

How to create an ESR job listing in NHS Jobs user guide

This guide gives you instructions for how to create an Electronic Staff Record (ESR) job listing in the NHS Jobs service.

To create a job listing, you'll use NHS Jobs to search and select the following details from ESR:

- cost centre
- position

You can change the job title in NHS Jobs, but you'll need to contact your internal HR or ESR Team to manually update the name in ESR. This will make sure the employees' payslip and other documents are correct.

The ESR and NHS Jobs requirements are:

- you must be a user of ESR
- you must be a user of NHS Jobs with your account linked up to ESR
- you must have an active Position in ESR

Once you've published the job listing, jobseekers will search for it in the current NHS Jobs service and view the advert and apply for it in the new NHS Jobs service.

You must have an account setup by the NHS Jobs team or by your organisations 'Super user' to sign into your NHS Jobs account.

You'll need to complete the remaining recruitment steps in the '**How to create a job listing in NHS Jobs user guide**' from the '**Create a job listing**' drop down box on the '[Help and support page for employers](#)'.

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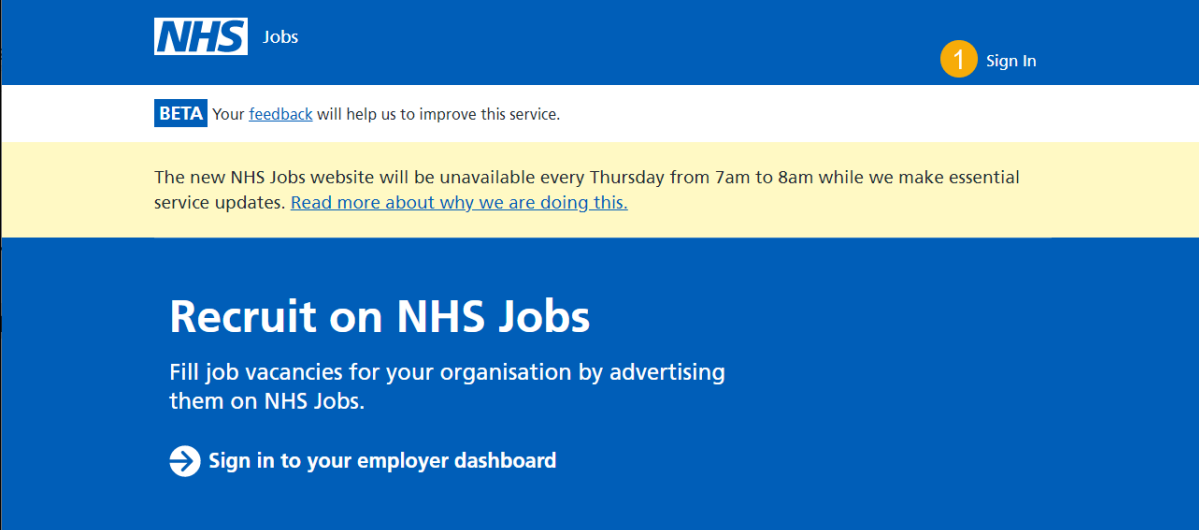
Sign into your NHS Jobs account

This page gives you instructions for how to sign into your [NHS Jobs account](#).

Important: You must have an account setup by the NHS Jobs team or by your organisations 'Super user' to sign into your NHS Jobs account.

To sign into your account, complete the following step:

1. Select the '[Sign In](#)' link.



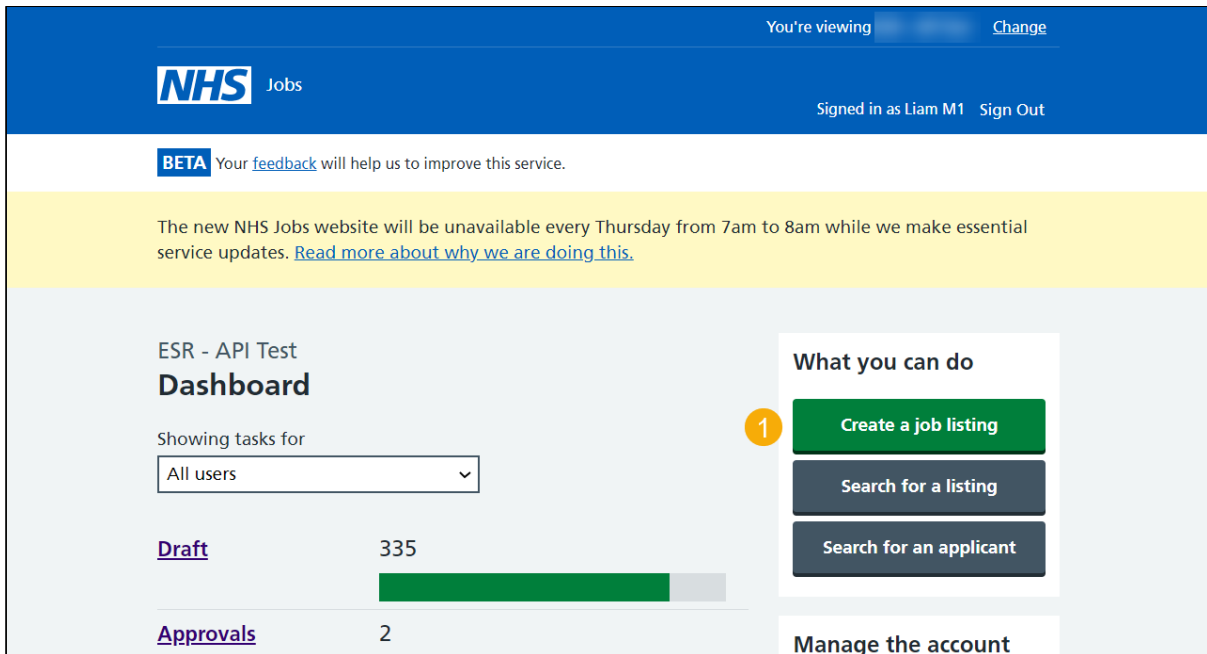
The screenshot shows the top portion of the NHS Jobs website. At the top left is the NHS logo with the word 'Jobs' next to it. At the top right is a 'Sign In' button with a yellow circle containing the number '1'. Below the header is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with a message about the new website being unavailable every Thursday from 7am to 8am. 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 of this area is a button with a right-pointing arrow and the text 'Sign in to your employer dashboard'.

Create a job listing

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

To create a job listing, complete the following step:

1. Select the ['Create a job listing'](#) button.



The screenshot shows the NHS Jobs dashboard. At the top, there is a blue header with the NHS logo, the text 'Jobs', and user information: 'You're viewing' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header is a white banner with a 'BETA' tag and the text: 'Your feedback will help us to improve this service.' A yellow banner below that 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 is titled 'ESR - API Test Dashboard'. It includes a dropdown menu for 'Showing tasks for' set to 'All users'. Below this is a table with two rows:

| | |
|---------------------------|-----|
| Draft | 335 |
| Approvals | 2 |

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing' (highlighted with a yellow circle containing the number 1), 'Search for a listing', and 'Search for an applicant'. At the bottom right, there is a 'Manage the account' link.

