How to issue a contract user guide

This guide gives instructions for how to issue a contract in NHS Jobs.

You can create a contract template using the NHS Jobs service. If you do not want to use the service, you can send a contract outside of the service before sending it to applicants.

The contract template online options are an addendum to an existing contract, a contract of employment, an internal secondment and external secondment.

If you choose online, a 'Super user' must have created the contract template first.

Once a contract is sent, the applicant can choose to accept or reject the contract.

You can also choose to accept or reject the contract on behalf of the applicant. You can choose to withdraw your conditional offer.

Contents

Issue contract

This page gives instructions for how to start creating and sending a contract.

1. Select the 'Job title' link.

Applicants you've offered the job to

This page gives instructions for how to offer a contract to the successful applicant.

The applicant you have offered the job to is shown. You can also choose to offer to another applicant.

1. Select the 'Applicant name' link.
2. Select 'Offer to another applicant' (optional).

Or

3. Select 'Back to job listings' if you do not want to issue a contract.

Do you want to create a contract?

This page gives instructions for how to confirm if you want to create a contract or withdraw the contract.

1. Select an answer:
   - 'Yes'
   - 'No'

Create and send the contract

This page gives instructions for how to confirm what information is needed to create and send the contract.

1. Read the information on the page and select 'Continue'.

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What date will the applicant start?

This page gives instructions for how to add the applicant's start date.

1. Enter the start date.
2. Select 'Save and continue'.

What's the pay for this contract?

This page gives instructions for how to add the pay for this contract.

1. Enter the salary amount and select an option from the drop down menu.
2. Select 'Save and continue'.

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NHS Jobs

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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.

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Issue the contract
What's the pay for this contract?

Salary amount

1 £ [   ] [a year ⌄]

2 **Save and continue**

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Which type of agreement do you want to offer?

This page gives instructions for how to choose the type of agreement you want to offer.

A contract template must be created to use one of the agreement types.

Go to the 'How to manage contract templates in NHS Jobs user guide' for details. You must be 'Super user' to do this.

1. Select an answer.
2. Select 'Save and continue'.

How do you want to create your contract?

This page gives instructions for how to create your contract.

1. Select an answer:
   - '[Online](#)'
   - '[Offline](#)'
2. Select 'Save and continue'.

Which contract template do you want to use?

This page gives instructions for how to choose the contract template do you want to use.

1. Select a contract template to use.
2. Select the link if the contract template is not shown (optional).
3. Select 'Save and continue'.

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Issue the contract

Which contract template do you want to use?

1. ( ) Nhs jobs

2. ▼ If the template you need is not displayed

   Only those who manage your organisation's NHS Jobs account can create and edit templates. You'll need to contact them and ask them to create one.

3. **Save and continue**

Check and send the details of the contract

This page gives instructions for how to check the details of the contract before sending it to the successful applicant.

1. Select a 'Change' link (optional).
2. Select the 'preview the contact' link (optional).
3. Select 'Send now'.

Or

4. Select 'Save and come back later' if you are not ready to send the contract.

Online contract sent

This page gives instructions for how to confirm the online contract has been sent.

1. Read the information in 'What happens next?' and select 'Back to your job listings'.

You have sent a contract and need to wait for a response from the applicant.

Once the applicant responds, their decision is shown in 'CONTRACT STATUS' on the 'Applicants you've offered the job to' page.

Manually send the contract

This page gives instructions for how to confirm you have chosen to send the contract outside of the NHS Jobs service.

1. Read the information in 'What happens next?' and select 'Back to your job listings'.

You have reached the end of 'How to issue a contract in NHS Jobs user guide' as you have chosen to send a contract offline.

Applicant actions

This page gives instructions for how to confirm if your applicant has accepted or rejected a contract outside of the system. You can also withdraw an offer.

1. Select an answer:
   - 'Mark as accepted'
   - 'Mark as rejected'
   - 'Withdraw offer'
2. Select 'Continue'.

What date did the applicant accept the contract?

