

## How to respond to a rejected approval in NHS Jobs user guide

This guide gives you instructions for how to respond to a rejected job listing approval in the NHS Jobs service.

You've rejected an approval and the recruiting manager has resent the job listing for approval.

When the listing is resent for approval, this reason is sent as a reminder of why the listing was rejected.

Once you review this information, you can approve or reject the job listing.

## Contents

[How to respond to a rejected approval in NHS Jobs user guide](#)

[Approvals](#)

[View rejection reason](#)

[Why the listing was rejected and what to do about it](#)

[What have you changed in the listing and why?](#)

[Job listing resent for approval](#)

[Withdraw job listing](#)

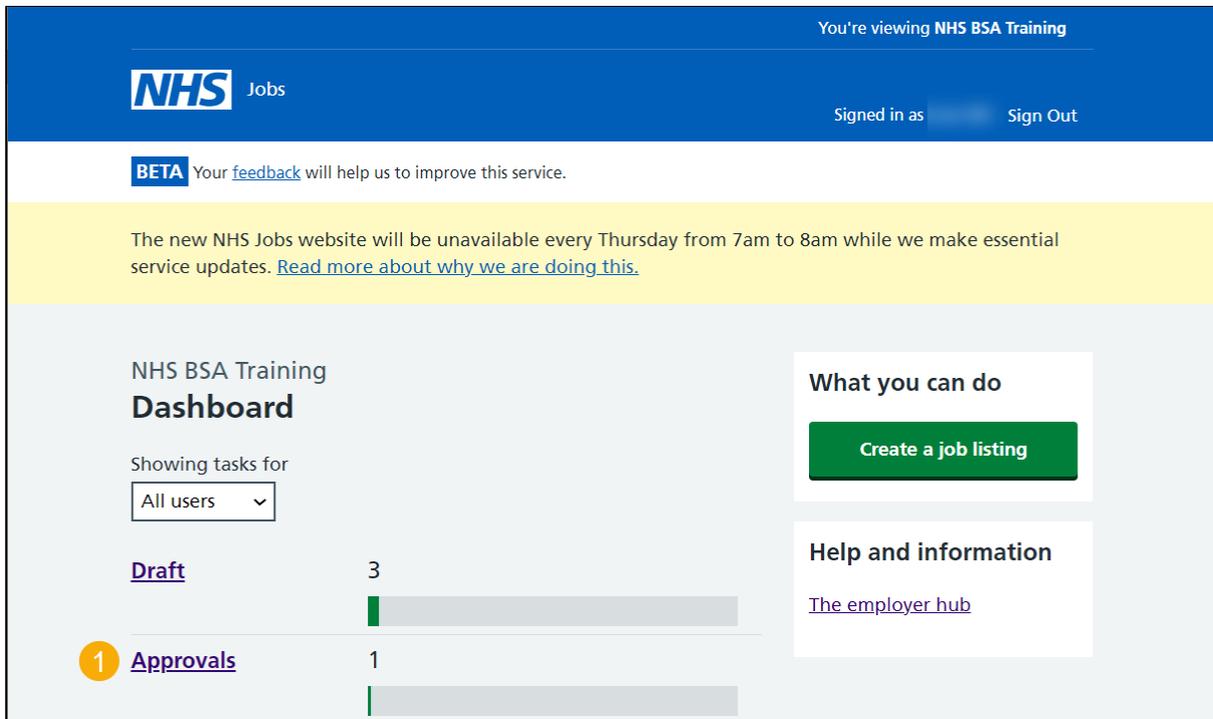
[Job listing withdrawn](#)

## Approvals

This page gives you instructions for how to access your job listings for approval.

To access your job listings for approval, complete the following step:

1. Select the 'Approvals' link.



The screenshot shows the NHS BSA Training dashboard. 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', 'Signed in as', and 'Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a yellow box with 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 Dashboard'. It shows 'Showing tasks for' with a dropdown menu set to 'All users'. Below this, there is a table of tasks:

Task	Count
<a href="#">Draft</a>	3
<b>1</b> <a href="#">Approvals</a>	1

On the right side of the dashboard, there is a 'What you can do' section with a green button labeled 'Create a job listing'. Below that is a 'Help and information' section with a link to 'The employer hub'.

