

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:

- Active position
- Cost centre
- Position name

You can change the job title in NHS Jobs. This will only change the job title in the NHS Jobs service. It will not automatically change in ESR. 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.

The ESR and NHS Jobs requirements are:

- You must be a user of NHS Jobs with your user roles setup.
- You must be a user of ESR with your user roles setup.
- Your NHS Jobs and ESR accounts are linked up.

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 from the '**Create a job listing**' drop down box on the ['Help and support page for employers'](#).

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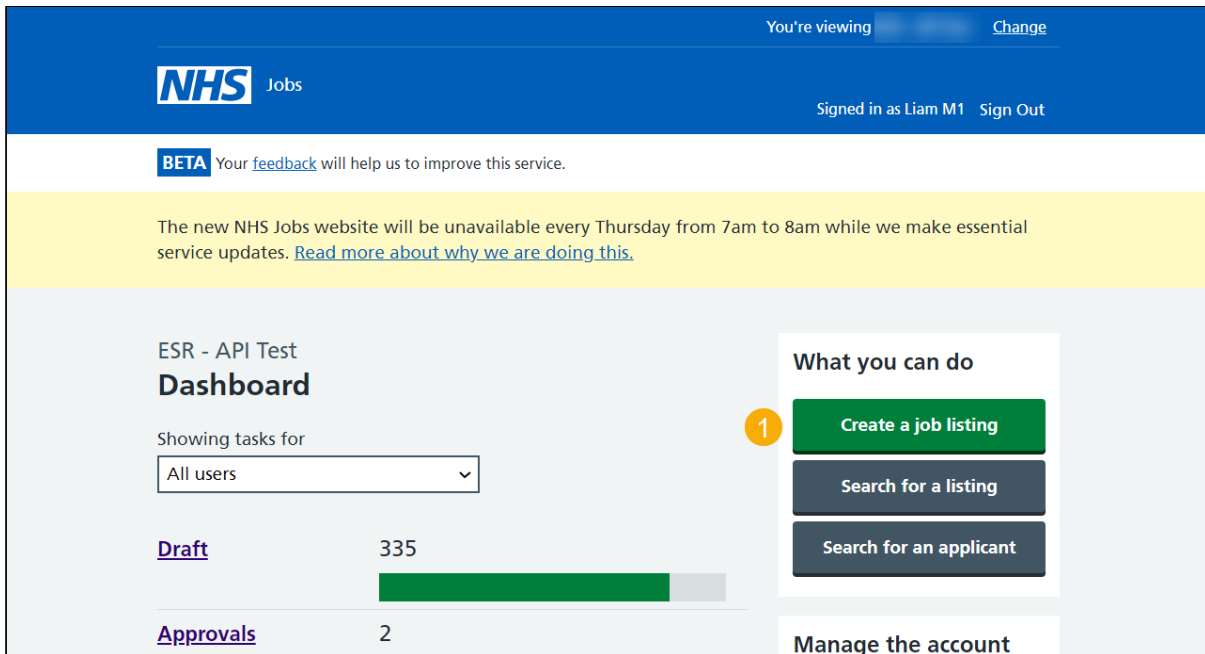
[Change the job title](#)

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, 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 is titled 'ESR - API Test Dashboard'. It includes a 'Showing tasks for' dropdown menu set to 'All users'. Below this, there is a table with two rows:

Draft	335
Approvals	2

Each row has a corresponding horizontal bar chart. The 'Draft' bar is green and significantly longer than the 'Approvals' bar, which is grey. To the right of the dashboard, there is a 'What you can do' sidebar with three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey). The 'Create a job listing' button is highlighted with a yellow circle containing the number '1'. At the bottom of the sidebar, there is a 'Manage the account' link.

