

How to make a job offer in NHS Jobs user guide

This guide gives you instructions for how to make a job offer in the NHS Jobs service.

You must have a job listing at the ready to offer recruitment stage to make an offer.

To create and send your offer, you'll need to:

- add completed interview feedback
- confirm the pay
- confirm the working pattern
- select an offer letter option
- add any supporting documents from your organisation's account (optional).

If there are not suitable applicants, you can choose not to offer the job and add an email address for applicant feedback. You can then reuse or remove the listing.

Only a 'Super user', 'Recruitment administrator' and 'Team manager' can add and remove:

- offer letter templates
- supporting documents

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Ready to offer

This page gives you instructions for how to make a job offer to an applicant.

Important: You must have a job listing at the ready to offer recruitment stage to make an offer.

To make a job offer, complete the following step:

1. Select the 'Ready to offer' link.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [User] 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.](#)

NHS BSA Training Dashboard

Showing tasks for

Draft	0
<u>Published</u>	3
<u>Shortlisting</u>	20
<u>Interviews</u>	19
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What you can do

- Create a job listing
- Search for a listing
- Search for an applicant

Manage the account

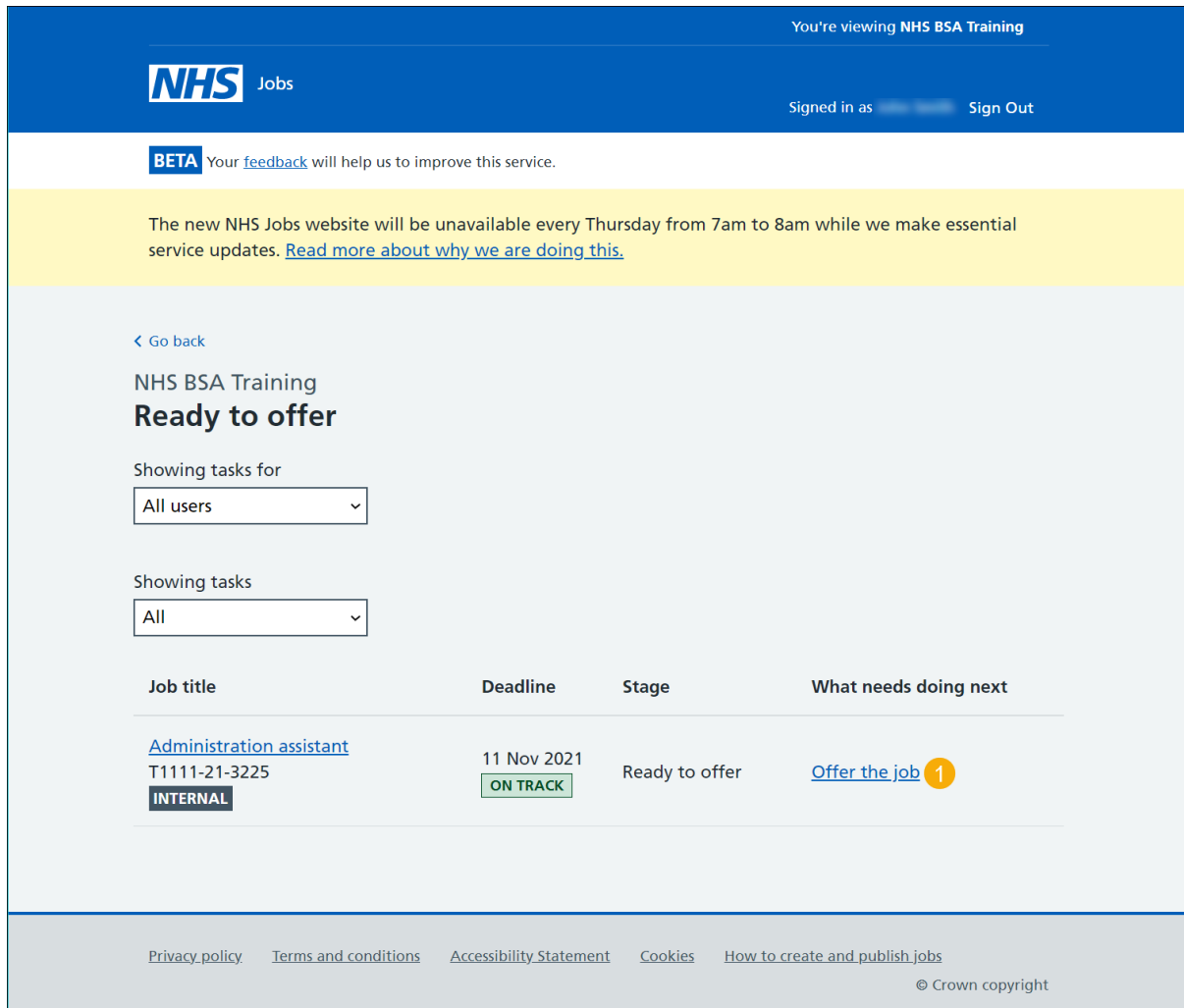
- [Users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)

Offer the job

This page gives you instructions for how to offer the job.

