

# How to make a job offer user guide

This guide gives instructions for how to make a job offer to one or more applicants in NHS Jobs.

If you are offering to multiple applicants, you will need to repeat the steps in this guide.

You will need to answer if the interview happened and to add any feedback.

You can add an offer letter and any supporting documents to send with the offer.

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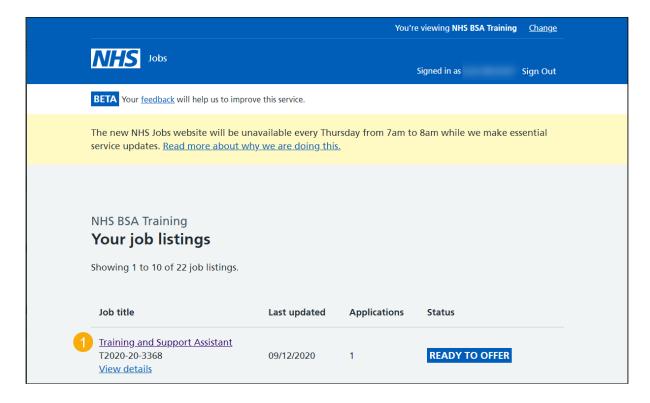
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# Find the job name

This page gives instructions for how to start your job offer.

On the 'Job listing page, find the job role.

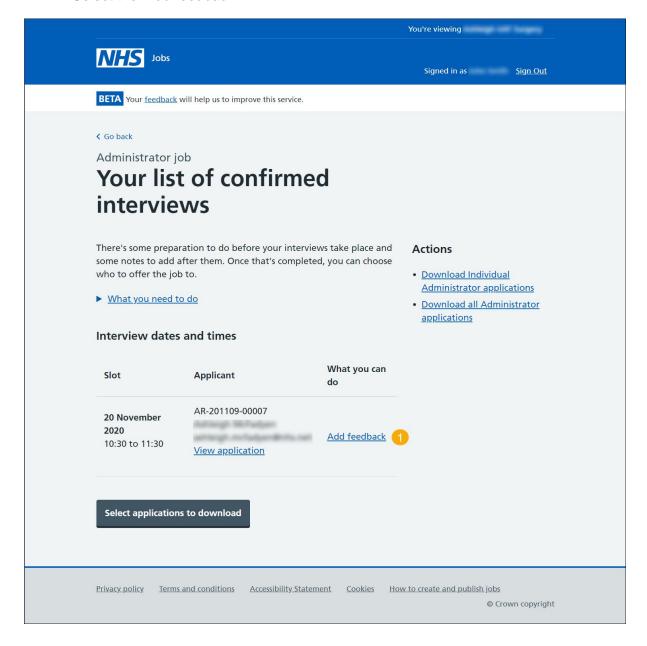
1. Select the 'Job title' link.



## Add feedback

This page gives instructions for how to add feedback to your interview.

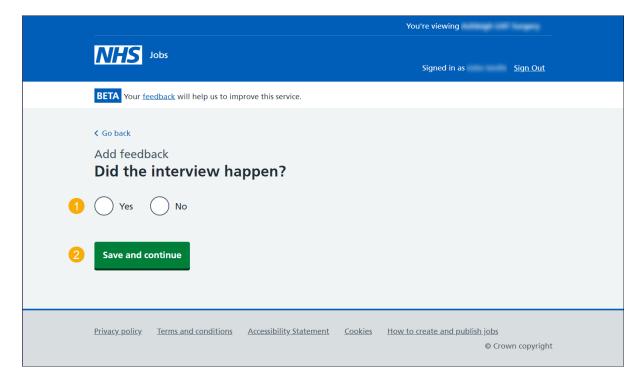
1. Select the 'Add feedback' link.



# Did the interview happen?

This page gives instructions for how to confirm if the interview happened.

