

## How to end a recruitment in NHS Jobs user guide

This guide gives you instructions for how to end a recruitment in the NHS Jobs service.

You can end a recruitment for a job listing if:

- a job offer is rejected
- you withdraw a job offer
- a contract is accepted
- a contract is rejected

Once you end a recruitment, the listing is removed from the employer dashboard.

If you need to find the listing, you'll need to use the 'Search for a job listing' button.

Only a 'Super user' can end a recruitment.

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## End recruitment

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

**Important:** Only a 'Super user' can end a recruitment.

In this example, there's 1 listing in the 'End recruitment' stage.

To access a listing to end a recruitment, complete the following step:

1. Select the ['End recruitment'](#) link.

The screenshot shows the NHS Jobs dashboard for the NHS Business Services Authority. The top navigation bar includes the NHS logo, the text 'Jobs', and user information: 'You're viewing Andrea's GP Surgery' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' notice states: 'Your feedback will help us to improve this service.' A yellow banner below the notice reads: '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 'NHS Business Services Authority Dashboard'. It features a dropdown menu for 'Showing tasks for' set to 'All users'. A table lists recruitment stages with counts and progress bars:

Stage	Count
<a href="#">Draft</a>	4
<a href="#">Approvals</a>	1
<a href="#">Published</a>	0
<a href="#">Shortlisting</a>	6
<a href="#">Interviews</a>	1
<a href="#">Ready to offer</a>	2
<a href="#">Conditional offers</a>	1
<a href="#">Pre-employment checks</a>	0
<a href="#">Contracts</a>	1
<b>1</b> <a href="#">End recruitment</a>	1

On the right side, there are two sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; and 'Manage the account' with links for 'Users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'. A 'Help and information' section includes a link to 'The employer hub'.

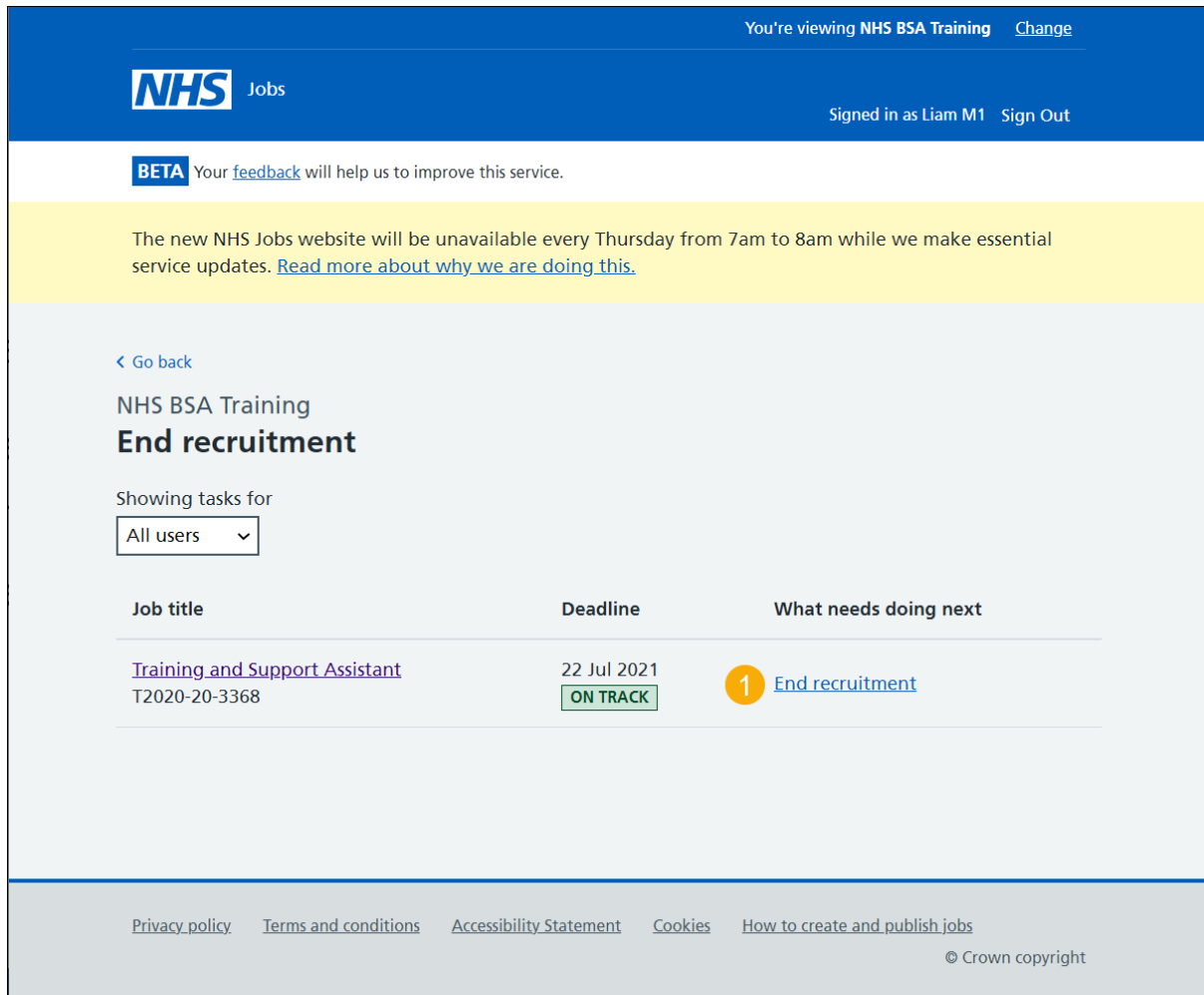
The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

