

How to respond to a rejected job listing approval in NHS Jobs user guide

This guide gives you instructions for how to respond to a rejected job listing approval in the NHS Job service.

You can make changes to the job listing or withdraw it.

If you make changes to the job listing, you'll add a summary of what you've changed and resend it for approval.

If you don't want to resend it for approval, you can withdraw the listing to end the recruitment.

If your listing is approved, you can publish it to jobseekers to apply once all approvers have approved it.

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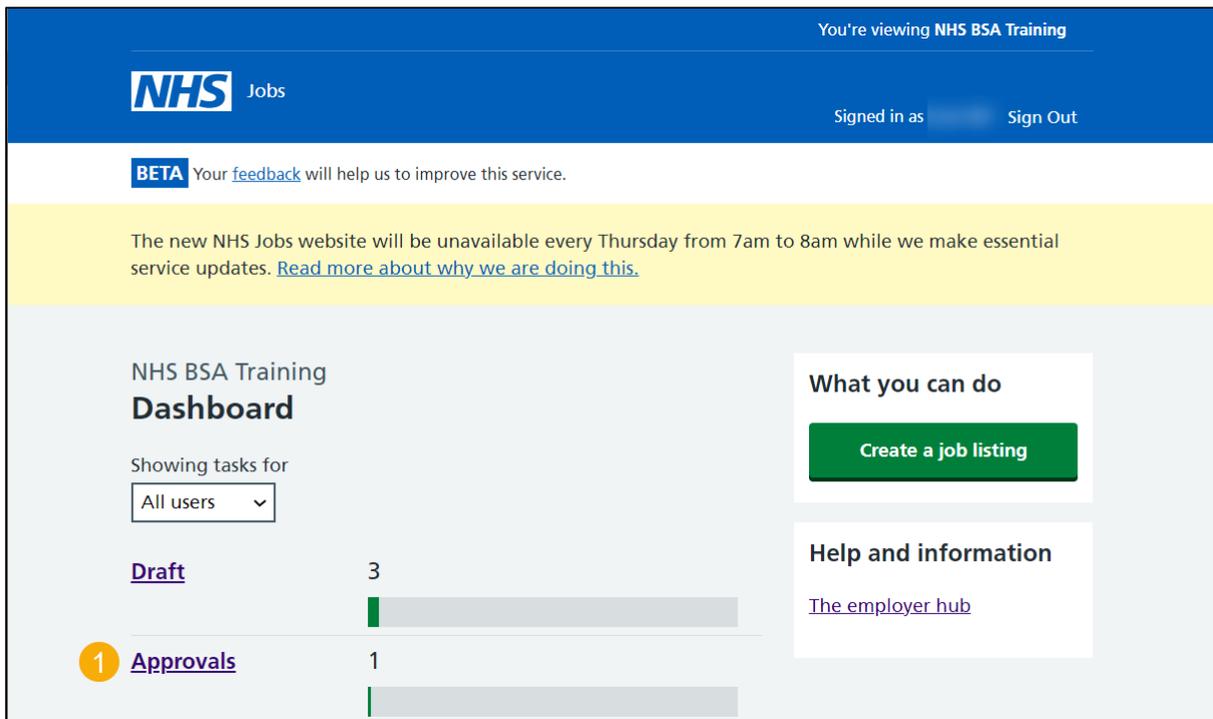
Approvals

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 '[Approvals](#)' link.



The screenshot shows the NHS BSA Training dashboard. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below that, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' 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 dashboard area is titled 'NHS BSA Training Dashboard'. It shows 'Showing tasks for All users'. There are two task categories: 'Draft' with 3 items and 'Approvals' with 1 item. The 'Approvals' item is highlighted with a yellow circle containing the number '1'. To the right, there are two boxes: 'What you can do' with a 'Create a job listing' button, and 'Help and information' with a link to 'The employer hub'.

Task Category	Count
Draft	3
Approvals	1

View rejection reason

This page gives you instructions for how to view the rejection reason.

