

## How to create a vacancy in NHS Jobs using Trac

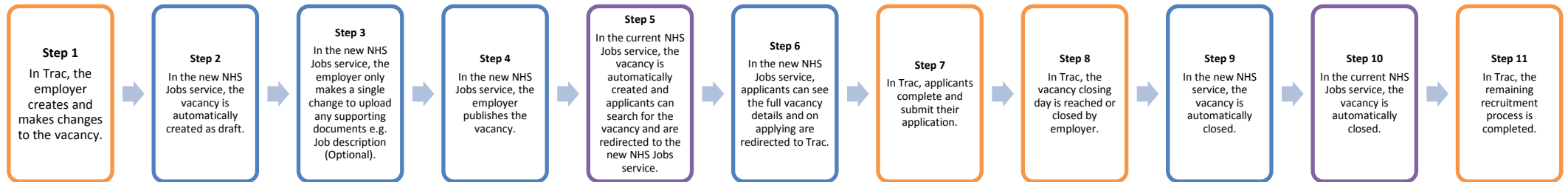
This guide explains the how to create a vacancy in NHS Jobs using Trac.

### Trac to NHS Jobs process flow

This image shows the process flow of vacancies from Trac to the new and current NHS Jobs services.

#### Key

Trac	
NHS Jobs new service	
NHS Jobs current service	



## Before you begin

- Supporting documents is the only change required in the new NHS Jobs service.
- All other vacancy changes are required in Trac which will be transferred to the new and current NHS Jobs services.

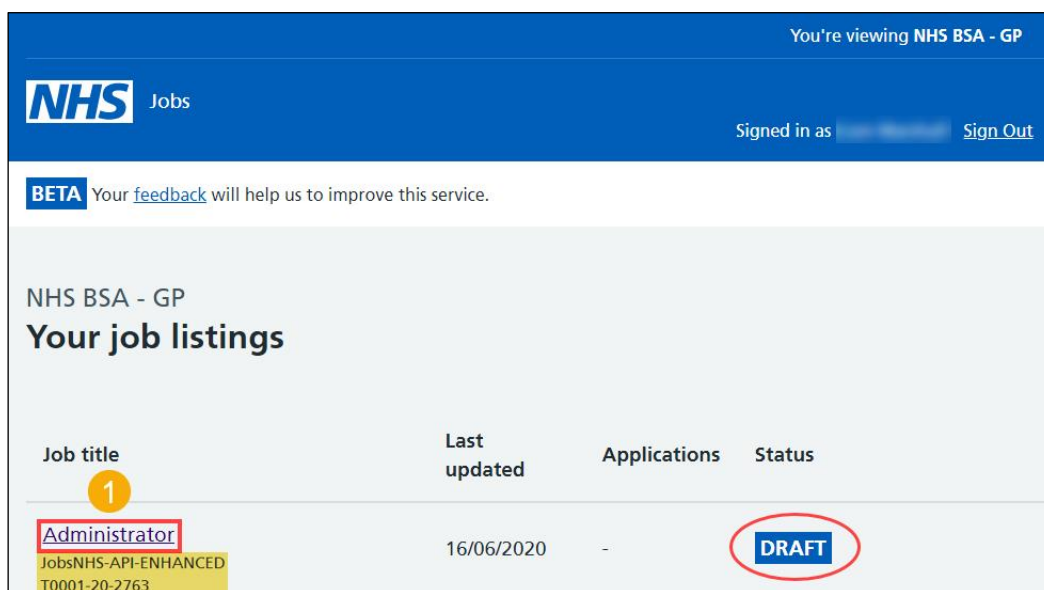
## Find draft vacancy from Trac in NHS Jobs

**Please note:** The vacancy must be created in Trac to be automatically transferred to NHS Jobs.

Sign in to your NHS Jobs account and find the job title transferred from Trac with the status of 'Draft' (See red circle).

The vacancy will be assigned an NHS Jobs reference number and the reference number from Trac will also be displayed (See highlighted yellow).

