

How to change a published vacancy user guide

This guide gives instructions for how to change the details of a published vacancy in NHS Jobs.

You can only change the details of the published vacancy in the guide.

You must be an employer with an account and a 'Super user' or 'Recruitment administrator' role to be able to complete the steps in this guide.

If you do not have an account or you are a 'Recruitment manager', contact your organisations 'Super user'.

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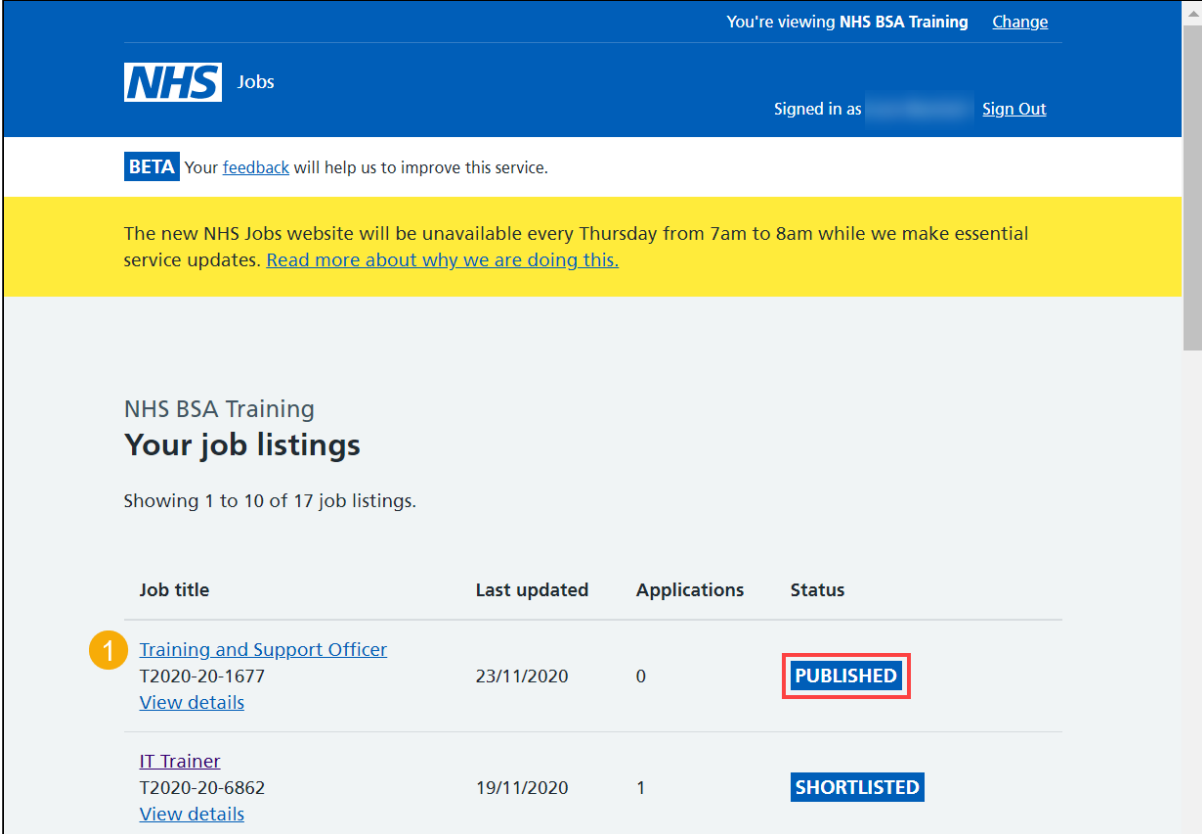
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Find published job

This page gives instructions for how to find the published job to change its details.

Sign into your account and on the 'Your job listings' page, find the job title that has a status of 'PUBLISHED'.

1. Select the Job title link.



The screenshot shows the NHS Jobs website 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 BSA Training' 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 a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, there is a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area is titled 'NHS BSA Training Your job listings' and shows 'Showing 1 to 10 of 17 job listings.' Below this is a table with columns: 'Job title', 'Last updated', 'Applications', and 'Status'. The first row is for 'Training and Support Officer' (T2020-20-1677) with 0 applications and a 'PUBLISHED' status. The second row is for 'IT Trainer' (T2020-20-6862) with 1 application and a 'SHORTLISTED' status. The 'PUBLISHED' status in the first row is highlighted with a red box.

| Job title | Last updated | Applications | Status |
|---|--------------|--------------|--------------------|
| 1 Training and Support Officer T2020-20-1677 View details | 23/11/2020 | 0 | PUBLISHED |
| IT Trainer T2020-20-6862 View details | 19/11/2020 | 1 | SHORTLISTED |

What can you change in the job listing?