To view the rejection reason, complete the following step:

1. Select the '[View rejection reason](#)' link.

You're viewing **NHS Business Services Authority** [Change](#)

NHS Jobs Signed in as NHS BSA 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](#)

NHS Business Services Authority Approvals

Showing tasks for

Showing tasks

Job title	Deadline	Approval not started	Stage	What needs doing next
Training and Support Lead A0090-21-1817	04 Nov 2021 ON TRACK		Approval rejected	View rejection reason 1

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Why the listing was rejected and what to do about it

This page gives you instructions for how to check why the job listing was rejected and what to do about it.

Important: The original rejection reason is shown. If you make changes to the job listing, you can resend it for approval. If you withdraw it, the recruitment is ended.

To make changes to it or withdraw the listing, complete the following steps:

1. Select an answer:
 - [‘Make changes to it’](#)
 - [‘Withdraw it’](#)
2. Select the ‘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](#)

Manage approvals

Why the listing was rejected and what to do about it

Liam M3 (Training and Support Assistant)
rejected the listing by commenting:

W We do not have the funding for this listing.

What to do next

1 Make changes to it

Withdraw it

2 **Continue**

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Change job listing details

This page gives you instructions for how to change your job listing details.

Important: This page is only shown if you're making changes to the job listing and resending it for approval.

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

1. Select a 'Change' link.

The screenshot shows the NHS Jobs website interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below this is a blue header with the NHS logo and 'Jobs'. A yellow banner contains a BETA notice: 'Your feedback will help us to improve this service.' Below the banner, 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 'Check your advert' and includes a blue box with the text 'APPROVAL REJECTED' and 'Reference no: T2020-21-2121'. A yellow box highlights the 'Check the job listing details' link. Below this, a tip says: 'As you're reusing information to create a new listing, make sure you review all the information carefully.' The 'Job Details' section is a table with the following rows:

Job title	Training and Support Lead	Change
COVID-19 related	No	Change
Why it's being advertised	This is a new job	Change
Where it's being advertised	Externally	Change
Contract type	Permanent	Change
Working pattern	Full-time, Flexible working	Change
Working hours		Change
Payscheme	Agenda for Change	Change
Band	Band 7	Change
Salary	£38890 to £44503 a year	Change
Staff group	Administrative & Clerical	Change
Area of work	Administration	Change

A yellow circle with the number '1' is placed next to the 'Working pattern' row.

Tip: This screenshot only shows the job details section of the 'Check your advert' page.

Go to the '[What have you changed in the job listing and why?](#)' page.

What have you changed in the job listing and why?

This page gives you instructions for how to add what you've changed in the job listing and why.

To add your reason and resend the listing for approval, complete the following steps:

2. In the **blank** box, enter the details.
3. Select the [Resend for approval](#) button.

What have you changed in the listing and why?
When the listing is resent for approval, this'll be sent with it as a reminder of why the listing was rejected.

2

3 [Resend for approval](#)

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Tip: This box and button is shown at the bottom of the 'Check your advert' page.