Find the job listing and complete the following step:

1. Select the '[Offer the job](#)' link.



The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below the header, there's a yellow banner with a 'BETA' label and a message about feedback. A yellow warning banner states that the new NHS Jobs website will be unavailable every Thursday from 7am to 8am for essential service updates, with a link to read more. The main content area has a 'Go back' link and the heading 'NHS BSA Training Ready to offer'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below these is a table with columns: Job title, Deadline, Stage, and What needs doing next. The table contains one row for the role 'Administration assistant' (ID: T1111-21-3225, INTERNAL) with a deadline of 11 Nov 2021, a status of 'ON TRACK', and a stage of 'Ready to offer'. The 'What needs doing next' column for this row contains the link 'Offer the job' with a yellow circle containing the number '1'. At the bottom, there are 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're viewing NHS BSA Training

NHS Jobs

Signed in as [user] 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 BSA Training
Ready to offer

Showing tasks for
All users

Showing tasks
All

Job title	Deadline	Stage	What needs doing next
Administration assistant T1111-21-3225 INTERNAL	11 Nov 2021 ON TRACK	Ready to offer	Offer the job 1

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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

Add feedback

This page gives you instructions for how to add your interview feedback.

Important: You'll need to add your interview feedback to completed interviews before you can make a job offer.

To add your feedback, complete the following step:

1. Select the '[Add feedback](#)' link.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [redacted] 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](#)

Interviews in progress

Administration assistant
Reference number: T1111-21-0927

Accepted (1) Not responded (0) Declined (0)

What you can do

Download all applications

Download individual applications

Applicants who have accepted

30 July 2021

Time	Interviewee	What you can do
09:30 to 10:30	[redacted] AR-210712-00005	Add feedback 1

Team

Interview lead
[redacted]
[Change](#)

Interview panel

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

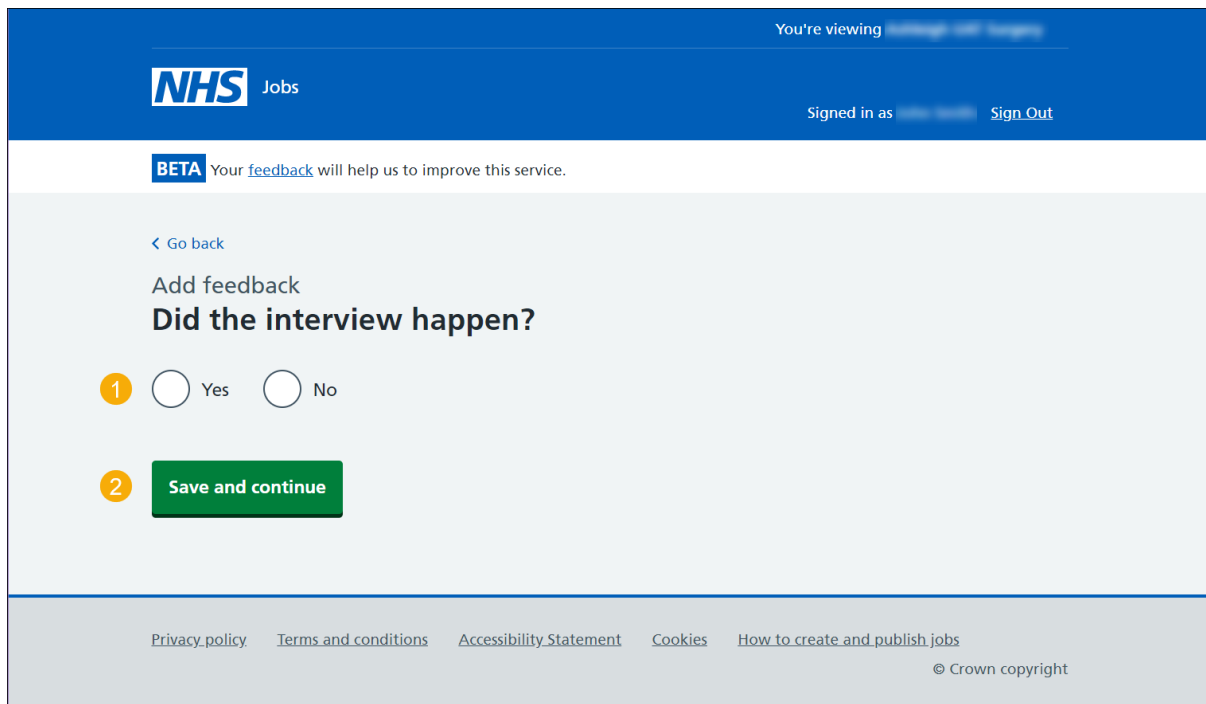
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Did the interview happen?

