

How to publish an ATS job listing in NHS Jobs user guide

This guide gives you instructions for how to create an Applicant Tracking System (ATS) job listing in the NHS Jobs service.

To publish an ATS job listing, you'll:

- create the listing in your ATS and transfer it to NHS Jobs
- find the draft listing in NHS jobs
- add any supporting documents in NHS Jobs (optional)
- publish the listing to jobseekers in NHS Jobs

The ATS and NHS Jobs requirements are:

- you must be a user of an ATS
- you must be a user of NHS Jobs with your account linked up to an ATS

Once you've published the job listing, jobseekers will:

- search for the listing in the current NHS Jobs service
- view the listing in the new NHS Jobs service
- apply for the job in your ATS

You must have an account setup by the NHS Jobs team or by your organisations 'Super user' to sign into your NHS Jobs account.

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ATS to NHS Jobs process flow

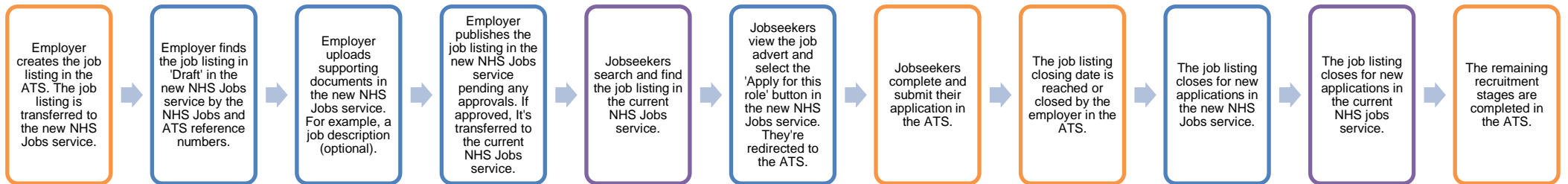
This process flow shows the different steps of the job listing from your ATS to the new and current NHS Jobs service.

Key:

 Applicant tracking system (ATS)

 New NHS Jobs service

 Current NHS Jobs service



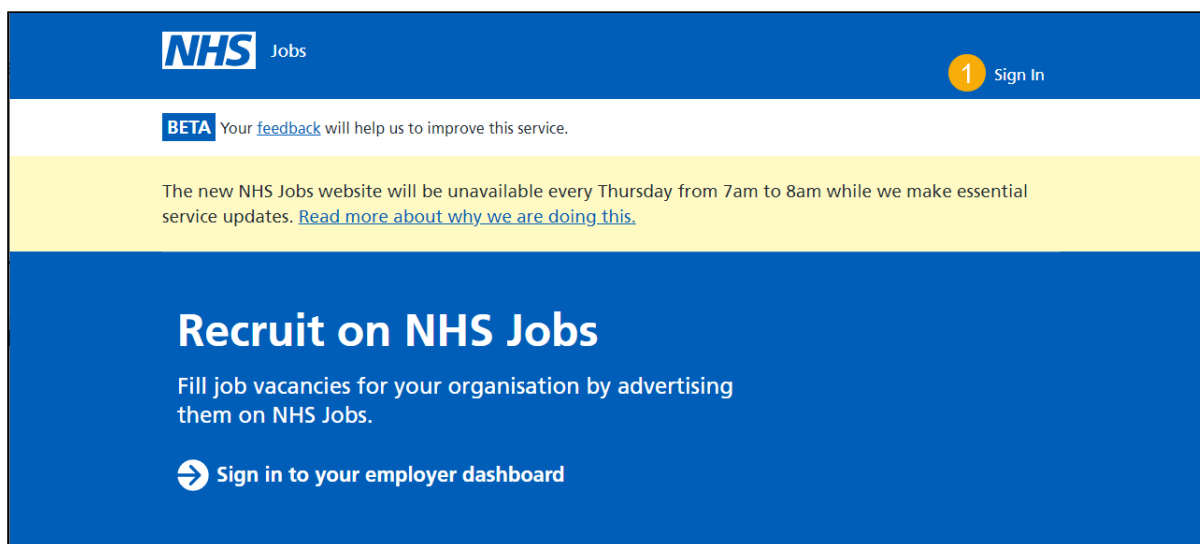
Sign into your NHS Jobs account

This page gives you instructions for how to sign into your [NHS Jobs account](#).

Important: You must have an account setup by the NHS Jobs team or by your organisation's 'Super user' to sign into your NHS Jobs account.

