

How to reuse a vacancy user guide

This guide gives instructions for how to reuse a vacancy in NHS Jobs.

You can reuse a vacancy that has previously been published if you are an employer with an a 'Super user' or 'Recruitment administrator' role.

If you are a Recruitment manager' you can reuse a vacancy, but you will need to contact your organisations 'Super user' to publish it.

Contents

How to reuse a vacancy user guide	1
Find job	3
Reuse this listing	4
What's the closing date for applications?.....	5
Check your advert	6
Publish your advert.....	7
Job advert published	8


Find job

This page gives instructions for how to find the job to reuse.

On the 'Your job listings' page, find the job title.

1. Select the 'View details' link.

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 [redacted]' with 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.' A yellow banner below that contains a message: '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 is titled 'NHS BSA Training Your job listings' and shows 'Showing 1 to 10 of 17 job listings.' Below this is a table with columns for 'Job title', 'Last updated', 'Applications', and 'Status'. The first row shows a job title 'Training and Support Officer' with a red gear icon, ID 'T2020-20-1677', last updated '24/11/2020', 1 application, and a status of 'INTERVIEW SCHEDULED'. A yellow circle with the number '1' is next to a 'View details' link under the job title.

Job title	Last updated	Applications	Status
 Training and Support Officer T2020-20-1677 View details	24/11/2020	1	INTERVIEW SCHEDULED

Reuse this listing

This page gives instructions for how to reuse this listing.

1. Select the 'Reuse this listing' link.

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](#)

Training and Support Officer **INTERVIEW SCHEDULED**

Reference no: T2020-20-1677

Job Details

Job title	Training and Support Officer
COVID-19 related	Yes
Why it's being advertised	This is a new job
Where it's being advertised	Externally
Contract type	Permanent
Working pattern	Full-time, Flexible working
Working hours	37.5 hours a week
Payscheme	Agenda for Change
Band	Band 7
Salary	£30000 to £40000 a year
Staff group	Administrative & Clerical
Area of work	Administration

What you can do

- 1 [Reuse this listing](#)

What's the closing date for applications?

This page gives instructions for how to add the closing date for applications.

Most information will be added from the previously vacancy, but you will need to add any missing information.

1. Enter the details.
2. Select 'Save and 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](#)

Create a job advert

What's the closing date for applications?

Training and Support Officer **DRAFT**

Reference no: T2020-20-7666

Enter closing date
For example, 12 1 2019

Day Month Year

1

Applications for this job will close at 11:59pm on the date you choose.

2 **Save and continue**

[Save and come back later](#)

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

© Crown copyright

Check your advert

This page gives instructions for how to check your advert.

You can preview your advert before deciding to make any changes.

1. Select 'preview the job advert' link.
2. Select a 'Change' link (optional).

Scroll down to the bottom of the page to publish your advert.

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](#)

Create a job advert

Check your advert

1 Make sure the details are correct before publishing it. You can also [preview the job advert](#)

Training and Support Officer **DRAFT**

Reference no: T2020-20-7666

Check the job listing details

As you're reusing information to create a new listing, make sure you review all the information carefully.

Job Details

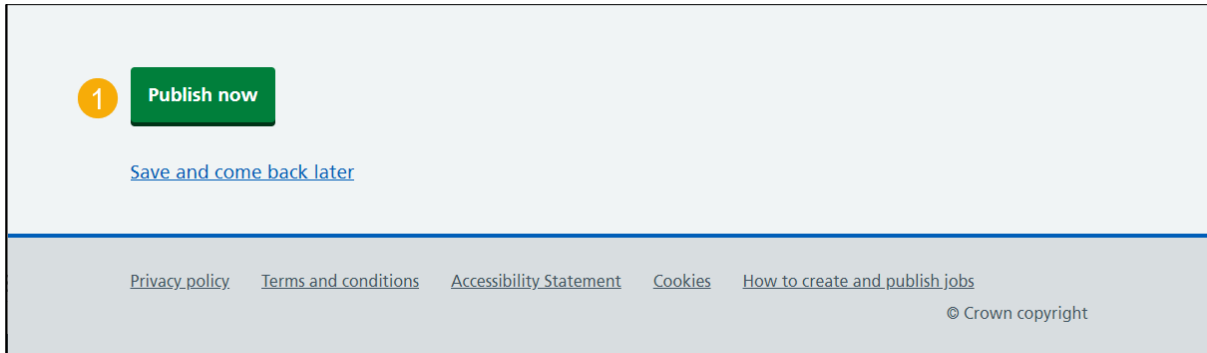
Job title	Training and Support Officer	Change 2
COVID-19 related	Yes	Change
Why it's being advertised	This is a new job	Change
Where it's being advertised	Externally	Change
Contract type	Permanent	Change
Working pattern	Full-time, Flexible working	Change
Working hours	37.5 hours a week	Change
Payscheme	Agenda for Change	Change
Band	Band 7	Change
Salary	£30000 to £40000 a year	Change
Staff group	Administrative & Clerical	Change
Area of work	Administration	Change

Publish your advert

This page gives instructions for how to publish your advert.