This page gives you instructions for how to confirm if the interview happened.

To confirm if the interview happened, 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' followed by a blurred link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is light grey and contains the heading 'Add feedback' followed by the question 'Did the interview happen?'. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a yellow circle with the number '1' next to it. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. 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 far right of the footer, it says '© Crown copyright'.

Add your interview feedback

This page gives you instructions for how to add your interview feedback.

Important: Your notes that are added for internal use could be requested as feedback by the applicant.

To add your interview feedback, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the [‘Save and continue’](#) button.

The screenshot shows the 'Add your interview feedback' page on the NHS Jobs portal. The page layout includes a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing' followed by a blurred link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is located above the main heading 'Add feedback' and 'Add your interview feedback'. Below the heading, there is a note: 'Notes for internal use could be requested as feedback by the applicant.' A large, empty text box is provided for entering feedback, with a yellow circle containing the number '1' to its left. Below the text box is a green button with the text 'Save and continue', with a yellow circle containing the number '2' to its left. The footer of the page contains several links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. At the bottom right of the footer, it says '© Crown copyright'.

Offer the job

This page gives you instructions for how to confirm if you want to make a job offer.

Important: Once all notes are added, the 'Offer the job' button is shown.

To make a job offer, complete the following steps:

1. Select the ['Offer the job'](#) button.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [redacted] 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](#)

Interviews in progress

Administration assistant
Reference number: T1111-21-0927

All feedback has been added. The interview lead can now offer the job.

Accepted (1) Not responded (0) Declined (0)

What you can do

[Offer the job](#) 1

Team

Interview lead
[Change](#)

Interview panel

Applicants who have accepted

30 July 2021

Time	Interviewee	What you can do
09:30 to 10:30	[redacted] AR-210712-00005	View feedback

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Select your successful applicants

This page gives you instructions for how to select applicants you want to send a job offer to.

To select your successful applicants, complete the following steps:

1. Select an applicant box.
2. Select the '[Continue to offer](#)' button.
or
3. Select the '[Choose not to offer this job to any applicants](#)' link.

You're viewing [NHS BSA Training](#) [Change](#)

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](#)

Administration assistant job

Select your successful applicants

The interview lead has added their feedback for all the applicants. You now need to select all applicants that you want to offer the job to.

On the next page, you'll start the individual offers.

You'll be able to find applicants you do not select now in the applicant details section of the job listing. You can offer them the job at a later stage if you want.

Actions

- [Download Individual Administration assistant applications](#)
- [Download all Administration assistant applications](#)

Select	Applicant	What you can do
1 <input type="checkbox"/>	AR-210309-00002 View application	View feedback

2 [Continue to offer](#)

3 You can [choose not to offer this job to any applicants](#). If so, you should contact applicants directly to let them know they've been unsuccessful.

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: You can select the 'View application' or 'View feedback' to view the details.

Offer the job to the selected applicant

This page gives you instructions for how to offer the job to the selected applicant.

To offer the job to the selected applicant, complete the following steps:

1. Select an applicant.
2. Select the [‘Offer the job to selected applicant’](#) button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. A blue banner with the NHS logo and 'Jobs' is visible. Below that, a 'BETA' notice states: 'Your feedback will help us to improve this service.' A yellow banner provides a service update: '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 'Administration assistant job' and 'Offer the job'. It includes a 'Go back' link and a note: 'If you want to make the same offer to multiple applicants you'll have to offer them one at a time.' On the right, under 'Actions', there are two links: 'Download Individual Administration assistant applications' and 'Download all Administration assistant applications'.

Select	Applicant	What you can do
<input type="radio"/>	AR-210712-00005 [Redacted Name] [Redacted Email] [Redacted Address] View application	View notes

Below the table, a green button labeled 'Offer the job to selected applicant' is highlighted with a '2' in a yellow circle.