- 1. Select an answer:
  - 'Yes' and add the feedback.
  - If you select, 'No' then move on to the next applicant.
- 2. Select 'Save and continue'.

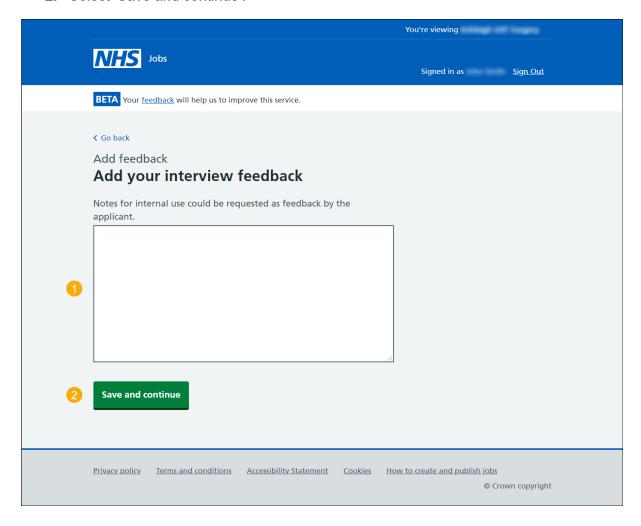


# Add your interview feedback

This page gives instructions for how to add your interview feedback.

You can add feedback note for internal use, but this could be requested as feedback by the applicant.

- 1. Enter the details.
- 2. Select 'Save and continue'.

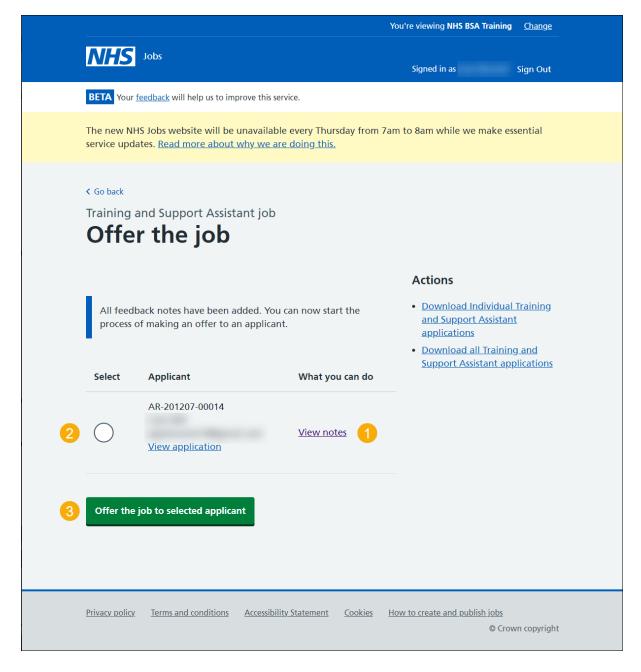


## Offer the job

This page gives instructions for how to offer the job to an applicant.

If you need to offer the job to more than one applicant, go back to the 'Add feedback' page.

- 1. Select the 'View feedback' link (optional).
- 2. Select an applicant box.
- 3. Select 'Offer job to selected applicant'.

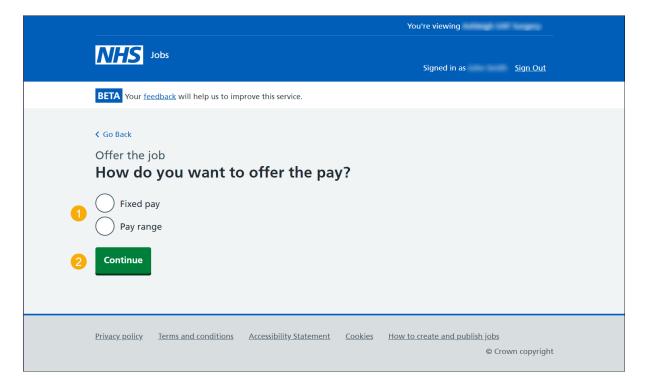


# How do you want to offer the pay?

This page gives instructions for how to confirm the pay type.

