

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.

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Issue contract

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

1. Select the 'Job title' link.

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 Jobs

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Addenbrooke's NHS Surgery

Your job listings

Showing 1 to 10 of 37 job listings.

	Job title	Last updated	Applications	Status
1	Administrator T11111-20-0360 View details	17/11/2020	1	OFFER SENT

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.

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[Go back to your job listings](#)

Training and Support Assistant

Applicants you've offered the job to

Applicant	Status
<div>1</div> <div>Liam MA AR-201207-00014</div>	<div>CONTRACT STATUS</div>

2

[Offer to another applicant](#)

3

[Back to job listings](#)

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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’](#)

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Pre-employment checks

Do you want to create a contract for Liam MA?

1

☐

Yes, their pre-employment checks were satisfactory

2

☐

No, withdraw the offer

2

Save and continue

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

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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'.

You're viewing [Create and send the contract](#)

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Create and send the contract

Following your conditional offer, you'll now confirm and enter information such as the:

- start date
- pay
- type of contract and how you'll send it

You'll check the details and make sure it's correct before sending it.

1

Continue

[Return to your job listings](#)

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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'.

You're viewing [What date will the applicant start?](#)

 Jobs

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Issue the contract

What date will the applicant start?

For example, 12 1 2019

Day

Month

Year

1

2

Save and continue

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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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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'.

You're viewing [Contract offer template](#)

 Jobs

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Issue the contract

Which type of agreement do you want to offer?

☐ An addendum to an existing contract

1

☒ A contract of employment

☐ An internal secondment

☐ An external secondment

2

Save and continue

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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'.

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Issue the contract

How do you want to create your contract?

1

☐ Online
Use a template in the NHS Jobs online service.

2

☐ Offline
Create it offline outside the NHS Jobs online service. You cannot change this decision.

2

Save and continue

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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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NHS Jobs

Signed in as Liam Marshall [Sign Out](#)

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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](#)

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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 contract' link (optional).
3. Select 'Send now'.

Or

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

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Check the details of the permanent Training and Support Assistant contract and send it to Liam MA

Location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	37.5 hours a week	Change
Pay	£25000 a year	Change
Start date	31 December 2020	Change
Type of agreement	An addendum to an existing contract	Change
Contract template	NHS Jobs	Change

Send the contract

When you're satisfied that the details are correct, send this contract of employment to the applicant.

You can also [preview the contract \(PDF, 10 KB\)](#).

3

Send now

4

[Save and come back later](#)

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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'.

The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, a white bar displays 'Signed in as' followed by a blurred profile picture and a 'Sign Out' link. A yellow banner below this states: 'BETA Your feedback will help us to improve this service.' Below the banner, a light blue box contains the heading 'Contract sent' and the text 'You've sent the Training and Support Assistant contract to Liam MA'. Below this box, text reads: 'We'll email the applicant to let them know. They'll be able to view and accept the contract in their NHS Jobs online account.' Further down, the section 'What happens next' is followed by text: 'The applicant might need to contact you if they need more information or to ask questions. We'll let you know when they accept the contract.' A green button with a yellow circle containing the number '1' and the text 'Back to your job listings' is positioned below the text. The footer of the page is a grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© Crown copyright'.

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NHS Jobs

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Contract sent

You've sent the Training and Support Assistant contract to Liam MA

We'll email the applicant to let them know. They'll be able to view and accept the contract in their NHS Jobs online account.

What happens next

The applicant might need to contact you if they need more information or to ask questions. We'll let you know when they accept the contract.

1 [Back to your job listings](#)

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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'.

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing' followed by a blurred link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header, a white banner contains a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. A white box in the center contains the heading 'Manually send the Administrator contract' and the text 'You've chosen to create and send the contract outside the NHS Jobs online service'. Below this, a section titled 'What happens next' states 'You'll need to update their status when you get their reply.' At the bottom of this section is a green button with a yellow circle containing the number '1' and the text 'Back to your job listings'. The footer is a grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.


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’.

You're viewing [Applicant actions](#)

 Jobs

Signed in as [\[username\]](#) [Sign Out](#)

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Applicant actions

A number of actions are available for this applicant.

What would you like to do?

1

☐ Mark as accepted

1

☐ Mark as rejected

☐ Withdraw offer

2

Continue

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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'.

You're viewing [What date did the applicant accept the contract?](#)

 Jobs

Signed in as [\[redacted\]](#) [Sign Out](#)

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Issue the contract

What date did the applicant accept the contract?