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

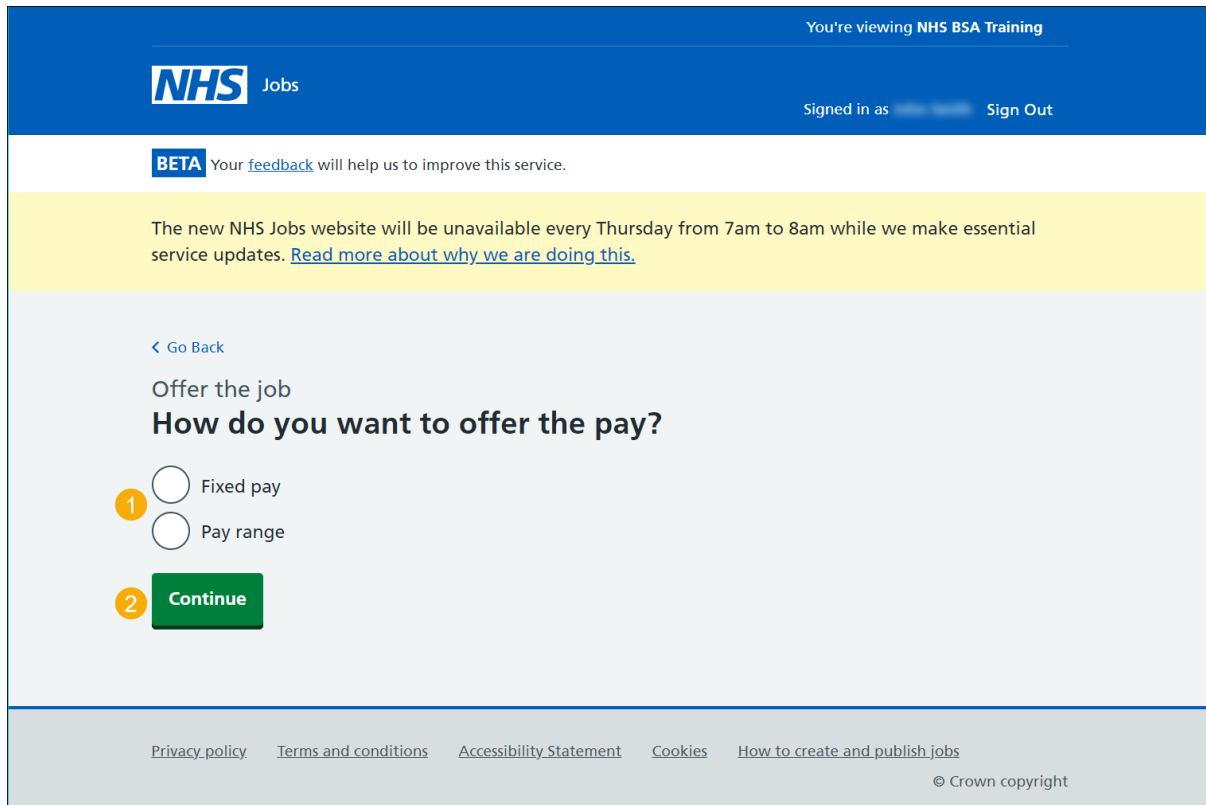
Tip: You can select the 'View application' or 'View notes' to view the details.

How do you want to offer the pay?

This page gives you instructions for how to offer the pay.

To select the pay, complete the following steps:

1. Select an answer:
 - [‘Fixed pay’](#)
 - [‘Pay range’](#)
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. To the right, it says 'You're viewing NHS BSA Training' and 'Signed in as [redacted] Sign Out'. Below the header, there is a white banner with a blue '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 light blue and contains a '< Go Back' link, the heading 'Offer the job', and the question 'How do you want to offer the pay?'. There are two radio button options: 'Fixed pay' (with a yellow '1' next to it) and 'Pay range'. Below these 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', along with the text '© Crown copyright'.

Tip: For example, a fixed pay is £25,000 and a pay range is £20,000 to £30,000.

Fixed pay

This page gives you instructions for how to add the fixed pay.

Important: This page is only shown if you're adding a fixed pay.

To add the fixed pay, complete the following steps:

1. In the **Salary** box, enter the details
2. Select an option from the drop down menu.
3. Select the [Save and continue](#) button.

You're viewing **NHS BSA Training**

NHS Jobs Signed in as [user] 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](#)

Offer the job

Enter the salary to offer

Administration assistant
NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne

This salary was advertised as negotiable
You must now enter the actual salary to offer.

1 £ a year 2

3 [Save and continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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What's the pay range?

This page gives you instructions for how to add the pay range.

Important: This page is only shown if you're adding a pay range.

To add the pay range, complete the following steps:

1. In the **From** and **To** boxes, enter the details.
2. Select an option from the drop down menu.
3. Select the [Save and continue](#) button.

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](#)

Offer the job

What's the pay range?

Administration assistant

NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne

This salary was advertised as negotiable
You must now enter the actual salary to offer.

1 From To a year 2

3 [Save and continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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What's the working pattern?

This page gives you instructions for how to confirm the working pattern.

To confirm the working pattern, complete the following steps:

1. Select an answer.
2. In the **Number of hours or sessions a week**, enter the details.
3. Select an option from the drop down menu.
4. Select the ['Save and continue'](#) button.

