

How to manage supporting documents user guide

This guide provides instructions on how to manage supporting documents in NHS Jobs.

Supporting documents can be used to send to applicants when making an offer.

For example, documents about working for your organisation or an organisational chart of your team could be useful to add.

Make sure you use a friendly document name, so the file is easily understood by all users.

You must be signed into your account and have an NHS Jobs role 'Super user' to be able to do this.

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Manage your supporting documents

This page gives instructions for how to manage your supporting documents in your account.

1. Select 'Manage your supporting documents'.

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NHS Jobs

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The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

NHS Training and Support
Your job listings

Your organisation has not created any job adverts yet.

[Create a job listing](#) [Manage your users](#) [Manage at risk applicants](#)

[Manage accredited logos](#) [Manage your contract templates](#) [Manage your supporting documents](#)

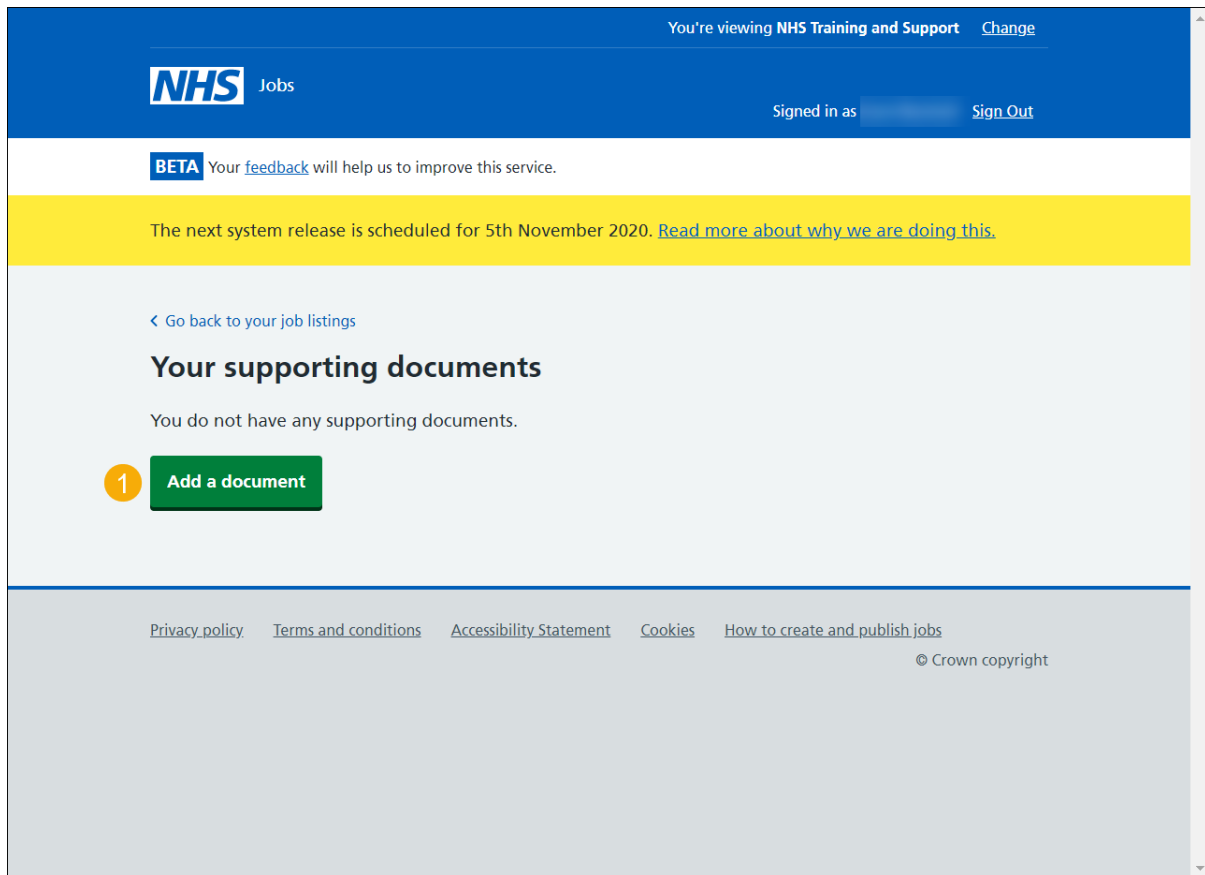
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Add a document

This page gives instructions for how to add a supporting document.

1. Select 'Add a document'.



The screenshot shows the NHS Jobs interface. At the top, a blue header contains the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, a white bar displays 'Signed in as' followed by a blurred name and a 'Sign Out' link. A yellow banner below that states 'BETA Your feedback will help us to improve this service.' and 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)'

The main content area has a light blue background. It starts with a link '< Go back to your job listings'. Below this is the heading 'Your supporting documents' and the text 'You do not have any supporting documents.' A prominent green button with a white '1' in a yellow circle to its left is labeled 'Add a document'.

The footer is a grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the text '© Crown copyright'.

Add a supporting document

This page gives instructions for how to choose a file and what to call it before adding it.

