

## How to approve or reject a job listing approval in NHS Job user guide

This guide gives you instructions for how to approve or reject a job listing approval in the NHS Job service.

You'll need to respond to an approval if:

- your organisation is using online approvals
- you're selected as an approver when the job listing is created and sent for approval

You'll need to check the listings details before you respond.

If you approve the listing, it can be published to jobseekers once all approvers have approved it.

If you reject the listing, it may be resent for approval or withdrawn to end the recruitment.

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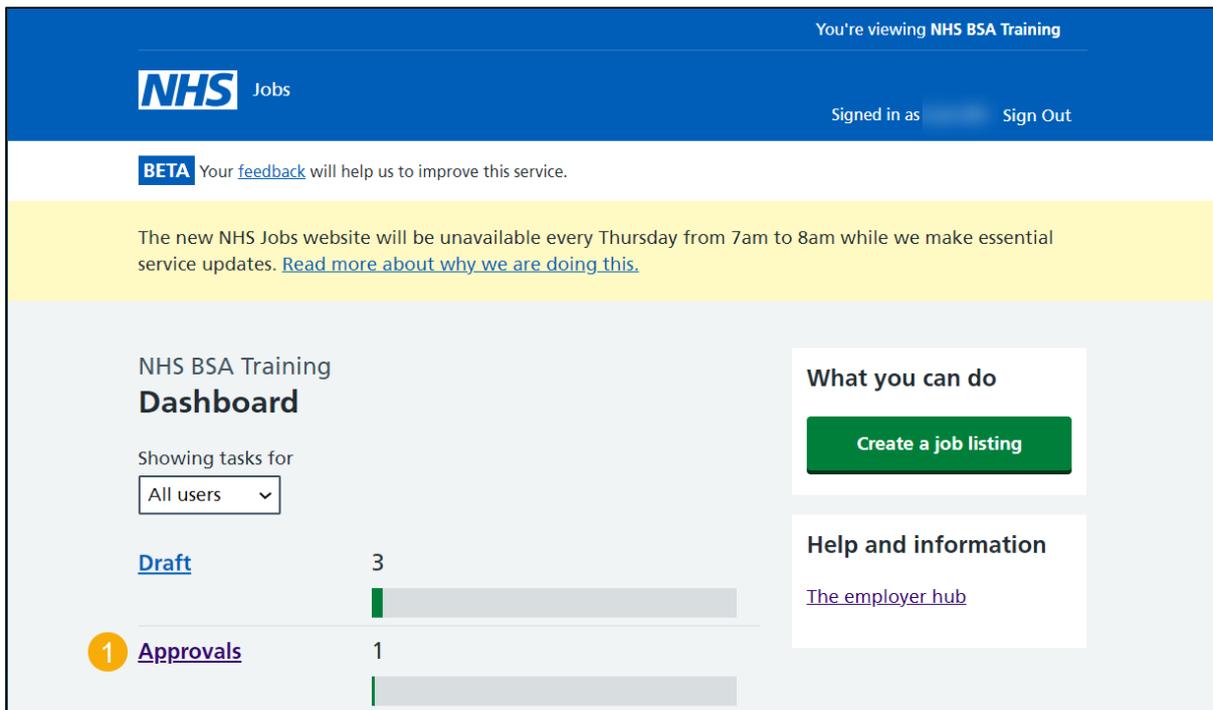
## Approvals

This page gives you instructions for how to access a job listing for approval.

**Important:** The dashboard view is of a 'Recruiting manager'. In this example, there's 1 job listing to review.

To access a job listing for approval, complete the following step:

1. Select the '[Approvals](#)' link.



The screenshot shows the NHS BSA Training Jobs dashboard. At the top, it says "You're viewing NHS BSA Training" and "Signed in as [user] Sign Out". Below that is a "BETA" notice: "Your feedback will help us to improve this service." A yellow 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 dashboard area is titled "NHS BSA Training Dashboard" and shows "Showing tasks for All users". It features a table of tasks:

Task	Count
<a href="#">Draft</a>	3
<b>1</b> <a href="#">Approvals</a>	1

On the right side, there are two sections: "What you can do" with a green button "Create a job listing", and "Help and information" with a link "The employer hub".

