

## How to use the employer hub in NHS Jobs user guide

This guide gives you instructions for how to use the employer hub in the NHS Jobs service.

The [employer hub](#) webpage has links to:

- Sign into your account
- Latest updates
- Frequently asked questions
- Other links
- Help and support
- Contact us

You must have an account to sign into your account. If you don't have an account, you'll be contacted once we're ready to create your account.

## Contents

[How to use the employer hub in NHS Jobs user guide](#)

[Employer hub](#)

[Latest updates](#)

[Frequently asked questions](#)

[Other links](#)

[Help and support](#)

[Contact us](#)

## Employer hub

This page gives you instructions for how to use the employer hub.

**Important:** You must have an account to sign into your account. If you don't have an account, you'll be contacted once we're ready to create your account.

To use the employer hub, complete the following steps:

1. Select a '[Sign in](#)' or '[Sign in to your employer dashboard](#)' link to sign into your account.
2. Select the 'Read more about why we are doing this link' to view the planned downtime information.
3. Select the 'feedback' link to email your feedback to help us improve the service.
4. Select the 'NHS Jobs' logo to return to the applicant hub homepage from any page in the service.

The screenshot shows the top section of the NHS Jobs website. At the top left, there is the NHS logo with the word 'Jobs' next to it, and a yellow circle with the number '4' next to it. At the top right, there is a 'Sign In' link with a yellow circle with the number '1' next to it. Below the header, there is a white banner with the text 'BETA Your [feedback](#) will help us to improve this service.' and a yellow circle with the number '3' next to the 'feedback' link. Below the banner, there is a yellow background 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.](#)' and a yellow circle with the number '2' next to the link. Below the yellow banner, there is a blue background with the text 'Recruit on NHS Jobs' in large white font, followed by 'Fill job vacancies for your organisation by advertising them on NHS Jobs.' in smaller white font. At the bottom left of the blue area, there is a yellow circle with the number '1' next to a white arrow icon pointing right, followed by the text 'Sign in to your employer dashboard'.

## Latest updates

This page gives you instructions for how to access the latest updates.

To access the latest updates, complete the following steps:

1. Select a 'tile' link to view the latest updates.
2. Select the 'See all updates' link to view all the latest updates.

### Latest updates

15 September 2020  
**[Help and support resources](#)**  
Access to user guides, videos and online learning.

30 July 2020  
**[NHS Jobs newsletters](#)**  
Subscribe to our monthly newsletter

25 February 2021  
**[Latest system release changes](#)**  
We've made some changes to the NHS Jobs service.

2  [See all updates](#)

**Tip:** This page is regularly updated with the most recent information and means the links and content changes.

## Frequently asked questions

This page gives you instructions for how to access the frequently asked questions (FAQs).

**Important:** You'll be redirected to 'Knowledge Base' to search with keywords and filter by different functionality to find articles.

To use the FAQs, complete the following steps:

1. Select the '[NHS Jobs Knowledge Base](#)' link.

### Frequently asked questions

1

To find answers to questions or issues you have, you can search or browse by topic in our [NHS Jobs Knowledge Base \(opens in new tab\)](#)

**Tip:** FAQs are regularly updated with the latest system release functionality and means the content changes.

## Other links

This page gives you instructions for how to access other links for recruitment.

To access a webpage, complete the following step:

1. Select a 'link'.

### Other links

<a href="#">Help and support for employers</a>	<a href="#">NHS Employers</a>
<b>1</b> <a href="#">NHS Jobs newsletter</a>	<a href="#">We are the NHS</a>
<a href="#">NHS Jobs engagement team</a>	<a href="#">GP Nursing</a>
	<a href="#">Health Careers</a>

## Help and support

This page gives you instructions for how to use the help and support resources.

**Important:** You'll be redirected to the 'Help and support for employers' webpage to access help and support resources.

To access the help and support resources, complete the following step:

1. Select the '[user pages, videos and online learning tools](#)' link.

### Help and support 1

Get help from our [user guides, videos and online learning tools](#) if you need further support to use NHS Jobs.

**Tip:** Help and support resources are regularly updated with the latest system release functionality and means the content changes.

## Contact us

This page gives you instructions for how to contact the NHS Jobs team for help and support.

To contact us, complete the following steps:

1. Select the [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk) email address link.
2. Select a 'service' link (optional).

### Contact us

Contact the NHS Jobs team for support by:

Email: [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk) 1

We're available Monday to Friday between 8am and 6pm and Saturday between 9am and 3pm, except Bank Holidays including Christmas Day, Boxing Day and New Year's Day.

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2 [Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

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**Tip:** You can copy and paste the email address to use it.

**You've reached the end of this user guide.**