This page gives instructions for how to add when an applicant accepted the contract.

1. Enter the date.
2. Select 'Save and continue'.

Contract accepted

This page shows confirmation that you have updated the status of the contract to accepted on behalf of the applicant.

The status of 'CONTRACT ACCEPTED' will be shown on the 'Applicants you've offered the job to' page where you can choose to 'Offer to another applicant' (optional).

1. Select 'Back to your job listings'.

You have reached the **end** of 'How to issue a contract in NHS Jobs user guide' as the applicant has accepted the contract.
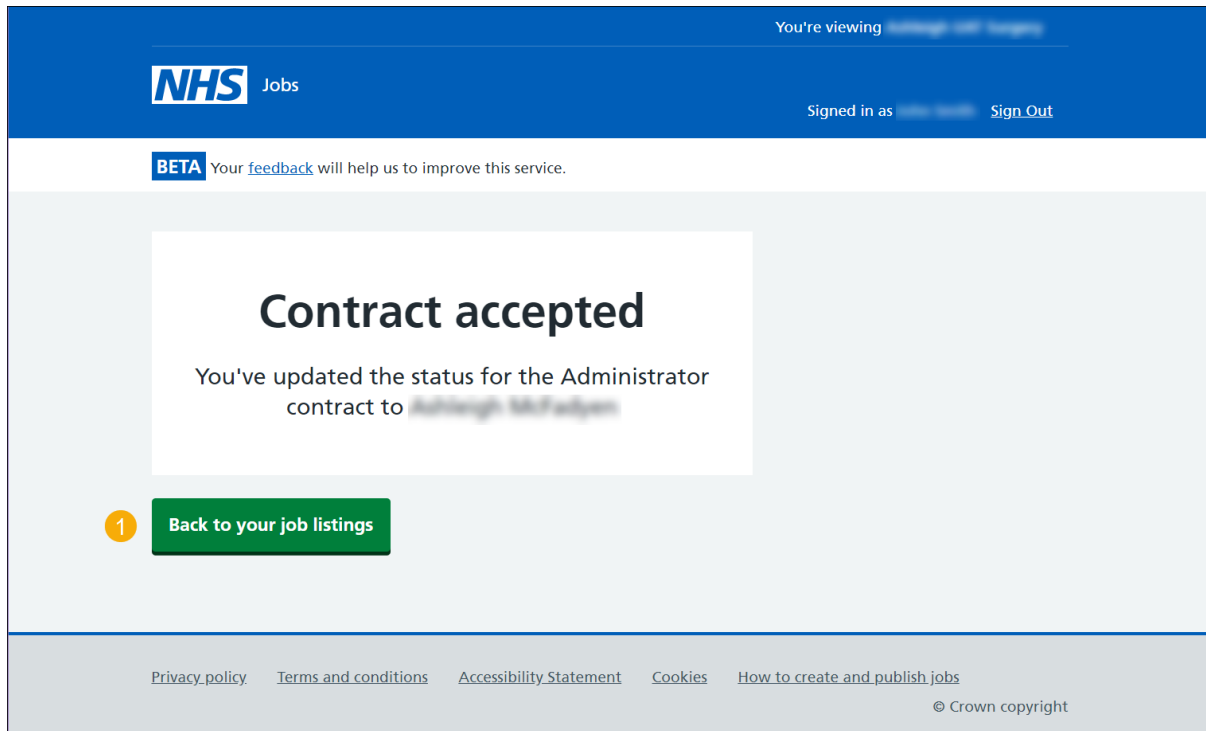
Contract rejected

This page shows confirmation that you have updated the status of the contract to rejected on behalf of the applicant.

The status of 'CONTRACT REJECTED' will be shown on the 'Applicants you've offered the job to' page where you can choose to 'Offer to another applicant' (optional).

1. Select 'Back to your job listings'.

You have reached the **end** of 'How to issue a contract in NHS Jobs user guide' as the applicant has rejected the contract.

