How to change and republish a job listing in NHS Jobs user guide

This guide gives you instructions for how to change and republish a job listing in the NHS Jobs service.

You must have a published job listing to change and republish it.

Not all details can be changed, and you can only make changes if there's a 'Change' link.

You must check the details you've changed are correct before publishing the job listing changes to existing applicants.

You can update or cancel the changes on the confirmation page.

If you update a published advert, these changes will apply to all existing applicants.

The roles who can do this are:

- 'Super user'
- 'Team manager'
- 'Recruitment administrator'

Contents

Published job listing

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

Important: You must have a published job listing to change and republish it.

In this example, there's 1 published job listing to change.

To access a published job listing, complete the following step:

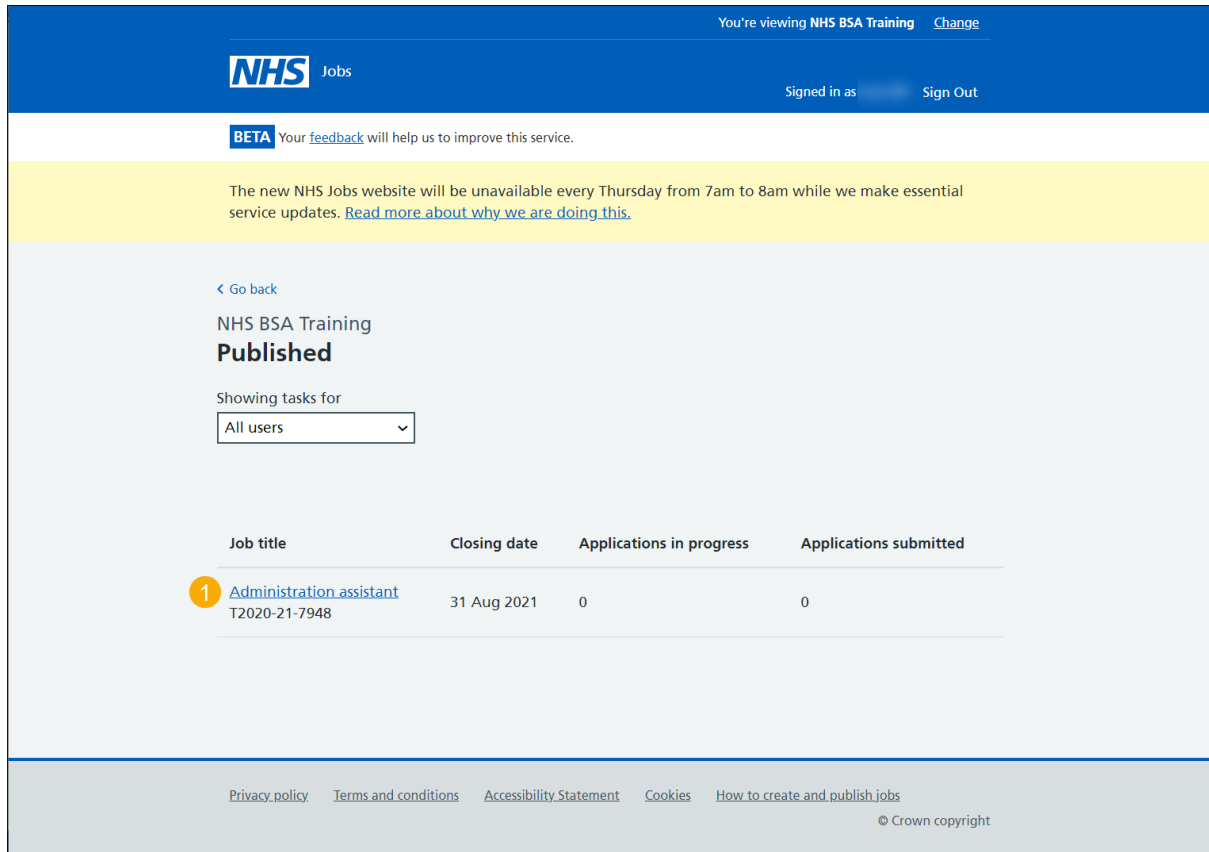1. Select the '[Published](#)' link.

