

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

[How to manage supporting documents in NHS Jobs user guide](#)

[Supporting documents](#)

[Your supporting documents](#)

[Add a supporting document](#)

[You've added your supporting document](#)

[Manage your supporting document](#)

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 '[Supporting documents](#)' link.

The screenshot shows the NHS Business Services Authority 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.' and 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' (selected) and 'Listings by user'. Below the tabs, it says 'Showing tasks for' and has a dropdown menu set to 'All users'.

The dashboard displays a table of tasks by stage:

Stage	Count	Progress
Draft	10 - on track 8, overdue 2	<div style="width: 80%;"><div style="width: 80%;"></div></div>
Approvals	0	<div style="width: 0%;"></div>
Published	8	<div style="width: 100%;"><div style="width: 100%;"></div></div>
Shortlisting	3	<div style="width: 33%;"><div style="width: 33%;"></div></div>
Interviews	6	<div style="width: 66%;"><div style="width: 66%;"></div></div>

On the right side of the dashboard, 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 this is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents' (highlighted with a yellow circle and the number 1), 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'.

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.

You're viewing [NHS BSA Training](#) [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 to your job listings](#)

Your supporting documents

You do not have any supporting documents.

1 [Add a document](#)

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

© Crown copyright

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 '[Save document](#)' button.

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

Add a supporting document

The file you choose must:

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

Upload a file

1

What do you want to call this document?

Make sure to assign a name that applicants you send it to will understand, as well as those in your recruitment team who'd send it out. For example, Working for the London Ambulance Service NHS Trust.

2

3

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

© Crown copyright

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.

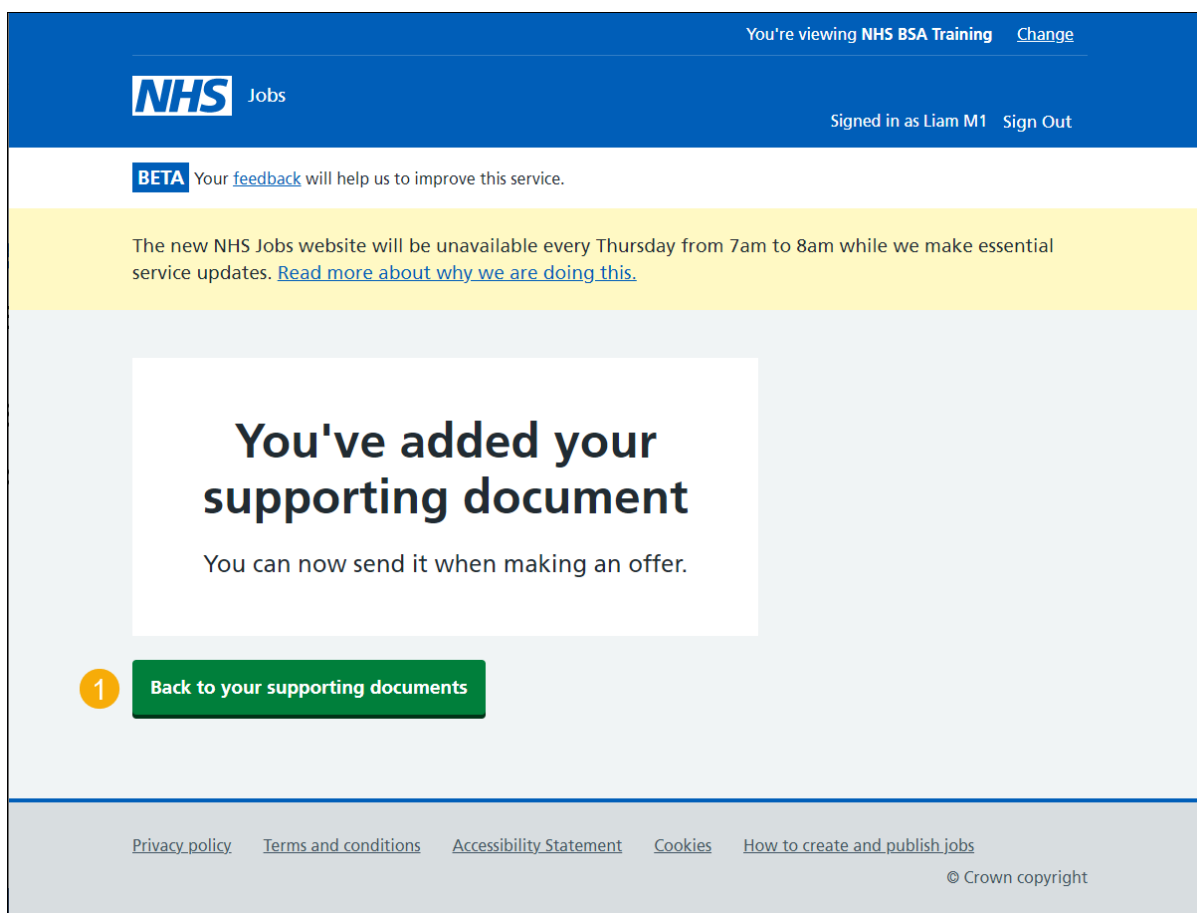
You've added your supporting document

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.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. Below the header, there is a "BETA" notice: "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 features a white box with the heading "You've added your supporting document" and the text "You can now send it when making an offer." Below this is a green button with a yellow circle containing the number "1" and the text "Back to your supporting documents". 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".

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).

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 white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with a message about the website being unavailable every Thursday from 7am to 8am. The main content area is light blue and contains a link to 'Go back to your job listings'. The title 'Your supporting documents' is centered. Below the title, there is a green button labeled '1 Add a document'. Underneath, there is a table with one row: 'Trust benefits pack' (with 'Trust benefits' on the first line and 'pack' on the second), 'Trust benefits pack.docx', and a blue link labeled '2 Delete'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

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