

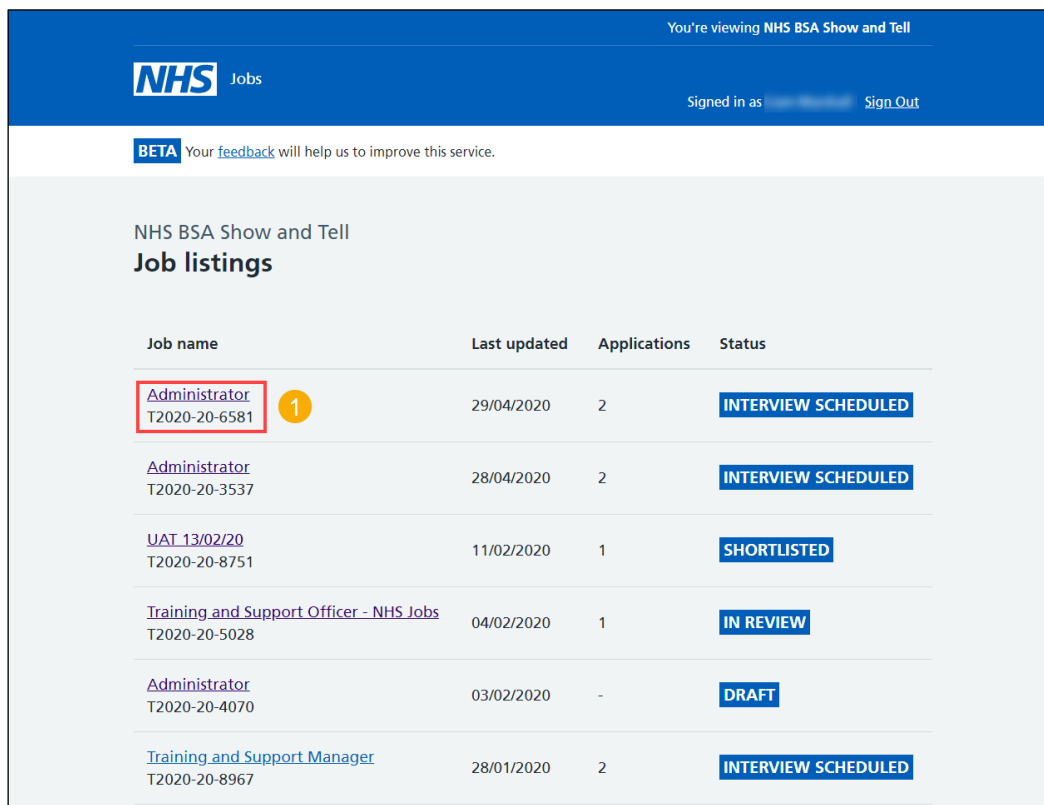
How to make a job offer in NHS Jobs

Following your interviews, you can send a job offer to your preferred applicants.

Find the job name

This page provides instructions for how to start your job offer.

1. Select the 'Job name' link.



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NHS Jobs

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NHS BSA Show and Tell
Job listings

Job name	Last updated	Applications	Status
Administrator T2020-20-6581	29/04/2020	2	INTERVIEW SCHEDULED
Administrator T2020-20-3537	28/04/2020	2	INTERVIEW SCHEDULED
UAT 13/02/20 T2020-20-8751	11/02/2020	1	SHORTLISTED
Training and Support Officer - NHS Jobs T2020-20-5028	04/02/2020	1	IN REVIEW
Administrator T2020-20-4070	03/02/2020	-	DRAFT
Training and Support Manager T2020-20-8967	28/01/2020	2	INTERVIEW SCHEDULED

Add feedback

This page provides instructions for how to add feedback to your interview.

Please note: You must add feedback to all applicants interviewed.

