

## How to use the employer hub in NHS Jobs

This guide provides instructions for how to use the employer hub in NHS Jobs.

### Employer hub

The [employer hub](#) provides the following functionality:

1. Select the 'Sign in' or 'Sign in to your employer dashboard' link. You must have an account setup by the NHS Jobs team.
2. Select the 'feedback' link to email us on how to improve the service.
3. View the banner for any scheduled maintenance and the next system release information.
4. Select a tile under 'Latest updates' to find out the latest news and information.
5. Select a link under 'Frequently asked questions' to access the newest questions and answers. Select 'See all updates' to view all information.
6. Select a link under 'Other links' to access useful websites.
7. Select the [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk) email link in 'Contact us' to request help and support.
8. Select a link in the footer at the bottom of the page to view further information.

View the **image** on the next page.

1 [Sign in](#)

2
3

BETA Your feedback will help us to improve this service.

The next system release is scheduled for 13th August 2020. [Read more about why we are doing this.](#)

## Recruit on NHS Jobs

Fill job vacancies for your organisation by advertising them on NHS Jobs.

1
➔ Sign in to your employer dashboard

### Latest updates

30 July 2020

[Latest system releases](#)

We publish the last 6 release notices of the NHS Jobs system on our website.

30 July 2020

[NHS Jobs newsletters](#)

Subscribe to our monthly newsletter

30 July 2020

[NHS Jobs blog](#)

We publish the latest stories about NHS Jobs on our website.

➔ See all updates

### Frequently asked questions

+ [Can we use our own reference number when creating a vacancy?](#)

+ [How are shortlisted applicants sorted?](#)

+ [Can applicants search and filter COVID-19 vacancies?](#)

+ [Can I sort shortlisted applicants by application ID?](#)

+ [Can I use different application forms for different roles?](#)

+ [Where is the two ticks symbol shown?](#)

➔ See all FAQs

### Other links

[Help and support for employers \(opens in a new window or tab\)](#)

[NHS Employers \(opens in a new window or tab\)](#)

[NHS Jobs newsletter \(opens in a new window or tab\)](#)

[We are the NHS \(opens in a new window or tab\)](#)

[NHS Jobs engagement team \(opens in a new window or tab\)](#)

[GP Nursing \(opens in a new window or tab\)](#)

[Help us improve our website \(opens in a new window or tab\)](#)

[Health Careers \(opens in a new window or tab\)](#)

### Contact us

Contact the NHS Jobs team for support by:

Email: [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk)

We're available Monday to Friday between 8am and 6pm and Saturday between 9am and 3pm.

8

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