

How to manage approvals in NHS Jobs user guide

This guide gives you instructions for how to manage approvals in the NHS Jobs service.

You can use the service to approve the publishing of job listings to jobseekers.

If you use online approvals, you'll:

- select the approver(s) when creating a job listing
- send the job listing for approval

Once a job listing is sent for approval, all selected approvers must approve the listing before it can be published to jobseekers.

To manage approvals, you can change the settings to:

- **online** to approve job listings using the service
or
- **offline** to approve job listings outside of the service (if needed)

The default setting is 'Offline'.

Only a 'Super user' can manage the approval settings.

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Approval settings

This page gives you instructions on how to manage your approval settings in your organisations account

Important: Only a 'Super user' can change the approval settings.

To view your approval settings, complete the following step:

1. Select the '[Approval settings](#)' link.

The screenshot shows the NHS Business Services Authority Jobs Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A yellow banner below the header contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, there is 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 titled 'NHS Business Services Authority Dashboard'. It shows 'Showing tasks for' with a dropdown menu set to 'All users'. Below this is a table of tasks with counts and progress bars:

Task	Count
Draft	4
Approvals	1
Published	0
Shortlisting	6
Interviews	2
Ready to offer	1
Conditional offers	0

On the right side, there are two sections: 'What you can do' and 'Manage the account'. The 'What you can do' section has three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey). The 'Manage the account' section has a list of links: 'Users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'. A yellow callout bubble with the number '1' is positioned next to the 'Approval settings' link.

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'. On the right side of the footer, it says '© Crown copyright'.

How do you want your job listings approved?

This page gives you instructions on how to change your job listing approval settings.

Important: If you change the approval settings, this only applies to new job listings created.

To change your approval settings, complete the following steps:

1. Select an answer.
2. Select the [‘Save changes’](#) button.

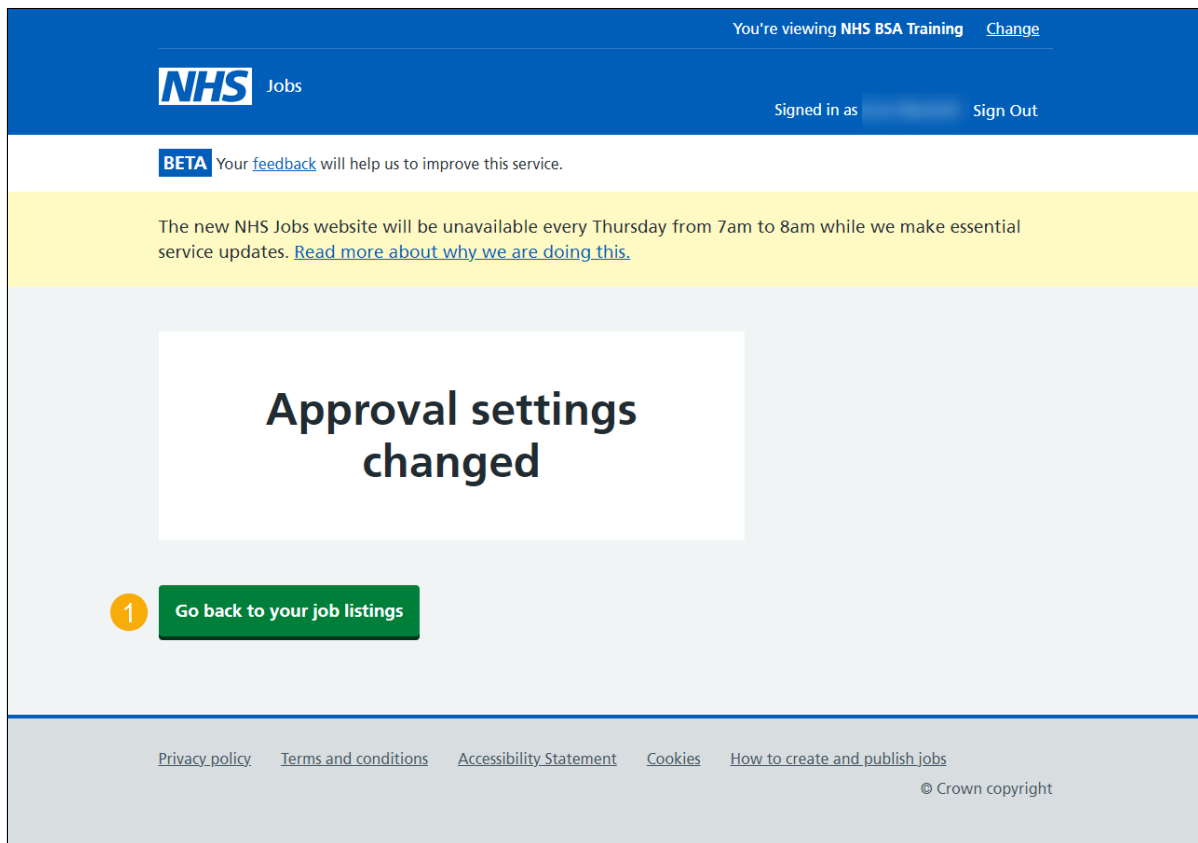
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header, 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. It starts with a '< Go Back' link, followed by 'Manage account' and the title 'How do you want your job listings approved?'. There are two radio button options: 'Online' (with a '1' in a yellow circle) and 'Offline' (with a '2' in a yellow circle). The 'Offline' option is selected. Below the options is a green 'Save changes' button. 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 copyright notice '© Crown copyright'.

Approval settings changed

This page shows confirmation you've changed the approval settings.

To return to your job listings, complete the following step:

1. Select the 'Go 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. To the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am, with a link to 'Read more about why we are doing this.' The main content area has a light blue background with a white box containing the text 'Approval settings changed'. Below this box is a green button with a yellow circle containing the number '1' and the text 'Go back 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', followed by '© Crown copyright'.

You've reached the end of this user guide as you've managed your approval settings.