2. Select the 'Add feedback' link.

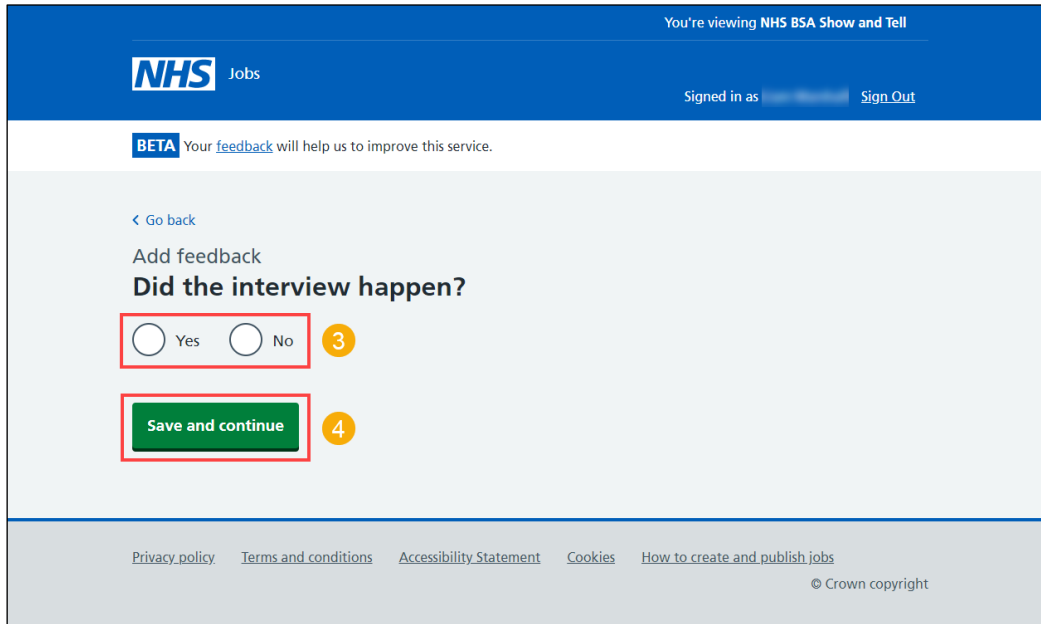
The screenshot shows the NHS Jobs interface for an Administrator job. The page title is "Your list of confirmed interviews". Below the title, there is a section for "Interview dates and times" with a table of interview slots. The table has three columns: "Slot", "Applicant assigned", and "What you need to do". The first row shows a slot on 07 May 2020 from 09:00 to 10:00, with no applicants assigned. The second row shows a slot on 07 May 2020 from 11:00 to 12:00, with one applicant assigned (AR-200429-00003). The "Add feedback" button is highlighted with a red box and a yellow circle containing the number 2.

Slot	Applicant assigned	What you need to do
07 May 2020 09:00 to 10:00	No one has selected this yet	
07 May 2020 11:00 to 12:00	AR-200429-00003 View application	Add feedback 2

Did the interview happen?

This page provides instructions for how to confirm if the interview happened.

3. Select a tick box.
 - If you select 'Yes', go to step 5.
 - If you select 'No', go back to step 2 and select the next applicant interviewed.
4. Select the 'Save and continue' button.



The screenshot shows the NHS Jobs user interface. At the top, it says 'You're viewing NHS BSA Show and Tell'. Below that is the NHS Jobs logo and a 'Signed in as' section with a 'Sign Out' link. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area has a '< Go back' link, followed by 'Add feedback' and the question 'Did the interview happen?'. There are two radio buttons: 'Yes' and 'No'. A red box highlights these radio buttons, with a yellow circle containing the number '3' next to it. Below the radio buttons is a green 'Save and continue' button, which is also highlighted with a red box and a yellow circle containing the number '4'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

