

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'

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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.

The screenshot shows the NHS Business Services Authority Jobs Dashboard. 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 says 'Signed in as NHS BSA Training' and 'Sign Out'. A yellow banner below the header contains a 'BETA' notice: '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 is titled 'NHS Business Services Authority Dashboard'. It has two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, it says 'Showing tasks for' with a dropdown menu set to 'All users'. There are three rows of task counts:

Task Stage	Count	Progress
Draft	10 - on track 8, overdue 2	Progress bar (8 green, 2 red)
Approvals	0	Progress bar (0 green)
1 Published	8	Progress bar (8 green)

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey). Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Supporting documents'.

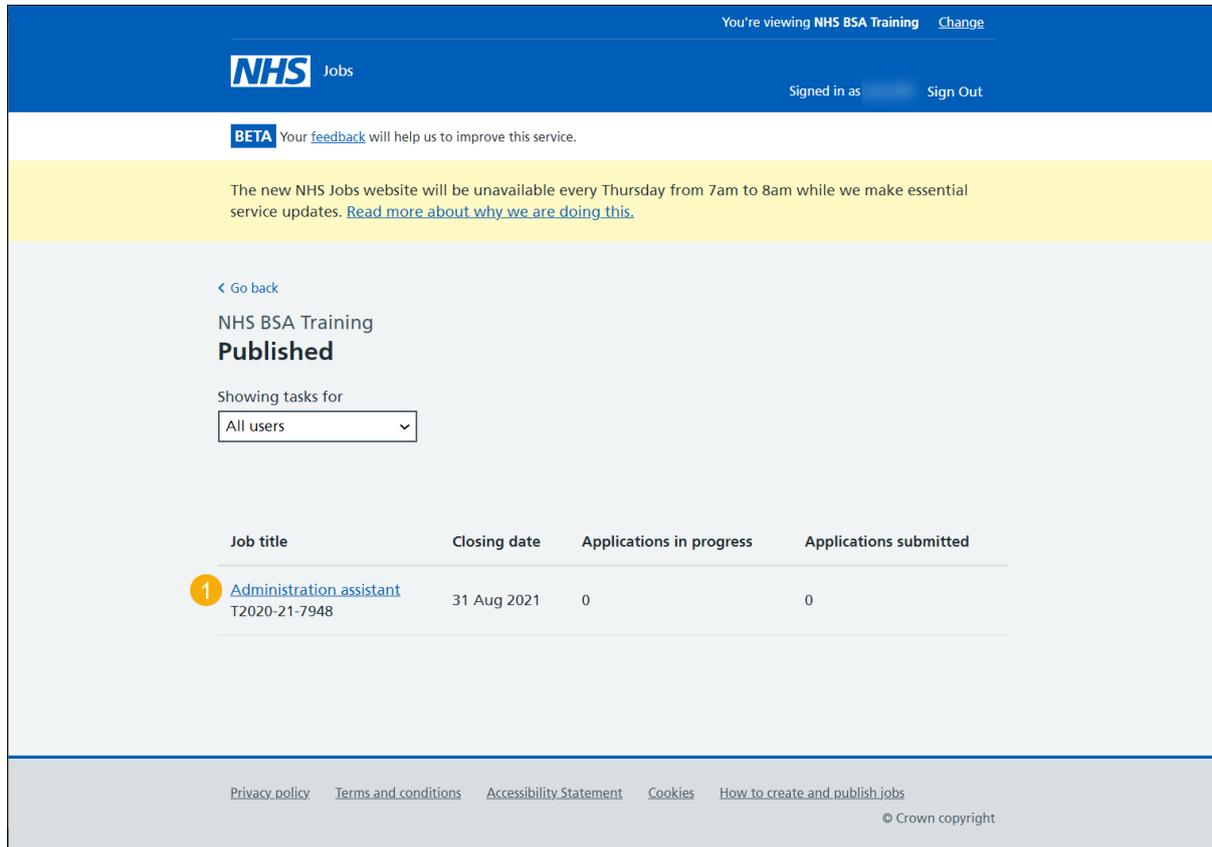
Select the job listing to change

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 '[Job title](#)' link.



