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.

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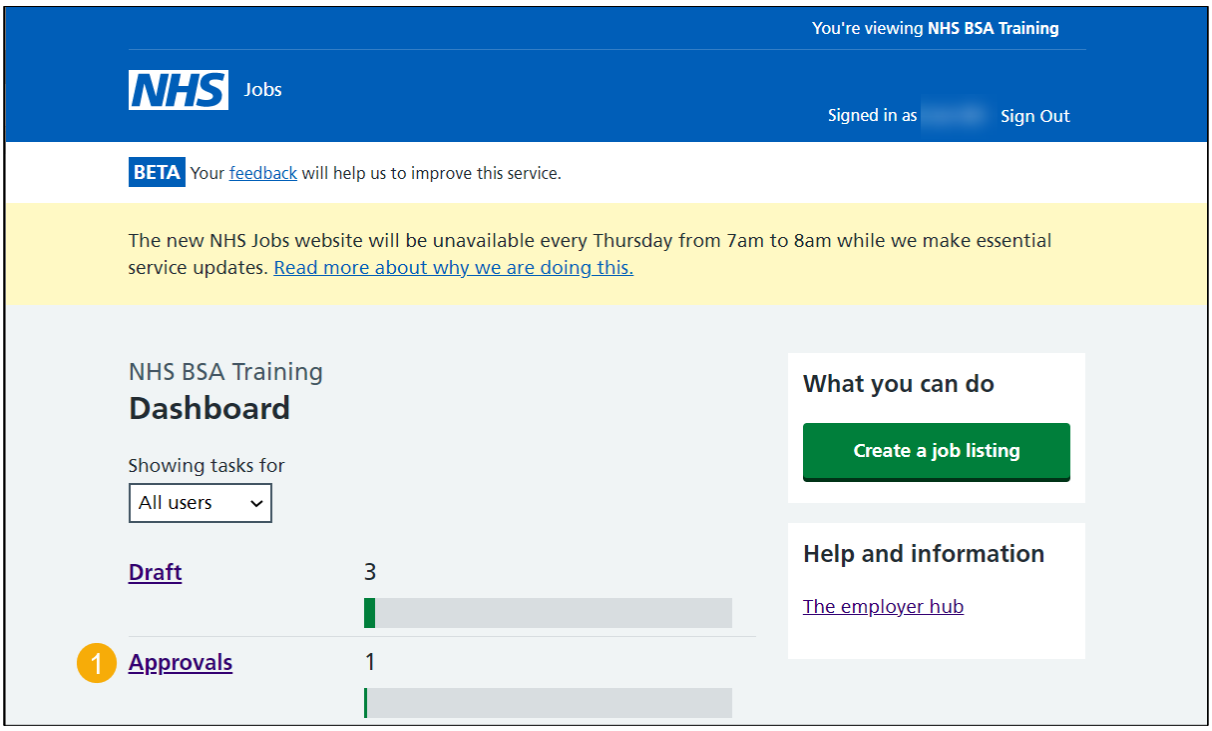
Approvals

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.



