

## How to issue a contract in NHS Jobs user guide

This guide gives you instructions for how to issue a contract in the NHS Jobs service.

If you select online, you'll use the NHS Jobs service to create your contract. If you select offline, you'll create it outside of the NHS Jobs service. You can't change your answer.

You'll need to enter the start date, pay, type of contract and how you'll send it. You'll check the contract details and make sure it's correct before sending it.

Once a contract is sent, the applicant can accept or reject the contract offer. You can respond on behalf of the applicant or withdraw your contract offer.

Only a 'Super user' or 'Recruitment administrator' can add and remove contract templates.

## Contents

### [How to issue a contract in NHS Jobs user guide](#)

#### [Contracts](#)

#### [Find the job to issue your contract](#)

#### [Do you want to create a contract?](#)

#### [Create and send the contract](#)

#### [What date will the applicant start?](#)

#### [What's the pay for this contract?](#)

#### [Which type of agreement do you want to offer?](#)

#### [How do you want to create your contract?](#)

#### [Which contract template do you want to use?](#)

#### [Check the details of the contract and send it](#)

#### [Online contract sent](#)

#### [Manually send the contract](#)

#### [Applicant actions](#)

#### [What date did the applicant accept the contract?](#)

#### [Contract accepted](#)

#### [Contract rejected](#)

#### [Withdraw your contract offer](#)

#### [Contract offer withdrawn](#)

## Contracts

This page gives you instructions for how to access a job at the contract stage.

**Important:** You must have a job at the contract stage to issue a contract.

To access a job at the contract stage, complete the following step:

1. Select the 'Contracts' link.

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### NHS BSA Training Dashboard

Showing tasks for  

All users

Draft	0	<div></div>
<a href="#">Published</a>	3	<div></div>
<a href="#">Shortlisting</a>	20	<div></div>
<a href="#">Interviews</a>	19	<div></div>
<a href="#">Ready to offer</a>	12	<div></div>
<a href="#">Conditional offers</a>	6	<div></div>
<a href="#">Pre-employment checks</a>	6	<div></div>
<b>1</b> <a href="#">Contracts</a>	21	<div></div>
<a href="#">End recruitment</a>	4	<div></div>

#### What you can do

Create a job listing

Search for a listing

Search for an applicant

#### Manage the account

[Users](#)

[At risk applicants](#)

[Accredited logos](#)

[Key performance indicators \(KPIs\)](#)

[Supporting documents](#)

[Contract templates](#)

[Offer letter templates](#)

[Approval settings](#)

#### Help and information

[The employer hub](#)

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

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## Find the job to issue your contract


This page gives you instructions for how to find the job to issue your contract.

To find the job to issue your contract, complete the following step:

1. In **What needs doing next**, select the "Create and issue contract" link.

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[< Go back](#)

NHS BSA Training

Contracts

Showing tasks for

All users ▾

Applicant	Job title	Deadline	Stage	What needs doing next
 AR-200922-00002	<a href="#">HR Manager</a> T1111-20-6620	ON TRACK	Issue contract	<a href="#">Create and issue contract</a> 1

Next →

Page 2 of 2

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[Accessibility Statement](#)

[Cookies](#)

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## Do you want to create a contract?

This page gives you instructions for how to create a contract.

To confirm if you want to create a contract, complete the following steps:

1. Select an answer:
  - [‘Yes, their pre-employment checks were satisfactory’](#)
  - [‘No, withdraw the offer’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs website interface. At the top, there's 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. Below the header, there's a 'Signed in as' section with a 'Sign Out' link. A 'BETA' badge is present, stating '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 'Go Back' link and the title 'Pre-employment checks'. The question is 'Do you want to create a contract for Liam MA?'. There are two radio button options: 'Yes, their pre-employment checks were satisfactory' and 'No, withdraw the offer'. A green 'Save and continue' button is at the bottom of the form. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

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[Go Back](#)

Pre-employment checks

**Do you want to create a contract for Liam MA?**

1 ☐ Yes, their pre-employment checks were satisfactory

☐ No, withdraw the offer

2 **Save and continue**

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**You've reached the end of this user guide if you've withdrawn the contract offer.**

## Create and send the contract


This page gives you instructions for how to confirm what information is needed to create and send the contract.