## Find the job to end a recruitment

This page gives you instructions on how find the job listing to end a recruitment.

To find the listing to end a recruitment, complete the following step:

1. Select the '[End recruitment](#)' link.



The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as Liam M1 Sign Out' is on the right. A blue banner with 'BETA' says 'Your feedback will help us to improve this service.' Below that, 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 content area has a '< Go back' link, followed by 'NHS BSA Training' and 'End recruitment'. Below this, it says 'Showing tasks for' with a dropdown menu set to 'All users'. A table lists the tasks:

Job title	Deadline	What needs doing next
<a href="#">Training and Support Assistant</a> T2020-20-3368	22 Jul 2021 <b>ON TRACK</b>	<b>1</b> <a href="#">End recruitment</a>

At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer says '© Crown copyright'.

**Tip:** You can select the 'Job title' link to view the job details.

## End the recruitment for this listing

This page gives you instructions on how to end the recruitment for this job listing.

**Important:** In this example, the employer has withdrawn the job offer.

To end the recruitment for this listing, complete the following step:

1. Select the '[End recruitment](#)' button.

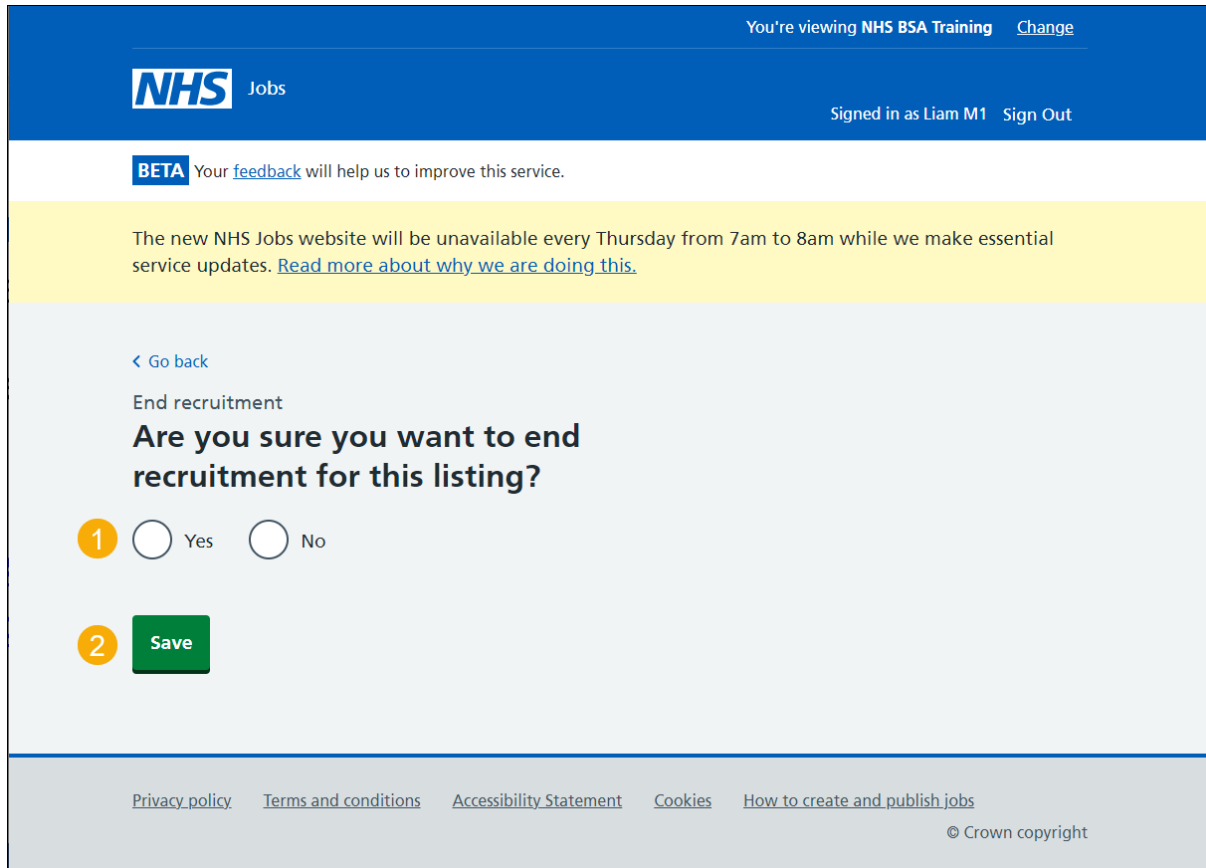
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area has a '< Go back' link and the heading 'End recruitment' followed by 'End the recruitment for this listing'. Below this is a table with three columns: 'Name', 'Start date', and 'Stage'. The table contains one row with the name 'Liam MA' and ID 'AR-201207-00014', and a 'Stage' column containing a dark grey button labeled 'OFFER WITHDRAWN'. Below the table, there is a green button labeled 'End recruitment' with a yellow circle containing the number '1' 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', along with the text '© Crown copyright'.

## Are you sure you want to end recruitment for this listing?

This page gives you instructions for how to confirm if you want to end the recruitment for this job listing.

To confirm if you want to end the recruitment for this listing, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - ‘No’
2. Select the ‘Save’ button.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. A blue banner with "BETA" says "Your feedback will help us to improve this service." Below that, 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 content area has a "Go back" link and the heading "End recruitment". The question "Are you sure you want to end recruitment for this listing?" is displayed. Below the question are two radio buttons: "Yes" (with a "1" in a yellow circle) and "No". A green "Save" button (with a "2" in a yellow circle) is positioned below the radio buttons. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

You've reached the end of this user guide if you don't want to end a recruitment.