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](#)

Offer the job

What's the working pattern?

Working pattern

Full-time

Part-time

Job share

Flexible working

Home or remote working

Compressed hours

Term time hours

Annualised hours

Number of hours or sessions a week

hours a week

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How do you want to send the offer letter to the applicant?

This page gives you instructions for how to send the offer letter to the applicant.

Important: If you upload an internal offer letter, you should include details of the salary, reporting manager's name and title, any benefits such as annual leave and pension information.

To confirm how you want to send the offer letter, complete the following steps:

1. Select an answer:
 - ['Use a template in the NHS Jobs online service'](#)
 - ['Upload an offer letter to send to the applicant online'](#)
 - ['Offline outside the NHS Jobs online service'](#)
2. Select the 'Save and continue' button.

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](#)

Offer the job

How do you want to send the offer letter to the applicant?

The letter should include the terms and conditions of the offer including the salary and the reporting manager's name and title, as well as any benefits such as annual leave and pension that come with the job.

Use a template in the NHS Jobs online service

1 Upload an offer letter to send to the applicant online

Offline outside the NHS Jobs online service

2

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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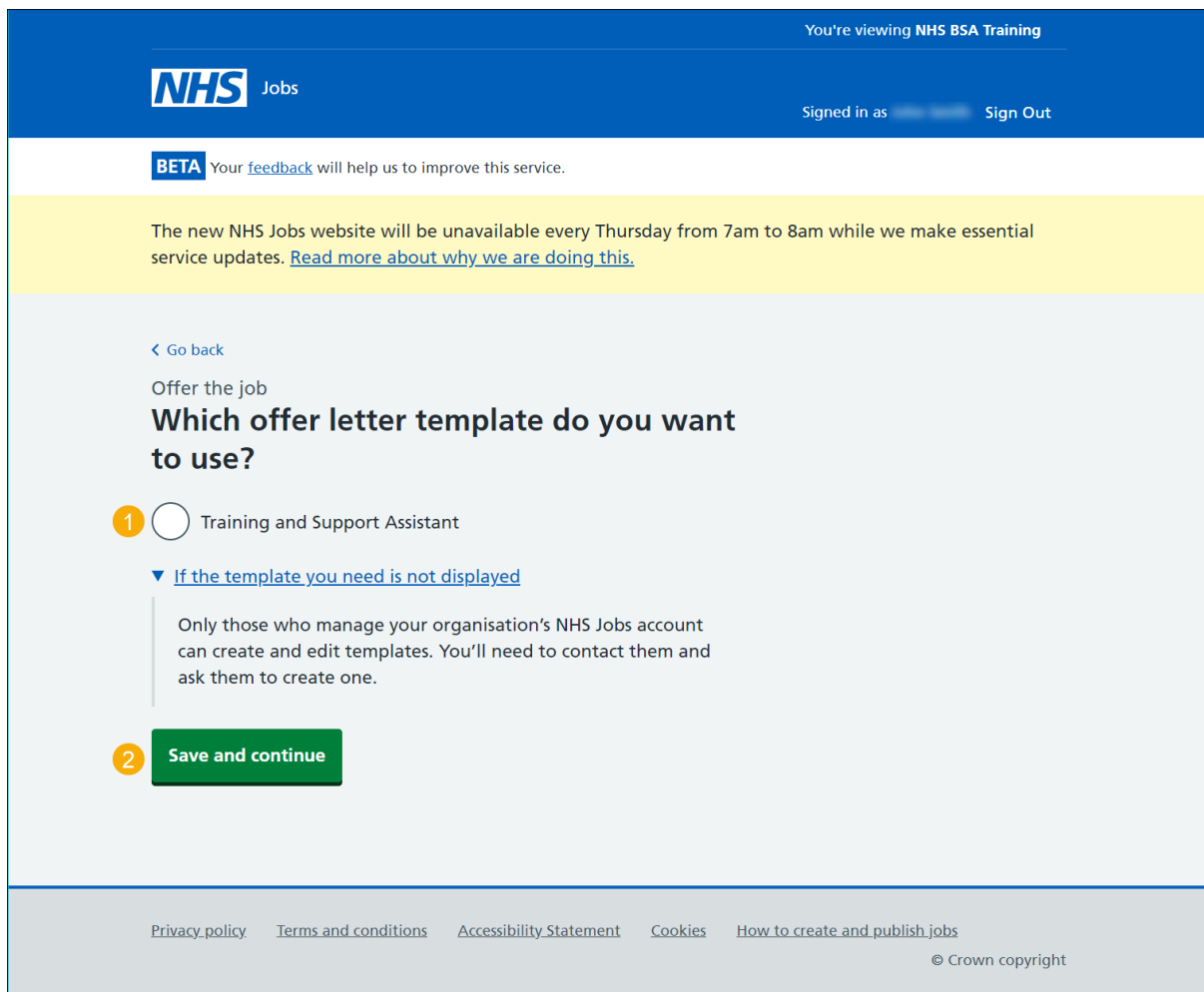
Which offer letter template do you want to use?