**Important:** You'll need to enter the start date, pay, type of contract and how you'll send it. You'll check the contract details and make sure it's correct before sending it.

Read the information on the page and complete the following step:

1. Select the 'Continue' button.

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## Create and send the contract

Following your conditional offer, you'll now confirm and enter information such as the:

- start date
- pay
- type of contract and how you'll send it

You'll check the details and make sure it's correct before sending it.

1

Continue

[Return to your job listings](#)

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## What date will the applicant start?


This page gives you instructions for how to add the applicant's start date.

To add the applicant's start date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Save and continue' button.

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[< Go Back](#)

Issue the contract

**What date will the applicant start?**

For example, 12 1 2019

Day    Month    Year

1

2

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**Tip:** You must enter the date in the DD-MM-YYYY format, e.g., 01 01 2021.


## What's the pay for this contract?


This page gives you instructions for how to add the pay for this contract.

To add the salary, complete the following steps:

1. In the **Salary amount** box, enter the details.
2. Select an option from the drop down menu.
3. Select the 'Save and continue' button.

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[< Go Back](#)

Issue the contract

### What's the pay for this contract?

This was £25000 in the conditional offer.

Pay amount

1

 £

a year

2

3

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## Which type of agreement do you want to offer?


This page gives you instructions for how to select the type of agreement you want to offer.

To select the type of agreement, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

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[< Go Back](#)  
Issue the contract  
**Which type of agreement do you want to offer?**  

1

☐ An addendum to an existing contract

1

☐ A contract of employment

1

☐ An internal secondment

1

☐ An external secondment

2

Save and continue

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## How do you want to create your contract?


This page gives you instructions for how to create your contract.

**Important:** If you select online, you'll use the NHS Jobs service to create your contract. If you select offline, you'll create it outside of the NHS Jobs service. You can't change your answer.

1. Select an answer:
  - ['Online'](#)
  - ['Offline'](#)
2. Select the 'Save and continue' button.

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[< Go Back](#)

Issue the contract

## How do you want to create your contract?

1

☐ Online  
Use a template in the NHS Jobs online service.

2

☐ Offline  
Create it offline outside the NHS Jobs online service. You cannot change this decision.

2

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## Which contract template do you want to use?


This page gives you instructions for how to select the contract template you want to use.


**Important:** You'll need to create a contract template to send it to applicants. Only a 'Super user' or 'Recruitment administrator' can add and remove contract templates.

To select a contract template to use, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

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### Which contract template do you want to use?

☐

Training and support officer - contract

1

☐

Practice manager

☐

Administrator contract

[▶ If the template you need is not displayed](#)

2

Save and continue

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**Tip:** If the contract template is not shown, contact your organisations super user.




## Check the details of the contract and send it


This page gives you instructions for how to check the details of the contract and send it.

To check the details and send your contract, complete the following steps:

1. Select the 'preview the contract' link.
2. Select a 'Change' link (optional).
3. Select the 'Send now' button.

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### Check the details of the permanent Training and Support Officer contract and send it to *Ashleigh McFadyen*

Location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	<a href="#">Change</a>
Working pattern	Full-time	<a href="#">Change</a>
Number of hours or sessions a week	30 hours a week	<a href="#">Change</a>
Pay	£25000 a year	<a href="#">Change</a>
Start date	20 April 2021	<a href="#">Change</a>
Type of agreement	A contract of employment	<a href="#">Change</a>
Contract template	HR Manager - Contract offer	<a href="#">Change</a>

#### Send the contract

When you're satisfied that the details are correct, send this contract of employment to the applicant.

You can also [preview the contract \(PDF, 4 KB\)](#).

3

Send now

[Save and come back later](#)

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**Tip:** You should preview the contract to check the information is correct before sending it to applicants.

## Online contract sent

This page shows confirmation the online contract is sent.