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' field and a 'Sign Out' link. A yellow banner contains a 'BETA' notice and a message about service updates. The main content area shows a 'Go back' link, 'NHS BSA Training Published' heading, and a 'Showing tasks for' dropdown menu set to 'All users'. Below this is a table with four columns: 'Job title', 'Closing date', 'Applications in progress', and 'Applications submitted'. The first row in the table is highlighted with a yellow circle and a '1' in a yellow circle, indicating the step to select it. The job title is 'Administration assistant' with a link, and the ID is 'T2020-21-7948'. The closing date is '31 Aug 2021', and there are '0' applications in progress and '0' applications submitted. 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'.

Job title	Closing date	Applications in progress	Applications submitted
Administration assistant T2020-21-7948	31 Aug 2021	0	0

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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with the NHS logo and the text 'Jobs'. Below the navigation bar, there is a white header area with the text 'You're viewing NHS Business Services Authority' and a 'Change' link. The main content area is divided into two columns. The left column contains the job listing details, including the title 'Administration Assistant listing', the status 'PUBLISHED', and the reference number 'A0090-21-6214'. There are two tabs: 'Job details' and 'Team', with a yellow circle containing the number '1' next to the 'Team' tab. Below the tabs, there is a table with the following rows: 'Job title' with the value 'Administration Assistant', and 'COVID-19 related' with the value 'No'. A yellow circle containing the number '2' is next to the 'Change' link. The right column contains a 'What needs doing next' section with two buttons: 'Score applications' and 'Close early'. Below these buttons, there are two links: 'View on NHS Jobs (opens in new tab)' and 'Reuse this listing'. At the bottom of the right column, there is a 'Status' section with the following information: 'Status: Published', 'Submitted applications: 0', and 'Scored applications: 0'.

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.

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

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](#)

Update a job advert

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

Administration assistant **PUBLISHED**

Reference no: T2020-21-7948

You can advertise this job as a high priority role if it's COVID-19 related. The advert will be flagged with an  icon to let jobseekers know that the job is COVID-19 related, and appear on a [list of Coronavirus related roles](#).

1 Yes No

2 [Change and Continue](#)

[Exit without changes](#)

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

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Check the published job listing changes

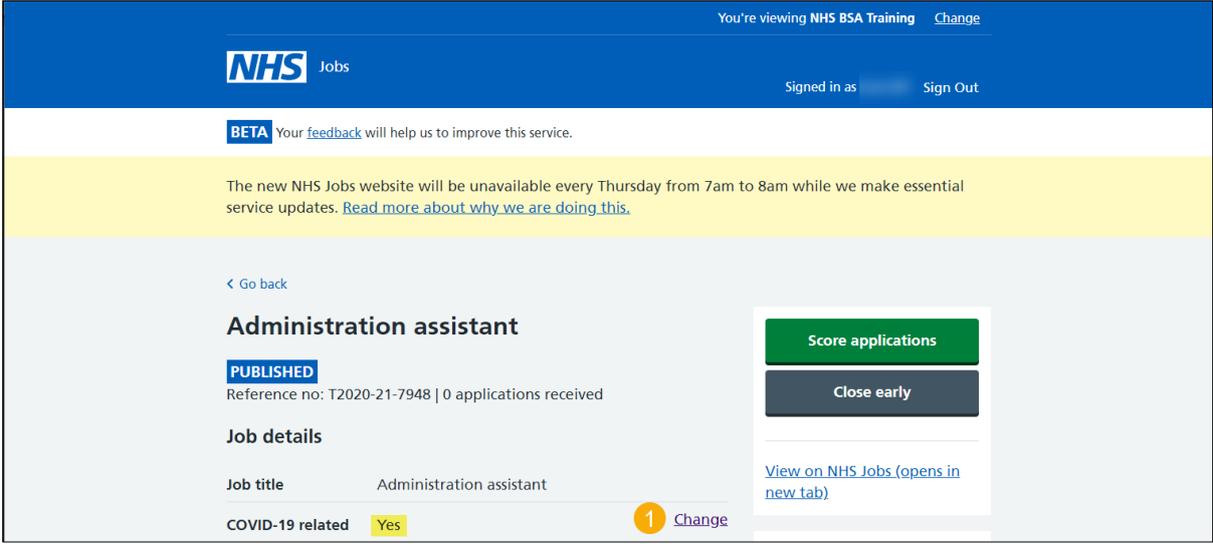
This page gives you instructions for how to check the published job listing changes.

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).