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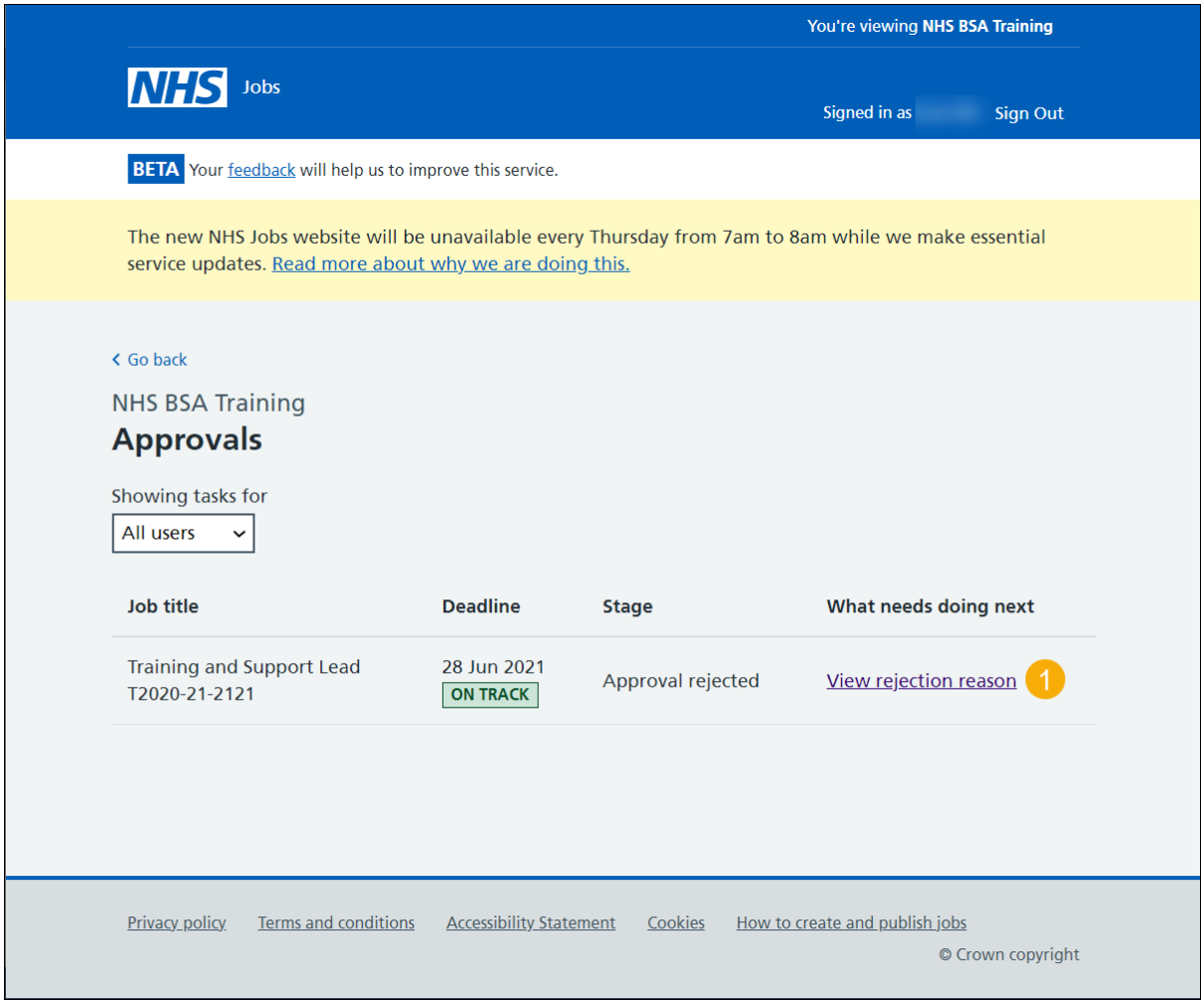
View rejection reason

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.



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

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Why the listing was rejected and what to do about it