**Important:** This page is only shown if you've sent your contract online using the NHS Jobs service. The applicant will view and respond to the contract offer.

To view your job listings, complete the following step:

1. Select the 'Back to your job listings' button.

The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo, the word 'Jobs', and a user status area showing 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header, a yellow banner displays a 'BETA' notice and a message about service updates on Thursdays. The main content area has a light blue background and features a white box with the heading 'Contract sent' and the text 'You've sent the Training and Support Officer contract to' followed by a blurred name. Below this, a paragraph states that the applicant will be emailed and can accept the contract in their NHS Jobs account. A section titled 'What happens next' explains that the applicant might need more information and that the user will be notified of acceptance. A green button with a yellow circle containing the number '1' is labeled '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 a '© Crown copyright' notice.

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## Contract sent

You've sent the Training and Support Officer contract to [blurred name]

We'll email the applicant to let them know. They'll be able to view and accept the contract in their NHS Jobs online account.

### What happens next

The applicant might need to contact you if they need more information or to ask questions. We'll let you know when they accept the contract.

1 [Back to your job listings](#)

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**Tip:** The applicant might need to contact you if they need more information before accepting a contract.

## Manually send the contract

This page shows confirmation the contract is sent manually.

**Important:** This page is only shown if you've sent your outside of the NHS Jobs service. The applicant will view and respond to the contract offer.

To view your job listings, complete the following step:

1. Select the 'Back to your job listings' button.

The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo, the word 'Jobs', and a 'You're viewing NHS BSA Training' link. Below the header, a white bar displays 'Signed in as' followed by a blurred profile picture and a 'Sign Out' link. A yellow banner below the header states: '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.](#)' The main content area has a light blue background. A white box in the center contains the heading 'Manually send the Training and Support Officer contract to' and the text 'You've chosen to create and send the contract outside the NHS Jobs online service'. Below this box, the section 'What happens next' is followed by the text 'You'll need to update their status when you get their reply.' A green button with a yellow circle containing the number '1' and the text 'Back to your job listings' is positioned below the text. The footer is a grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

**You've reached the end of this user guide as you've manually sent your contract outside of the NHS Jobs service.**


## Applicant actions


This page gives you instructions for how to respond to the contract offer on the applicant's behalf.

To add the applicant's response, complete the following steps:

1. Select an answer:
  - ['Mark as accepted'](#)
  - ['Mark as rejected'](#)
  - ['Withdraw offer'](#)
2. Select the 'Continue' button.

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## Applicant actions

A number of actions are available for this applicant.

### What would you like to do?

1

☐ Mark as accepted

1

☐ Mark as rejected

1

☐ Change contract start date  
Current start date is 25 April 2021

1

☐ Withdraw offer

2

Continue

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## What date did the applicant accept the contract?


This page gives you instructions for how to add the date the applicant accepted the contract offer.

To add the applicants accepted contract offer date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the 'Save and continue' button.

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Issue the contract

**What date did the applicant accept the contract?**

1

Day

Month

Year

2

Save and continue

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**Tip:** You must enter the date in the DD-MM-YYYY format, e.g., 01 01 2021.

## Contract accepted

This page shows confirmation you've accepted the contract on the applicant's behalf.

To view your job listings, complete the following step:

1. Select the 'Back to your job listings' button.

The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' on the right. Below the header, a white bar displays 'Signed in as [username]' and a 'Sign Out' link. A yellow banner below this states: 'BETA Your feedback will help us to improve this service.' Below the banner, a light blue box contains 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 features a large white box with the heading 'Contract accepted' and the message: 'You've updated the status for the Training and Support Officer contract to *Admission Not subject*'. Below this box is a green button with a yellow circle containing the number '1' and the text 'Back to your job listings'. The footer is a grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