For example, a fixed pay is £25,000 and pay range is from £20,000 to £30,000.

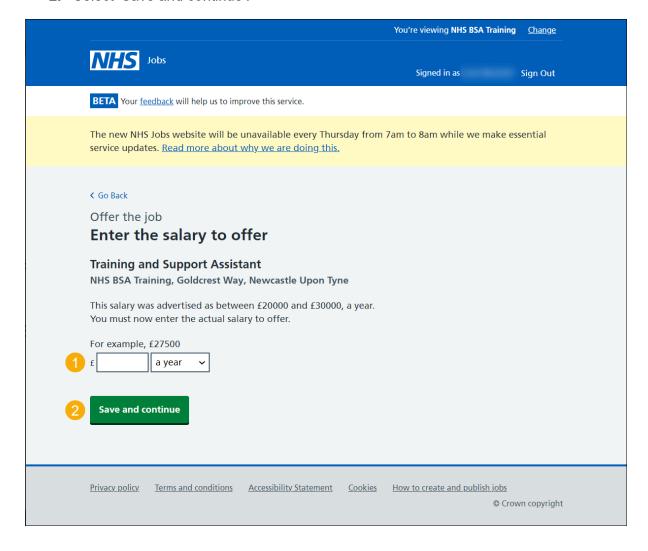
- **1.** Select an answer:
  - 'Fixed pay'
  - 'Pay range'
- 2. Select 'Continue'.



# Fixed pay

This page gives instructions for how to add the fixed pay.

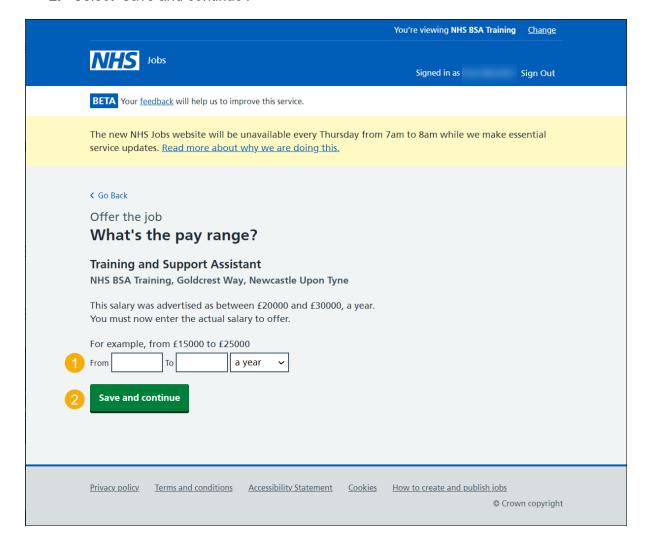
- 1. Enter the salary and select an option from the drop down menu.
- 2. Select 'Save and continue'.



# What's the pay range?

This page gives instructions for how to add the pay range.

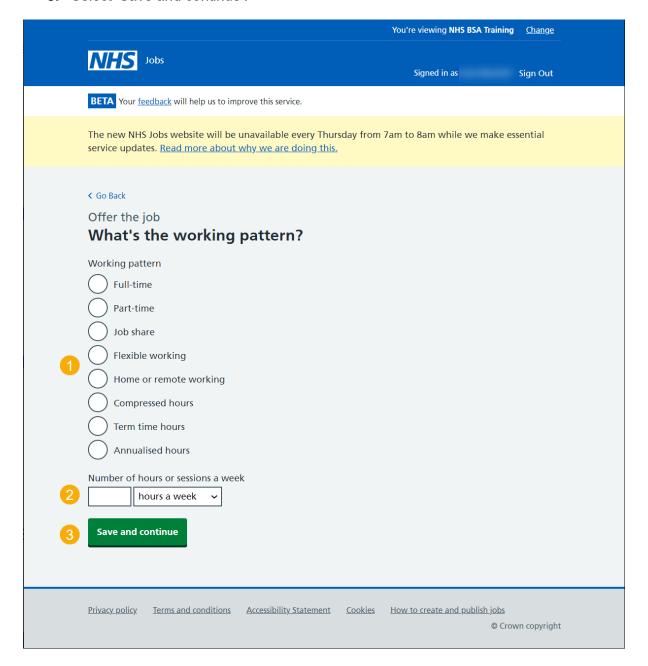
- 1. Enter the salary and select an option from the drop down menu.
- 2. Select 'Save and continue'.



