

How to manage user's user guide

This guide gives instructions on how to manage users in NHS Jobs.

You can add a user with one of these three NHS Jobs roles to your organisation's account:

- Super user
- Recruitment administrator
- Recruitment manager

You must be a 'Super user' role to be able to add and change user details.

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User permissions

This table shows the different permissions and definitions.

Permission	Definition
Creating a job listing	The ability to create and add details of a job to be advertised in the service.
Approve a job listing*	The ability to view a draft job listing and provide approval or reject.
Publish a job listing	The ability to publish a draft job listing to enable applicants to view and apply.
Change a published listing	The ability to edit a limited number of fields on a job listing which has been published.
Close a listing early	The ability to close a job listing before the closing date.
Score applications	The ability to review and score applications.
Choose a shortlist	The ability to choose which applicants to take forward to interview.
Create offers and contracts	The ability to create an offer or contract and send to the successful applicant.
View offers and contracts	A read-only view of an offer or contract that has been sent to an applicant.
Manage pre-employment checks	The ability to add, edit or delete pre-employment checks for successful applicants.
View pre-employment checks	A read-only view of pre-employment checks for a successful applicant.
View all listings	The ability to view all job listings on an organisation's account, without any restrictions.
Add and change user details	The ability to add a user to the organisation's account. This also includes the ability to make changes to a user's email address, name, job title and job role.
Change KPIs*	The ability to edit the default KPIs set in the service for the organisation account.

*Please note this functionality is not yet available in the service

Manage your users

This page provides instructions for how to manage users in your organisation.

1. Select 'Manage your users'.

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

NHS Jobs Signed in as [\[Name\]](#) [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.](#)

NHS BSA Training
Your job listings

Showing 1 to 10 of 22 job listings.

Job title	Last updated	Applications	Status
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1

[Create a job listing](#) [Manage your users](#) [Manage at risk applicants](#)

[Manage accredited logos](#) [Manage your contract templates](#) [Manage your supporting documents](#)

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[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Add a new user

This page provides instructions for how to add a new user to this account.

In this example, a 'Super user' role and account is shown.

1. Select 'Add a new user'.

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 side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as' followed by a blurred name and 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.' Below this is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am for service updates, with a link to 'Read more about why we are doing this.' The main content area has a light blue background and contains a link '< Go back to your job adverts'. Below this is the heading 'Manage account' and 'View the users on this account'. A 'Change' link is visible to the right. The user details are listed as follows:

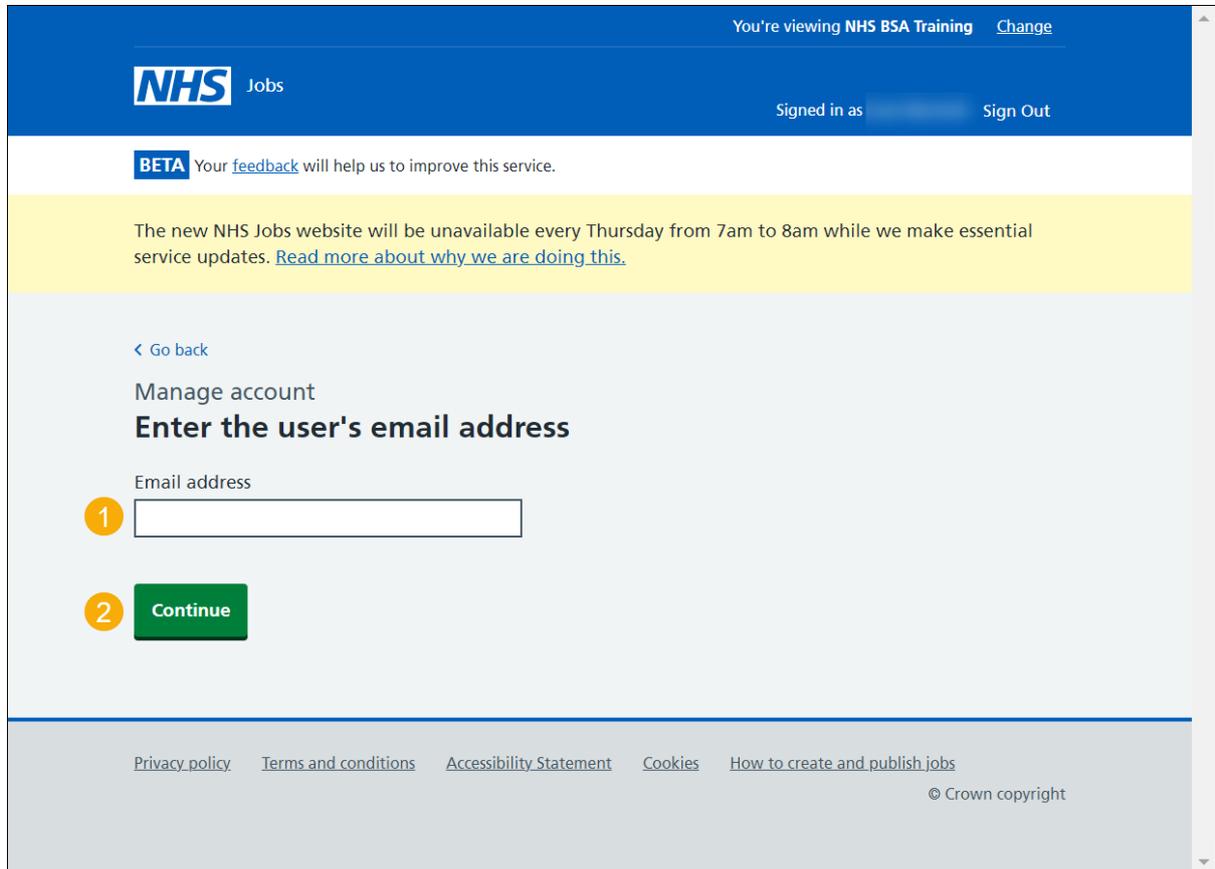
First name	[blurred]
Last name	[blurred]
Email address	[blurred]@nhs.net
Job title	Training and Support Manager
NHS Jobs role	Super user