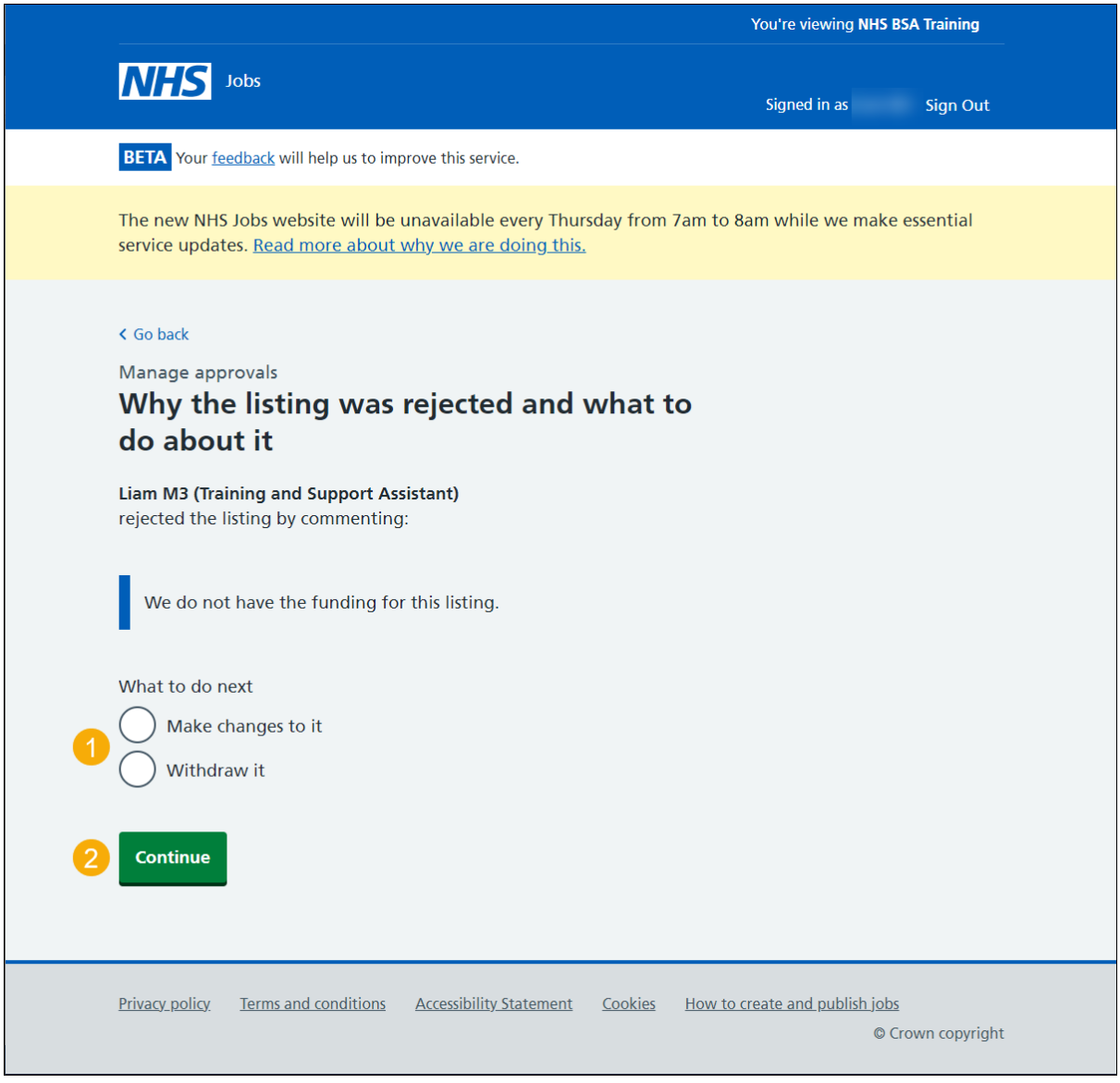
This page gives you instructions for how to check why the listing was rejected and what to do about it.

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.



Tip: The approvers rejected reason is shown above 'What to do next'.

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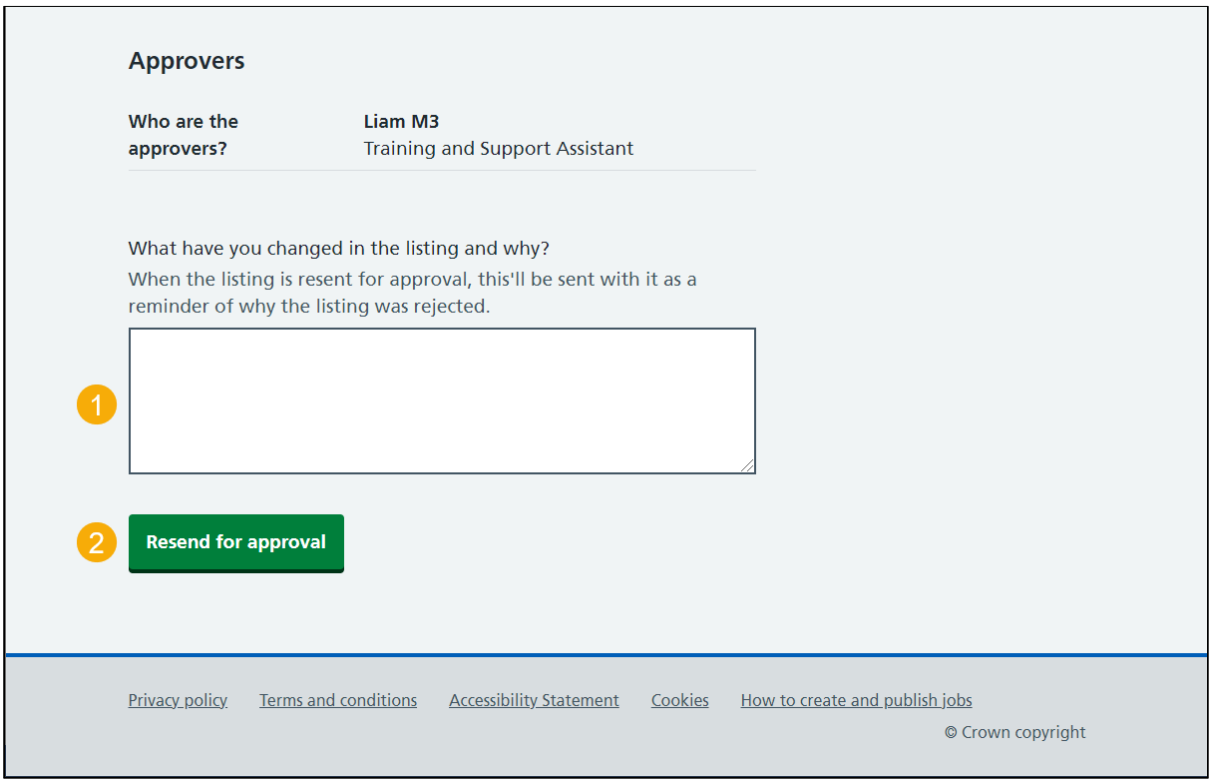
What have you changed in the listing and why?

