

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.

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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.

You're viewing NHS BSA Training

NHS Jobs

Signed in as Sign Out

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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.](#)

NHS BSA Training Dashboard

Showing tasks for

Draft	0	<div style="width: 0%;"></div>
Published	3	<div style="width: 10%;"></div>
Shortlisting	20	<div style="width: 20%;"></div>
Interviews	19	<div style="width: 19%;"></div>
Ready to offer	12	<div style="width: 12%;"></div>
Conditional offers	6	<div style="width: 6%;"></div>
Pre-employment checks	6	<div style="width: 6%;"></div>
1 Contracts	21	<div style="width: 21%;"></div>
End recruitment	4	<div style="width: 4%;"></div>

What you can do

- Create a job listing
- Search for a listing
- Search for an applicant

Manage the account

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- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Supporting documents](#)
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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.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [redacted] 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](#)

NHS BSA Training Contracts

Showing tasks for

All users ▾

Applicant	Job title	Deadline	Stage	What needs doing next
[redacted] AR-200922-00002	HR Manager T1111-20-6620	ON TRACK	Issue contract	Create and issue contract 1

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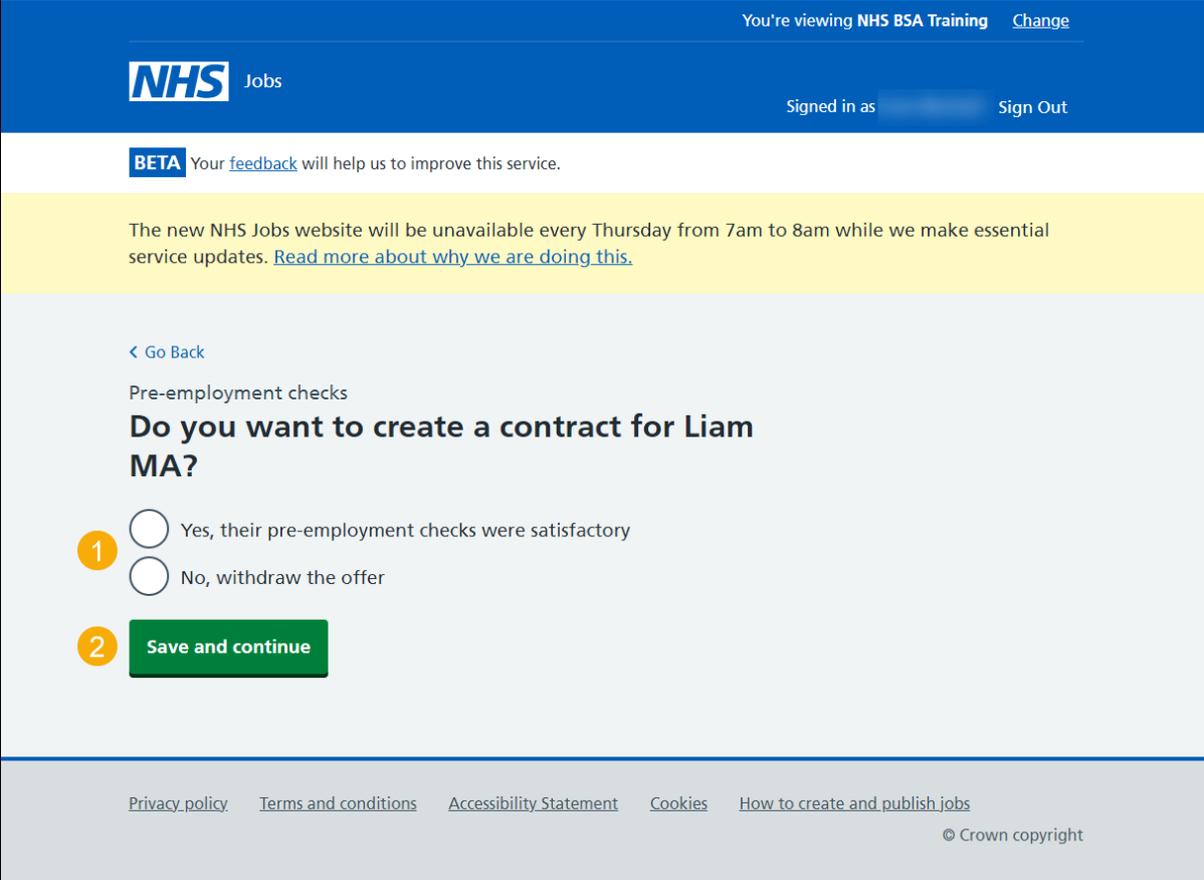
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Do you want to create a contract?