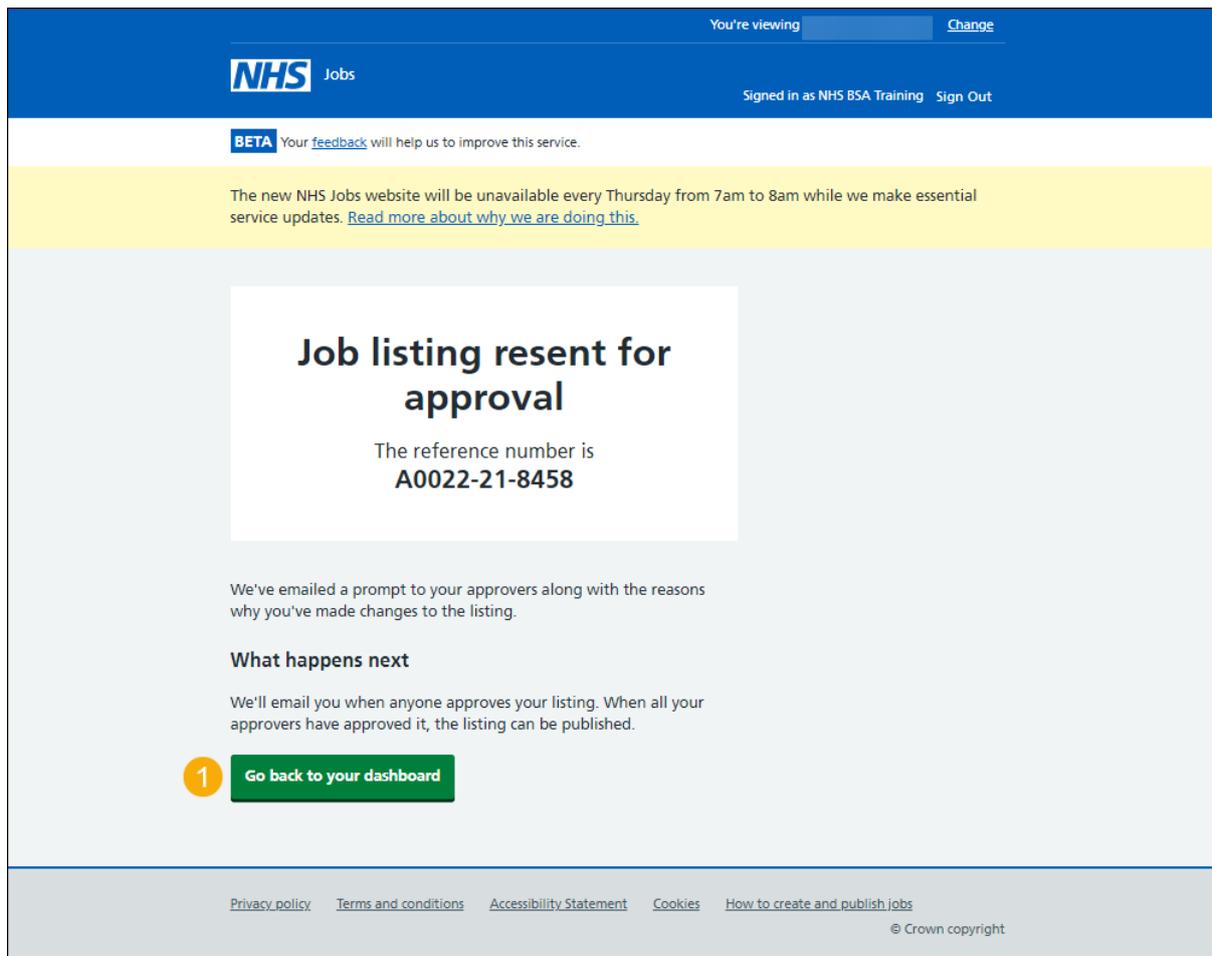
Job listing resent for approval

This page shows confirmation you've resent the job listing for approval.

Important: You'll receive an email when anyone approves your listing. Once all approvers have approved the listing it can be published to jobseekers to apply.

To view your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' 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 dropdown menu and a 'Change' link. Below the header, it indicates 'Signed in as NHS BSA Training' 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 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 features a white box with the heading 'Job listing resent for approval' and the reference number 'A0022-21-8458'. Below this, it says: 'We've emailed a prompt to your approvers along with the reasons why you've made changes to the listing.' Under the heading 'What happens next', it states: 'We'll email you when anyone approves your listing. When all your approvers have approved it, the listing can be published.'

A green button with a yellow circle containing the number '1' is labeled 'Go back to your dashboard'.

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'.

You've reached the end of this user guide as you've resent the job listing for approval.