This page gives instructions for how to check what can you change in the job listing.

1. Select the link for the details.

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The main content area features a job listing for 'Training and Support Officer'. It includes a 'PUBLISHED' badge and a reference number 'T2020-20-1677'. The text reads: 'Here are the details of your published job listing for Training and Support Officer. You can still:'

- upload new documents or delete any existing documents
- close the advert
- change some details in the job listing

A numbered list item '1' is highlighted in a yellow circle, pointing to the link: 'What you can change in the job listing'. Below this link, it says: 'You can still change the following sections of the job listing:'

- COVID-19 related
- Contract type
- Job address
- Job overview
- Job description summary and details
- About the organisation
- Contact details
- Closing date
- Staff group
- Area of work

On the right side of the job listing, there are two buttons: 'Score applications' (green) and 'Close early' (dark grey). Below these buttons is a link: 'View on NHS Jobs (opens in new tab)'. At the bottom right, there is a box with the following information: 'Status: Published', 'Submitted applications: 0', 'Scored applications: 0', and 'Closing date: 30/11/2020'.

Go to the next page to see how to change the job details on this page.

Change job details

This page gives instructions for how to change the job details.

1. Select a 'Change' link.

| Job Details | |
|--|---|
| Job title | Training and Support Officer |
| COVID-19 related | No Change 1 |
| Why it's being advertised | This is a new job |
| Where it's being advertised | Externally |
| Contract type | Permanent Change 1 |
| Working pattern | Full-time, Flexible working |
| Working hours | 37.5 hours a week |
| Payscheme | Agenda for Change |
| Band | Band 7 |
| Salary | £30000 to £40000 a year |
| Staff group | Administrative & Clerical Change 1 |
| Area of work | Administration Change 1 |
| Employer Details Change 1 | |
| Name | NHS BSA - GP |
| Job location | Goldcrest Way Newcastle Upon Tyne NE158NY |
| Could the job be based at more than one location? | No |
| Job Advert Change 1 | |
| 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. |
| You should be | 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. |
| We are | Introduce the team, the atmosphere, the work ethic and the benefits. You have a limit of 1000 characters, including spaces. |
| + Job Description Change 1 | |
| + Person specification | |
| Supporting Documents | No Documents Change 1 |
| Advert publishing details | |
| Application method | ONLINE applications |
| Contact | Liam Marshall liam.marshall4@nhs.net Change 1 |
| Closing date | 30/11/2020 Change 1 |

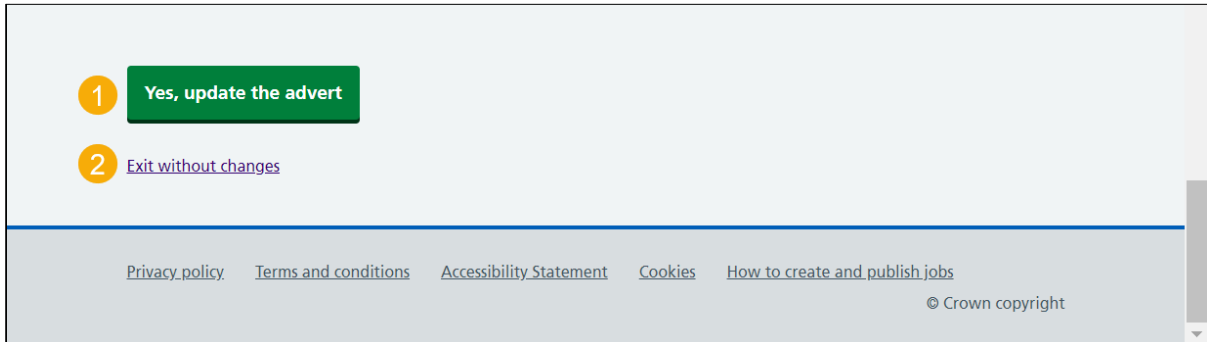
Go to the next page to see how to update the job details on this page.

Update the advert

This page gives instructions for how to update the advert with the changed details.

You can also cancel the changes by selecting the link.

1. Select 'Yes, update the advert'.
2. Select the 'Exit without changes' (optional).



Update the advert confirmation

This page gives instructions for how to confirm the update to the advert.

You can also cancel the changes by selecting the link.

1. Select 'Yes, update the advert'.
2. Select the 'Exit without changes' (optional).

You're viewing **NHS BSA Training** [Change](#)

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Training and Support Officer

PUBLISHED
Reference no: T2020-20-1677 | 0 applications received

Are you sure you want to update the published advert?