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 right, it says 'You're viewing NHS BSA Training' with a 'Change' link. The NHS logo and 'Jobs' are on the left. '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 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, 'Pre-employment checks', and the question 'Do you want to create a contract for Liam MA?'. There are two radio button options: '1 Yes, their pre-employment checks were satisfactory' and '2 No, withdraw the offer'. A green 'Save and continue' button is below the options. 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'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.

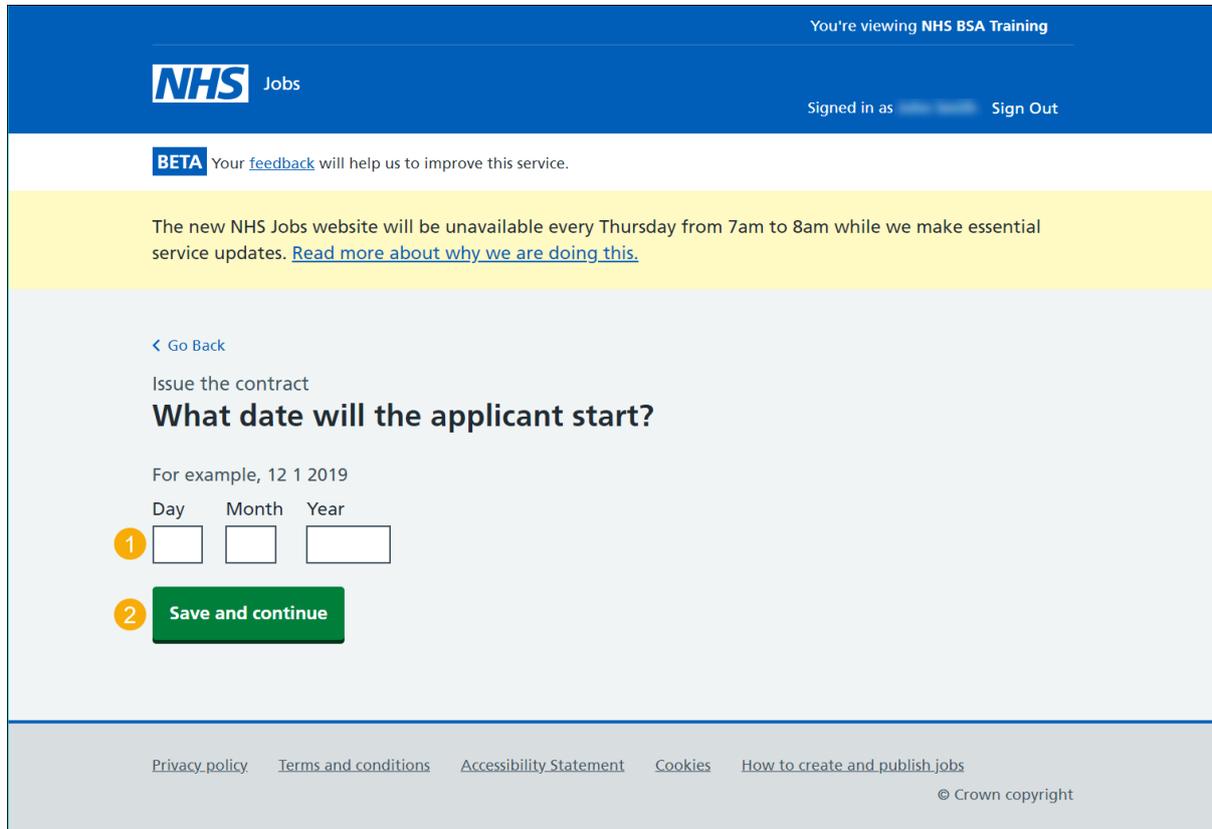
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' on the right. Below the header, there is a white bar with a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message about the website being unavailable every Thursday from 7am to 8am. The main content area has a light blue background and contains a 'Go back' link, the title 'Create and send the contract', and instructions: 'Following your conditional offer, you'll now confirm and enter information such as the:'. A bulleted list follows: 'start date', 'pay', and 'type of contract and how you'll send it'. Below the list, it says 'You'll check the details and make sure it's correct before sending it.' A green 'Continue' button with a yellow '1' in a circle is highlighted. Below the button is a link: 'Return to your job listings'. 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', and a copyright notice: '© Crown copyright'.