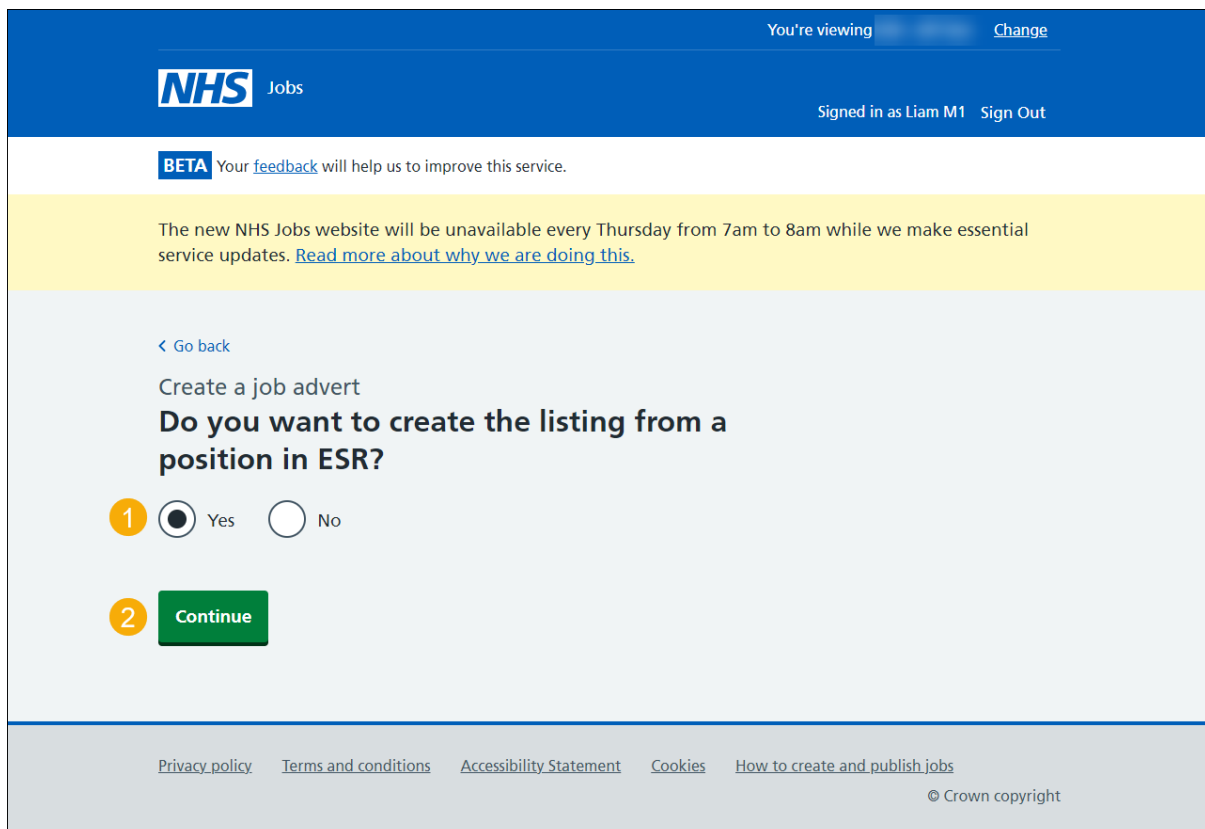
Do you want to create the listing from a position in ESR?

This page gives you instructions for how to create the listing from a position in ESR.

Important: You must have an active Position in ESR, and NHS Jobs pulls the position information in real-time from ESR.

To create the listing from a position in ESR, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - ‘No’
2. Select the ‘Continue’ 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' and 'Change'. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. A yellow banner below the header contains the text: 'BETA 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 has a light blue background and contains the following text: '< Go back', 'Create a job advert', and the question 'Do you want to create the listing from a position in ESR?'. Below the question, there are two radio buttons: '1' with a selected 'Yes' radio button and an unselected 'No' radio button. Below the radio buttons, there is a green button labeled '2 Continue'. 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'. The footer also includes the text '© Crown copyright'.

You've reached the end of this user guide if you don't need to create an ESR linked job listing.

Go to the '**How to create a job listing in NHS Jobs**' user guide from the '**Create a job listing**' drop down box on the '[Help and support page for employers](#)'.

Find the cost centre in ESR

This page gives you instructions for how to find the cost centre in ESR.

Important: This page is only shown if you're creating an ESR linked job listing in NHS Jobs. You must enter at least 4 characters to search for a cost centre. You'll need to enter the cost centre as it is in ESR.