This page gives you instructions for how to select the offer letter template to use.

Important: This page is only shown if you're selecting an offer letter template. Only a 'Super user', 'Recruitment administrator' and 'Team manager' can add and remove offer letter templates.

To select an offer letter template, complete the following steps:

1. Select a template.
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 side of the header, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. 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 light blue box 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 breadcrumb trail '< Go back' and 'Offer the job'. The title is 'Which offer letter template do you want to use?'. Below the title, there is a radio button labeled '1 Training and Support Assistant'. Below the radio button, there is a link: '▼ [If the template you need is not displayed](#)'. Below the link, there is a text box: 'Only those who manage your organisation's NHS Jobs account can create and edit templates. You'll need to contact them and ask them to create one.' At the bottom of the main content area, there is a green button labeled '2 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 text '© Crown copyright'.

Tip: You can select the 'if the template you need is not displayed' link for more information.

Add an offer letter

This page gives you instructions for how to add an offer letter.

Important: This page is only shown if you're adding an offer letter. You can upload 4 supporting documents in a doc, docx or pdf format and the size is limited to 1MB.

To add an offer letter, complete the following steps:

1. Select 'Choose file' to find your file.
2. Select 'Upload' to add your file.
3. Select the '[Save and continue](#)' button.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [User] 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](#)

Offer the job

Add an offer letter

The file you choose must:

- not exceed 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

- 1 No file chosen
- 2
- 3

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Select supporting documents (optional)

This page gives you instructions for how to select the supporting documents.

Important: Only a 'Super user', 'Recruitment administrator' and 'Team manager' can add and remove supporting documents.

To select the supporting documents, complete the following steps:

1. Select a supporting document.
2. Select the 'Download document' link to view it (optional).
3. 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 NHS BSA Training' and 'Signed in as [user] Sign Out'. Below the header is a white bar with a 'BETA' badge 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. It starts with a '< Go back' link, followed by 'Offer the job' and the title 'Select supporting documents (optional)'. Below the title is the instruction: 'Select which documents to send with the offer. The applicant will be able to download them alongside the offer letter.' There is a document selection area with a '1' in a yellow circle next to a document icon. Below it is a link 'Download document (PDF, 28 KB)' with a '2' in a yellow circle. A dropdown menu is open, showing a link 'If the document you need is not displayed' with a '3' in a yellow circle. Below the dropdown is a text box: 'Only the person who manages your organisation's NHS Jobs account can add supporting documents. You'll need to contact them and ask them to add one.' At the bottom of the main content area is a green button labeled 'Save and continue' with a '3' in a yellow circle. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Tip: You can select the 'if the document you need is not displayed' link for more information.

Check the details of the offer

This page gives you instructions for how to check the details of the offer.

To check the offer details, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the [Continue](#) button.

You're viewing **NHS BSA Training** [Change](#)

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](#)

Offer the job

Check the details of the offer

Applicant name	Liam MA	Change
Telephone number		
Job title	Training and Support Assistant	
Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
Contract type	Permanent	Change 1
Working pattern	Full-time	Change
Number of hours or sessions a week	37.5 Hours a week	Change
Pay	£20,000 - £30,000 a year	Change
Send offer	Online	Change
Offer letter	Offer_letter.docx	Change
Supporting documents	Induction pack	Change
Contact	Joe Bloggs joe@it.com	Change

2 [Continue](#)

[Back to your vacancies](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Email your job offer

This page gives you instructions for how to email your job offer.

Important: Once the applicant receives the email, they'll select the 'sign-in' link to respond to the job offer.

To email your job offer, complete the following step:

1. Select the '[Send offer to applicant](#)' button.

You're viewing NHS BSA Training [Change](#)

NHS Jobs Signed in as [\[Name\]](#) [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](#)

Offer the job

Email your job offer to Liam MA

You'll send an automated email offering the job:

Dear Liam MA

We're pleased to confirm our conditional offer for the Training and Support Assistant job here at NHS BSA Training. You'll find details of the offer in your NHS Jobs account.

We recommend that you do not give notice on your current job until we're satisfied with your pre-employment checks.

What happens next

You'll give us referees who can cover your previous employment, education or training history.

You'll do this by signing in to your NHS Jobs account:

[sign-in](#)

If you've got any questions

You can contact:
Joe Bloggs
joe@it.com

Regards,
NHS BSA Training

What happens next

The applicant will follow the link in this email, sign in to their NHS Jobs account, and then read and e-sign their documents.