# What's the working pattern?

This page gives instructions for how to enter the working pattern.

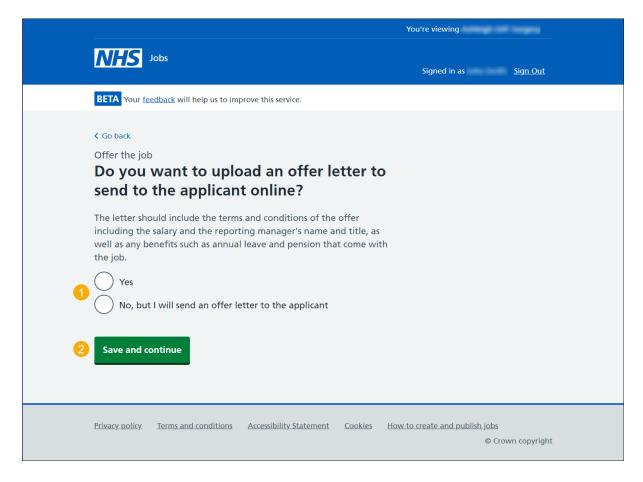
- 1. Select an answer.
- 2. Enter the details and select an option from the drop down menu.
- 3. Select 'Save and continue'.



# **Upload an offer letter**

This page gives instructions for how to upload an offer letter to send to the applicant online.

- 1. Select an answer:
  - 'Yes'
  - 'No'
- 2. Select 'Save and continue'.

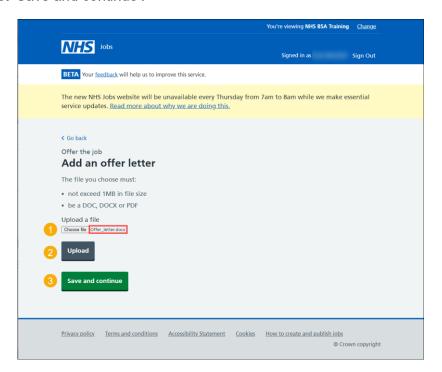


## Add an offer letter

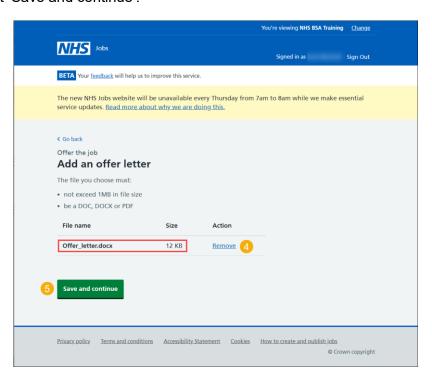
This page gives instructions for how to add an offer letter to send to an applicant online.

In this example, a file 'Offer letter' has been added.

- 1. Select 'Choose file' to find your file.
- 2. Select 'Upload' to add your file.
- 3. Select 'Save and continue'.



- 4. Select the 'Remove' link (optional).
- 5. Select 'Save and continue'.