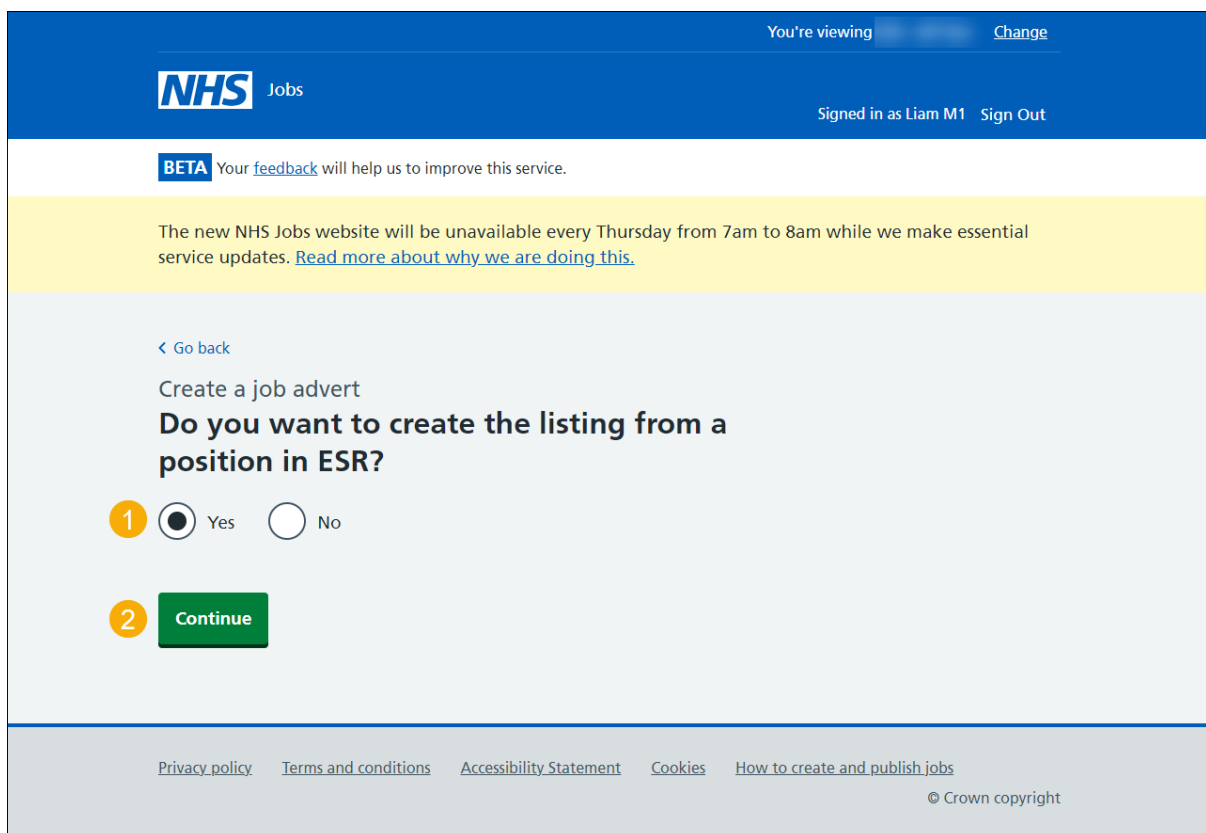
Do you want to create the listing from a position in ESR?

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. NHS Jobs pulls information from ESR for the previous day. For example, if you create a new Position in ESR today, you won't be able to use it until tomorrow.

To confirm if you want 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, it says 'You're viewing' 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 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 has a 'Go back' link and the text 'Create a job advert'. The question 'Do you want to create the listing from a position in ESR?' is displayed. Below the question are two radio buttons: 'Yes' (selected) and 'No'. A green 'Continue' button is located below the radio buttons. 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'.

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

Go to the 'Create a job listing' drop down box on the ['Help and support page for employers'](#).

Find the cost centre

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 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 'Create a job advert' and 'Find the cost centre'. It prompts the user to 'Enter the full or partial cost centre code'. 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 cost centre' and a '2' in a yellow circle next to it. 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'.

Is this the correct cost centre?

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

Important: In this example, a cost centre is found. If the cost centre is not found, check you're using the correct cost centre and do another search.

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

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

You're viewing [Change](#)

NHS Jobs Signed in as Liam M1 [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](#)

Create a job advert

Is this the correct cost centre?

979M8000AM6
979M8000AM6

1 Yes No

2 [Continue](#)

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

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Find the position

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

Important: This page is only shown if you've found a cost centre in ESR. You must enter at least 4 characters to search for a position. You'll need to enter the position 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.