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.



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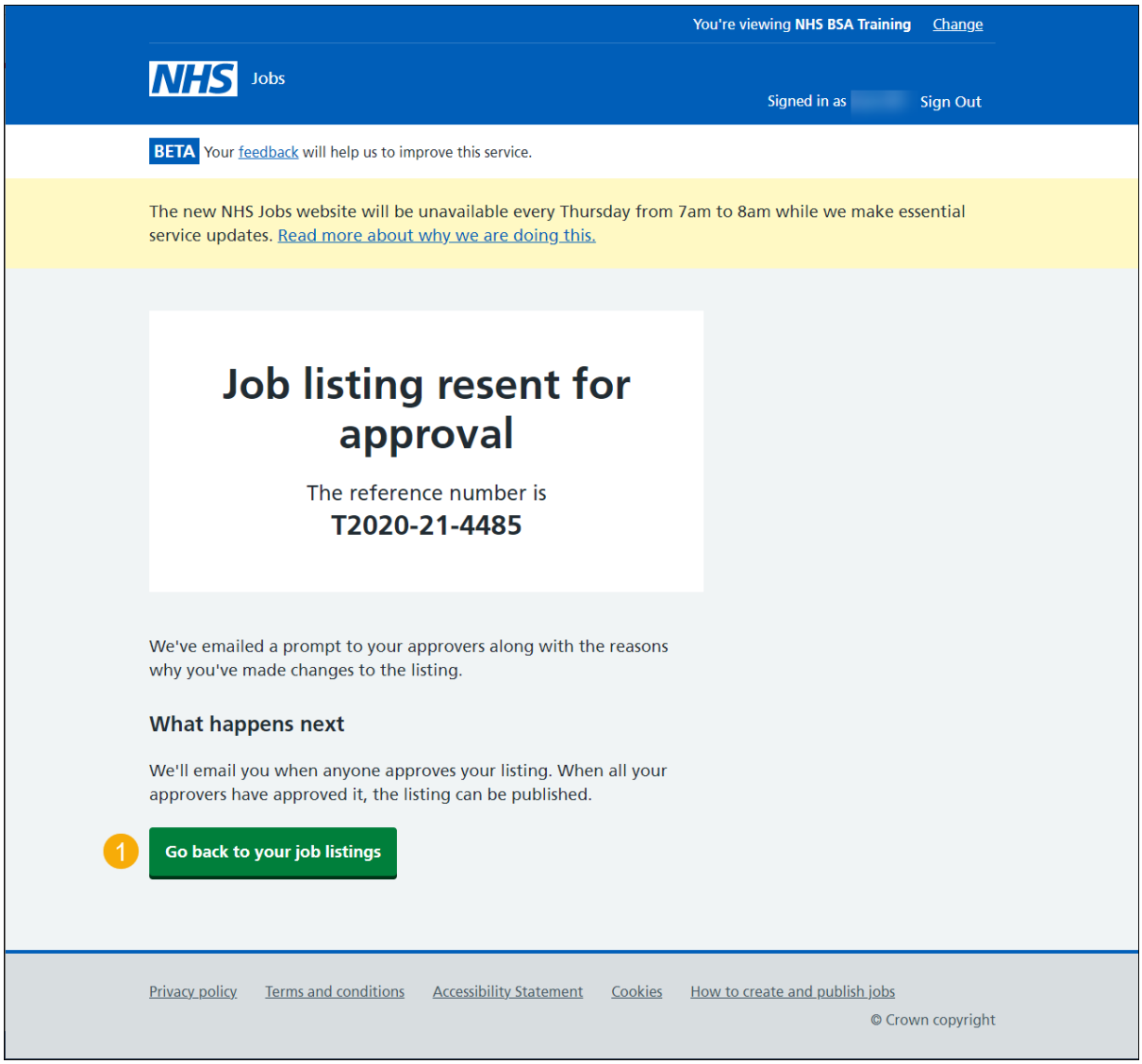
Job listing resent for approval

