

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 no 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

Contents

[How to make a job offer in NHS Jobs user guide](#)

[Ready to offer](#)

[Offer the job](#)

[Add feedback](#)

[Did the interview happen?](#)

[Add your interview feedback](#)

[Offer the job](#)

[Select your successful applicants](#)

[Offer the job to the selected applicant](#)

[How do you want to offer the pay?](#)

[Fixed pay](#)

[What's the pay range?](#)

[What's the working pattern?](#)

[How do you want to send the offer letter to the applicant?](#)

[Which offer letter template do you want to use?](#)

[Add an offer letter](#)

[Select supporting documents \(optional\)](#)

[Check the details of the offer](#)

[Email your job offer](#)

[Job offer sent](#)

[Applicants you've offered the job to](#)

[Choose not to offer the job to any applicants](#)

[Are you sure you want to reject all applicants?](#)

[Do you want to provide an email address for feedback?](#)

[Give an email address for applicant feedback](#)

[Send email to unsuccessful applicants](#)

[You didn't offer the job to any applicants](#)

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.

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NHS BSA Training

Dashboard

Showing tasks for

All users ▾

Draft	0	<div></div>
<u>Published</u>	3	<div></div>
<u>Shortlisting</u>	20	<div></div>
<u>Interviews</u>	19	<div></div>
1 <u>Ready to offer</u>	9	<div></div>

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.

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Ready to offer

Showing tasks for

All users

Showing tasks

All

Job title	Deadline	Task	What needs doing next
Administration assistant T1111-21-2158	29 Nov 2021 DUE	Applicants selected	Offer the job 1

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[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.

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Interviews in progress

Administration assistant
Reference number: T1111-21-8135

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

Applicants who have accepted

30 September 2021

Time	Interviewee	What you can do
09:30 to 10:30	Interviewee profile AR-210827-00008	Add feedback 1

What you can do

Download all applications

Download individual applications

Team

Interview lead
You (NHSBSA Training)
[Change](#)

Interview panel

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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.

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Add feedback

Did the interview happen?

1

☐ Yes ☐ No

2

Save and continue

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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.

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Add feedback

Add your interview feedback

Notes for internal use could be requested as feedback by the applicant.

1

2

Save and continue

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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.

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Interviews in progress

Administration assistant
Reference number: T1111-21-8135

All feedback has been added. You can now offer the job.


Accepted (1)

Not responded (0)

Declined (0)

Applicants who have accepted

30 September 2021

Time	Interviewee	What you can do
09:30 to 10:30	 AR-210827-00008	View feedback

What you can do

Offer the job 1

Team

Interview lead
You (NHSBSA Training)
[Change](#)

Interview panel

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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.

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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	Immigration status	What you can do
1 <input type="checkbox"/>	AR-210827-00008 View application	British, Irish or dual citizen	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.

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Tip: You can select the 'View application' or 'View feedback' links 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.

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Administration assistant job

Offer the job

If you want to make the same offer to multiple applicants you'll have to offer them one at a time.

Select	Applicant	What you can do
<div>1</div> <div><input type="radio"/></div>	<div>AR-210827-00008</div> <div><div>Samirah Mohamed</div><div>samirah.mohamed@nhs.uk</div></div> <div>View application</div>	<div>View notes</div>

2

Offer the job to selected applicant

Actions

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

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Tip: You can select the 'View application' or 'View notes' links 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.

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Offer the job

How do you want to offer the pay?

1

☐

Fixed pay

2

☐

Pay range

2

Continue

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

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Offer the job

What is the pay you want to offer?

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

This pay was advertised as depending on experience.

1

 £

a year

2

3

Save and continue

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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.

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Offer the job

What is the pay you want to offer?

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

This pay was advertised as depending on experience.

1

 From To

a year

2

3

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

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Offer the job

What's the working pattern?

Working pattern

1

☐

 Flexible working

☐

 Full-time

☐

 Part-time☐☐☐☐☐

Number of hours or sessions a week

2

hours a week

3

▼

4

Save and continue

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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 pay, 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.

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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

Save and continue

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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.

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[Go back](#)

Offer the job

Which offer letter template do you want to use?

1

☐

Training and Support Assistant

▼

[If the template you need is not displayed](#)

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.

2

[Save and continue](#)

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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.

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[< 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

Choose file

No file chosen

2

Upload

3

Save and continue

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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.

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Offer the job

Select supporting documents (optional)

Select which documents to send with the offer. The applicant will be able to download them alongside the offer letter.

1

☐

Test document 2

[Download document \(PDF, 28 KB\)](#) 2

▼

[If the document you need is not displayed](#)

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.

3

[Save and continue](#)

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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.

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Offer the job

Check the details of the offer

Applicant name	<div>XXXXXXXXXX</div>	Change
Telephone number		
Job title	Administration assistant	
Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
Contract type	Fixed-term	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	30 Hours a week	Change
Pay	£25,000 - £30,000 a year	Change
Send offer	Use a template in the NHS Jobs online service	Change
Offer letter template	Training and Support Assistant	Change
Supporting documents	No documents selected	Change
Contact	Joe Bloggs joe.bloggs@nhs.net 07777777777	Change

2

Continue

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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 'preview the offer letter' link (optional).
2. Select the [Send offer to applicant](#) button.

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Offer the job

Email your job offer to 

You'll send an automated email offering the job:

Dear 

We're pleased to confirm our conditional offer for the Administration 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.bloggs@nhs.net
0777777777

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.

You can also [preview the offer letter \(PDF, 4 KB\)](#). 

 [Send offer to applicant](#)

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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.

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Administration assistant job offer sent

What happens next

The applicant should read and respond to your email.

1

View the applicants offered the job

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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's 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 [username] Sign Out'. Below the header, a yellow banner contains a BETA notice: 'Your feedback will help us to improve this service.' and a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area has a light blue background. It starts with a link '< Go back to your job listings' and the job title 'Training and Support Assistant'. Below this is the heading 'Applicants you've offered the job to'. A table lists applicants with columns 'Applicant' and 'Status'. One applicant is shown with the ID 'AR-210414-00016' and a status of '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. A link 'Back to job listings' is also present. The 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'.

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< Go back to your job listings

Training and Support Assistant

Applicants you've offered the job to

Applicant	Status
[redacted] AR-210414-00016	OFFER SENT

1 Offer to another applicant

[Back to job listings](#)

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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.

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

Select	Applicant	Immigration status	What you can do
<input type="checkbox"/>	AR-210608-00002 View application	Skilled worker visa	View feedback

Continue to offer

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:
 - [‘Yes, reject all applicants’](#)
 - [‘No, return to review applicants’](#)
2. Select the ‘Continue’ button.

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Training and Support Lead

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.

1

☐

Yes, reject all applicants

2

☐

No, return to review applicants

3

Continue

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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:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Continue’ button.

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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.](#)

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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

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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.

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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

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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.

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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

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Tip: If you have not contacted any applicants offline to let them know they have been unsuccessful you should do that first.


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.

You're viewing **NHS BSA Training**

 **Jobs**

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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.](#)

You did not offer the job to any applicants

Administration assistant, reference T1111-21-7821

What you can do next

You can [reuse this Administration assistant listing.](#) **1**

You can remove this listing from your dashboard.

2 [Remove this listing](#)

3 [Return to your dashboard](#)

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