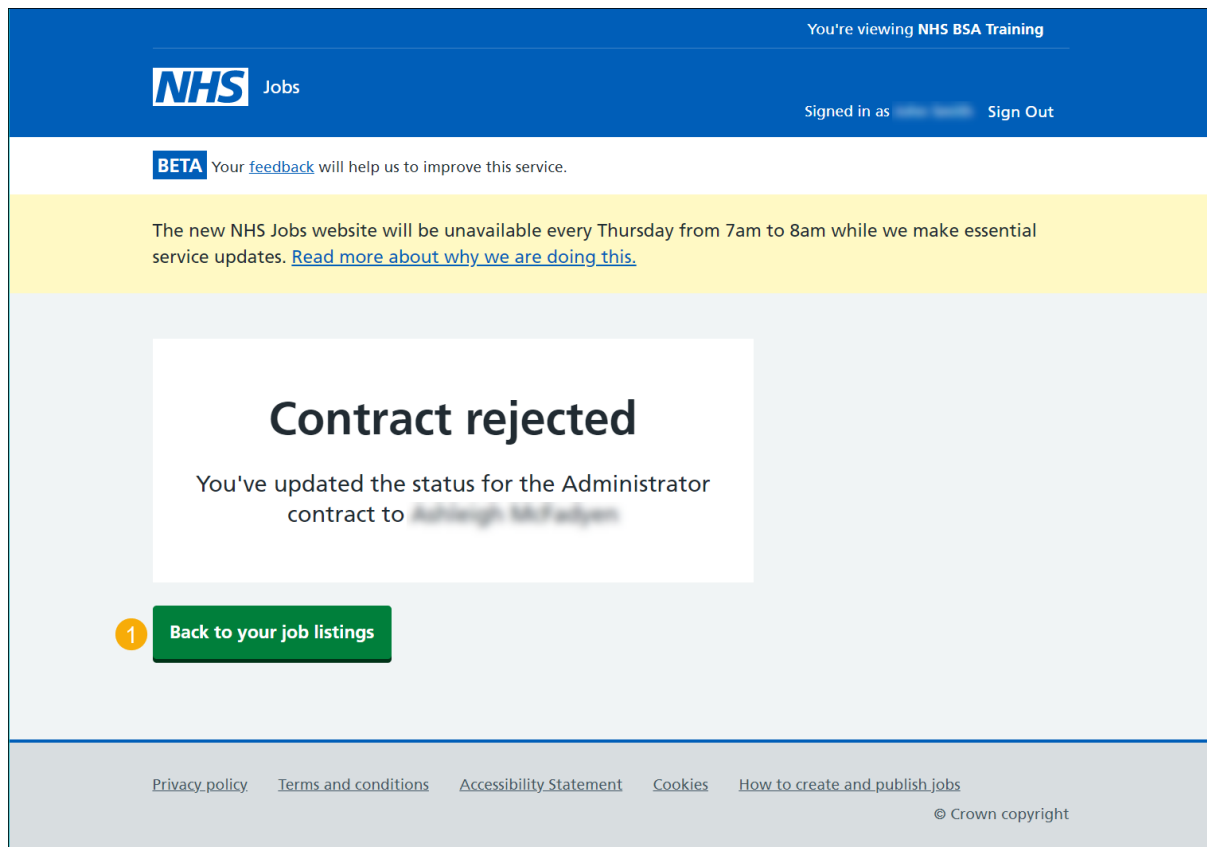
**You've reached the end of this user guide as you've accepted the contract on the applicant's behalf.**

## Contract rejected

This page shows confirmation you've rejected the contract on the applicant's behalf.

To view your job listings, complete the following step:

1. Select the 'Back to your job listings' button.



**You've reached the end of this user guide as you've rejected the contract on the applicant's behalf.**

**Go to the '[How to end a recruitment in NHS Jobs user guide](#)'.**


## Withdraw your contract offer


This page gives you instructions for how to withdraw your contract offer.