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.



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

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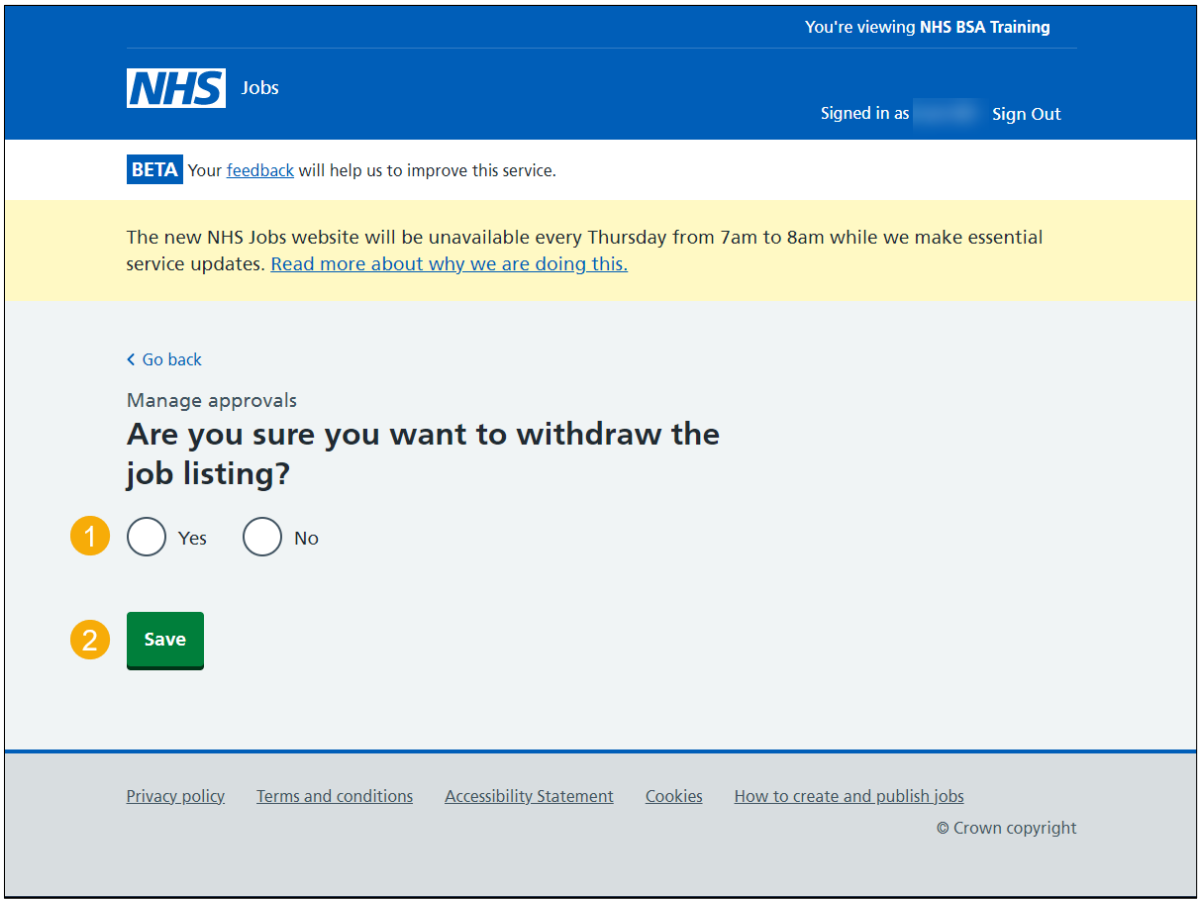
Withdraw job listing

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.