The file you choose must not exceed 1MB in file size. The file must be in a DOC, DOCX or PDF format.

You should use a friendly document name, so it is easily understood by all users.

1. Select 'Choose file' to locate the file.
2. Enter a file name.
3. Select 'Save document'.

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NHS Jobs Signed in as [\[User\]](#) [Sign Out](#)

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[< Go back](#)

Add a supporting document

The file you choose must:

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

Upload a file

1 No file chosen

What do you want to call this document?

Make sure to assign a name that applicants you send it to will understand, as well as those in your recruitment team who'd send it out. For example, Working for the London Ambulance Service NHS Trust.

2

3

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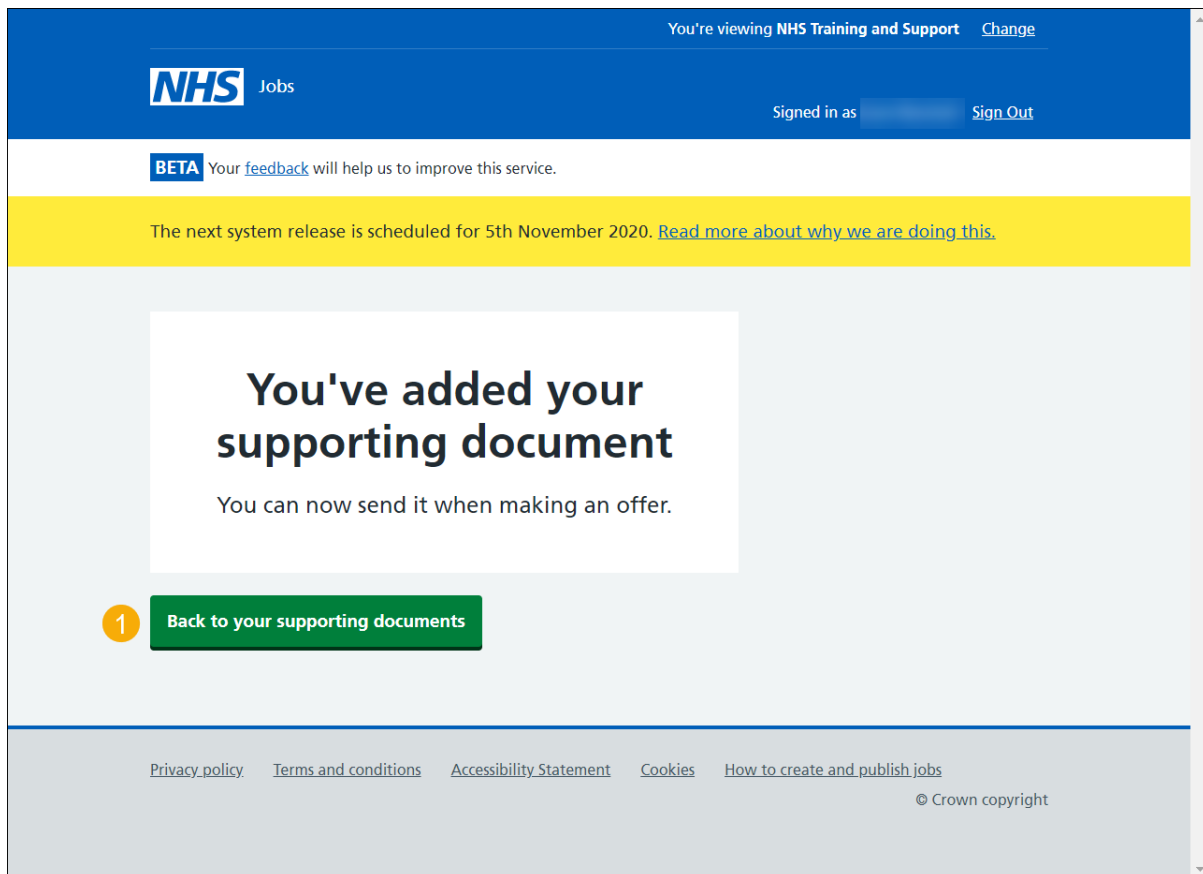
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You've added your supporting document

This page gives instructions for how to confirm you have added your supporting document.

You can now send it when making an offer.

1. Select 'Back to your supporting documents'



The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link. Below the header, there is a 'Signed in as' section with a 'Sign Out' link. A yellow banner below the header contains the text: 'BETA Your feedback will help us to improve this service.' and 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' The main content area features a white box with the heading 'You've added your supporting document' and the subtext 'You can now send it when making an offer.' Below this box is a green button with a yellow circle containing the number '1' and the text 'Back to your supporting documents'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Your supporting document

This page gives instructions for how to check your supporting documents and delete it.

You can also add another document if applicable.

1. Select 'Add a document' (optional).
2. Select the 'Delete' link (optional).

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NHS Jobs

Signed in as [Sign Out](#)

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[Go back to your job listings](#)

Your supporting documents

1 [Add a document](#)

NHS Jobs Organisation Chart	NHSJobsOrgChartNoNamesOct20v2.docx	Delete 2
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You have reached the **end** of how to manage supporting documents in NHS Jobs user guide.