1 [Send offer to applicant](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

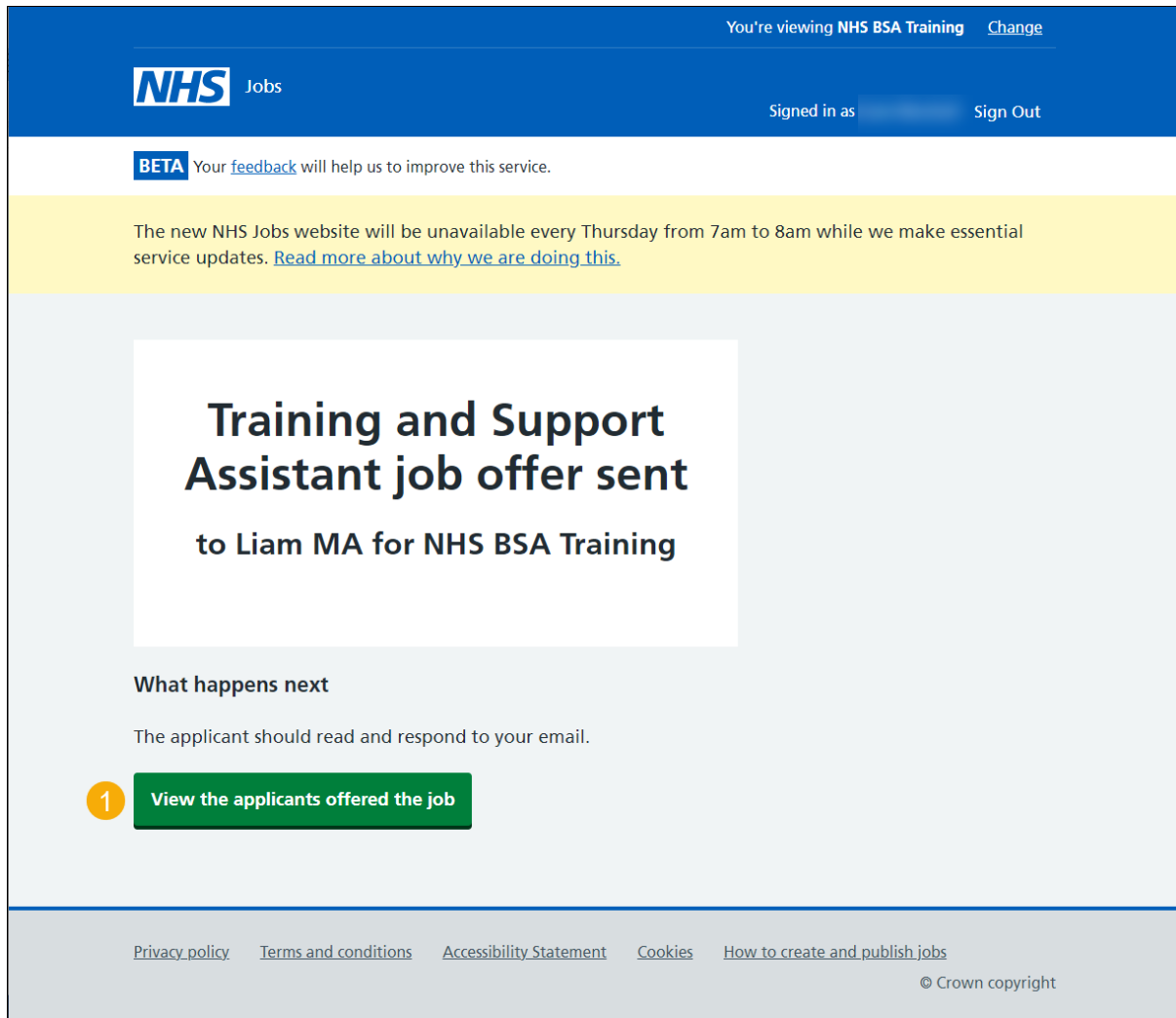
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Job offer sent

This page shows confirmation the job offer is sent.

To view the applicants offered the job, complete the following step:

1. Select the '[View the applicants offered the job](#)' 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 NHS BSA Training' with a 'Change' link. Below the header, there is a 'Signed in as' section with a 'Sign Out' link. 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 features a white box with the heading 'Training and Support Assistant job offer sent to Liam MA for NHS BSA Training'. Below this, under the heading 'What happens next', it states 'The applicant should read and respond to your email.' A prominent green button with a yellow circle containing the number '1' is labeled 'View the applicants offered the job'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Applicants you've offered the job to

This page gives you instructions for how to view the applicants you've offered the job to.