## View rejection reason

This page gives you instructions for how to view the rejection reason.

To view the rejection reason, complete the following step:

1. Under **What needs doing** next, select the 'View rejection reason' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message about service availability. The main content area is titled 'NHS BSA Training Approvals' and includes a dropdown menu for 'Showing tasks for' set to 'All users'. Below this is a table with the following data:

Job title	Deadline	Stage	What needs doing next
Training and Support Lead T2020-21-2121	28 Jun 2021 <b>ON TRACK</b>	Approval rejected	<a href="#">View rejection reason</a> <span>1</span>

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

**Tip:** In this example, the approvals stage shows 'Approval rejected' as the approver has rejected the approval.

## Why the listing was rejected and what to do about it

This page gives you instructions for how to check why the listing was rejected and what to do about it.

To respond to the rejection reason, complete one of the following steps:

1. Select the [‘Make changes to it’](#) button.

Or

2. Select the [‘Withdraw it’](#) button.
3. Select the ‘Continue’ button.

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, it says 'You're viewing NHS BSA Training', 'Signed in as', and 'Sign Out'. 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.' A yellow banner below that 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 light blue background. It starts with a '< Go back' link, followed by 'Manage approvals' and the title 'Why the listing was rejected and what to do about it'. Below this, it says 'Liam M3 (Training and Support Assistant) rejected the listing by commenting:'. A blue vertical bar highlights the rejection reason: 'We do not have the funding for this listing.' Underneath, there is a section titled 'What to do next' with two radio button options: '1 Make changes to it' and '2 Withdraw it'. A green button labeled '2 Continue' is also visible. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

**Tip:** The approvers rejected reason is shown above ‘What to do next’.

## What have you changed in the listing and why?

This page gives you instructions for how to add what you've changed in the listing and the reason why.

**Important:** When the listing is resent for approval, this reason is sent as a reminder of why the listing was rejected.

To add your reason and resend the listing for approval, complete the following steps:

1. In the **Blank** box, enter your reason.
2. Select the 'Resend for approval' button.

### Approvers

Who are the approvers?	Liam M3 Training and Support Assistant
------------------------	---

What have you changed in the listing and why?  
When the listing is resent for approval, this'll be sent with it as a reminder of why the listing was rejected.

1

2 [Resend for approval](#)