**Step 1:** Select the job title link to view the vacancy details.



The screenshot shows the NHS Jobs interface for a user viewing a vacancy. The page title is 'NHS BSA - GP' and the user is signed in. A 'BETA' notice is present. The main heading is 'Your job listings'. A table lists the job details:

Job title	Last updated	Applications	Status
<a href="#">Administrator</a> JobsNHS-API-ENHANCED T0001-20-2763	16/06/2020	-	DRAFT

In the table, the job title 'Administrator' is highlighted with a red box and a yellow circle containing the number '1'. The 'DRAFT' status is highlighted with a red circle.

## Change vacancy to upload any supporting documents

**Please note:** To upload supporting documents, follow these steps. Go to step **9** if supporting documents aren't needed.

**Step 2:** On the 'Check your answers' page, find 'Supporting documents' (See highlighted yellow). Select the Change link to access the uploading supporting documents page.

You're viewing NHS BSA - GP
Signed in as [User Name](#) | [Sign Out](#)

**BETA** Your feedback will help us to improve this service.

[Go back](#)

Create a job advert

### Check your advert

Make sure the details are correct before publishing it. You can also [preview the job advert](#)

**Administrator** DRAFT

Reference no: T2020-20-4070

#### Job Details

Job title	Administrator	<a href="#">Change</a>
COVID-19 related	No	<a href="#">Change</a>
Why it's being advertised	This is a new job	<a href="#">Change</a>
Where it's being advertised		<a href="#">Change</a>
Contract type	Permanent	<a href="#">Change</a>
Working pattern	Full-time	<a href="#">Change</a>
Working hours	37.5 hours a week	<a href="#">Change</a>
Payscheme	Agenda for Change	<a href="#">Change</a>
Band	Band 4	<a href="#">Change</a>
Salary	£21892 to £24157 a year	<a href="#">Change</a>
Staff group	Administrative & Clerical	<a href="#">Change</a>
Area of work	Administration	<a href="#">Change</a>

#### Employer Details

Name	NHS BSA - GP	<a href="#">Change</a>
Job location	Goldcrest Way Newcastle Upon Tyne NE158NY	<a href="#">Change</a>
Could the job be based at more than one location?	No	<a href="#">Change</a>

#### Job Advert

Overview	1. Create job overview Give a brief description of the role, what it takes and why this person should work for you. Potential candidates will read this first so inform, engage and excite. You have a limit of 1000 characters, including spaces.	<a href="#">Change</a>
You should be	2. Describe what the candidate will do and the skills you're looking for This will help someone decide if they want to apply. Here you will need to include most important skills and qualities. You have a limit of 1000 characters, including spaces.	<a href="#">Change</a>
We are	3. Working for your organisation Introduce the team, the atmosphere, the work ethic and the benefits. You have a limit of 1000 characters, including spaces.	<a href="#">Change</a>