At the bottom of the user details section, there is a green button with a yellow circle containing the number '1' and the text 'Add a new user'. The footer of the page contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Enter the user's email address

This page provides instructions for how to add the new user's email address.

1. Enter the email address.
2. Select 'Continue'.



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 side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header, there is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am, with a link to 'Read more about why we are doing this.' The main content area has a light blue background. It starts with a '< Go back' link, followed by 'Manage account' and the main heading 'Enter the user's email address'. Below this is the label 'Email address' and a text input field with a yellow circle containing the number '1' to its left. Below the input field is a green button with a white circle containing the number '2' and the text 'Continue'. At the bottom of the page, there is a grey footer 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'.

Enter the user's details

This page provides instructions for how to enter the user's details.

The user will receive an email to invite them to set up a password and sign in to their account.

1. Enter the details.
2. Select 'Continue'.

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

NHS Jobs Signed in as [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](#)

Manage account

Enter the user's details

First name

Last name

Job title

[Continue](#)

What happens next

The user will receive an email to invite them to set up a password and sign in to their account

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Select their NHS Jobs role

This page provides instructions for how to choose an NHS Jobs role.

1. Select the link to view what roles can do.
2. Select an answer.
3. Select 'Continue'.

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](#)

Manage account

Select their NHS Jobs role

1 [View what the roles can do](#)

Description	Super user	Recruitment administrator	Recruiting manager
Create a job listing	✓	✓	✓
Approve a job listing	✓	✓	✓
Publish a job listing	✓	✓	
Change a published listing	✓	✓	
Close a listing early	✓	✓	
Score applications	✓	✓	✓
Choose a shortlist	✓	✓	✓
Create offers and contracts	✓	✓	
View offers and contracts	✓	✓	✓
Manage pre-employment checks	✓	✓	
View pre-employment checks	✓	✓	✓
View all listings	✓	✓	
Add and change user details	✓		
Change KPIs	✓		

2 Super user
 Recruitment administrator
 Recruiting manager

3 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Check the user's details

This page provides instructions for how to check the user's details and make any changes before adding this user.

In this example, a 'Super user' role has been selected.

Check that all details for the user are correct before adding them as a user of the organisation's account.

1. Select a 'Change' link to change any information (optional).
2. Select 'Add this user'.

Or

3. Select 'Cancel adding this user' (optional).

The screenshot shows the 'Manage account' page for 'Check the user's details'. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The NHS Jobs logo is on the left, and 'Signed in as' with a 'Sign Out' link is on the right. A blue banner indicates 'BETA Your feedback will help us to improve this service.' Below that, a yellow banner 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 '< Go back' link and the heading 'Manage account' followed by 'Check the user's details'. Below this is a table of user details:

Email address	[Redacted]	Change
First name	Joe	Change
Last name	Bloggs	Change 1
Job title	Recruitment Lead	Change
NHS Jobs role	Super user	Change

Below the table, a blue box contains the text: 'Check that all details for the user are correct before adding them as a user of the organisation's account.'