To find the cost centre, complete the following steps:

1. In the **Cost centre** box, enter the details.
2. Select the '[Find cost centre](#)' 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, it says 'You're viewing' and 'Change'. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a yellow box contains 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 light blue and contains a '< Go back' link, the text 'Create a job advert', and the heading 'Find the cost centre'. Below the heading, it says 'Enter the full or partial cost centre code'. There is a text input field with a yellow circle containing the number '1' next to it. Below the input field is a green button with a yellow circle containing the number '2' and the text 'Find cost centre'. 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'. On the right side of the footer, it says '© Crown copyright'.

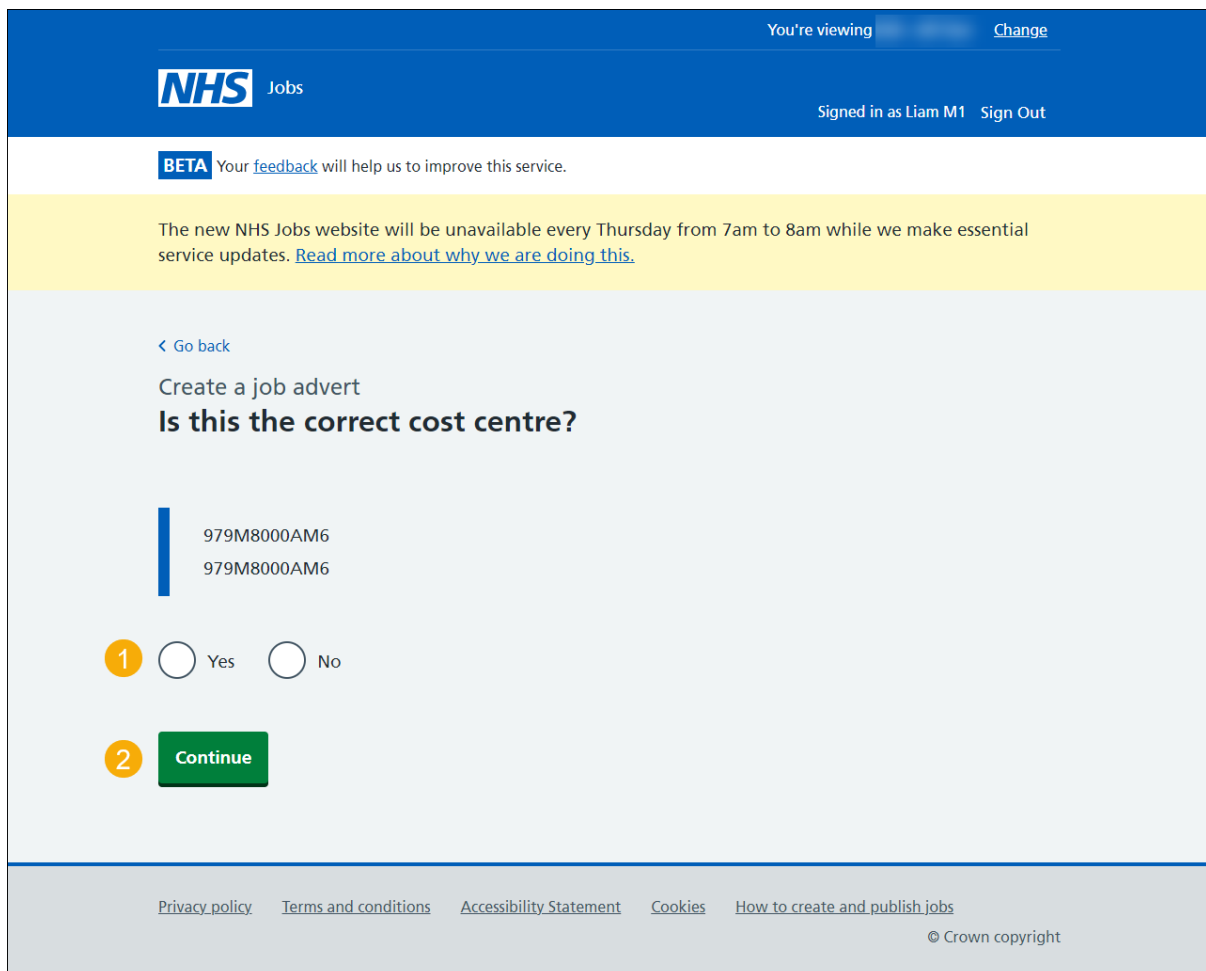
Is this the correct cost centre?