+ Job Description
Change

+ Person specification
Change

Supporting Documents

No Documents

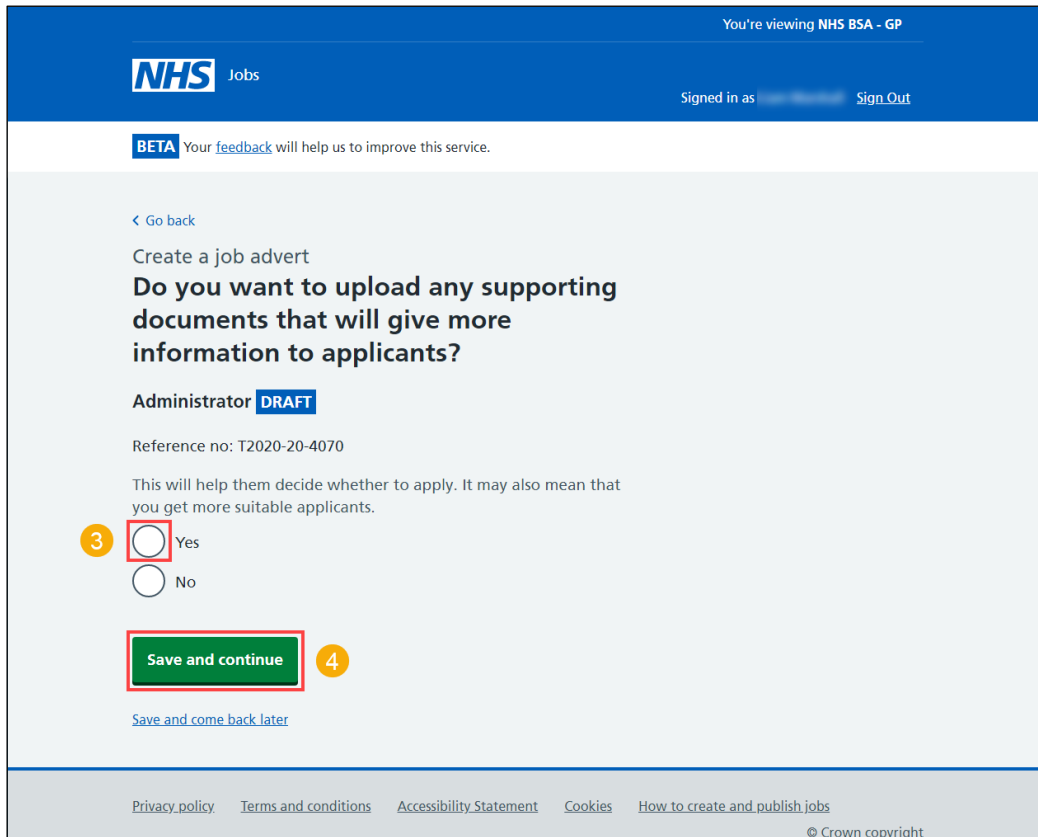
2

Change

## Upload supporting documents

**Step 3:** Select the Yes tick box to upload supporting documents.

**Step 4:** Select the Save and continue button to confirm your answer.



You're viewing NHS BSA - GP

**NHS** Jobs

Signed in as [user] Sign Out

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

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Create a job advert

**Do you want to upload any supporting documents that will give more information to applicants?**

Administrator **DRAFT**

Reference no: T2020-20-4070

This will help them decide whether to apply. It may also mean that you get more suitable applicants.

**3**  Yes

No

**Save and continue** **4**

[Save and come back later](#)

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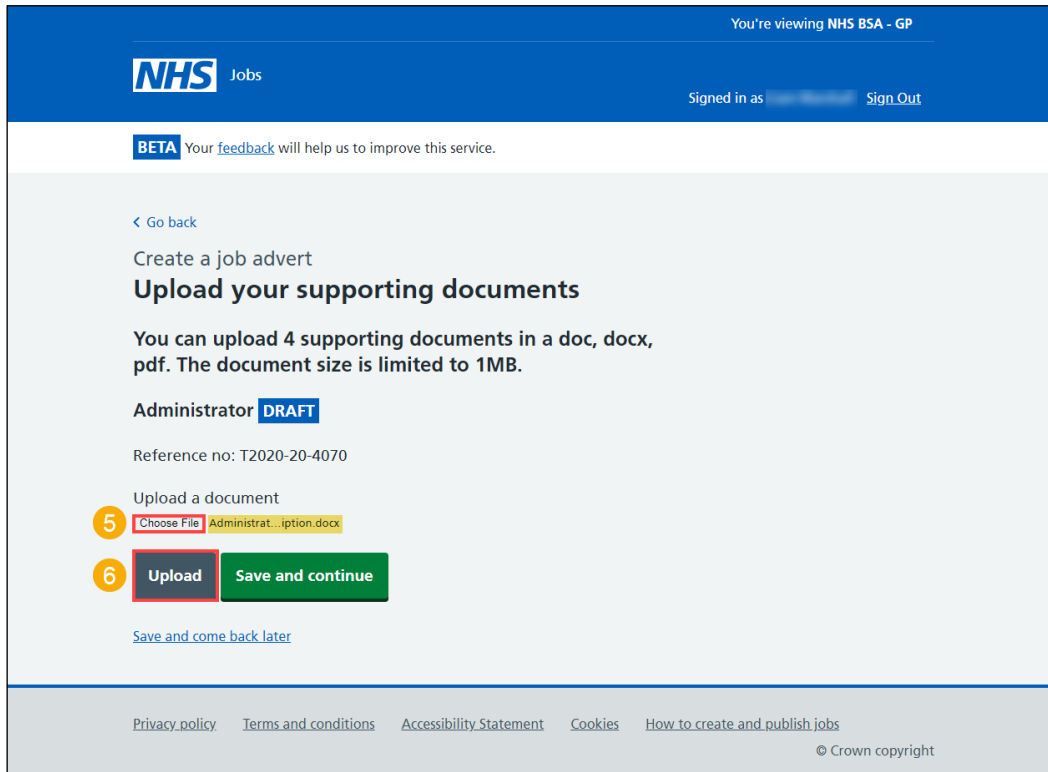
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## Find and upload supporting documents