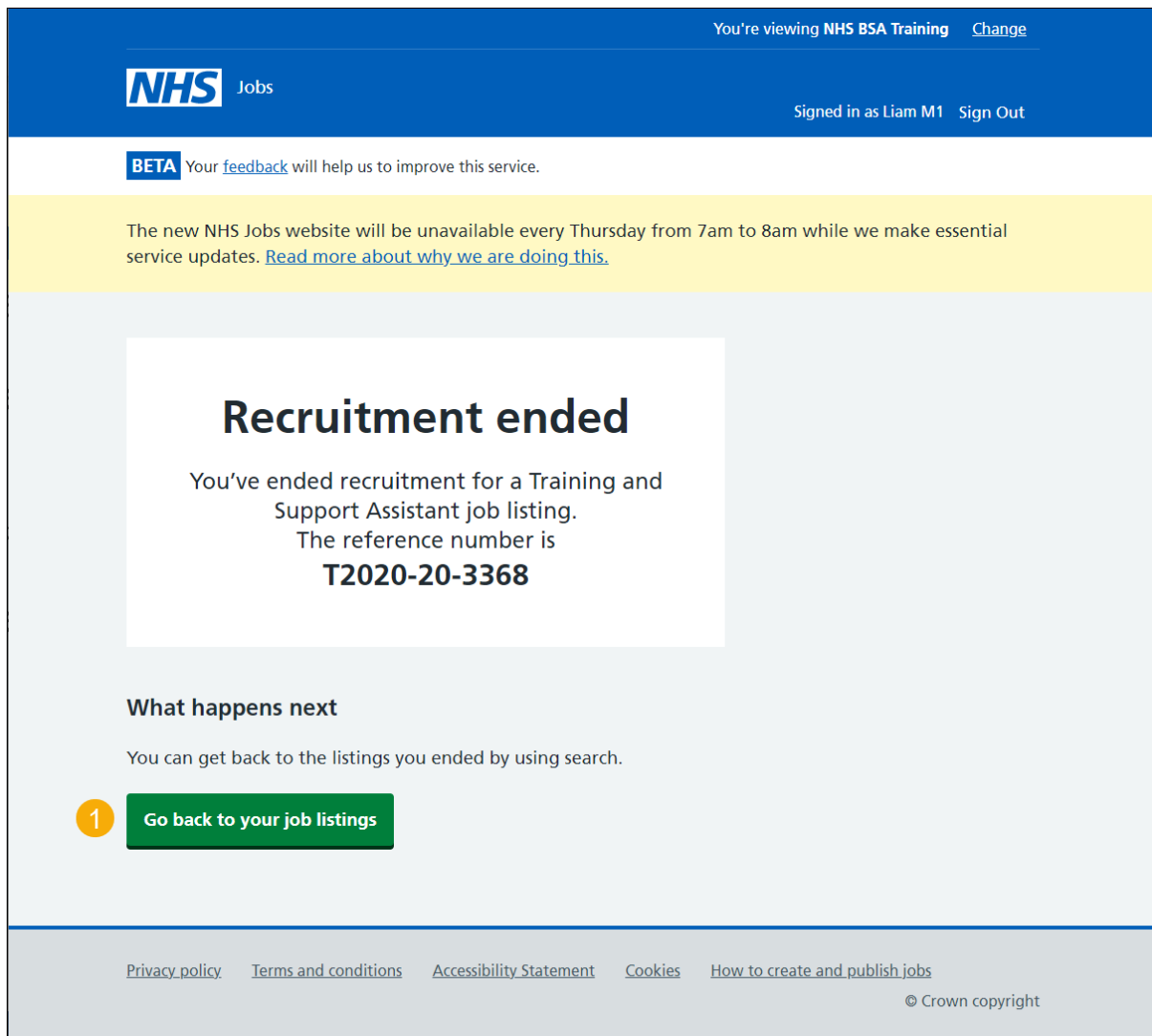
## Recruitment ended

This page shows confirmation the recruitment is ended for the job listing.

**Important:** This page is only shown if you've ended the recruitment for the listing. The listing is removed from the employer dashboard. If you need to find the listing, you'll need to use the 'Search for a job listing' button.

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. On the right, it says 'You're viewing NHS BSA Training' 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' 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 has a light blue background and features a white box with the heading 'Recruitment ended' in large bold letters. Below this, it says 'You've ended recruitment for a Training and Support Assistant job listing. The reference number is **T2020-20-3368**'. Underneath, a section titled 'What happens next' explains that users can get back to listings by using search. A green button with a yellow '1' icon and the text 'Go back to your job listings' is prominently displayed. At the bottom, a grey 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 ended the recruitment for the job listing.