This page gives you instructions for how to confirm if this is the correct cost centre.

Important: If the cost centre is not found, you can do another search. You may need to check your workstructures in ESR.

To confirm if the cost centre is correct, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Continue’ 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, it says 'You're viewing' and 'Change'. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, 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 has a 'Go back' link and the heading 'Create a job advert'. The question 'Is this the correct cost centre?' is displayed. Below the question, the cost centre '979M8000AM6' is shown twice. There are two radio button options: '1 Yes' and 'No'. A green 'Continue' button is located below the options. At the bottom, there is a 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'.

Find the position in ESR

This page gives you instructions for how to find the position in ESR.

Important: You must enter at least 4 characters to search for a position. You'll need to enter the job title as it is in ESR.

To find the position, complete the following steps:

1. In the **Find the position in ESR** box, enter the details.
2. Select the ['Find position'](#) button.

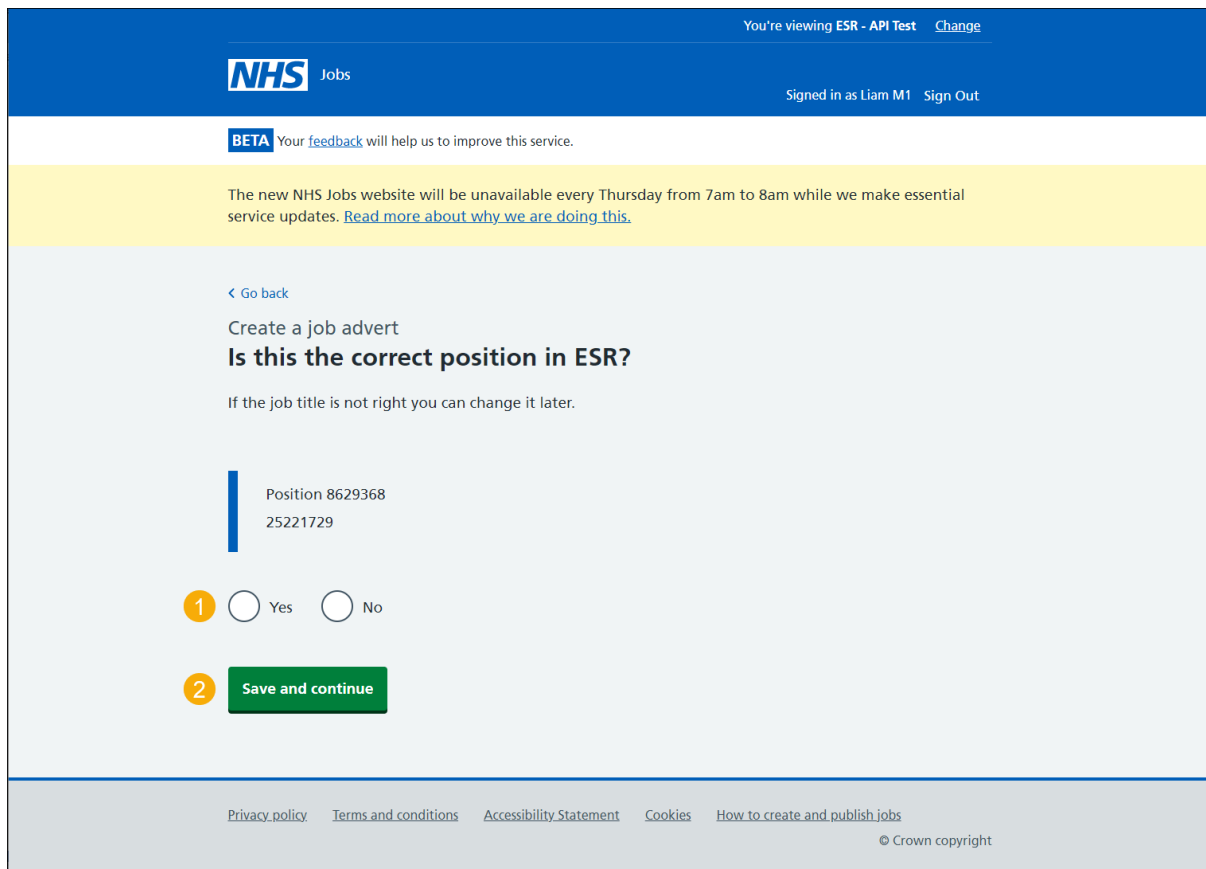
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing' and 'Change'. Below the header, there is a white bar with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with 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 has a light blue background. It starts with a '< Go back' link. Below that is the text 'Create a job advert' and the main heading 'Find the position in ESR'. Underneath the heading is the instruction 'Enter the full or partial job title as it is in ESR'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green button with 'Find position' and a '2' in a yellow circle next to it. 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'. On the far right of the footer, it says '© Crown copyright'.