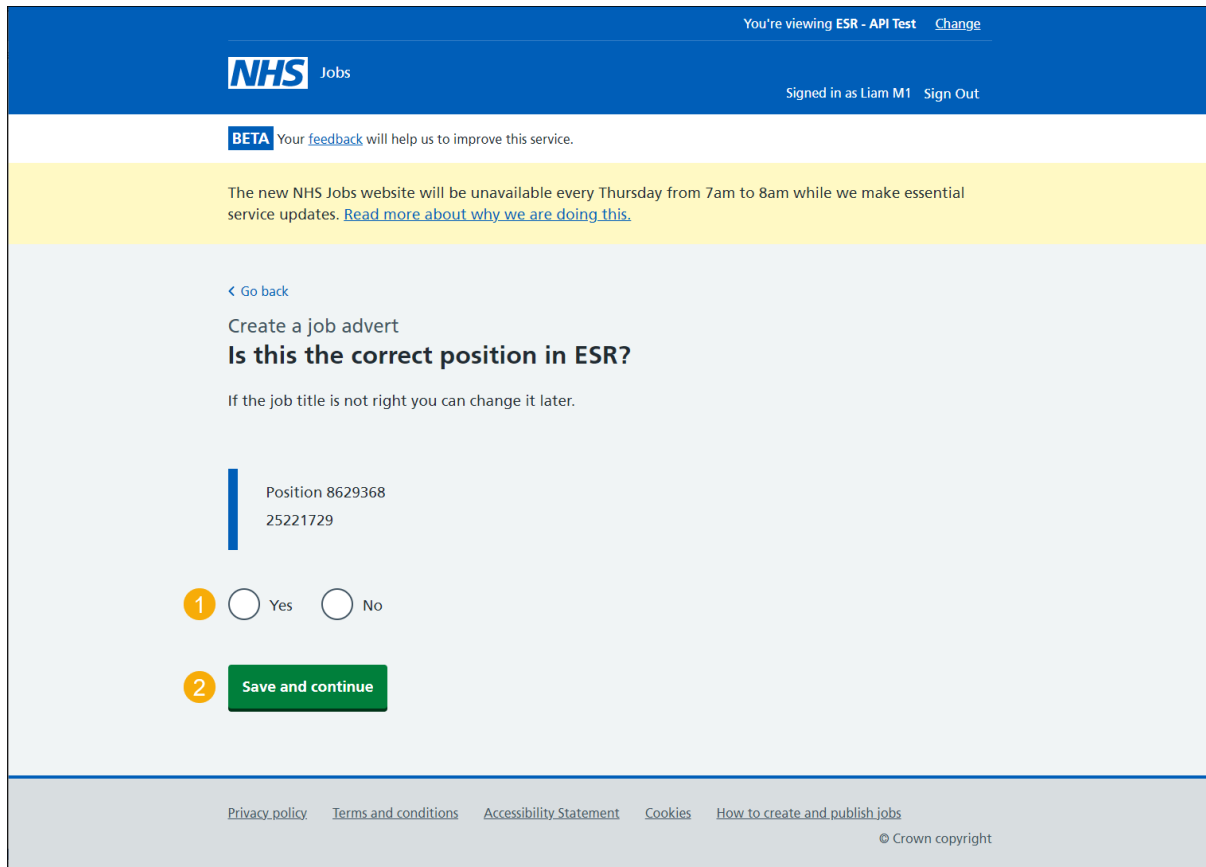
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing' and 'Change'. Below the header, there is a white bar with a 'BETA' label and a message: 'Your feedback will help us to improve 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 is light blue and contains a '< Go back' link, the text 'Create a job advert', and the heading 'Find the position in ESR'. Below 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 '2' in a yellow circle and the text 'Find position'. 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?

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 white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below that 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 contains a '< Go back' link, the text 'Create a job advert', and the heading 'Is this the correct position in ESR?'. Below the heading is the instruction 'If the job title is not right you can change it later.' There is a vertical blue bar on the left side of the form, and to its right, the text 'Position 8629368' and '25221729'. Below this, there are two radio button options: '1' Yes and 'No', with the 'Yes' option selected. Below the radio buttons is a green button labeled '2 Save and continue'. 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', and a copyright notice '© Crown copyright'.