Select the job listing to change

This page gives you instructions for how to select the job listing to change.

In this example, the 'Administration assistant' job is used.

To select the job listing, complete the following step:

1. Select the '<u>Job title</u>' link.

Change the published job listing

This page gives you instructions for how to change the published job listing.

Important: Not all details can be changed, and you can only make changes if there's a 'Change' link.

In this example, the COVID-19 related answer is 'No'.

To change the job listing, complete the following steps:

1. Select the 'Job details' and 'Teams' tabs to view the details
2. Select a '[Change](#)' link to change the details.

Do you want to advertise this vacancy as a COVID-19 related job?

This page gives you instructions for how to change the 'Do you want to advertise this vacancy as a COVID-19 related job? answer.

In this example, your current answer is 'No'.

To change the job listing details, complete the following steps:

1. Select an answer.
2. Select the 'Change and continue' button.
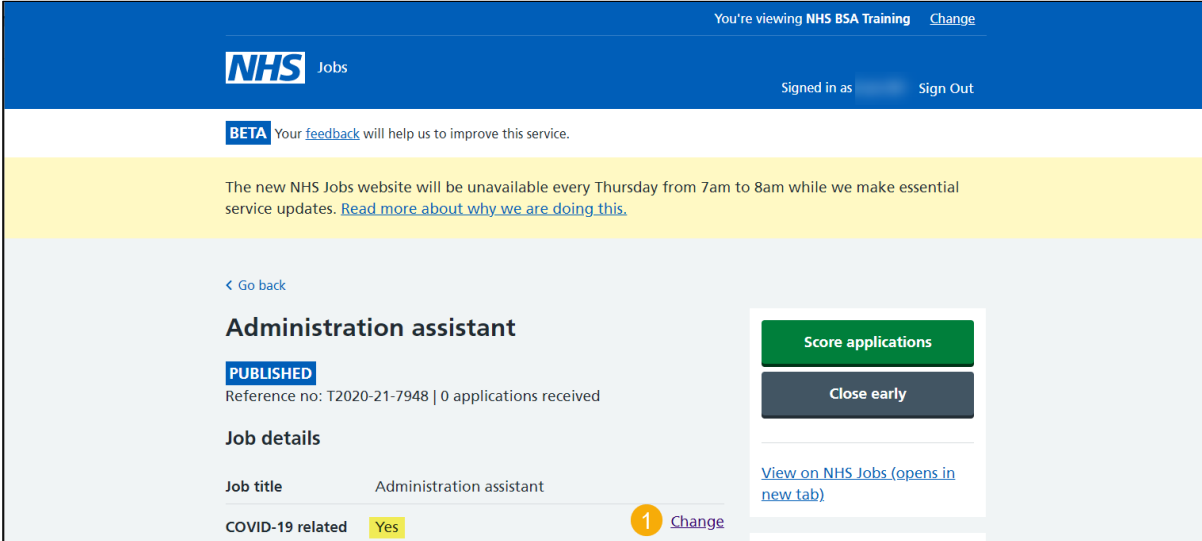
Check the published job listing changes

This page gives you instructions for how to check the published job listing changes.

Important: You must check the details you've changed are correct before publishing the job listing changes to existing applicants.

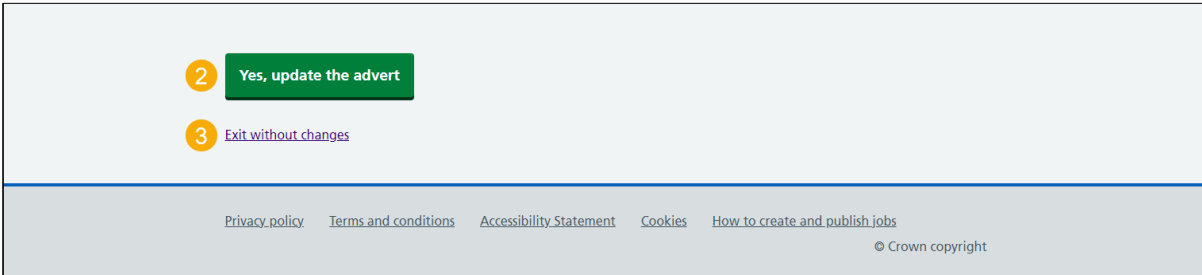In this example, the COVID-19 related answer is changed to 'Yes'.