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.



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' and 'Signed in as [user] Sign Out'. Below the header, there is a white banner with a 'BETA' label and a message: '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 is light blue and contains a '< Go Back' link, the text 'Issue the contract', and the heading 'What date will the applicant start?'. Below this, it says 'For example, 12 1 2019' and has three input boxes labeled 'Day', 'Month', and 'Year'. A red circle with the number '1' is next to the 'Day' box. Below the input boxes is a green button with a red circle and the number '2' and the text 'Save and continue'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', and a copyright notice '© Crown copyright'.

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.

You're viewing **NHS BSA Training**

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](#)

Issue the contract

What's the pay for this contract?

This was £25000 in the conditional offer.

Pay amount

1 £ a year 2

3 [Save and continue](#)

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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.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [redacted] 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.](#)

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Issue the contract

Which type of agreement do you want to offer?

An addendum to an existing contract

A contract of employment

1 An internal secondment

An external secondment

2

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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.

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.](#)

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Issue the contract

How do you want to create your contract?

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

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

2 [Save and continue](#)

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

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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.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [user] 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](#)

Issue the contract

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.

You're viewing NHS BSA Training

NHS Jobs Signed in as [redacted] 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](#)

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	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	30 hours a week	Change
Pay	£25000 a year	Change
Start date	20 April 2021	Change
Type of agreement	A contract of employment	Change
Contract template	HR Manager - Contract offer	Change

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 \(PDF, 4 KB\)](#).

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, 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 [blurred]', 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.' Below that is a yellow banner 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.](#)' The main content area has a light blue background. In the center, there is a white box with the heading 'Contract sent' and the text 'You've sent the Training and Support Officer contract to [Ashleigh McFadden](#)'. Below this, it says '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.' Underneath is a section titled 'What happens next' with the text: '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.' At the bottom of this section is a green button with a yellow circle containing the number '1' and the text 'Back to your job listings'. The footer of the page is grey and 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'.

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, 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 [redacted]', and 'Sign Out'. Below the header, there is a white banner with a blue 'BETA' icon and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner 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.](#)' The main content area has a light blue background. In the center, there is a white box with the heading 'Manually send the Training and Support Officer contract to' and the subtext 'You've chosen to create and send the contract outside the NHS Jobs online service'. Below this, there is a section titled 'What happens next' with the text 'You'll need to update their status when you get their reply.' At the bottom of this section is a green button with a yellow circle containing the number '1' and the text 'Back to your job listings'. The footer of the page is a grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© 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.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [redacted] 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](#)

Applicant actions

A number of actions are available for this applicant.

What would you like to do?

