

## 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](#) has links to:

- sign into your employer dashboard
- latest updates about the service
- frequently asked questions
- other recruitment links
- help and support resources
- contact us information

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

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## 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 employer hub homepage from any page in the service.

The screenshot shows the NHS Jobs website interface. At the top left, the NHS logo is labeled with a '4'. To its right is the text 'Jobs'. At the top right, there is a 'Sign In' link labeled with a '1'. Below the header, a blue banner contains the text 'BETA Your [feedback](#) will help us to improve this service.' with a '3' callout. Below this 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.](#)' with a '2' callout. The main content area has a blue background with the heading 'Recruit on NHS Jobs' and the text 'Fill job vacancies for your organisation by advertising them on NHS Jobs.' At the bottom left of this area is a 'Sign in to your employer dashboard' link with a right-pointing arrow icon and a '1' callout.

Go to the '[Latest updates](#)' page.

## 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 it.
2. Select the 'See all updates' link to view all 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 updated with the most recent information and means the links and content regularly changes.

Go to the '[Frequently asked questions](#)' page.

## Frequently asked questions

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

**Important:** You'll be redirected to an external website to find articles. You can search by keywords and apply filters.

To access the articles, complete the following step:

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

### Frequently asked questions

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

Go to the '[Other links](#)' page.

## Other links

This page gives you instructions for how to access external websites 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>

Go to the ['Help and support'](#) page.

## Help and support

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

**Important:** You'll be redirected to the website outside of the employer hub.

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

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

Go to the '[Contact us](#)' page.

## 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 for more information (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 the employer hub user guide.