To check the details you've changed, complete the following steps:

1. Select the 'Change' link if you need to make further changes (optional).

2. Select the '<u>Yes, update the advert</u>' button.
   or
3. Select the 'Exit without changes' to cancel the changes.

Tip: The 'Yes, update the advert' button and 'Exit without changes' link is at the bottom of the page.

You've reached the end of this user guide if you've cancelled the changes to the published job listing.
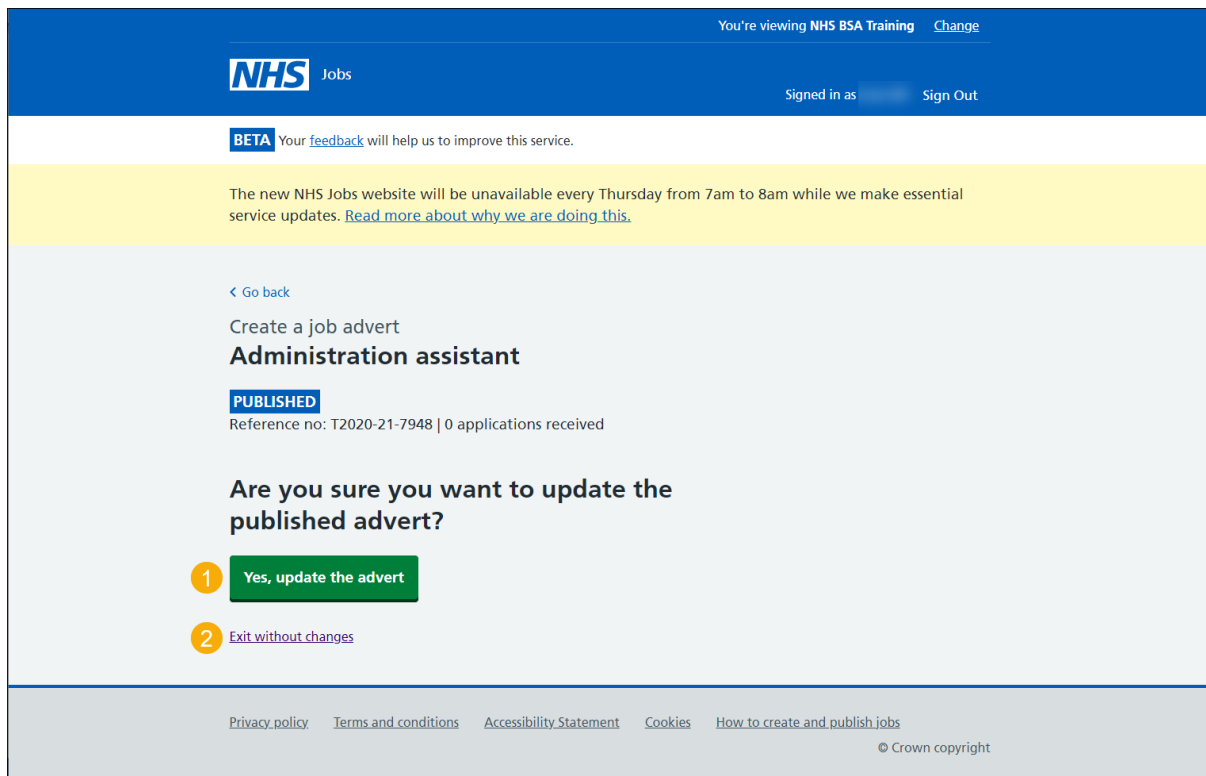
Are you sure you want to update the published advert?

This page gives you instructions for how to confirm you're sure you want to update the published advert.

Important: You must be a 'Super user', 'Team manager' or 'Recruitment administrator' to do this.

