

How to respond to a contract offer in NHS Jobs user guide

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

You can respond to your contract offer by accepting, asking the employer for more information, or rejecting it.

If you accept a contract, you can download a copy of your contract. You must save this before the link expires.

If you're undecided, you can ask the employer for more information by email.

If you reject a contract offer, you'll add your reason why which is sent to the employer.

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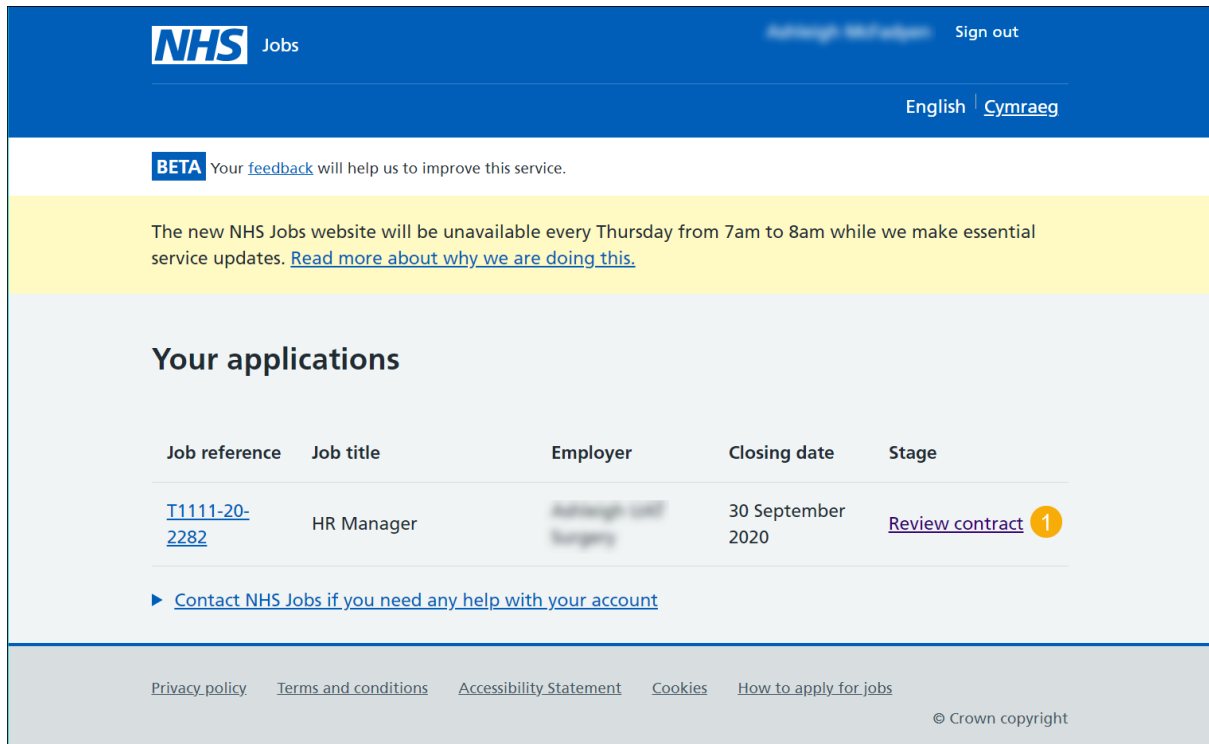
[Contract rejected](#)

Respond to your contract

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

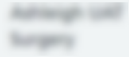
To view your contract, complete the following step:

1. Select the 'Review contract' link.



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, there are links for 'Settings', 'Help', and 'Sign out'. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A blue banner with the text 'BETA Your feedback will help us to improve this service.' is displayed. Below this, a yellow banner contains a notice: '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.](#)'

Your applications

Job reference	Job title	Employer	Closing date	Stage
T1111-20-2282	HR Manager		30 September 2020	Review contract 1

▶ [Contact NHS Jobs if you need any help with your account](#)

At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The copyright notice '© Crown copyright' is located at the bottom right.

Save and respond to your contract

This page gives you instructions for how to save and respond to your contract.

Important: If you want a copy of your contract, you must download a copy before the link expires. You must read through it and make sure it's correct before you respond to the employer.