Day

Month

Year

1

2

Save and continue

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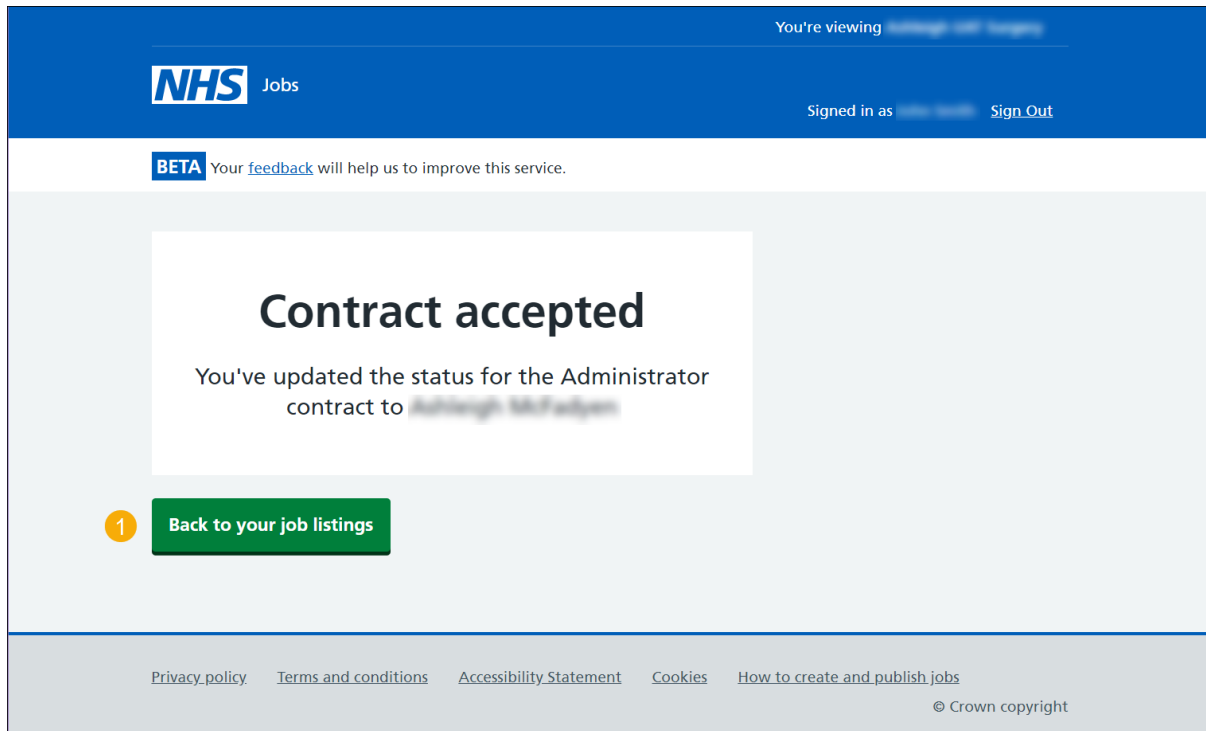
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Contract accepted

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'.



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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'.

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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'.

You're viewing [Withdraw your conditional offer](#)

NHS Jobs

Signed in as [\[Name\]](#) [Sign Out](#)

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[Go Back](#)

Pre-employment checks

Withdraw your conditional offer

Describe why you're withdrawing the offer

1

2

Continue

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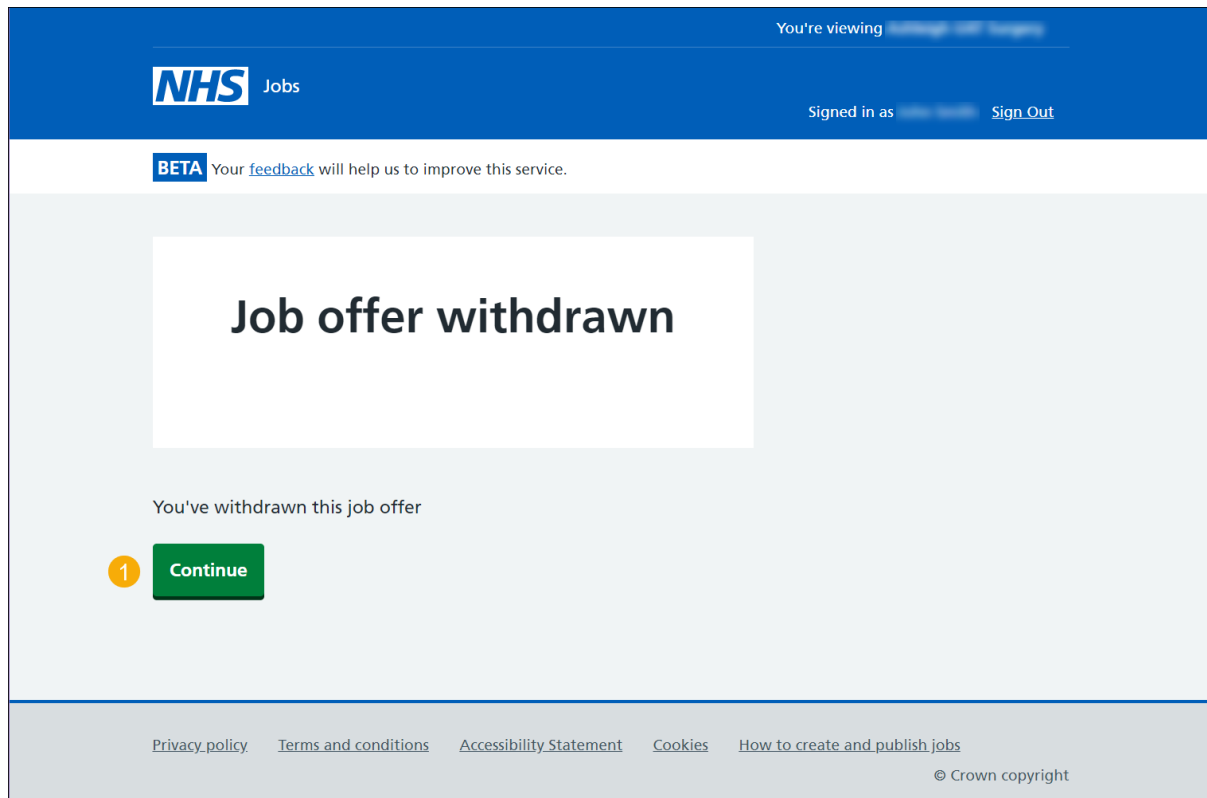
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Job offer withdrawn

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.