To offer the job to another applicant, complete the following step:

1. Select the '[Offer to another applicant](#)' button (optional).

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' and 'Signed in as [redacted] Sign Out'. 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 light blue section with a link to 'Go back to your job listings' and the title 'Training and Support Assistant Applicants you've offered the job to'. A table with two columns, 'Applicant' and 'Status', contains one row with the applicant ID 'AR-210414-00016' and the status 'OFFER SENT'. Below the table, there is a green button labeled 'Offer to another applicant' with a yellow circle containing the number '1' next to it. Below the button is a link 'Back to job listings'. 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', followed by '© Crown copyright'.

You've reached the end of this user guide as you've made a job offer to an applicant.

Choose not to offer the job to any applicants

This page gives you instructions for how to confirm you don't want to offer the job to any applicants.

Important: This page is only shown if you're not offering the job to any applicants.

If you don't want to make a job offer, complete the following steps:

1. Select the '[Choose not to offer the job to any applicants](#)' link.

You're viewing NHS BSA Training

NHS Jobs Signed in as [redacted] 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](#)

Training and Support Officer job

Offer the job

All feedback notes have been added. You can now start the process of making an offer to an applicant.

Actions

- [Download Individual Training and Support Officer applications](#)
- [Download all Training and Support Officer applications](#)

Select	Applicant	What you can do
<input type="radio"/>	AR-210617-00004 View application	View notes

[Offer the job to selected applicant](#)

1

You can [choose not to offer this job to any applicants](#). If so, you should contact applicants directly to let them know they've been unsuccessful.

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Are you sure you want to reject all applicants?

This page gives you instructions for how to confirm if you want to reject all applicants.

To confirm if you want to reject all applicants, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

You're viewing NHS BSA Training

NHS Jobs

Signed in as NHSBSA 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](#)

Administration assistant

Are you sure you want to reject all applicants?

You should contact applicants offline first to tell them they have been unsuccessful and give them feedback.

Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.

Yes, reject all applicants

No, return to review applicants

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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If you select 'No', go back to the '[Applicants you've offered the job to](#)' page.

Do you want to provide an email address for feedback?

This page gives you instructions for how to confirm if you want to provide an email address for feedback.

To confirm if you want to provide an email address for feedback, complete the following steps:

1. Select an answer.
2. Select the ['Continue'](#) button.

You're viewing **NHS BSA Training**

NHS Jobs Signed in as NHSBSA 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](#)

Administration assistant

Do you want to provide an email address for unsuccessful applicants to get feedback?

Unsuccessful applicants may want to contact you to get feedback about their interview.

1 Yes No

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Give an email address for applicant feedback

This page gives you instructions for how to give an email address for applicant feedback.

Important: This page will only show if you're adding an email address for applicant feedback.

To give an email address, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the ['Continue'](#) button.

You're viewing **NHS BSA Training**

NHS Jobs Signed in as NHSBSA 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](#)

Administration assistant

Give an email address for applicant feedback

This will be included in the email that will be sent to unsuccessful applicants.

1

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Send email to unsuccessful applicants

This page gives you instructions for how to send an email to unsuccessful applicants.

To email unsuccessful applicants, complete the following steps:

1. Select the '[Send rejection](#)' button.

You're viewing **NHS BSA Training**

NHS Jobs Signed in as NHSBSA 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](#)

Administration assistant

Send email to unsuccessful applicants

If you have not yet contacted them offline to let them know they have been unsuccessful you should do that first.

Dear [applicant full name],

Thank you for taking the time to interview for the Administration assistant job at NHS BSA Training.

On this occasion, you've been unsuccessful. The employer will not be continuing with your application.

If the employer has not provided you with feedback yet, you can contact joe.bloggs@nhs.net.

We wish you well in your job search.

Kind regards,

The NHS Jobs Team

1 [Send rejection](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: If you haven't contacted any applicants offline to let them know they're unsuccessful, you should do this first before sending the email.

You didn't offer the job to any applicants

This page shows confirmation you haven't offered the job to any applicants.

To reuse or remove a job listing or return to your dashboard, complete the following steps:

1. Select the 're-use this listing' link (optional).
2. Select the 'Remove this listing' button (optional).
3. Select the 'Return 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, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out'. Below the header, there is a white banner 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. In the center, there is a white box with the heading 'You did not offer the job to any applicants' and the job title 'Administration assistant, reference T1111-21-7821'. Below this, there is a section titled 'What you can do next' with three numbered steps: 1. 'You can reuse this Administration assistant listing.' with a blue link and a yellow circle containing the number 1. 2. 'You can remove this listing from your dashboard.' with a green button labeled 'Remove this listing' and a yellow circle containing the number 2. 3. 'Return to your dashboard' with a blue link and a yellow circle containing the number 3. 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', along with the text '© Crown copyright'.

You've reached the end of this user guide as you didn't offer the job offer to any applicants.