To save and respond to your contract offer, complete the following steps:

1. Select the 'Download and save' link.
2. Select the 'Continue and respond' 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 'Sign out' on the right. Below the header, there is a language selector with 'English' and 'Cymraeg' options. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a white 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 heading 'Save then respond to your HR Manager contract' with a yellow circle containing the number '1' next to it. Below the heading are three numbered steps: 1. 'Download and save your HR Manager contract of employment (PDF, 4 KB)' before you continue. The link is temporary and will expire. 2. Read through it and make sure it's correct. 3. Continue and respond to it. Below the steps is a green button with a yellow circle containing the number '2' and the text 'Continue and respond'. Underneath the button is a link: 'Back to your applications'. 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 apply for jobs'. On the far right of the footer, it says '© Crown copyright'.

Tip: The contract is downloaded and saved in a PDF.

What do you want to do with your contract?

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

To respond to your contract offer, complete the following steps:

1. Select an answer:
 - [‘Accept it and confirm taking the job’](#)
 - [‘Get more information or ask questions about it’](#)
 - [‘Reject both the contract and job offer’](#)
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo, the word 'Jobs', and a 'Sign out' link. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' badge indicates that the service is in a testing phase, with a note that user feedback will help improve the service. The main content area is titled 'What do you want to do with your contract?' and features three radio button options: 'Accept it and confirm taking the job', 'Get more information or ask questions about it' (which is selected and marked with a '1'), and 'Reject both the contract and the job offer'. Below these options is a green 'Continue' button marked with a '2'. A 'Go back' link is located at the top left of the main content area. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice for '© Crown copyright'.

Contract accepted

This page shows confirmation you've accepted the contract.

Important: Your start date is shown and you'll receive an email confirmation.

To view all your applications, complete the following step:

1. Select the 'Back to your applications' 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 'Sign out' on the right. Below the header, there is a navigation bar with 'English' and 'Cymraeg' options. A yellow banner below the navigation bar contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a light blue box contains the main message: 'Contract accepted' in large bold text, followed by 'You've accepted the HR Manager contract and confirmed you're taking the job'. Below this, it says 'We've sent you a confirmation email.' A section titled 'What happens next' provides details: 'Your start date is 30 April 2021. If you have any questions before then you can speak to the hiring manager [redacted] on or email [redacted] quoting the job reference T1111-20-2282.' A green button with a yellow circle containing the number '1' is labeled 'Back to your applications'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

Tip: If you need to contact the employer, you can use their email address and quote the job reference.

You've reached the end of this user guide as you've accepted the contract offer.

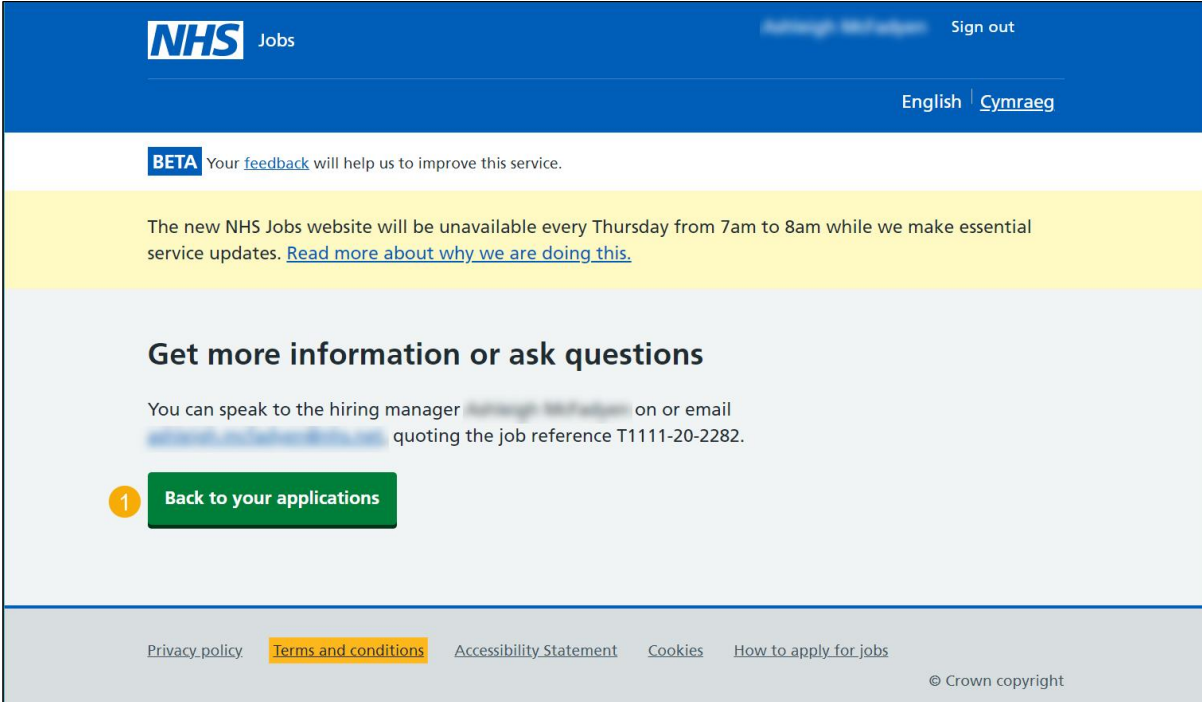
Get more information or ask questions

This page gives you instructions for how to get more information or ask questions about your contract offer.