## Manage the approval

This page gives you instructions for how to manage the job listing approval.

**Important:** In this example, the approval stage is 'Ready to approve' as you're ready to review the job listing for approval.

To respond to the approval, complete the following step:

1. Select the '[Manage the approval](#)' link.

You're viewing NHS Business Services Authority [Change](#)

**NHS** Jobs Signed in as NHS BSA Training [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 Business Services Authority  
**Approvals**

Showing tasks for  
All users

Showing tasks  
All

Job title	Deadline	Approval not started	Stage	What needs doing next
<a href="#">Training and Support Lead</a> A0090-21-1817	04 Nov 2021 <b>ON TRACK</b>		Ready to approve	<a href="#">Manage the approval</a> <b>1</b>

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## View and approve the job listing

This page gives you instructions for how to view and approve the job listing.

**Important:** In this example, the approval status is 'NOT STARTED' as you've not responded to the approval.

To view and approve the listing, complete the following step:

1. Select the '[View and approve listing](#)' link.

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](#)

Manage approvals

### View who has approved the job listing

Everyone needs to approve the listing before it can be published.

Name	Job title	Approval status	What you can do
Liam M3	Training and Support Assistant	NOT STARTED	<a href="#">View and approve listing</a> <span>1</span>

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## Approve or reject the job listing

This page gives you instructions for how to approve or reject the job listing.

**Important:** If you approve the listing, it can be published to jobseekers once all approvers have approved it. If you reject the listing, it may be resent for approval or withdrawn to end the recruitment.

To approve or reject the listing, complete the following step:

1. Select the '[Approve job listing](#)' button.  
or
2. Select the '[Reject job listing](#)' button.

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below the header, there's a navigation bar with 'Signed in as' and 'Sign Out' options. A yellow banner contains a message about service updates. The main content area is titled 'Check your advert' and includes a 'Job Details' table. At the bottom, there are two buttons: 'Approve job listing' (labeled 1) and 'Reject job listing' (labeled 2).

Job Details	
Job title	Training and Support Assistant
COVID-19 related	No
Why it's being advertised	This is a new job
Where it's being advertised	Externally
Contract type	Permanent
Working pattern	Flexible working
Payscheme	Agenda for Change
Band	Band 3
Salary	Depending on experience
Staff group	Administrative & Clerical
Area of work	Administration