- 1 **Yes, update the advert**
- 2 [Exit without changes](#)

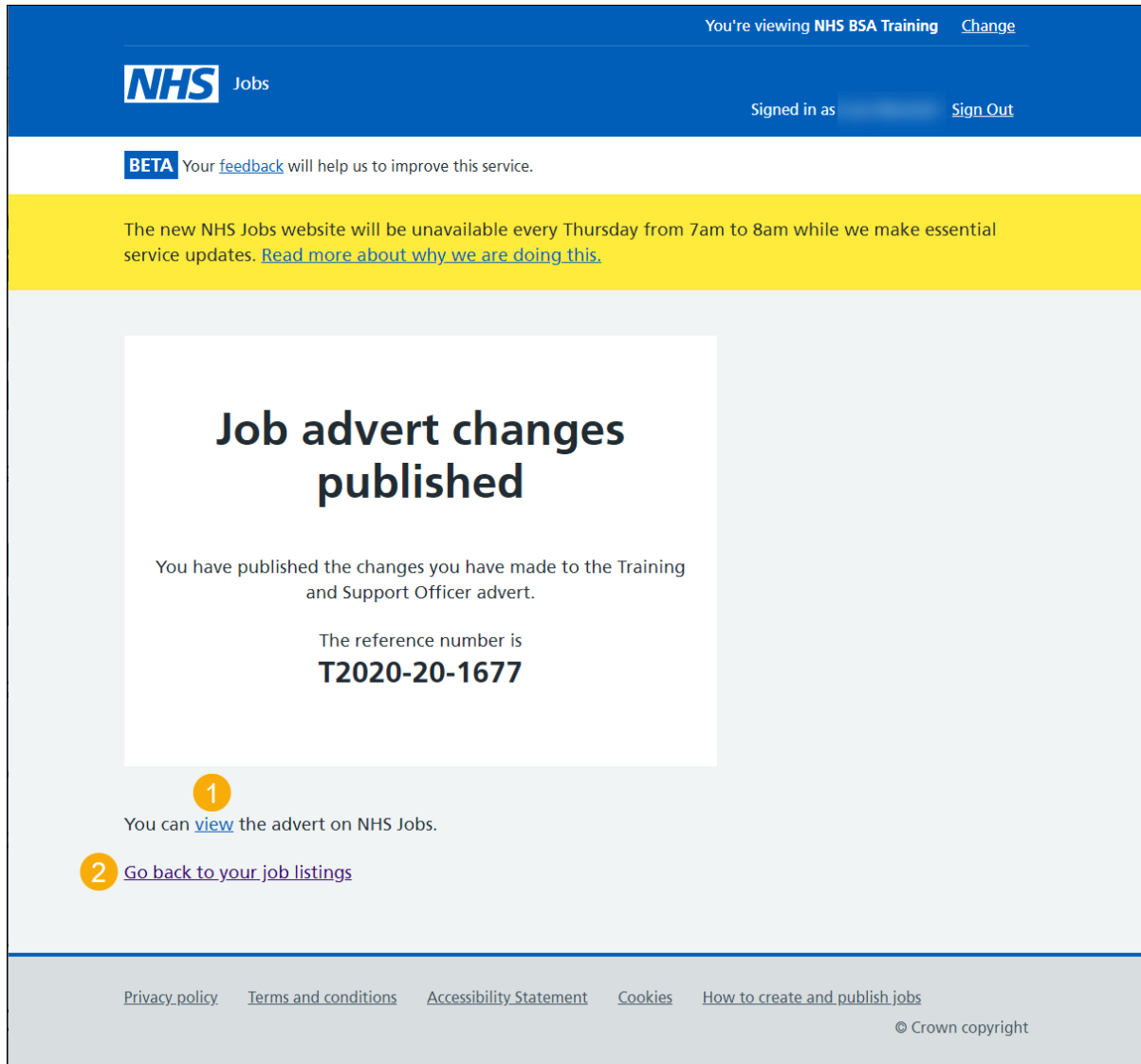
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Job advert changes published

This page gives instructions for how to view the changes to the published advert.

1. Select the 'view, link.
2. Select the 'Go back to your job listings'.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a white box with the heading 'Job advert changes published' and the text: 'You have published the changes you have made to the Training and Support Officer advert. The reference number is **T2020-20-1677**'. Below this, there are two numbered steps: '1 You can [view](#) the advert on NHS Jobs.' and '2 [Go back to your job listings](#)'. At the bottom, there is a footer with 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 how to change a published vacancy in NHS Jobs user guide.