To add a reason and withdraw your contract offer, complete the following steps:

1. In the **Blank** box, enter the details.
2. Select the 'Continue' button.

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Pre-employment checks

**Withdraw your conditional offer**

Describe why you're withdrawing the offer

1

2

Continue

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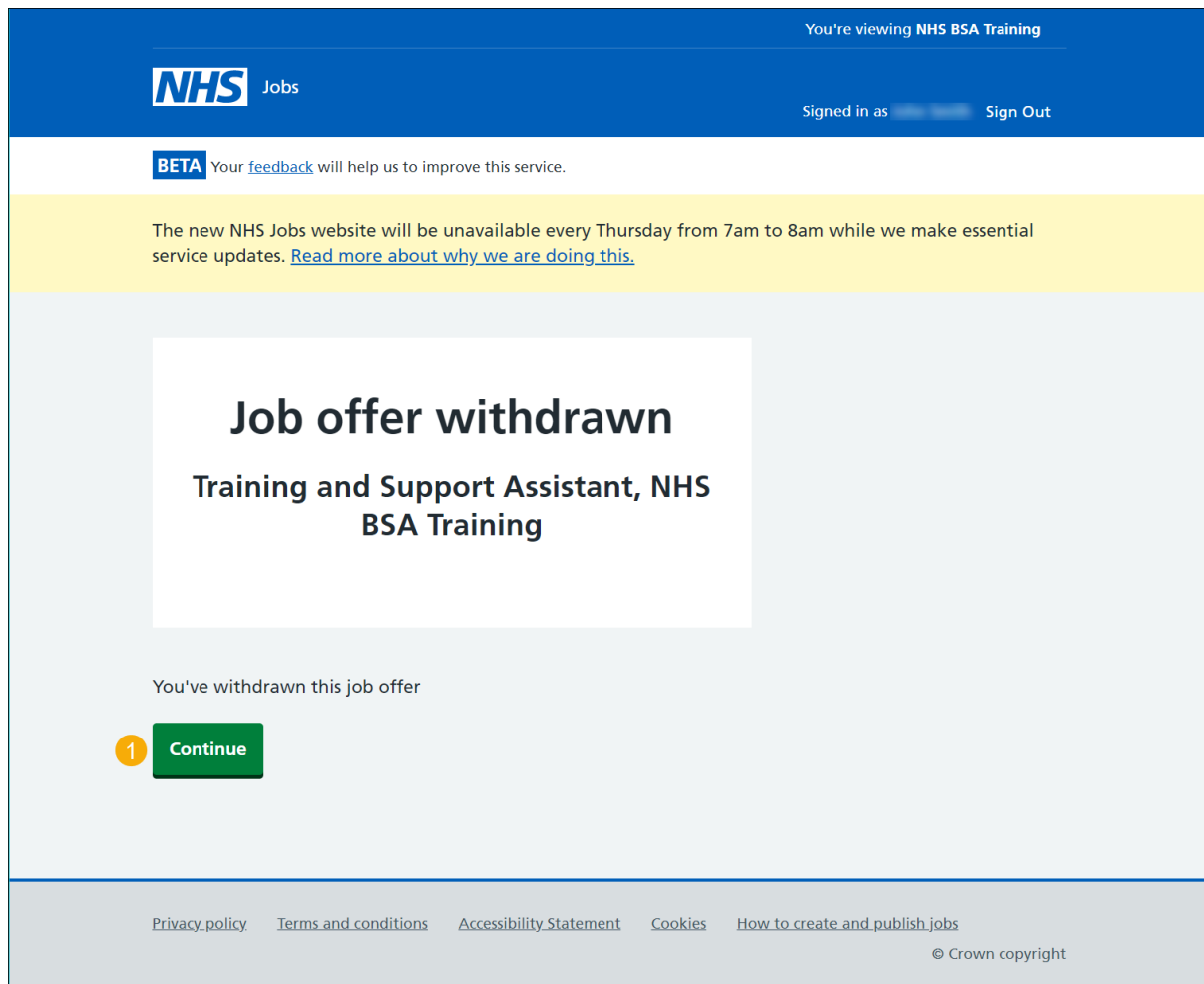
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## Contract offer withdrawn

This page shows confirmation you've withdrawn the contract offer.

To view your job listings, complete the following step:

1. Select the 'Continue' button.



**You've reached the end of this user guide as you've withdrawn the contract offer to applicants.**

**Go to the ['How to end a recruitment in NHS Jobs user guide'](#).**