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If you reject the listing, it may be resent for approval or withdrawn to end the recruitment.
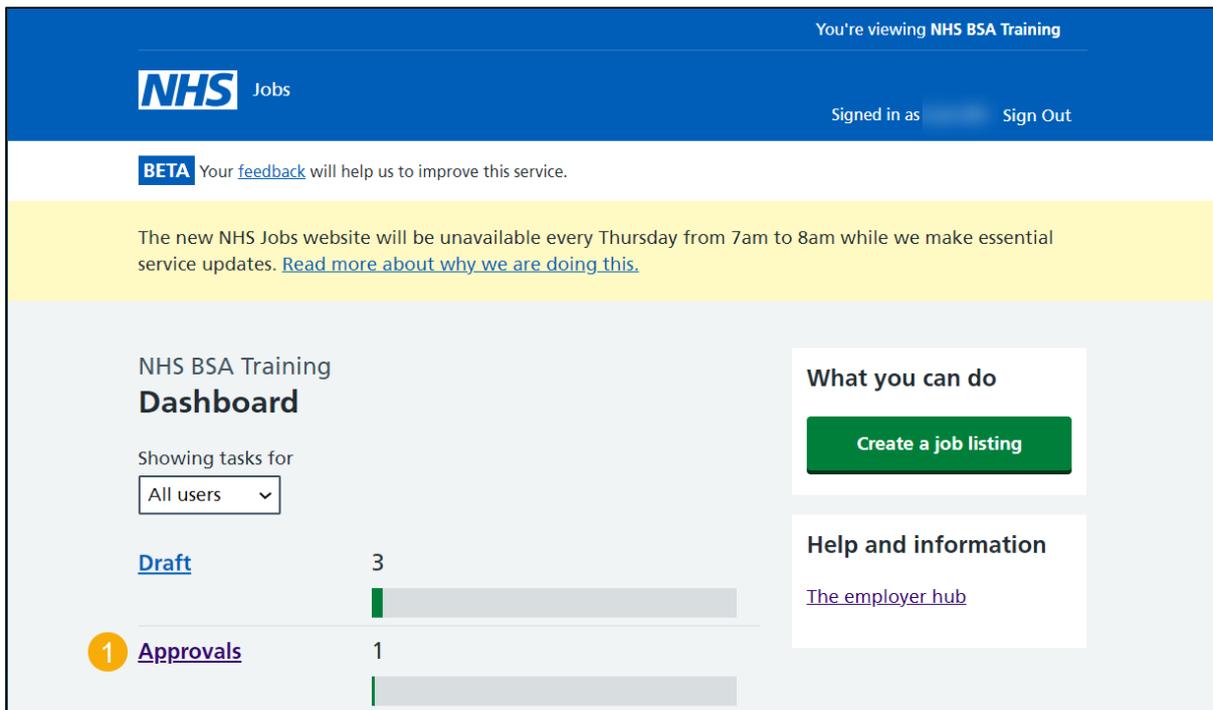
Contents

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 '<u>Approvals</u>' link.

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.

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 '<u>View and approve listing</u>' link.

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 If you reject the listing, it may be resent for approval or withdrawn to end the recruitment.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

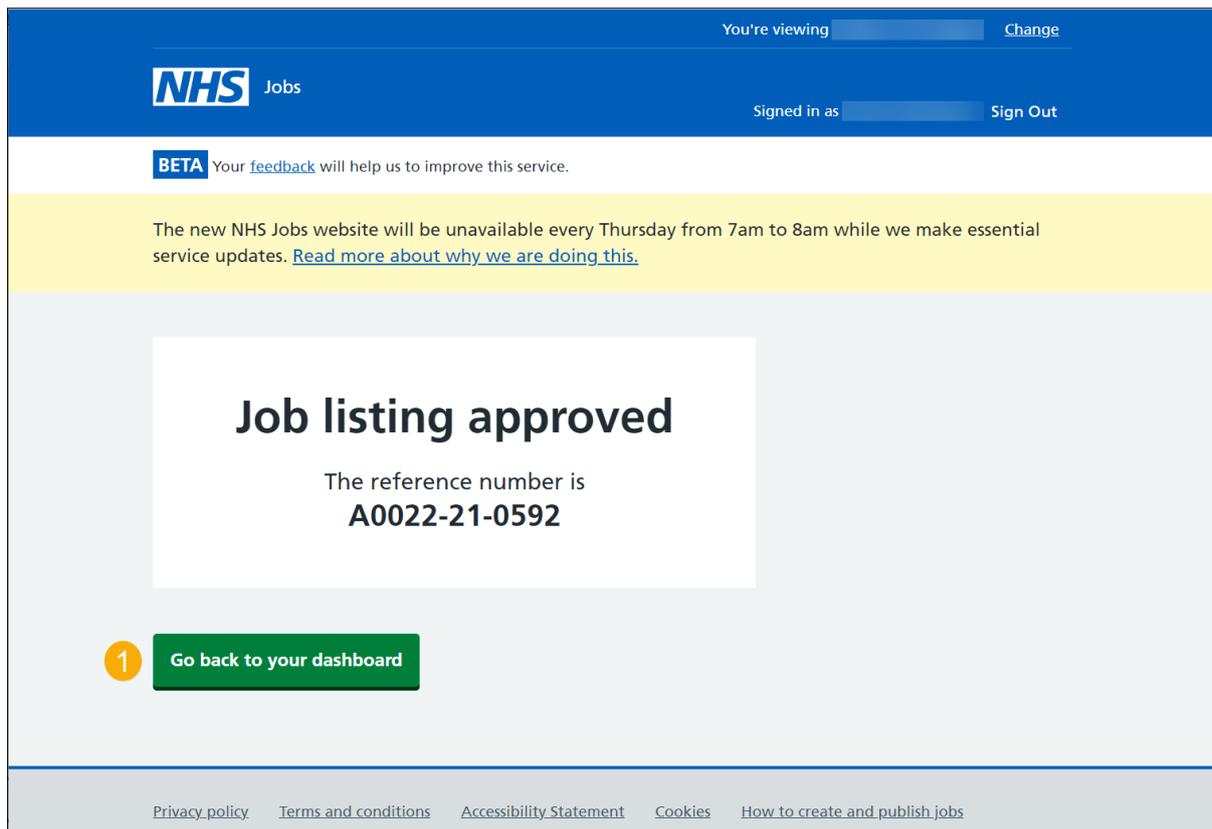**Tip:** You can select the 'preview the job advert' link to view the advert details.