Mark as accepted

Mark as rejected

Change contract start date
Current start date is 25 April 2021

Withdraw offer

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

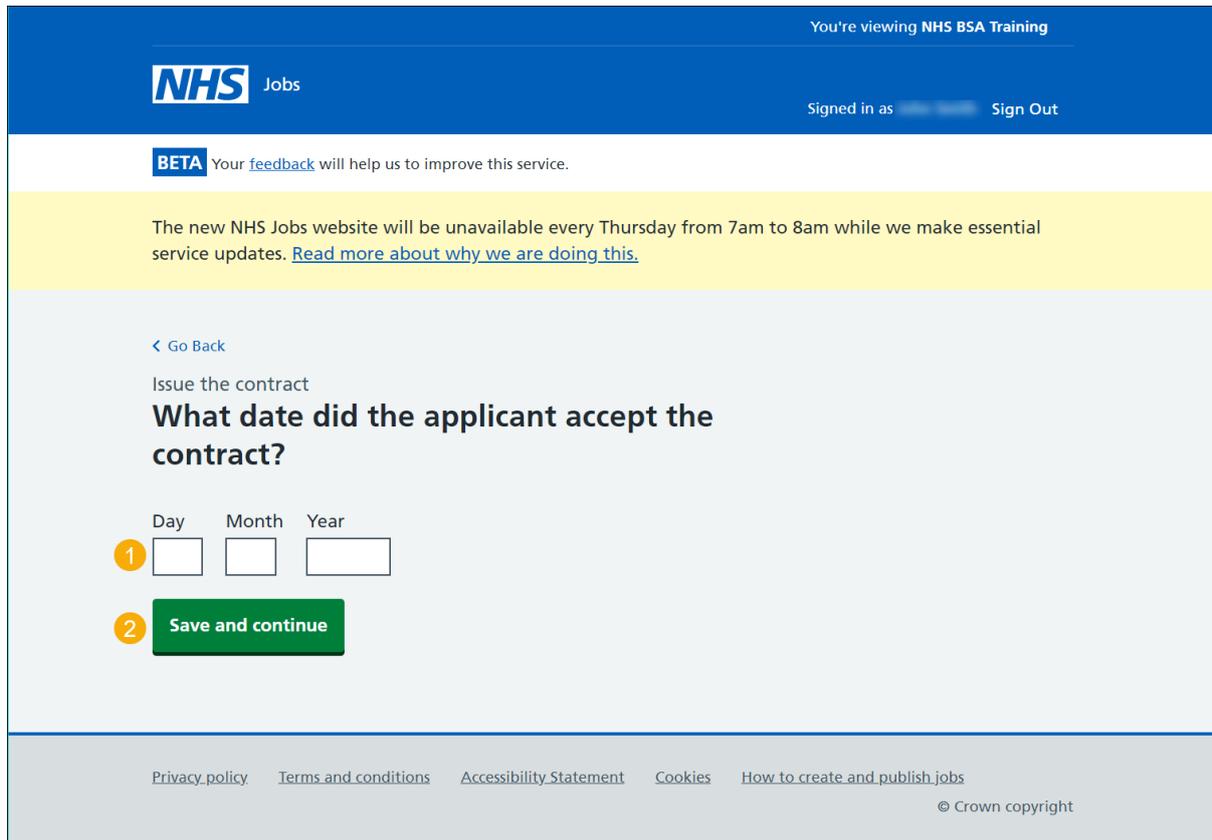
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What date did the applicant accept the contract?

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.



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 white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner 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 light grey and contains a '< Go Back' link, the text 'Issue the contract', and the heading 'What date did the applicant accept the contract?'. Below the heading are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green button with a yellow circle and the number '2' next to it, labeled 'Save and continue'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