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

© Crown copyright

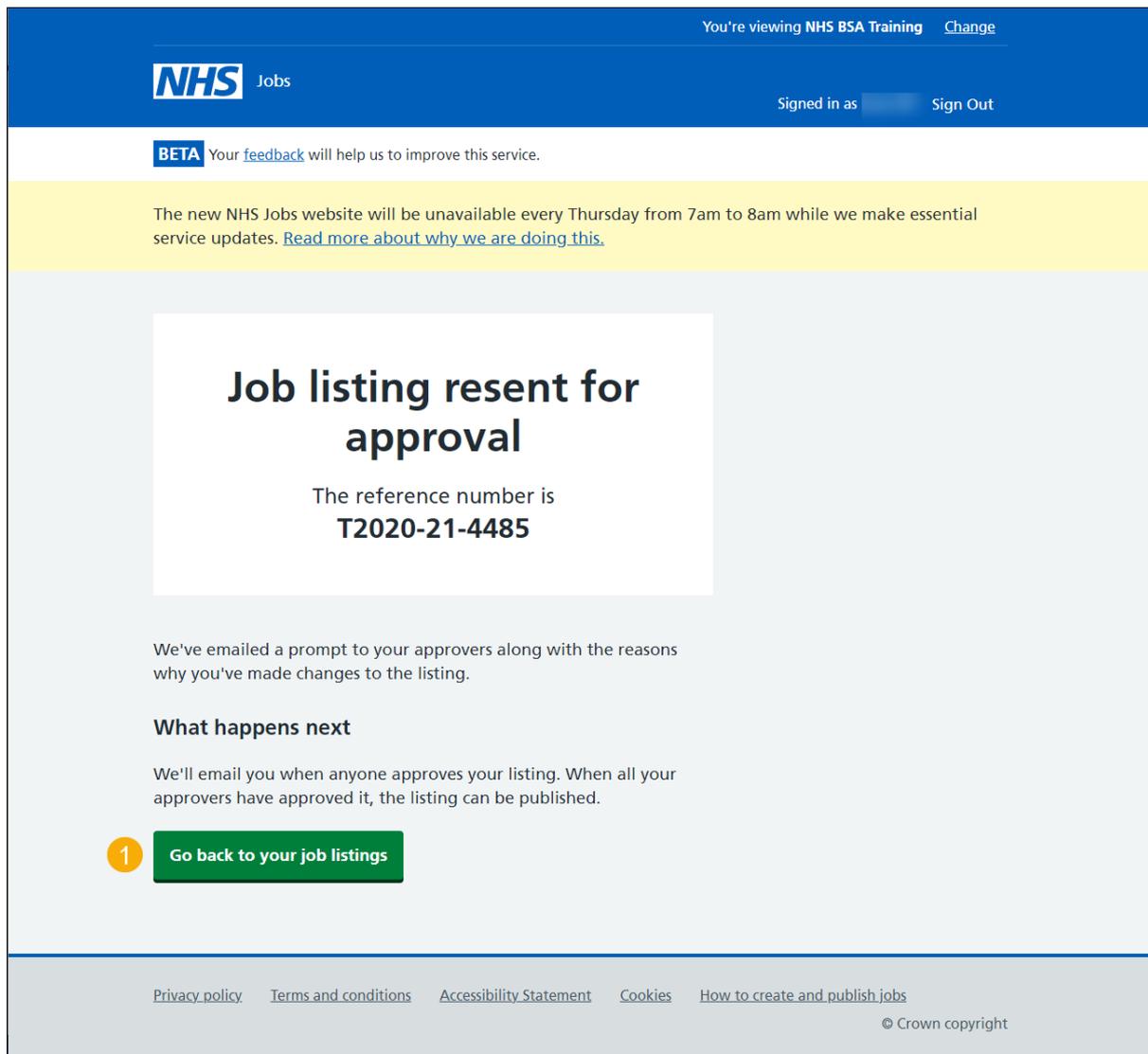
## Job listing resent for approval

This page shows confirmation you've resent the job listing for approval.

**Important:** You'll receive an email when anyone approves your listing. When all of your approvers have approved it, the listing can be published.

To view your job listings, complete the following step:

1. Select the 'Go back to your job listings' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, 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 is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' A yellow banner below that 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 light blue background. In the center, a white box contains the heading 'Job listing resent for approval' and the text 'The reference number is T2020-21-4485'. Below this, it says 'We've emailed a prompt to your approvers along with the reasons why you've made changes to the listing.' A section titled 'What happens next' explains that users will be emailed when approved. A green button with a yellow circle containing the number '1' is labeled 'Go back to your job listings'. At the bottom, a grey 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'.