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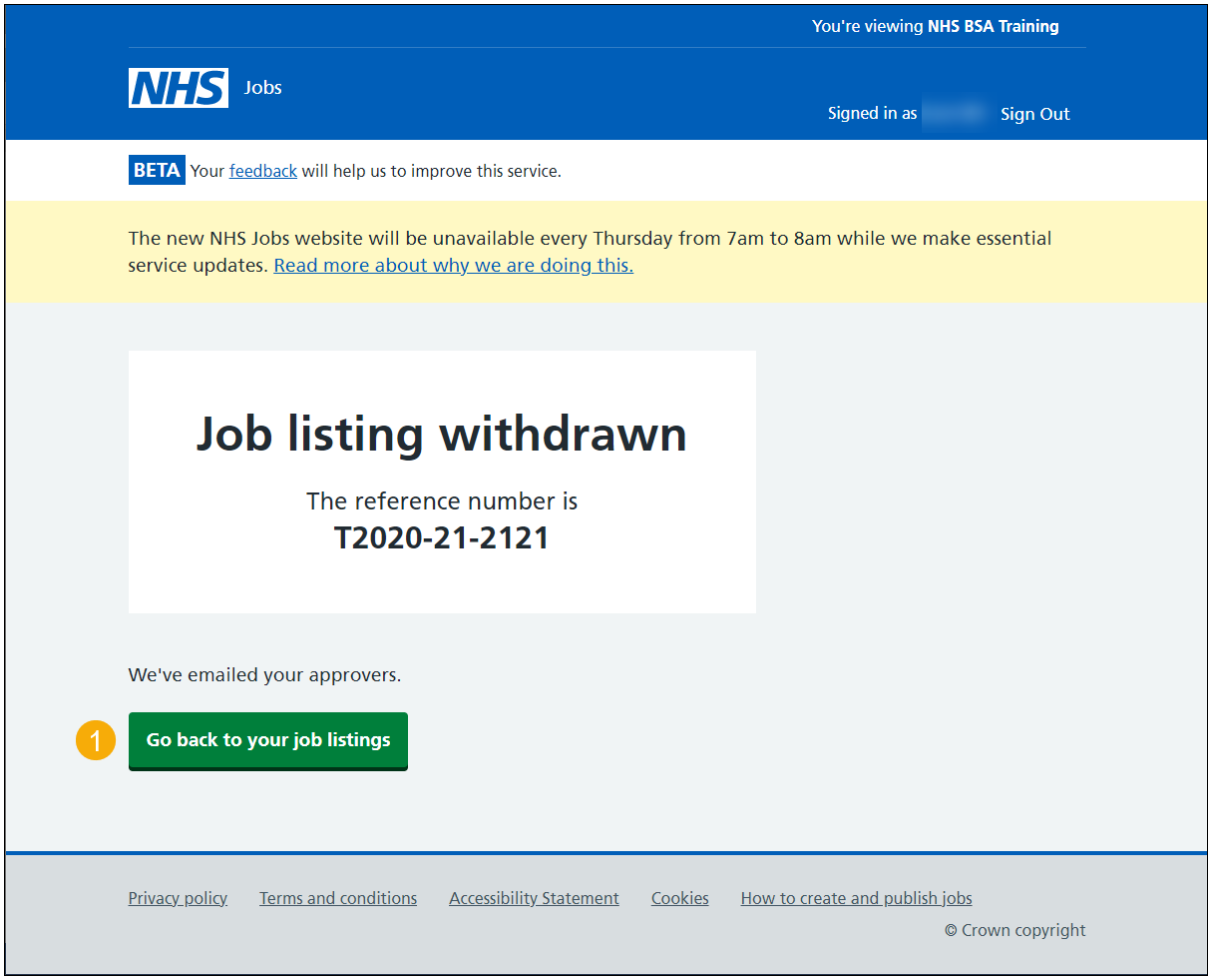
Job listing withdrawn

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.



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

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