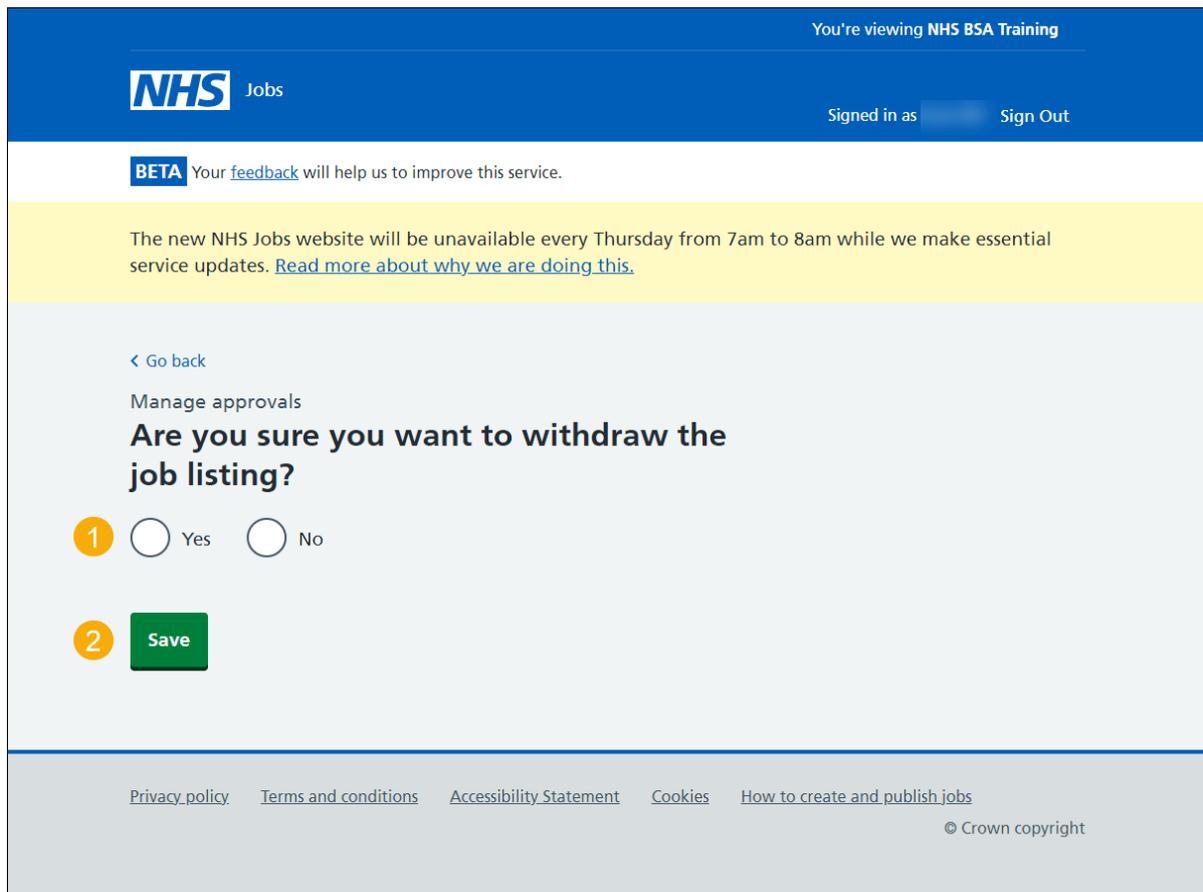
Withdraw job listing

This page gives you instructions for how to confirm you want to withdraw the job listing.

Important: This page is only shown if you're withdrawing the listing to end the recruitment.

To confirm if you want to withdraw the job listing, complete the following steps:

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



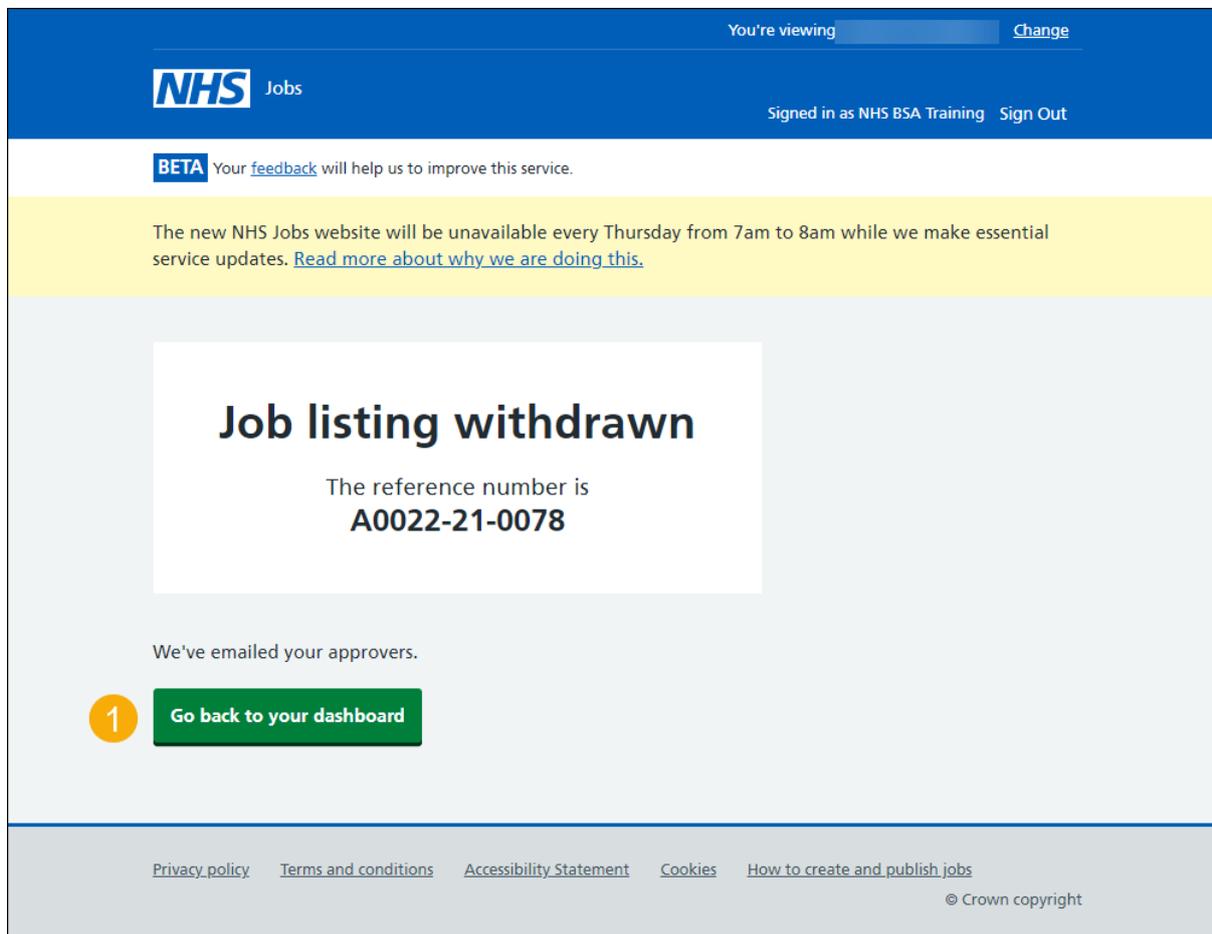
The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as [redacted] Sign Out". Below the header, there is a "BETA" notice: "Your feedback will help us to improve this service." 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 "Manage approvals" text. The primary heading is "Are you sure you want to withdraw the job listing?". Below this, there are two radio buttons: "Yes" and "No". The "Yes" radio button is selected. Below the radio buttons is a green "Save" button. 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".

Job listing withdrawn

This page shows confirmation you've withdrawn the job listing.

To view your dashboard, complete the following step:

1. Select 'Go back to your dashboard' 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' followed by a dropdown menu and a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A yellow banner below the header contains a 'BETA' label and the text: 'Your feedback will help us to improve this service.' Below the banner, 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 features a white box with the heading 'Job listing withdrawn' and the text 'The reference number is **A0022-21-0078**'. Below this, it says 'We've emailed your approvers.' and a green button labeled 'Go back to your dashboard' with a yellow circle containing the number '1' next to it. 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 withdrawn the job listing.