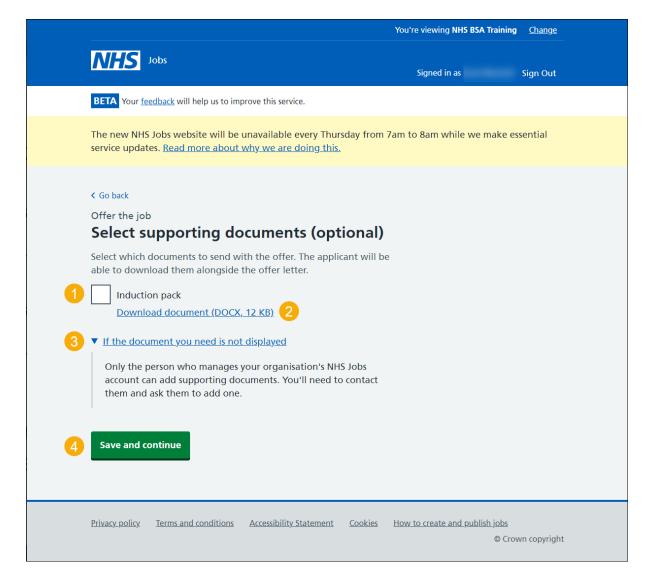


# **Select supporting documents (optional)**

This page gives instructions for how to include any supporting documents to send with an offer to an applicant.

You must contact your organisations 'Super user' to add any supporting documents.

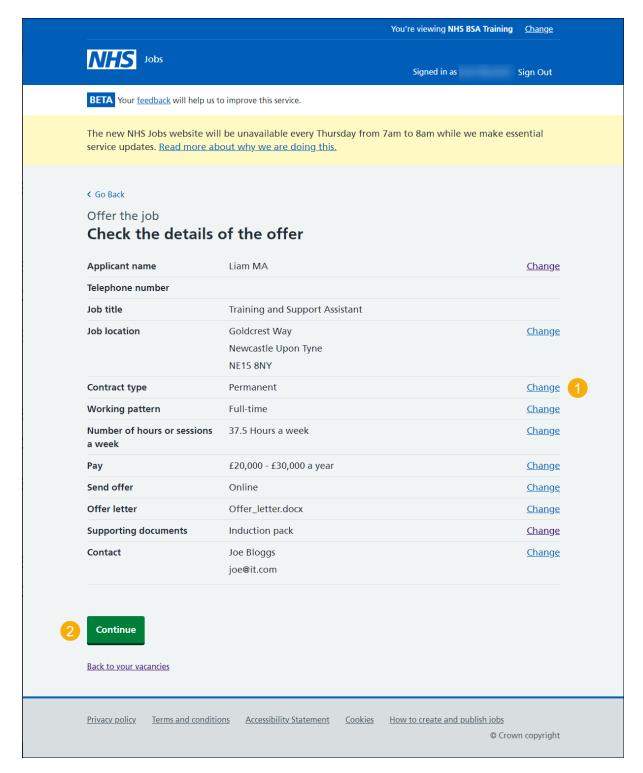
- 1. Select a file to add a supporting document.
- 2. Select the 'Download document' link to view it (optional).
- 3. Select 'If the document you need is not displayed' to find out what to do (optional).
- 4. Select 'Save and continue'.



## Check the details of the offer

This page gives instructions for how to check and change the details of the offer.

- 1. Select a 'Change' link (optional).
- 2. Select 'Continue'.