**Please note:** The document limit is **4** supporting documents in a doc, docx, pdf format. The maximum document size is **1MB**.

**Step 5:** Select the Choose File button to find the document. An example filename is uploaded. (See highlighted yellow);

**Step 6:** Select the Upload button to upload the supporting document.



You're viewing NHS BSA - GP

**NHS** Jobs

Signed in as [redacted] Sign Out

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

[< Go back](#)

Create a job advert

### Upload your supporting documents

You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB.

Administrator **DRAFT**

Reference no: T2020-20-4070

Upload a document

5 [Choose File](#) Administrat...ption.docx

6 [Upload](#) [Save and continue](#)

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## Check your supporting documents

**Step 7:** Select the File name link to view and check the document is correct.

**Step 8:** Select the Remove link to remove the document if incorrect (Optional). Go to back to step 2.

**Step 9:** Select the Save and continue button to complete the upload of the supporting document.

You're viewing NHS BSA - GP

**NHS** Jobs

Signed in as [redacted] [Sign Out](#)

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

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Create a job advert

### Upload your supporting documents

You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB.

Administrator **DRAFT**

Reference no: T2020-20-4070

Upload a document

[Choose File](#) No file chosen

**Upload**

File name	Size	Action
<a href="#">Administrator Job Description.docx</a> <b>7</b>	13 KB	<a href="#">Remove</a> <b>8</b>

**Save and continue** **9**

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## Check your supporting documents and publish vacancy

**Step 10:** Check the supporting documents and select the Change link to make a change (Optional).  
Go back to step 5.

**Step 11:** Select the Publish now button to publish the vacancy to applicants.

The screenshot shows the 'Supporting Documents' section of the NHS Jobs Trac interface. At the top, there is a header with 'Supporting Documents' circled in red, a document name 'Administrator Job Description.docx', and a 'Change' link with a '10' badge. Below this is the 'Advert publishing details' section, which includes fields for 'Application method' (ONLINE applications), 'Contact', 'Closing date' (30/06/2020), and 'Shortlisting method' (Online using NHS Jobs). Each field has a 'Change' link. The next section is 'Additional information in your advert', which includes 'We'll ask about previous criminal convictions', 'We'll accept overseas applications', and 'Applicants need UK professional registration', each with a 'Change' link. Below this is the 'Pre-application questions' section, followed by 'Additional job application questions'. The 'Fitness to Practise' section contains detailed text about candidate fitness and a 'Change' link. At the bottom, there is a 'Publish now' button with a '11' badge, and a 'Save and come back later' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

You have reached the **end** of the creating a vacancy in NHS Jobs using Trac.