Withdraw your conditional offer

This page gives instructions for how to add the reason for why you are withdrawing the conditional offer.

1. Enter your reason.
2. Select 'Continue'.

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Pre-employment checks
Withdraw your conditional offer

Describe why you're withdrawing the offer

1

2 Continue

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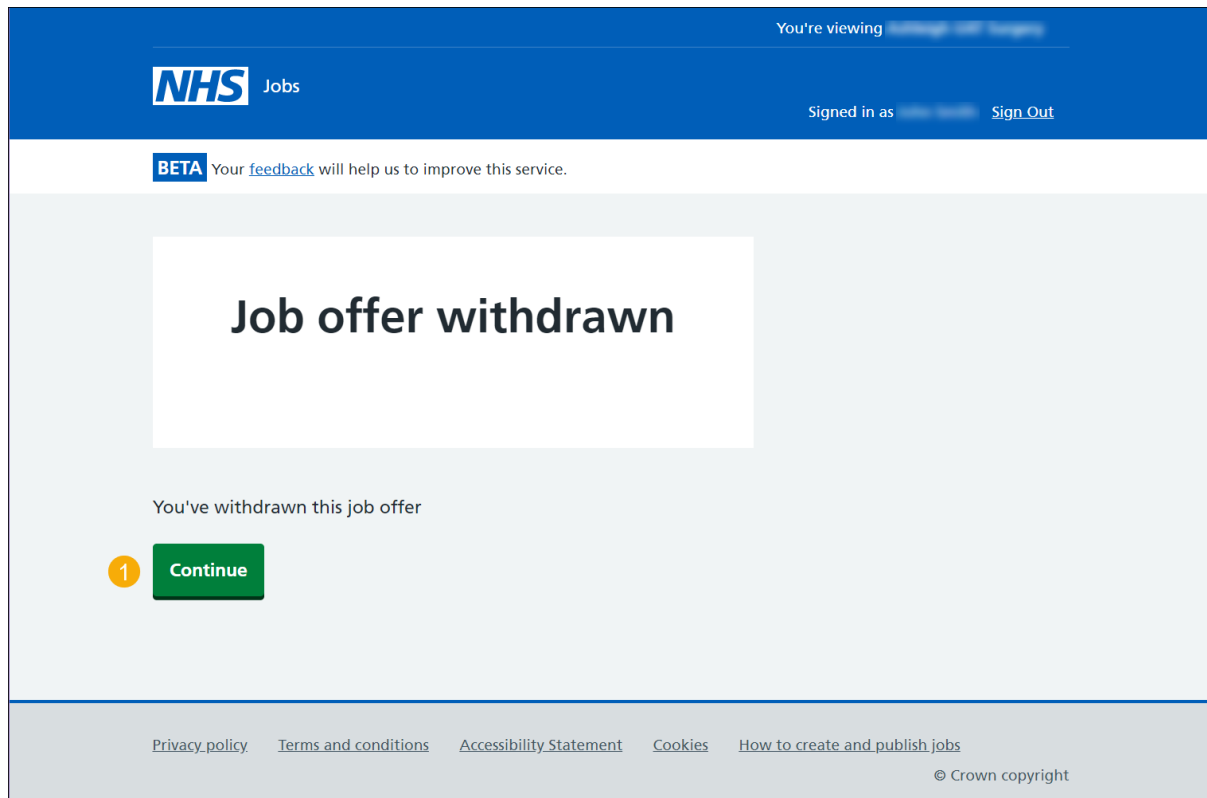
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Job offer withdrawn

This page shows confirmation that you have withdrawn the job offer.

The status of 'CONTRACT WITHDRAWN' will be shown on the 'Applicants you've offered the job to' page where you can choose to 'Offer to another applicant' (optional).

1. Select 'Continue'.

You have reached the **end** of 'How to issue a contract in NHS Jobs user guide' as you have withdrawn the job offer.