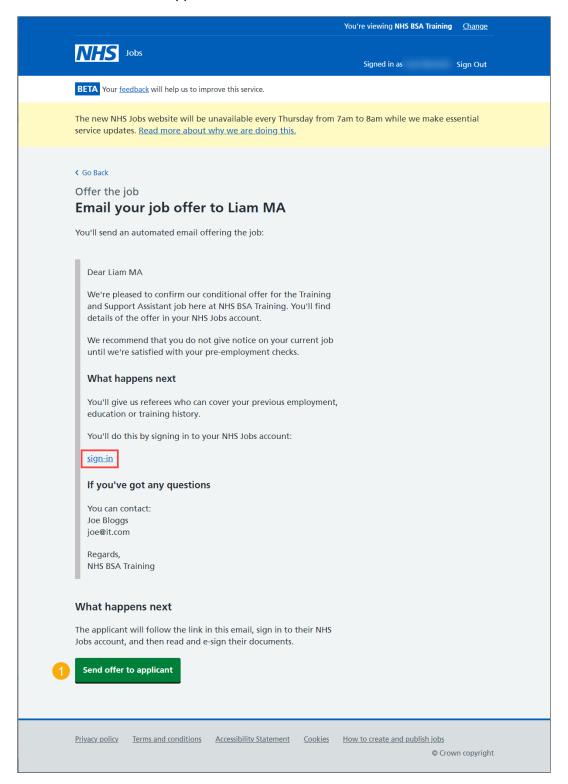


## **Email your job offer**

This page gives instructions for how to view the job offer email template before sending it.

Once the applicant receives the email, they select the 'sign-in' link to respond to the job offer.

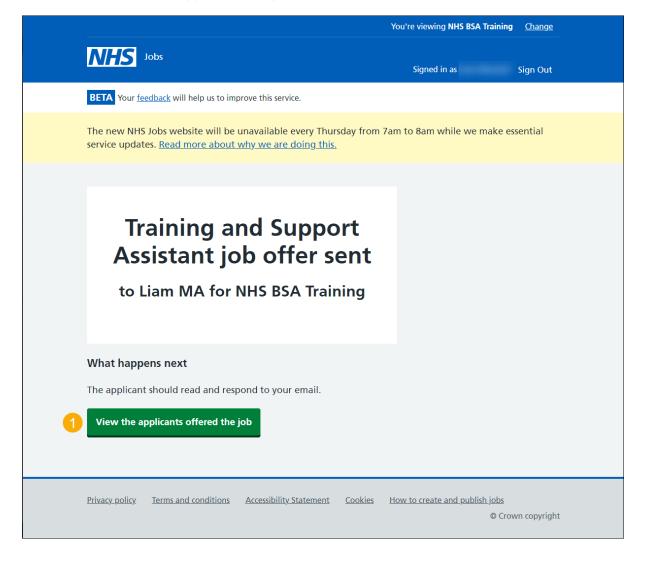
1. Select 'Send offer to applicant'.



# Job offer sent

This page gives instructions for how to confirm the job offer has been sent to the applicants.

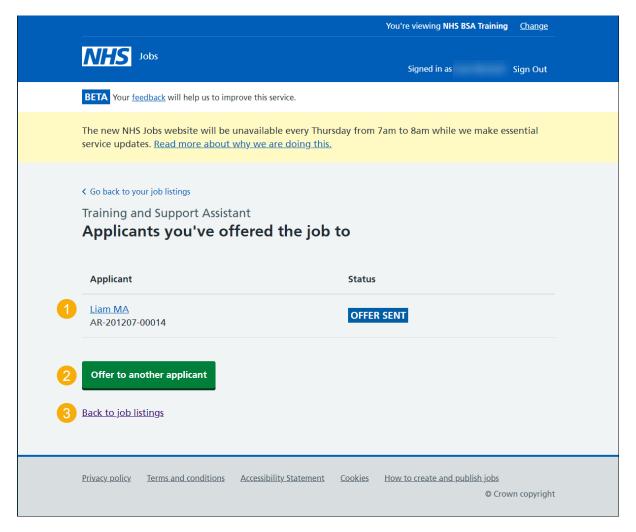
**1.** Select 'View the applicants the job'.



# Applicants you've offered the job to

This page gives instructions for how to confirm the applicants you have offered the job to.

- 1. Select 'Applicant' link to view the details (optional).
- 2. Select 'Offer to another applicant' (optional).
- 3. Select 'Back to job listings'.



You have reached the end of 'How to make a job offer in NHS Jobs user guide'.