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.

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.
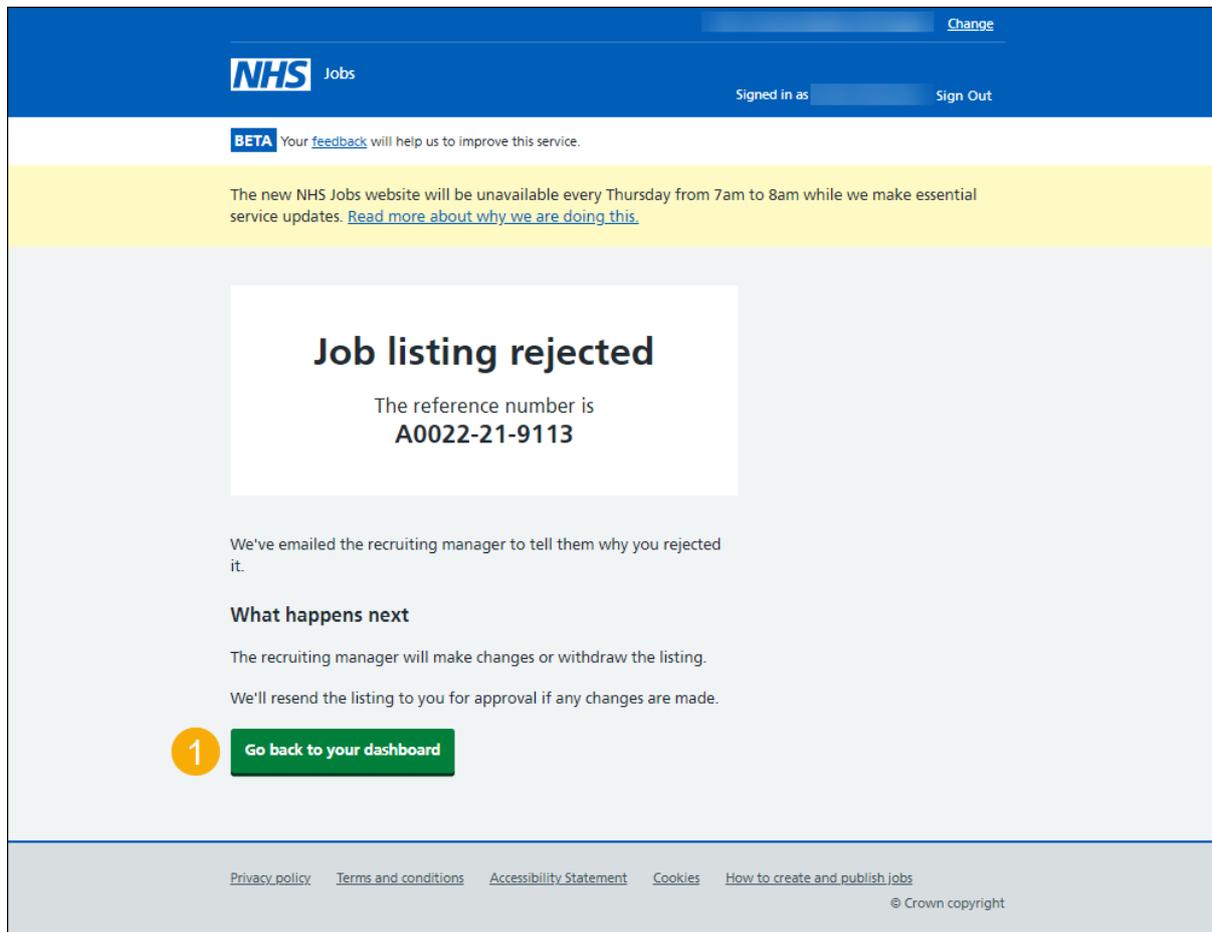2. Select the 'Save and reject listing' button.

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.

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