To update or cancel the changes, complete the following step:

1. Select the 'Yes, update the advert' button.
   or
2. Select the 'Exit without changes' to cancel the changes.
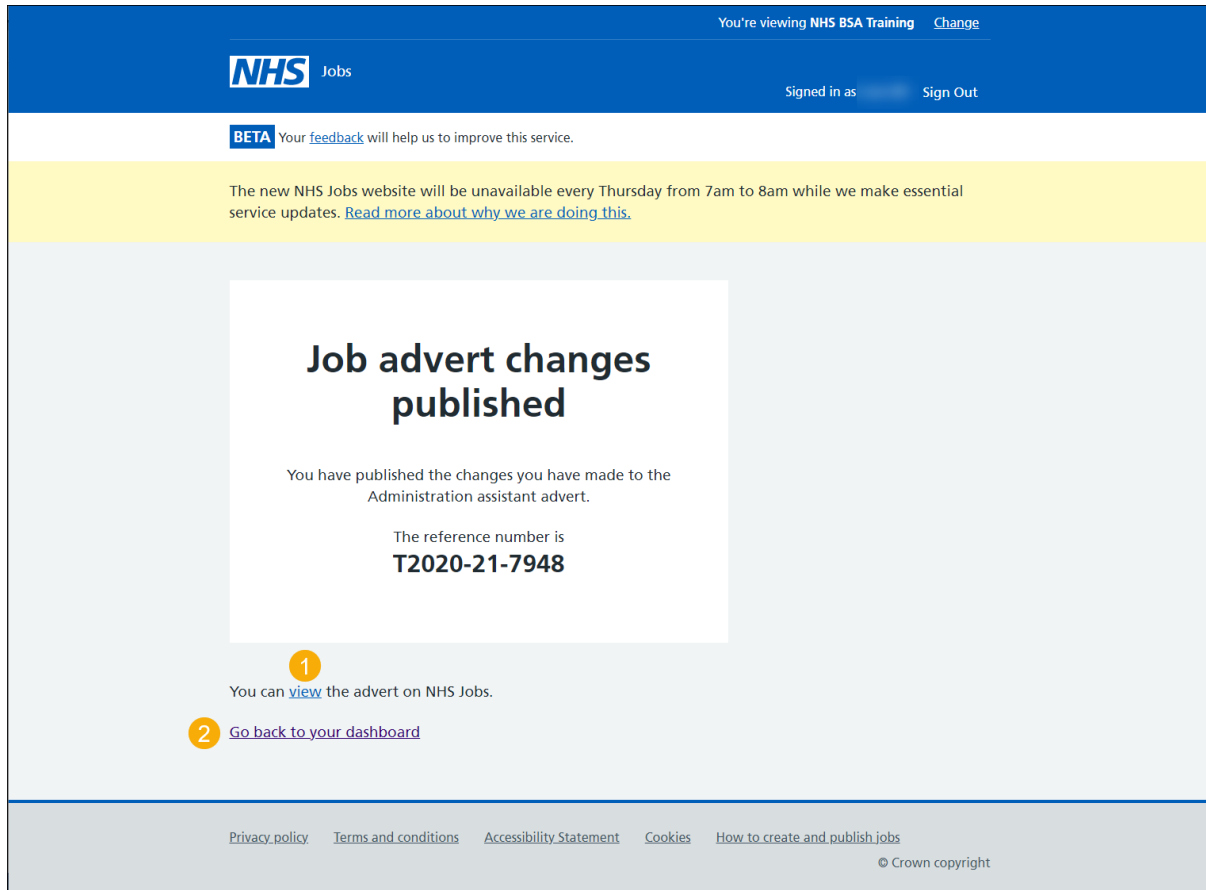

You've reached the end of this user guide if you've cancelled the changes to the published job listing.

Job advert changes published

This page shows confirmation the job advert changes are published.

To view your advert or go to your job listings, complete the following step:

1. Select the 'view' link to view the advert on NHS Jobs (optional).
2. Select the 'Go back to your dashboard' link.

You've reached the end of this user guide as you've changed and republished a job listing.