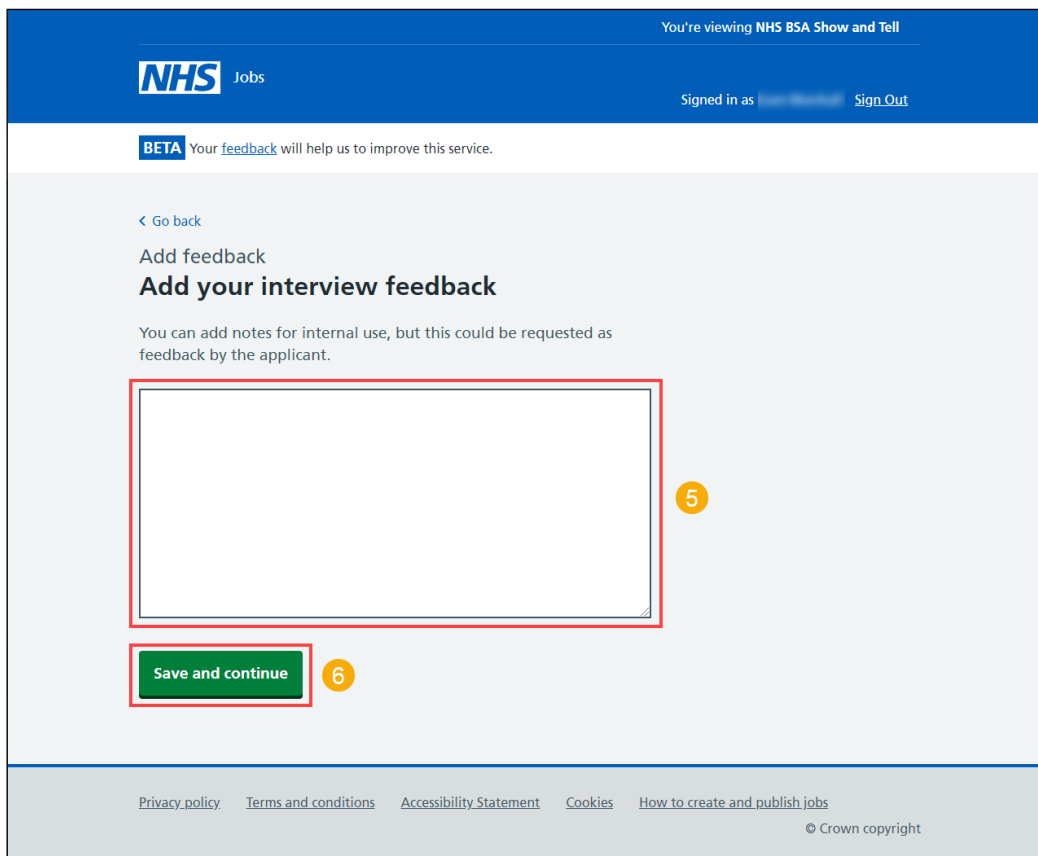
Add your interview feedback

This page provides instructions for how to add your interview feedback.

5. Enter the feedback for the applicants' interview.

Please note: Feedback is added for internal use but could be requested as feedback by the applicant.

6. Select the 'Save and continue button' to add your feedback.



Offer the job

This page provides instructions for how to offer the job to an applicant.

7. Select the tick box for the applicant you want to offer the job to.

Please note: If you need to make an offer to multiple applicants, go back to step 2 and choose the applicant.

8. Select the 'Offer job to selected applicant' button.

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[< Go back](#)

Administrator job

Offer the job

All feedback notes have been added. You can now start the process of making an offer to an applicant.

Interview dates and times

Select	Slot	Applicant assigned	What you need to do
<input type="checkbox"/>	07 May 2020 11:00 to 12:00	AR-200429-00003 View application	View feedback

[Offer job to selected applicant](#)

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How do you want to offer the pay?

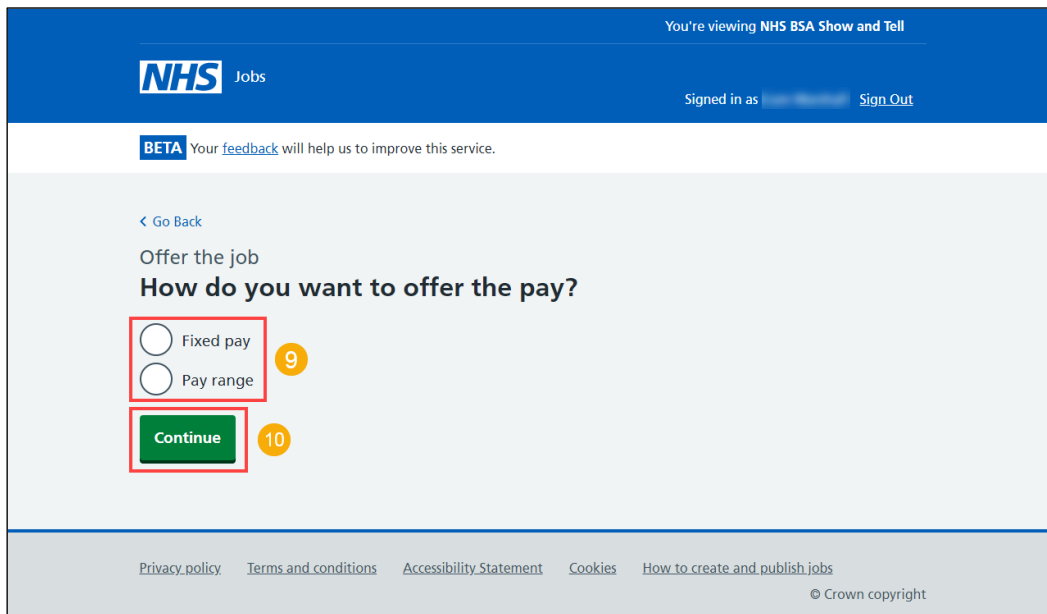
This page provides instructions for how to confirm the pay type.

