a green button). At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

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