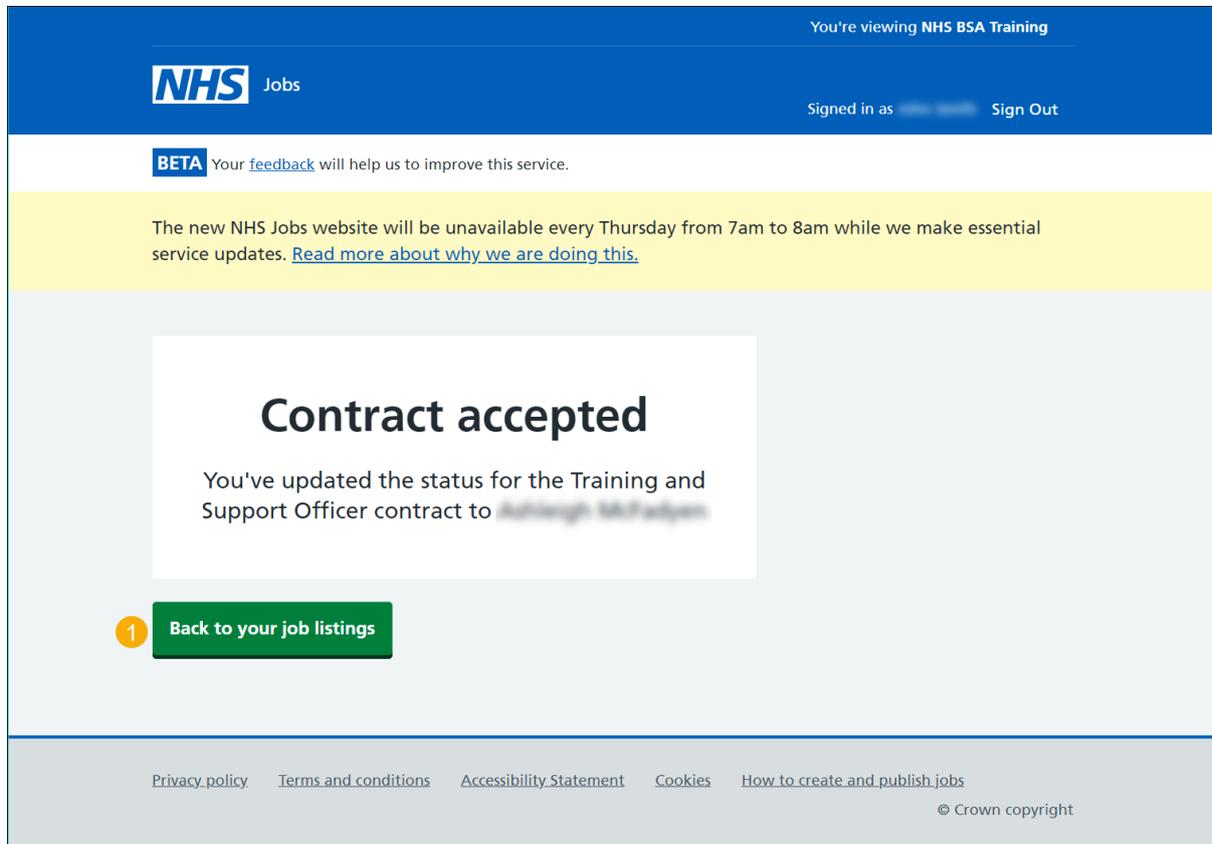
Tip: You must enter the date in the DD-MM-YYYY format, e.g., 01 01 2021.

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, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' on the right. Below the header, there is a 'Signed in as' section with a 'Sign Out' link. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a yellow box 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 features a white box with the heading 'Contract accepted' and the text 'You've updated the status for the Training and Support Officer contract to *Admission 10/1/2021*'. 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 the copyright notice '© Crown copyright'.