**Tip:** You can select the 'preview the job advert' link to view the advert details.

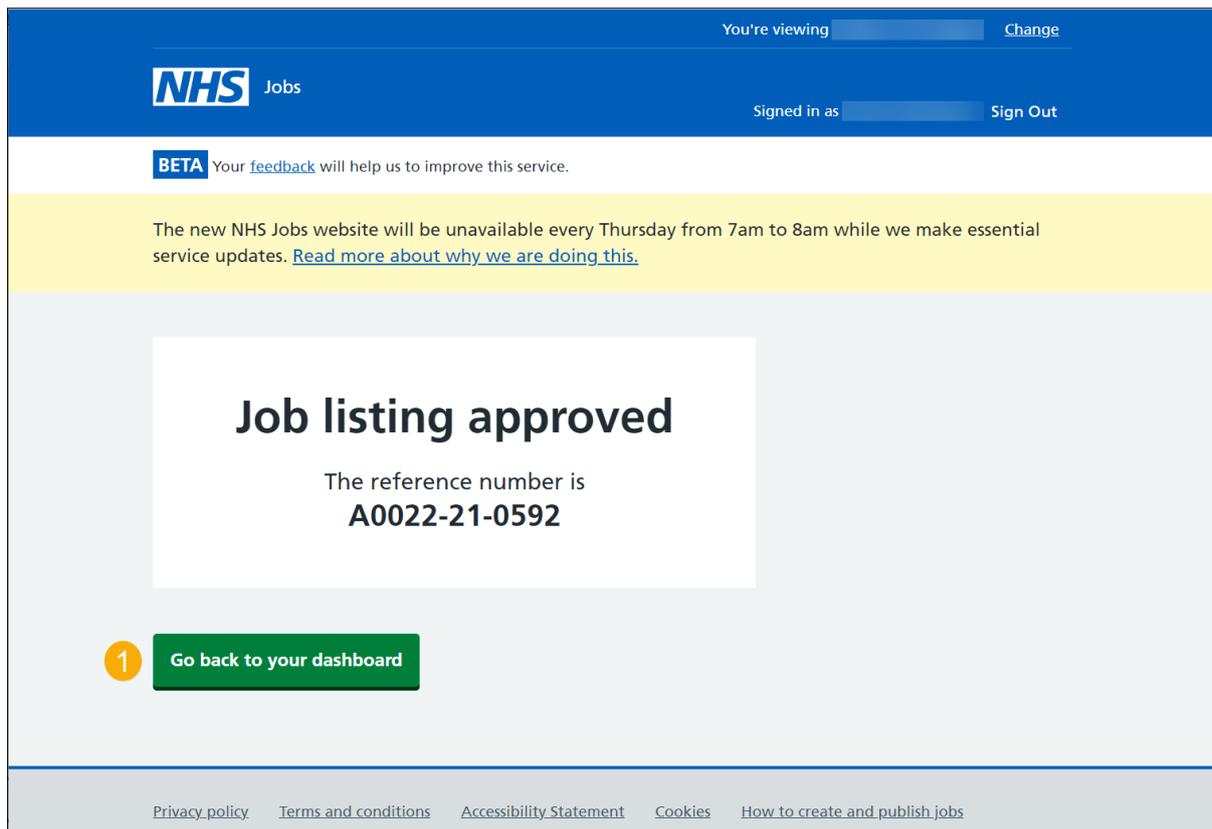
## Job listing approved

This page shows confirmation you've approved the job listing.

**Important:** This page is only shown if you've approved the listing. It can be published to jobseekers once all approvers have approved it.

To view 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' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. A yellow banner below the header contains the text: 'BETA Your feedback will help us to improve this service.' Below the banner, a message 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 'Job listing approved' and the text 'The reference number is A0022-21-0592'. Below this box is a green button with a yellow circle containing the number '1' and the text 'Go back to your dashboard'. 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'.

You've reached the end of this user guide as you've approved the job listing.

## Job listing rejection reason

This page gives you instructions for how to add the job listing rejection reason.

**Important:** This page is only shown if you're rejecting the listing. It may be resent for approval or withdrawn to end the recruitment.

To add the rejection reason, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the ['Save and reject listing'](#) 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 [user]', and 'Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box 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.](#)' Below this, there is a 'Go back' link. The main content area is titled 'Manage approvals' and 'Enter why you're rejecting the job listing'. Below the title, it says 'We'll email this to the recruiting manager.' There is a large text input box with a '1' in a yellow circle next to it. Below the input box, there is a green button with a '2' in a yellow circle and the text 'Save and reject listing'. 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'.