**You've reached the end of this user guide as you've resent the job listing for approval.**

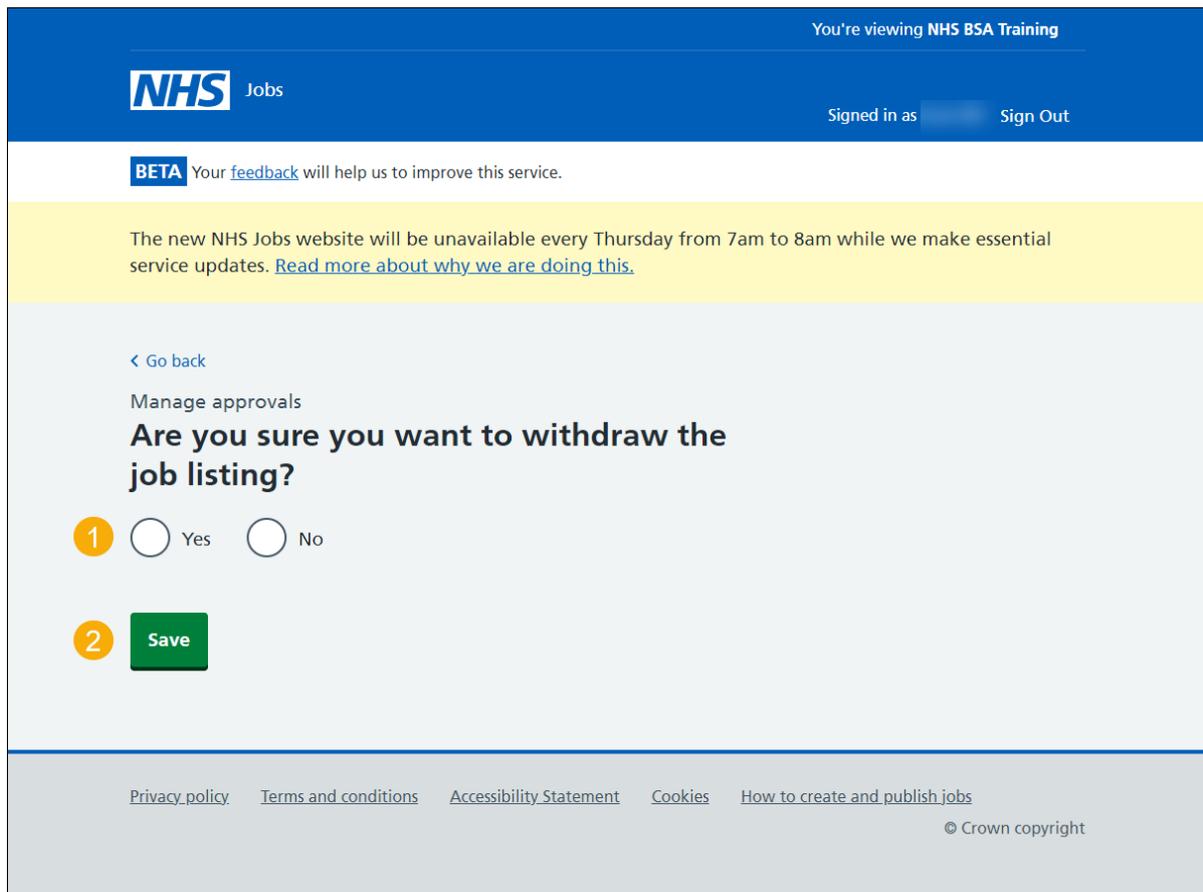
## Withdraw job listing

This page gives you instructions for how to confirm you want to withdraw the job listing.

**Important:** If you withdraw the job listing, you'll not be able to resend it for approval.

To confirm you want to withdraw the job listing, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select the 'Save' button.