9. Select a tick box:

- If you select 'Fixed pay', go to step 13.
- If you select 'Pay range', go to step 11.

For example: Fixed pay £25,000 or pay range from £20,000 to £30,000.

10. Select the 'Continue' button to confirm the pay type.



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Offer the job

How do you want to offer the pay?

Fixed pay 9

Pay range 9

10

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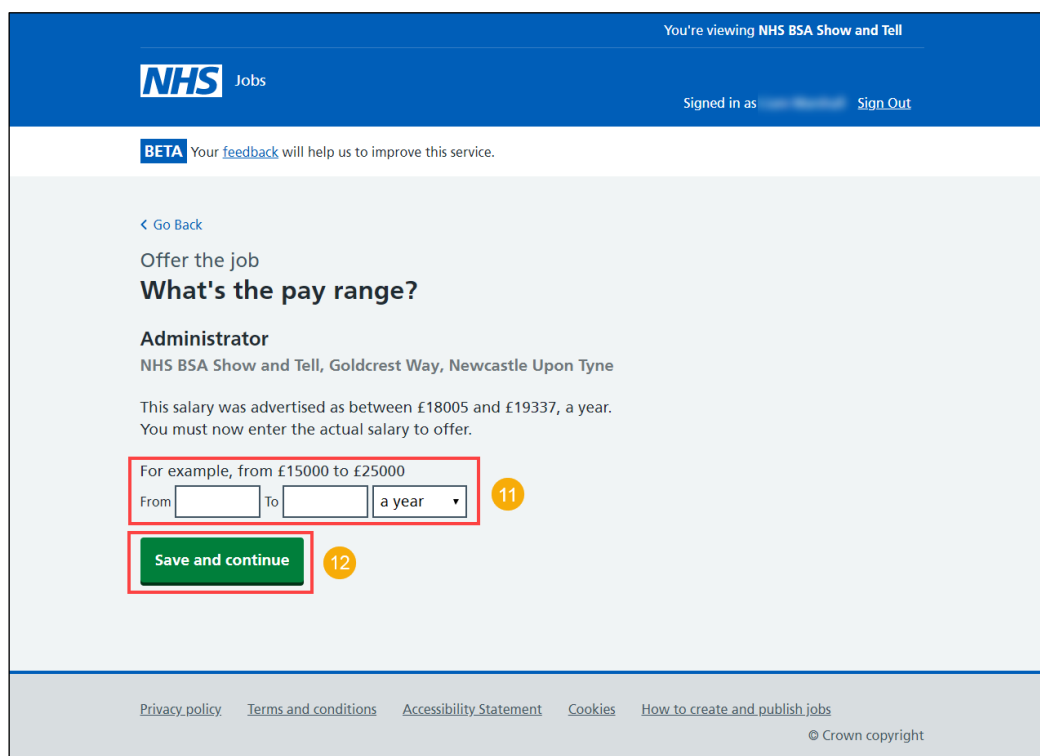
What's the pay range?

This page provides instructions for how to add the pay range.

11. Enter the pay range and select an option from the drop down list.

For example: Pay range £20,000 to £30,000 a year.

12. Select the 'Save and continue' button. Go to step 15.



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Offer the job

What's the pay range?

Administrator
NHS BSA Show and Tell, Goldcrest Way, Newcastle Upon Tyne

This salary was advertised as between £18005 and £19337, a year.
You must now enter the actual salary to offer.

For example, from £15000 to £25000

From To a year 11

Save and continue 12

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Fixed pay

This page provides instructions for how to add the fixed pay.

13. Enter the pay and select an option from the drop down list.

For example: Pay range £25,000 a year.

14. Select the 'Save and continue' button. Go to step 15.

Check the details of the offer

This page provides instructions for how to check the details of the offer.