Important: You'll need to [accept](#) or [reject](#) the contract offer when the hiring manager has responded.

To view all your applications, complete the following step:

1. Select the 'Back to your applications' 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 'Sign out' on the right. Below the header, there is a language selector for 'English' and 'Cymraeg'. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a light blue 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 heading 'Get more information or ask questions' followed by the text: 'You can speak to the hiring manager [\[redacted\]](#) on or email [\[redacted\]](#) quoting the job reference T1111-20-2282.' A green button with a yellow circle containing the number '1' is labeled 'Back to your applications'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

Tip: If you need to contact the hiring manager, you can use their email address and quote the job reference.

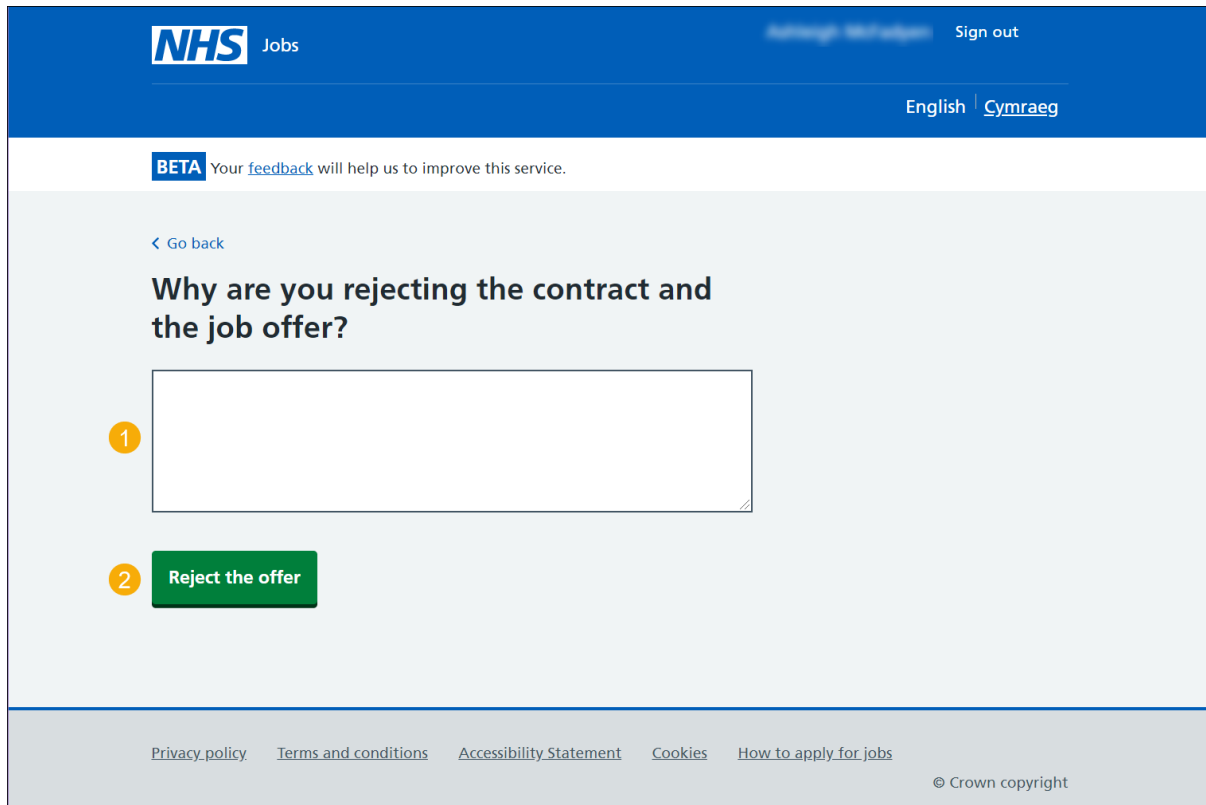
Reject the contract

This page gives you instructions for how to reject the contract offer.