Is this the correct position in ESR?

This page gives you instructions for how to confirm if this is this the correct position in ESR.

To confirm if this is this the correct position in ESR, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ 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, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a grey box with a '< Go back' link, the text 'Create a job advert', and the question 'Is this the correct position in ESR?'. Below the question, it says 'If the job title is not right you can change it later.' There is a vertical blue bar on the left side of the question area. To the right of the bar, the text reads 'Position 8629368' and '25221729'. Below this, there are two radio buttons: '1' Yes and '2' No. The '1' is highlighted with a yellow circle. Below the radio buttons, there is a green button labeled '2 Save and continue'. 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', and a copyright notice '© Crown copyright'.

Tip: If the job title is not right you can change it on the next page.

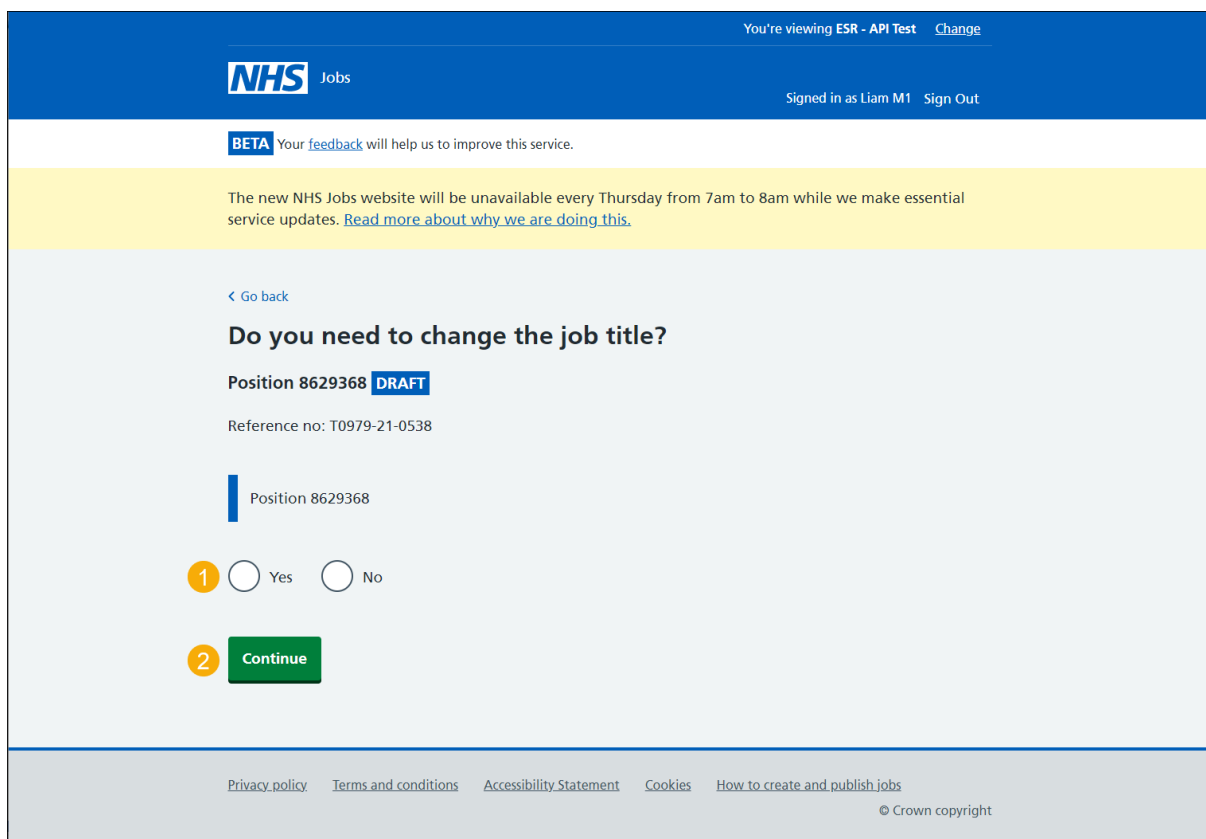
Do you need to change the job title?

