How to manage supporting documents in NHS Jobs user guide

This guide gives you instructions for how to manage supporting documents in the NHS Jobs service.

You must have a supporting document to select when making a job offer to applicants online using the service.

To add a file, it must:

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

Once a supporting document is added, any user in your organisation's account can use it when making an offer to applicants.

To manage supporting documents, you can:

- add documents
- delete documents

Only a 'Super user', 'Recruitment administrator' or a 'Team manager' can manage supporting documents.

Contents

Supporting documents

This page gives you instructions for how to manage supporting documents.

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

To view, add, or delete a document, complete the following step:

1. Select the '<u>Supporting documents</u>' link.

Your supporting documents

This page gives you instructions for how to view your supporting documents.

Important: In this example, you do not have any supporting documents.

To add a document, complete the following step:

1. Select the 'Add a document' button.

Add a supporting document

This page gives you instructions for how to add a supporting document.

Important: In this example, the 'Trust benefits pack.docx' file is added. The file you choose must not exceed 1MB in file size and be a DOC, DOCX or PDF. You'll need to know where the file is located from your PC.

To choose a file and give it a name, complete the following steps:

1. Select the 'Choose file' button.
2. In the **File name** box, enter the details.
3. Select the '<u>Save document</u>' button.

Tip: Make sure you assign a name that applicants you send it to will understand, as well as those in your recruitment team who'd send it out.
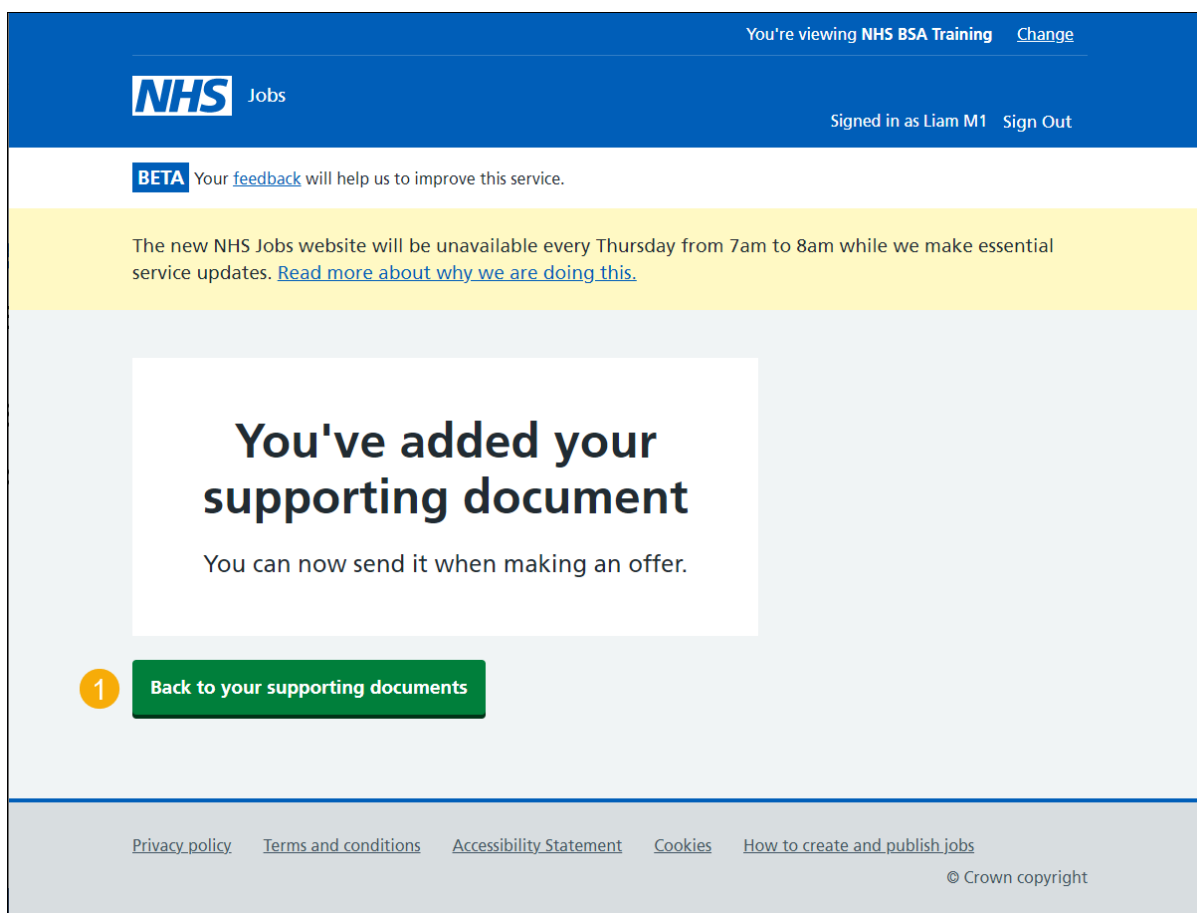
You've added your supporting document

This page shows confirmation you've added your supporting document.

Important: You can now send it when making an offer.

To manage your supporting documents, complete the following step:

1. Select the 'Back to your supporting documents' button.

Manage your supporting document

This page gives you instructions for how to manage your supporting documents.

Important: In this example, the 'Trust benefits pack.docx' file is added. If you delete a document, you won't be prompted.

To add or delete a document, complete the following steps:

1. Select the 'Add a document' button (optional).
2. Select the 'Delete' link (optional).

You've reached the end of this user guide as you've managed your supporting documents.