Important: Once you add a reason for rejecting the contract offer, this information will be shared with the employer.

To add your reason for rejecting the contract offer, complete the following steps:

1. In the **Blank** box, enter your details.
2. Select the 'Reject the offer' button.



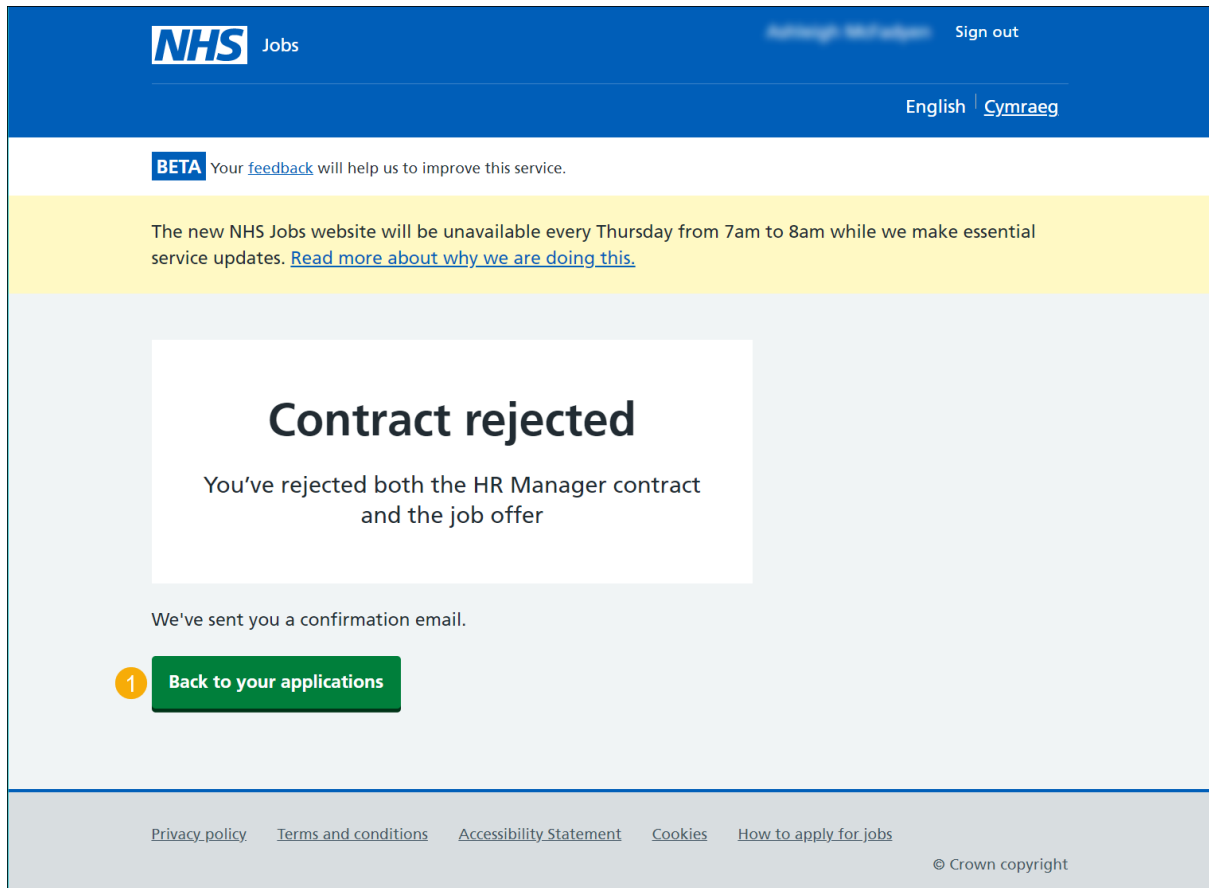
The screenshot shows the NHS Jobs website interface for rejecting a contract offer. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Why are you rejecting the contract and the job offer?'. A large text input box is labeled with a yellow circle containing the number '1'. Below the input box is a green button labeled 'Reject the offer' with a yellow circle containing the number '2'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

Contract rejected

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

To view your applications, complete the following step:

1. Select the 'Back to your applications' 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 'Sign out' 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 'Contract rejected' and the text 'You've rejected both the HR Manager contract and the job offer'. Below this box, it says 'We've sent you a confirmation email.' and there is a green button with a yellow circle containing the number '1' and the text 'Back to your applications'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

You've reached the end of this user guide as you've rejected the contract offer.