This page gives you instructions for how to confirm if you need to change the job title.

Important: If a job title is changed, it will only change in NHS Jobs and not in ESR.

To confirm if you need to change the job title, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - ‘No’
2. Select the ‘Continue’ 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, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and a feedback link. A yellow banner below that 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 has a light blue background. It starts with a '< Go back' link. The title is 'Do you need to change the job title?'. Below the title, it shows 'Position 8629368' with a 'DRAFT' tag. The reference number is 'T0979-21-0538'. There is a vertical bar on the left with the text 'Position 8629368' next to it.

There are two radio button options: '1 Yes' and 'No'. The 'Yes' option is selected. Below these is a green 'Continue' button with a '2' in a yellow circle to its left.

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'. On the right, it says '© Crown copyright'.

You've reached the end of this user guide if you don't need to change the job title.

Go to the '**How to create a job listing in NHS Jobs**' user guide from the '**Create a job listing**' drop down box on the '[Help and support page for employers](#)'.

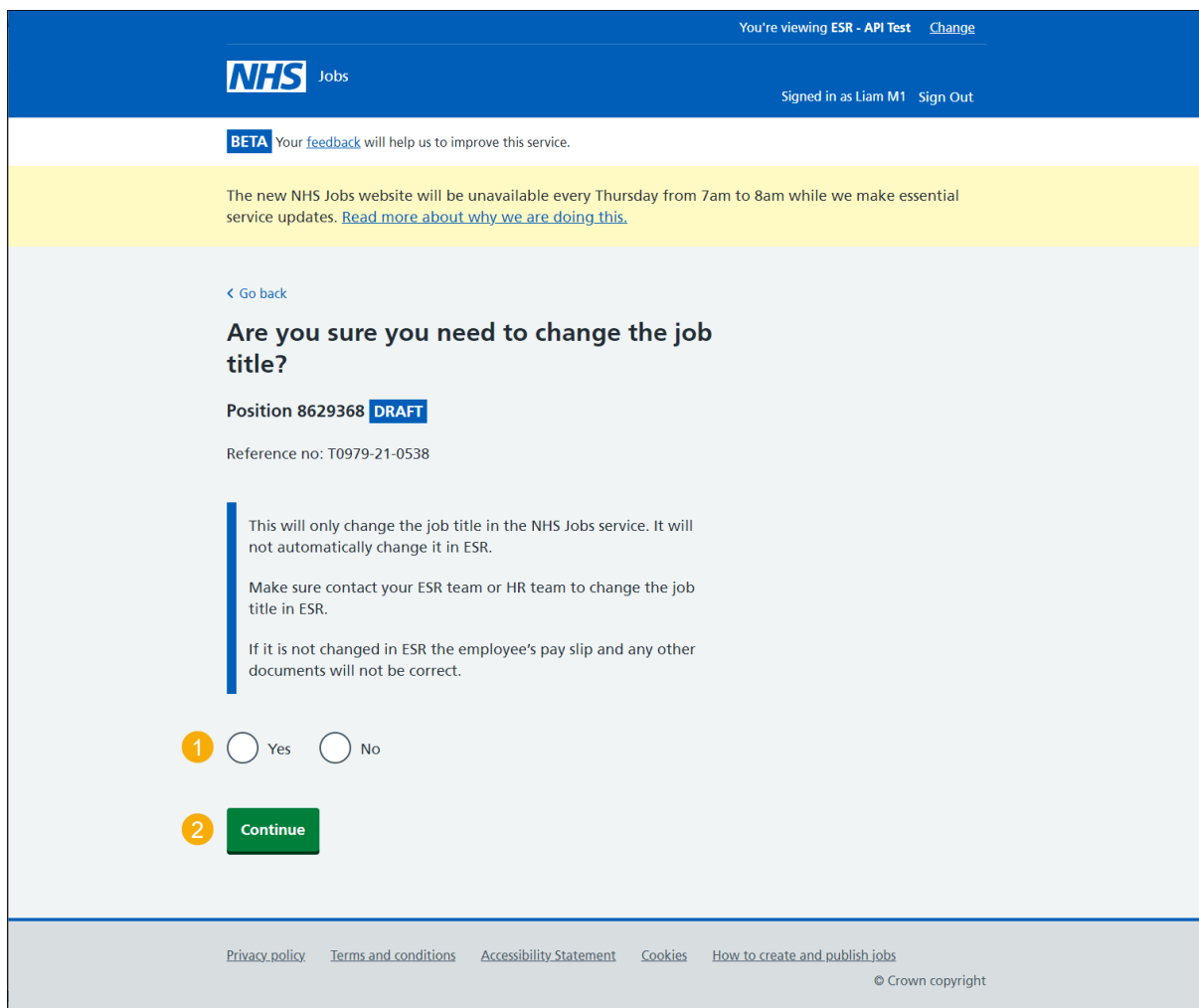
Are you sure you need to change the job title?

This page gives you instructions for how to confirm you need to change the job title.

Important: This page is only shown if you're changing the job title in NHS Jobs. You'll need to contact your internal HR or ESR Team to manually update ESR. This will make sure the employees' payslip and other documents are correct.

Read the information on the page and complete the following steps:

1. Select an answer:
 - [Yes](#)
 - [No](#)