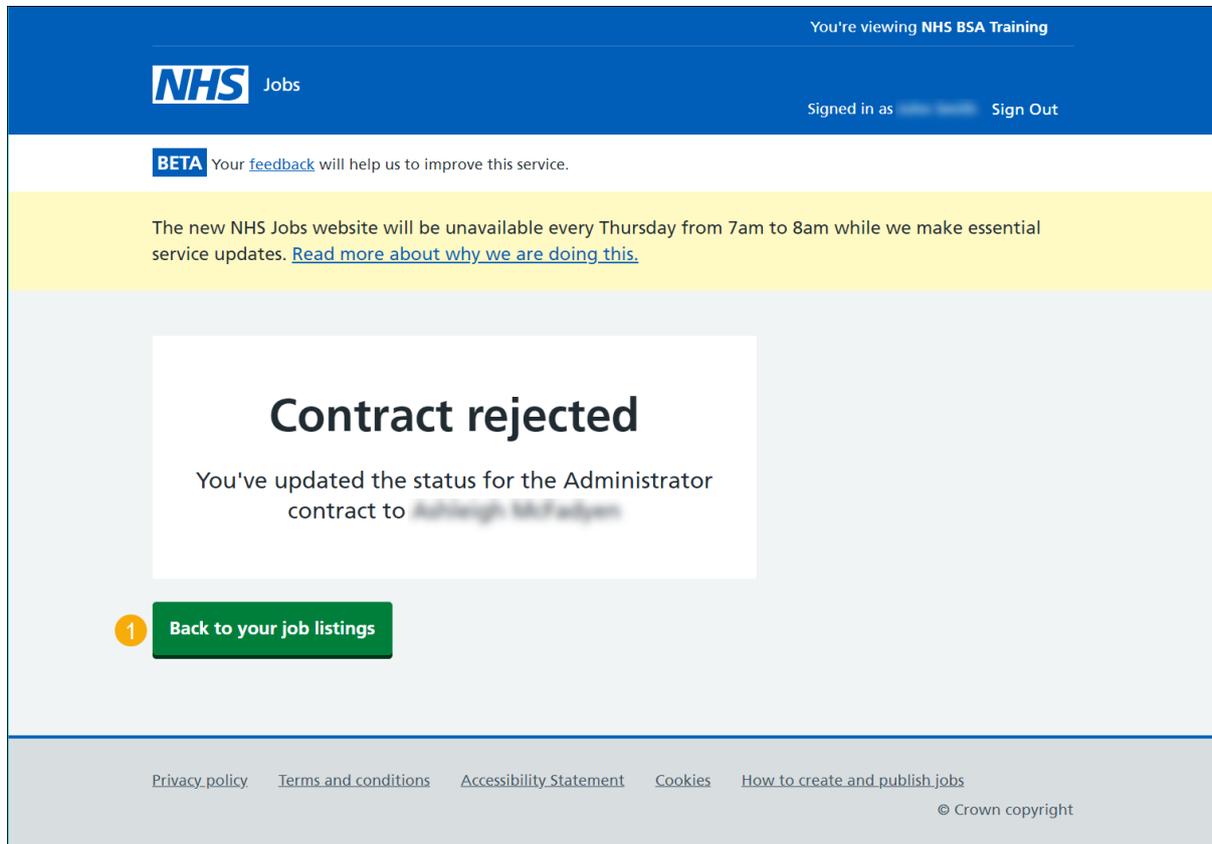
You've reached the end of this user guide as you've accepted the contract on the applicant's behalf.

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.



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 left, and 'You're viewing NHS BSA Training' on the right. Below the header, there is a 'Signed in as' section with a profile picture and a 'Sign Out' link. A yellow banner below the header contains a 'BETA' label and a message: '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 rejected' and the text: 'You've updated the status for the Administrator contract to *Adriana M. Adams*'. Below this box is a green button with a yellow circle containing the number '1' and the text 'Back to your job listings'. At the bottom of the page, 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'.

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.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [redacted] 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](#)

Pre-employment checks

Withdraw your conditional offer

Describe why you're withdrawing the offer

1

2 [Continue](#)

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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.

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 left, and 'You're viewing NHS BSA Training' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area is light blue and features a white box with the heading 'Job offer withdrawn' and the job title 'Training and Support Assistant, NHS BSA Training'. Below this, it says 'You've withdrawn this job offer' and a green 'Continue' button with a yellow '1' in a circle to its left. 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 a copyright notice '© Crown copyright'.

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'](#).