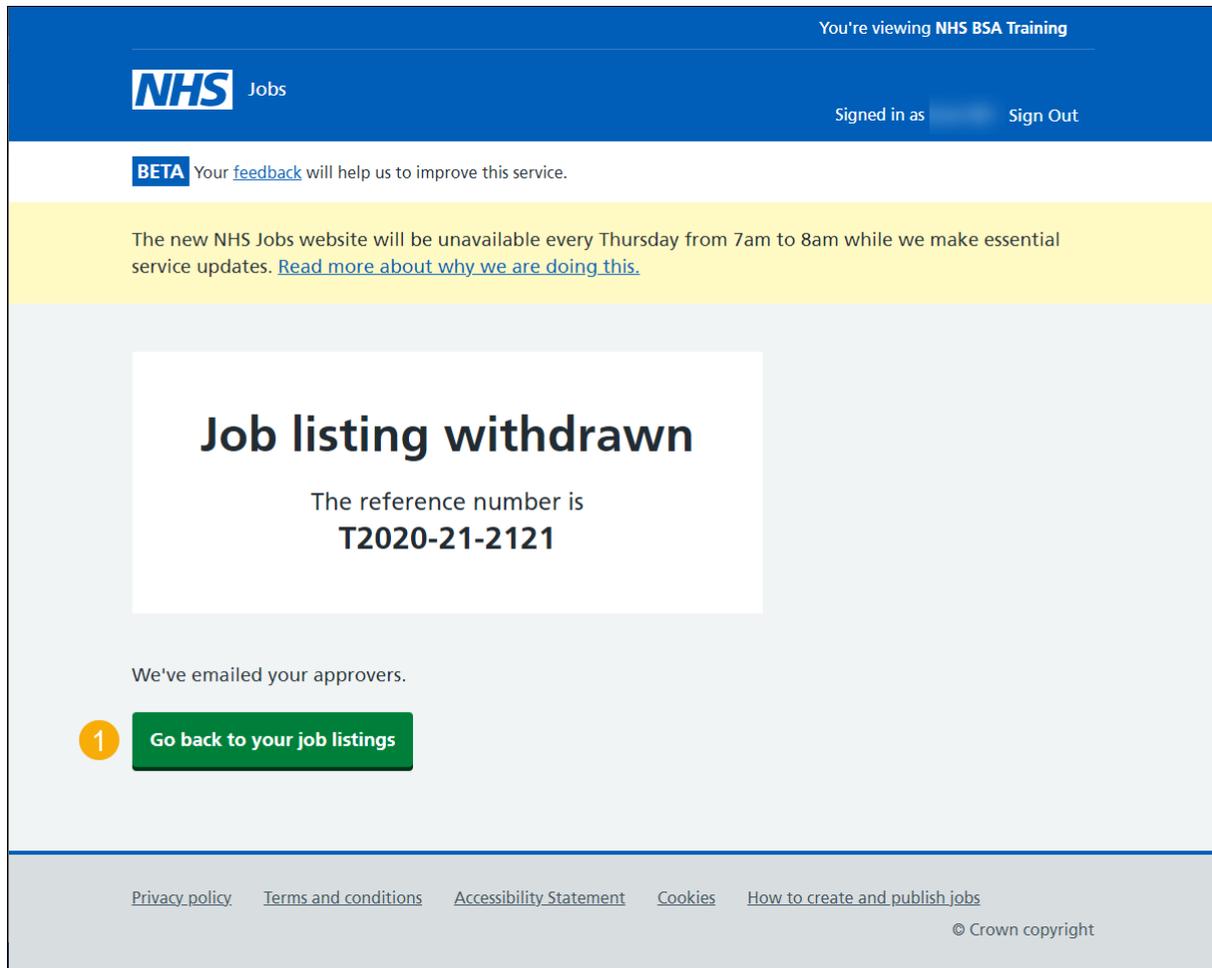
The screenshot shows the NHS Jobs interface. At the top right, it says "You're viewing NHS BSA Training". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as [redacted] Sign Out". A blue banner with "BETA" says "Your feedback will help us to improve this service." Below that, 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 "Manage approvals" text. The central question is "Are you sure you want to withdraw the job listing?". Below this are two radio buttons: "Yes" (with a "1" in a yellow circle) and "No". A "Save" button (with a "2" in a yellow circle) is positioned below the radio buttons. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

## Job listing withdrawn

This page shows confirmation you've withdrawn the job listing.

To view your job listings, complete the following step:

1. Select 'Go back to your job listings' button.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training". The NHS logo and "Jobs" are on the left, and "Signed in as" and "Sign Out" are on the right. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that 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 white box with the heading "Job listing withdrawn" and the text "The reference number is T2020-21-2121". Below this, it says "We've emailed your approvers." and features a green button with a yellow circle containing the number "1" and the text "Go back to your job listings". 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".

**You've reached the end of this user guide as you've withdrawn the job listing.**