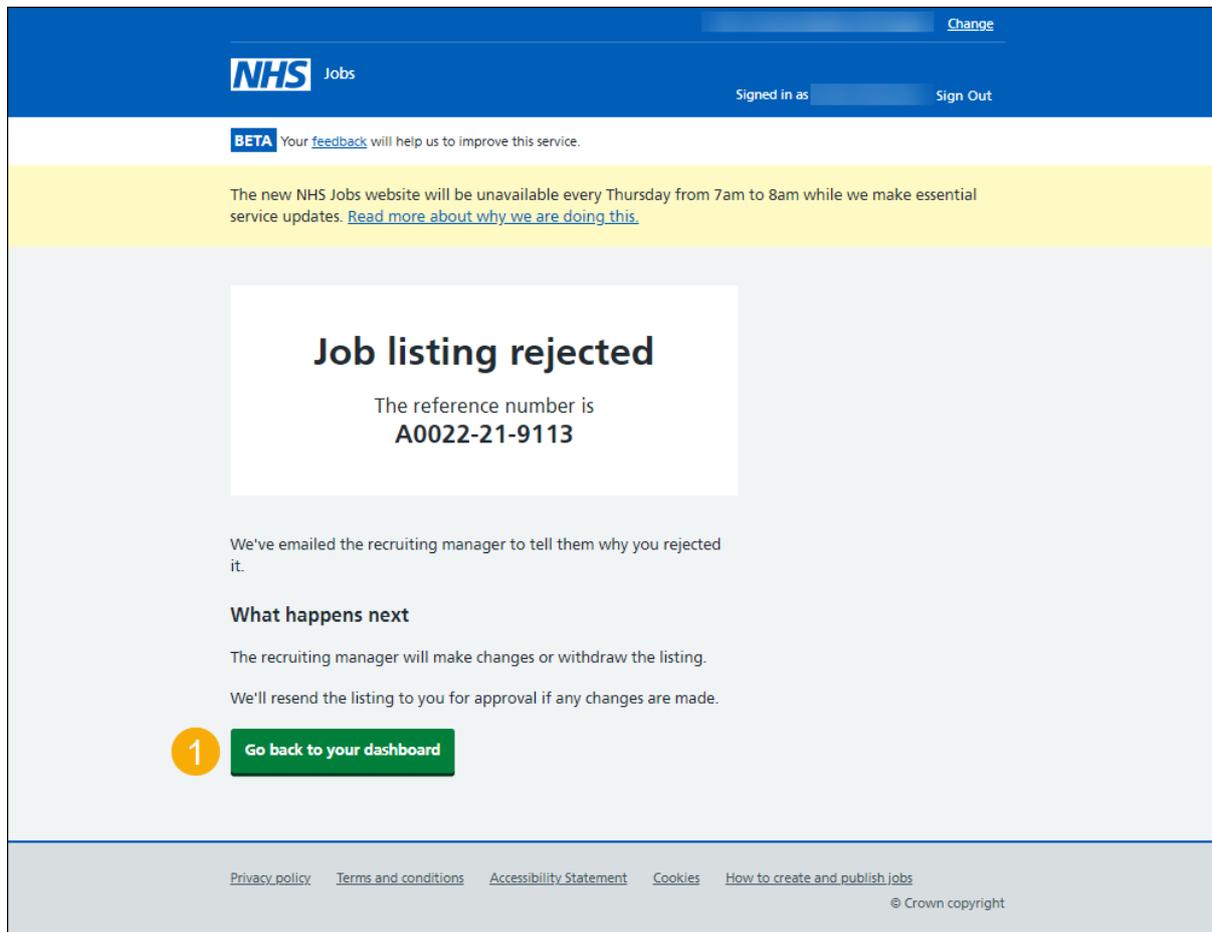
## Job listing rejected

This page shows confirmation the job listing is rejected.

**Important:** If the listing is resent for approval, you'll receive an email.

To view your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' 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 is a 'Change' link, and below it, 'Signed in as' followed by a user 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 this is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am for essential service updates, with a link to '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 'Job listing rejected' and the text 'The reference number is A0022-21-9113'. Below this, there is a paragraph stating 'We've emailed the recruiting manager to tell them why you rejected it.' followed by a section titled 'What happens next' with two bullet points: 'The recruiting manager will make changes or withdraw the listing.' and 'We'll resend the listing to you for approval if any changes are made.' At the bottom of this section, there is a green button with a white '1' in a yellow circle and the text 'Go back to your dashboard'. The footer contains 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 rejected the job listing.