

How to use the employer hub user guide

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

The employer hub <https://beta.jobs.nhs.uk/home> has links to:

- *Sign into your account
- Latest updates
- Frequently asked questions
- Other links
- Contact us

*You must have an account to sign in and setup by the NHS Jobs team.

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Employer hub

This section gives instructions on how to use the employer hub.

1. Select a link to sign into your account.
2. Select the link to view details of the next system release.
3. Select the link to email us your feedback to help us improve this service.
4. Select the logo to return to the employer hub homepage.

The screenshot shows the NHS Jobs Employer Hub interface. At the top left, the NHS logo is labeled with a '4'. To its right is the text 'Jobs'. At the top right, there is a 'Sign In' link labeled with a '1'. Below the header, a white banner contains the text 'BETA Your feedback will help us to improve this service.' with a '3' callout. Below this is a yellow banner with the text 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' with a '2' callout. The main content area has a blue background with the heading 'Recruit on NHS Jobs' and the text 'Fill job vacancies for your organisation by advertising them on NHS Jobs.' At the bottom left, there is a 'Sign in to your employer dashboard' link with a right-pointing arrow icon and a '1' callout.

Latest updates

This section gives instructions on how to access the latest updates.

This page is regularly updated with the most recent information, this means the links and their content may change.

1. Select the link to see the help and support resources.

If you select the 'Help and support resources' link, you will need to select the 'information and resources' link on the page to access the user guides and videos.

2. Select the link to see the latest six editions and how to subscribe to the NHS Jobs newsletter.
3. Select the link to see the latest known system issues.
4. Select the link to see all updates.

Latest updates

15 September 2020
1 [Help and support resources](#)
Access to user guides, videos and online learning.

30 July 2020
2 [NHS Jobs newsletters](#)
Subscribe to our monthly newsletter

15 October 2020
3 [Known system issues](#)
Latest system issues impacting the NHS Jobs service.

4 [→ See all updates](#)

Frequently asked questions

This section gives instructions on how to access the frequently asked questions.

This page is regularly updated with the most recent information, this means the links and their content may change.

1. Select a link to see the one of the six most recent frequently asked questions.
2. Select the link to see all frequently asked questions.

Frequently asked questions

- [+ Can applicants search for an internal vacancy?](#)
- [+ Does a Recruitment Administrator receive a notification to score applicants?](#)
- 1** [+ Can I make a job offer to more than one applicant?](#)
- [+ Can I change the job title?](#)
- [+ How many Super Users can an organisation have?](#)
- [+ Where is the armed forces \(AF\) symbol shown?](#)

2 [➔ See all FAQs](#)

Other links

This section gives instructions on how to access other useful links.

The links are useful to employers to help them with their recruitment.

1. Select a link to access a website.

Other links

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

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

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

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

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

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

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

Contact us

This section gives instructions on how to contact the NHS Jobs team for support and links to service information.

1. Select the link to email the NHS Jobs team support.
2. Select a link for service information.

Contact us

Contact the NHS Jobs team for support by:

Email: nhsbsa.nhsjobs@nhsbsa.nhs.uk 1

We're available Monday to Friday between 8am and 6pm and Saturday between 9am and 3pm, except Bank Holidays including Christmas Day, Boxing Day and New Year's Day.

2 [Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

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You have reached the **end** of how to use the employer hub in NHS Jobs user guide.