Only a 'Super user' or 'Recruitment administrator' role can do this.

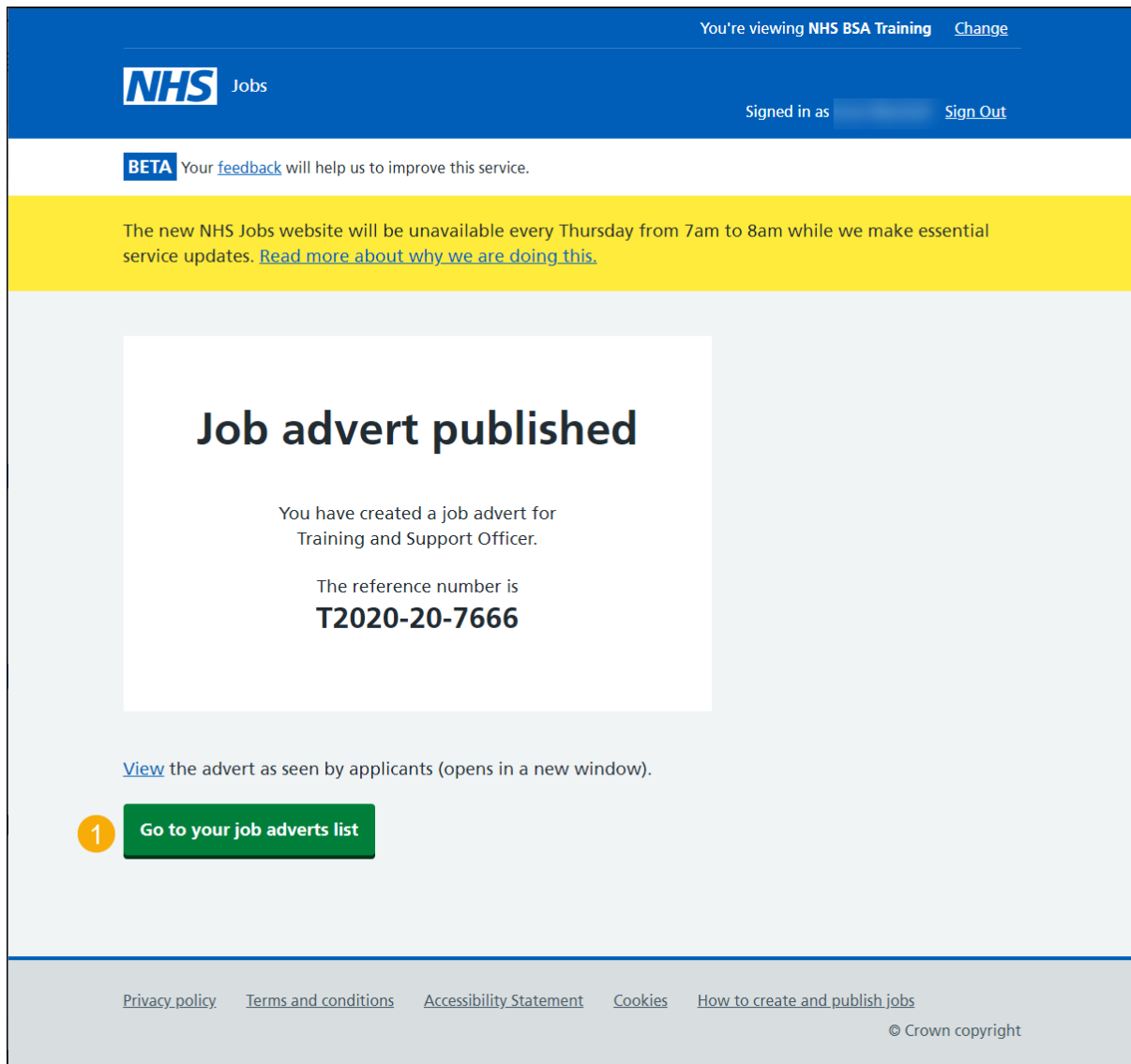
1. Select 'Publish now'.



Job advert published

This page gives instructions for how to check your advert is published to applicants.

1. Select 'Go to your job adverts list'.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. A "Signed in as" field is empty, with a "Sign Out" link. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "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 white box with the heading "Job advert published" and the text "You have created a job advert for Training and Support Officer. The reference number is **T2020-20-7666**". Below this is a link: "[View](#) the advert as seen by applicants (opens in a new window)." A green button with a yellow circle containing the number "1" says "Go to your job adverts list". The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

You have reached the **end** of how to reuse a vacancy in NHS Jobs user guide.