The screenshot shows the NHS Jobs website 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" and "Sign Out" are on the right. A yellow banner contains a BETA notice: "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." Below this, there's a "Go back" link. The main content area shows a job listing for "Administration assistant" with a "PUBLISHED" status and "Reference no: T2020-21-7948 | 0 applications received". Under "Job details", the "COVID-19 related" field is set to "Yes" and has a "Change" button next to it, which is highlighted with a red circle and the number 1. To the right, there are buttons for "Score applications" and "Close early", and a link to "View on NHS Jobs (opens in new tab)".

2. Select the '[Yes, update the advert](#)' button.
- or
3. Select the 'Exit without changes' to cancel the changes.



The screenshot shows the bottom of the NHS Jobs website. It features two buttons: a green "Yes, update the advert" button and a blue "Exit without changes" link. The "Exit without changes" link is highlighted with a red circle and the number 3. At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The copyright notice "© Crown copyright" is also visible.

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.

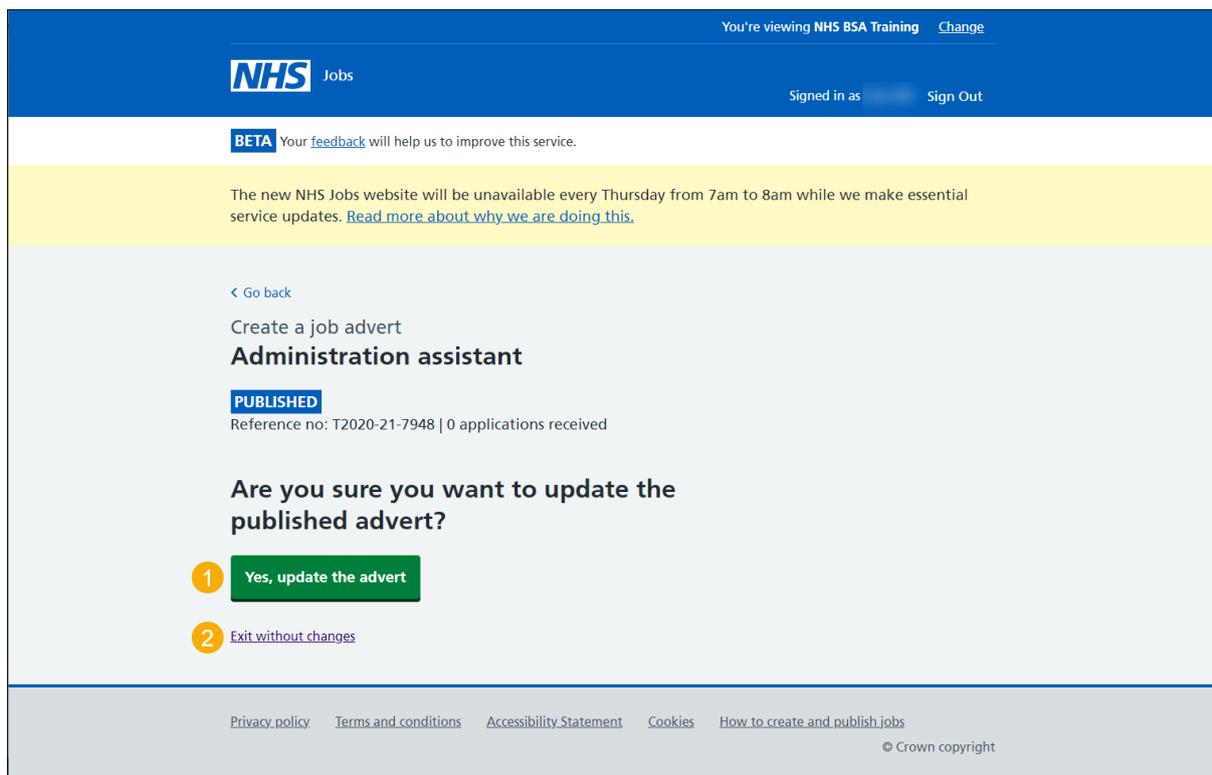
Are you sure you want to update the published advert?

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.