2. Select the 'Continue' 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, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below that, another 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 content area has a light blue background. It starts with a '< Go back' link. The title 'Are you sure you need to change the job title?' is prominently displayed. Below the title, it shows 'Position 8629368' with a 'DRAFT' tag and 'Reference no: T0979-21-0538'.

A blue vertical bar highlights the following text:
This will only change the job title in the NHS Jobs service. It will not automatically change it in ESR.
Make sure contact your ESR team or HR team to change the job title in ESR.
If it is not changed in ESR the employee's pay slip and any other documents will not be correct.

Below this text, there are two radio buttons: '1' Yes and '2' No. The '1' is highlighted with a yellow circle. Below the radio buttons is a green 'Continue' button with a yellow '2' next to it.

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'. On the right, it says '© Crown copyright'.

Change the job title

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

Important: You'll need to replace the existing job title (highlighted in yellow) with the new job title.

To change the job title, complete the following steps:

1. In the **Change the job title** box, enter the details.
2. Select the 'Save and continue' 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 ESR - API Test' and 'Change'. Below the header, it says 'Signed in as Liam M1 Sign Out'. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, 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 is titled 'Change the job title' and shows 'Position 8629368 DRAFT' and 'Reference no: T0979-21-0538'. A text input field contains 'Position 8629368' and is highlighted in yellow. Below the input field is a green button labeled 'Save and continue'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

You've reached the end of this user guide as you've changed the job title in NHS Jobs.

Go to the '**How to create a job listing in NHS Jobs**' user guide from the '**Create a job listing**' drop down box on the '[Help and support page for employers](#)'.