At the bottom of the main content area, there are three numbered actions:

- 2** [Add this user](#) (button)
- 3** [Cancel adding this user](#) (link)

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

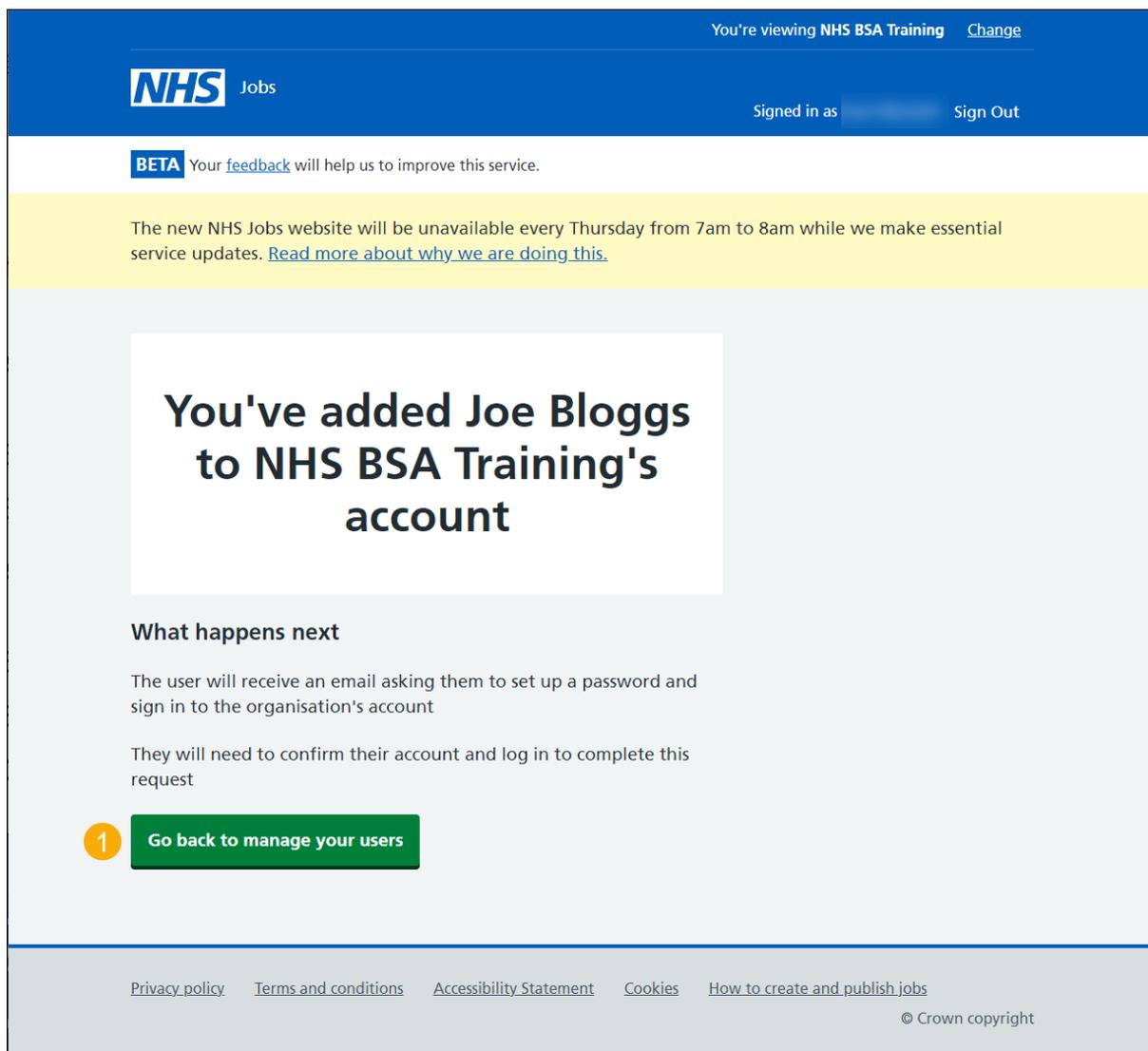
User added confirmation

This page provides instructions for how to confirm you have added the user.

The user will receive an email asking them to set up a password and sign into the organisation's account

They will need to confirm their account and log in to complete this request.

1. Select 'Go back to manage your users' (optional).



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 side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header, there is a yellow banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with the text: '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 large white box with the heading 'You've added Joe Bloggs to NHS BSA Training's account'. Below this, there is a section titled 'What happens next' with two paragraphs: 'The user will receive an email asking them to set up a password and sign in to the organisation's account' and 'They will need to confirm their account and log in to complete this request'. At the bottom of this section, there is a green button with a yellow circle containing the number '1' and the text 'Go back to manage your users'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

You have reached the **end** of how to manage users in NHS Jobs user guide.