15. Select the 'Change link' to make any changes to the offer (Optional).
16. Select the Continue button.

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Signed in as [redacted] Sign Out

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Offer the job

Check the details of the offer

Applicant name	[redacted]	Change
Telephone number	[redacted]	
Job title	Administrator	
Location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
Contract type	Permanent	Change 15
Working pattern	Full-time	Change
Number of hours or sessions a week	37.5 Hours a week	Change
Salary	£18,005 - 19,337 a year	Change
Contact	[redacted]	Change

[Continue](#) **16**

[Back to your vacancies](#)

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Email your job offer

This page provides instructions for how to view the job offer email before it's sent to the applicant.

17. The sign-in link allows the applicant to complete their information for the once the job offer email is received.
18. Select the 'Send offer' button to email the offer to the applicant.

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Signed in as [Name] Sign Out

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[Go Back](#)

Offer the job

Email your job offer to [Name]

You'll send an automated email offering the job:

Dear [Name]

We're pleased to confirm our conditional offer for the Administrator job here at NHS BSA Show and Tell

We recommend that you do not give notice on your current job until we're satisfied with your pre-employment checks.

What happens next

You'll give us referees who can cover your last 3 years of continuous employment, education or training history.

You'll do this by signing in to your NHS Jobs account:

[sign-in](#) 17

If you've got any questions

You can contact:

Regards,
NHS BSA Show and Tell

[Send offer](#) 18

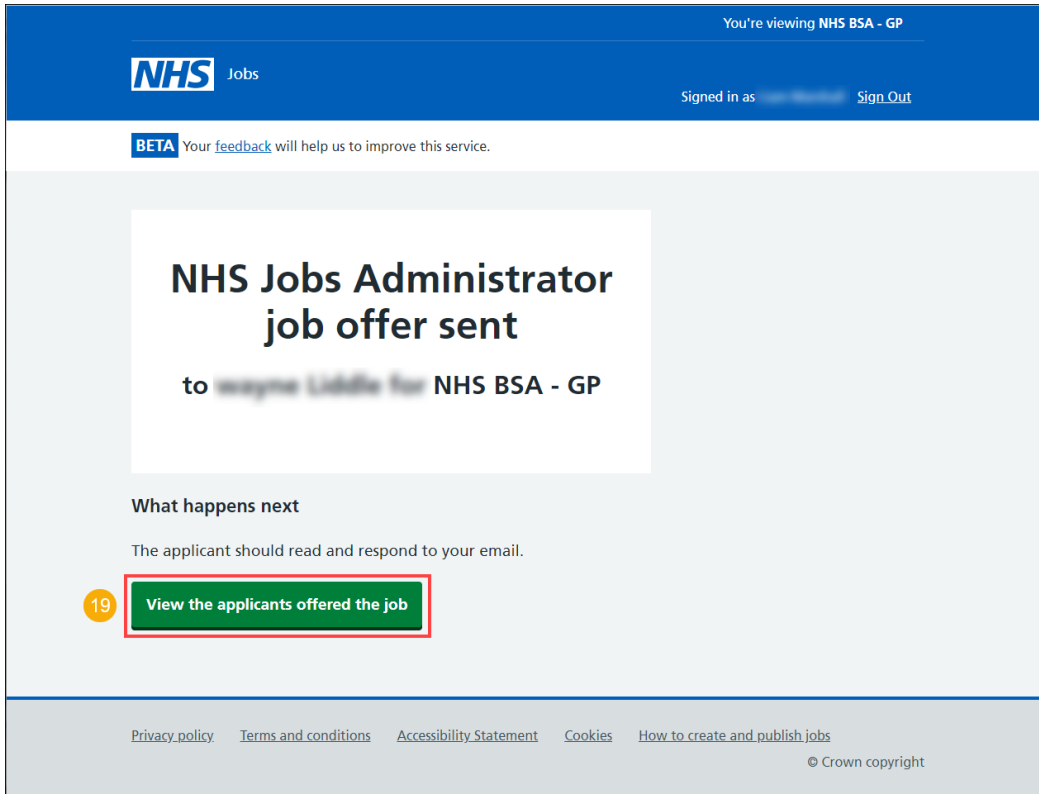
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Job offer sent

This page provides instructions for how to confirm the job offer has been sent.

19. Select the 'View the applicants offered the job' button.



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NHS Jobs

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NHS Jobs Administrator job offer sent

to [redacted] NHS BSA - GP

What happens next

The applicant should read and respond to your email.

19 [View the applicants offered the job](#)

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You have reached the **end** of the steps of how to make a job offer in NHS Jobs user guide.