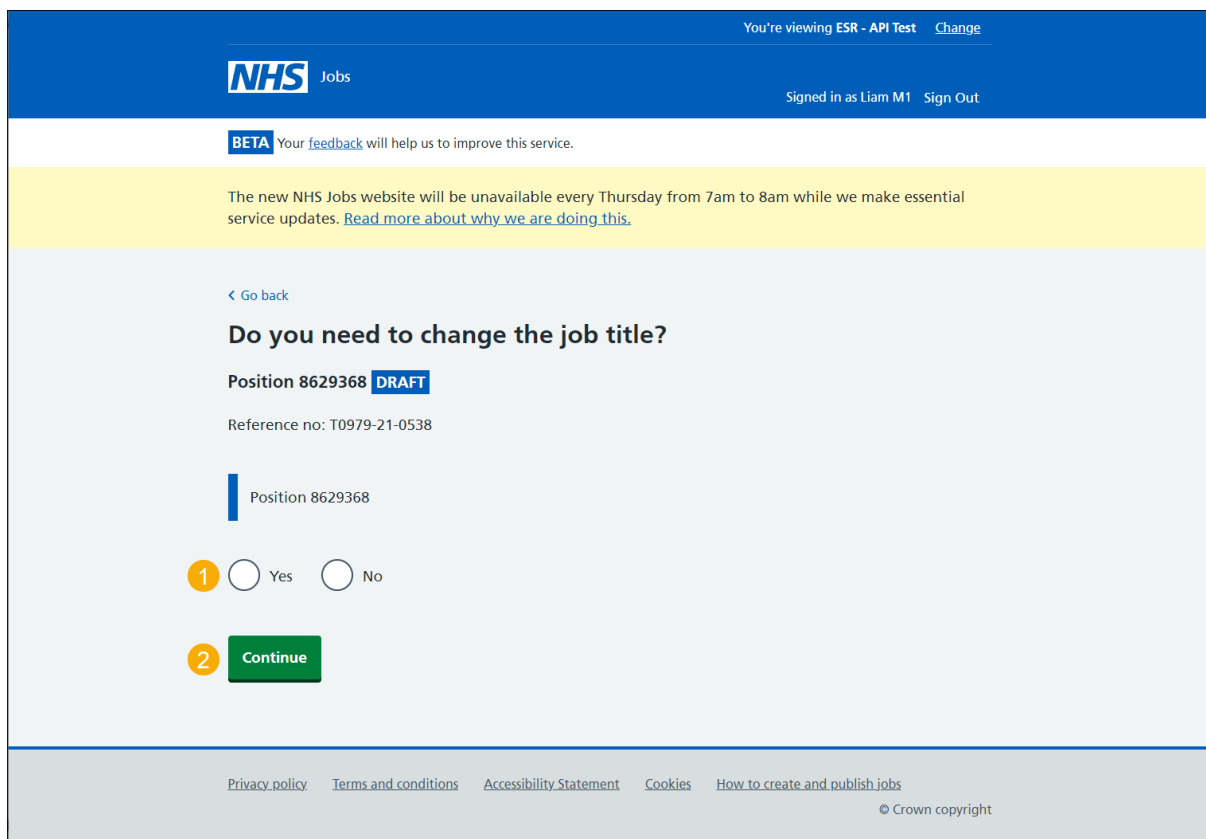
Do you need to change the job title?

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

Important: In this example, the job title is the word Position and the position number. If you change the job title, 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 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 contains the following elements: a '< Go back' link, the question 'Do you need to change the job title?', the position details 'Position 8629368' with a 'DRAFT' label, and the reference number 'Reference no: T0979-21-0538'. Below this, there is a vertical bar with the text 'Position 8629368'. The form includes two radio buttons: '1' Yes (selected) and 'No'. At the bottom of the form is a green '2 Continue' button. 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 if you don't need to change the job title.

You'll need to complete the remaining recruitment steps 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 in NHS Jobs.

Important: This page is only shown if you're changing the job title in NHS Jobs. This will only change the job title in NHS Jobs service. It will not automatically change in ESR. 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.

You're viewing [ESR - API Test](#) [Change](#)

NHS Jobs Signed in as Liam M1 [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](#)

Are you sure you need to change the job title?

Position **8629368** **DRAFT**

Reference no: T0979-21-0538

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.

1 Yes No

2 [Continue](#)

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

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Change the job title

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

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. On 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 the text: '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.](#)' Below the banner, there is a 'Go back' link. The main heading is 'Change the job title'. Below this, it says 'Position 8629368 DRAFT' and 'Reference no: T0979-21-0538'. There is a text input field with 'Position 8629368' and a green 'Save and continue' 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 says '© Crown copyright'.

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

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