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' with a 'Sign Out' link. Below the header, there is a yellow banner with a 'BETA' label and the text '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.](#)' Below this, there is a '< Go back' link. The main content area shows 'Create a job advert' followed by 'Administration assistant' in bold. Below that, there is a 'PUBLISHED' label and 'Reference no: T2020-21-7948 | 0 applications received'. The central question is 'Are you sure you want to update the published advert?'. There are two options: '1 Yes, update the advert' (a green button) and '2 Exit without changes' (a blue link). 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 '© Crown copyright'.

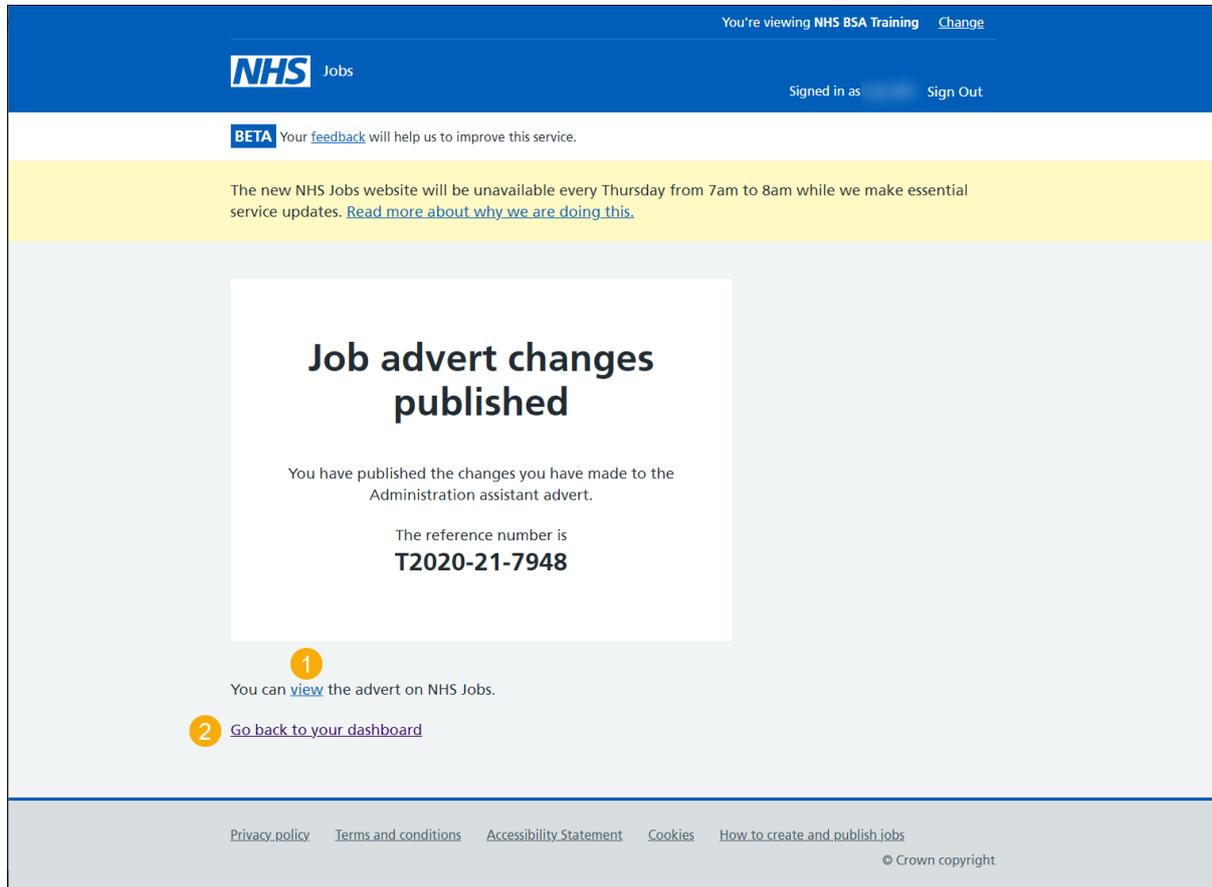
You've reached the end of this user guide if you've cancelled the changes to the published job listing.

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.



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' followed by a blurred profile picture and 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 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 is light blue and features a white box with the heading 'Job advert changes published'. Below the heading, it says 'You have published the changes you have made to the Administration assistant advert.' and 'The reference number is **T2020-21-7948**'. Below the white box, there are two numbered steps: '1 You can [view](#) the advert on NHS Jobs.' and '2 [Go back to your dashboard](#)'. 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 copyright notice '© Crown copyright'.

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