

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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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.

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Jobs

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NHS BSA Training

Your job listings

Showing 1 to 10 of 22 job listings.


Job title	Last updated	Applications	Status
<div>1</div> Training and Support Assistant T2020-20-3368 View details	09/12/2020	1	READY TO OFFER

Add feedback

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

1. Select the 'Add feedback' link.

You're viewing [Interview with Employer](#)

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Administrator job

Your list of confirmed interviews

There's some preparation to do before your interviews take place and some notes to add after them. Once that's completed, you can choose who to offer the job to.

► [What you need to do](#)

Interview dates and times

Slot	Applicant	What you can do
20 November 2020 10:30 to 11:30	AR-201109-00007 View application	Add feedback 1

Select applications to download

Actions

- [Download Individual Administrator applications](#)
- [Download all Administrator applications](#)

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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'.

You're viewing [Add feedback](#)

 Jobs

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Add feedback

Did the interview happen?

1

☐ Yes ☐ No

2

[Save and continue](#)

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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'.

You're viewing [Feedback with feedback](#)

 Jobs

Signed in as [John Smith](#) [Sign Out](#)

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Add feedback

Add your interview feedback

Notes for internal use could be requested as feedback by the applicant.

1

2

Save and continue

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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'.

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Training and Support Assistant job

Offer the job

All feedback notes have been added. You can now start the process of making an offer to an applicant.

Select

Applicant

What you can do

2

☐

AR-201207-00014

[View application](#)

[View notes](#)

1

3

Offer the job to selected applicant

Actions

- [Download Individual Training and Support Assistant applications](#)
- [Download all Training and Support Assistant applications](#)

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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’.

You're viewing [Offer the job: Pay type](#)

 Jobs

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Offer the job

How do you want to offer the pay?

1

☐ Fixed pay

2

☐ Pay range

2

[Continue](#)

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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'.

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Offer the job

Enter the salary to offer

Training and Support Assistant
NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne

This salary was advertised as between £20000 and £30000, a year.
You must now enter the actual salary to offer.

For example, £27500

1 £ a year ▼

2 [Save and continue](#)

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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'.

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Offer the job

What's the pay range?

Training and Support Assistant
NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne

This salary was advertised as between £20000 and £30000, a year.
You must now enter the actual salary to offer.

For example, from £15000 to £25000

1

From To

a year ▼

2

Save and continue

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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'.

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Offer the job

What's the working pattern?

Working pattern

1

☐ Full-time

☐ Part-time

☐ Job share

1

☐ Flexible working

☐ Home or remote working

☐ Compressed hours

☐ Term time hours

☐ Annualised hours

Number of hours or sessions a week

2

hours a week ▼

3

Save and continue

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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’.

You're viewing [Offer the job](#)

 Jobs

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Offer the job

Do you want to upload an offer letter to send to the applicant online?

The letter should include the terms and conditions of the offer including the salary and the reporting manager's name and title, as well as any benefits such as annual leave and pension that come with the job.

1

☐ Yes

1

☐ No, but I will send an offer letter to the applicant

2

Save and continue

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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'.

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below this, a yellow banner contains a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area is titled 'Offer the job' and 'Add an offer letter'. It lists requirements for the file: not exceed 1MB in file size and be a DOC, DOCX or PDF. Below this, there's a section 'Upload a file' with three numbered steps: 1. 'Choose file' (with a red box around 'Offer_letter.docx'), 2. 'Upload' (a dark grey button), and 3. 'Save and continue' (a green button). The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs, along with a copyright notice.

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

This screenshot shows the same NHS Jobs website interface, but at a later stage. The 'Offer letter' has been successfully uploaded. A table displays the file details: 'Offer_letter.docx' with a size of '12 KB'. To the right of the file name, there is a 'Remove' link (underlined in blue) and a circled number '4'. Below the table, there is a green button labeled 'Save and continue' with a circled number '5' next to it. The rest of the page layout, including the header, banner, and footer, remains the same as in the previous screenshot.

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'.

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Offer the job

Select supporting documents (optional)

Select which documents to send with the offer. The applicant will be able to download them alongside the offer letter.

1

☐

Induction pack

[Download document \(DOCX, 12 KB\)](#)

2

3

▼

[If the document you need is not displayed](#)

Only the person who manages your organisation's NHS Jobs account can add supporting documents. You'll need to contact them and ask them to add one.

4

Save and continue

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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'.

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Offer the job

Check the details of the offer

Applicant name	Liam MA	Change
Telephone number		
Job title	Training and Support Assistant	
Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
Contract type	Permanent	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	37.5 Hours a week	Change
Pay	£20,000 - £30,000 a year	Change
Send offer	Online	Change
Offer letter	Offer_letter.docx	Change
Supporting documents	Induction pack	Change
Contact	Joe Bloggs joe@it.com	Change

2

Continue

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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'.

You're viewing NHS BSA Training

Change

NHS

Jobs

Signed in as

Sign Out

BETA

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Offer the job

Email your job offer to Liam MA

You'll send an automated email offering the job:

Dear Liam MA

We're pleased to confirm our conditional offer for the Training and Support Assistant job here at NHS BSA Training. You'll find details of the offer in your NHS Jobs account.

We recommend that you do not give notice on your current job until we're satisfied with your pre-employment checks.

What happens next

You'll give us referees who can cover your previous employment, education or training history.

You'll do this by signing in to your NHS Jobs account:

[sign-in](#)

If you've got any questions

You can contact:
Joe Bloggs
joe@it.com

Regards,
NHS BSA Training

What happens next

The applicant will follow the link in this email, sign in to their NHS Jobs account, and then read and e-sign their documents.

1

Send offer to applicant

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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'.

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Training and Support Assistant job offer sent

to Liam MA for NHS BSA Training

What happens next

The applicant should read and respond to your email.

1

[View the applicants offered the job](#)

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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'.

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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>	OFFER SENT

2

Offer to another applicant

3

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