To sign into your account, complete the following step:

1. Select the '[Sign In](#)' link.



The screenshot shows the top of the NHS Jobs website. At the top left is the NHS Jobs logo. At the top right is a 'Sign In' button with a yellow circle containing the number '1'. Below the header is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with a message about the new website being unavailable every Thursday from 7am to 8am. The main content area has a blue background with the heading 'Recruit on NHS Jobs' and the text 'Fill job vacancies for your organisation by advertising them on NHS Jobs.' At the bottom of this area is a button with a right-pointing arrow and the text 'Sign in to your employer dashboard'.

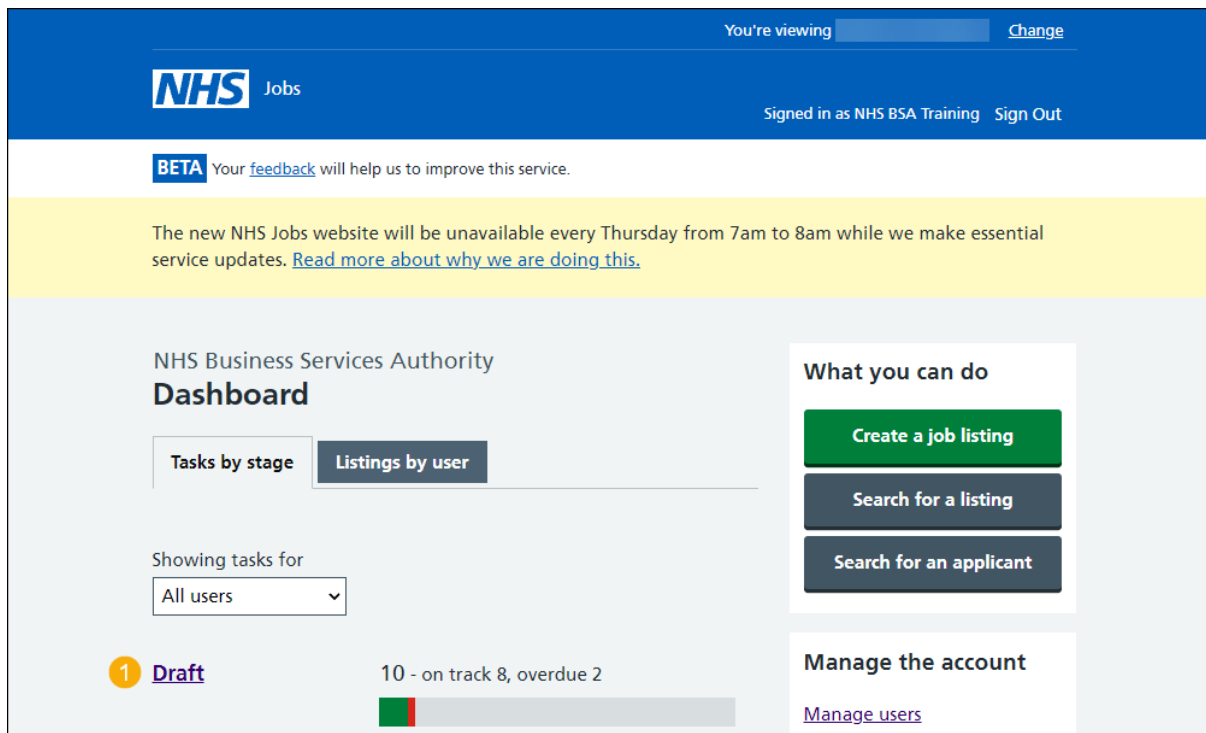
Find your ATS job listing in NHS Jobs

This page gives you instructions for how to find your ATS job listing in NHS Jobs.

Important: The job listing must be created in your ATS to be transferred to the new NHS Jobs service. You'll receive a confirmation message in your ATS once this is sent. Once it's transferred it will show in 'Draft' job listings in NHS Jobs.

To view your draft job listings, complete the following step:

1. Select the ['Draft'](#) link.



The screenshot shows the NHS Jobs dashboard for the NHS Business Services Authority. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below the header, it indicates 'Signed in as NHS BSA Training' with a 'Sign Out' link. A yellow banner below the header contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, 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 dashboard area is titled 'NHS Business Services Authority Dashboard'. It features two tabs: 'Tasks by stage' and 'Listings by user', with 'Listings by user' selected. Below the tabs, it says 'Showing tasks for' followed by a dropdown menu set to 'All users'. A summary bar shows '1 Draft' with a yellow circle containing the number 1, and '10 - on track 8, overdue 2' with a progress bar. 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 this is a 'Manage the account' section with a 'Manage users' link.

Tip: You can select 'Search for a listing' to find your ATS reference number. This is useful if your organisation has lots of job listings in draft.

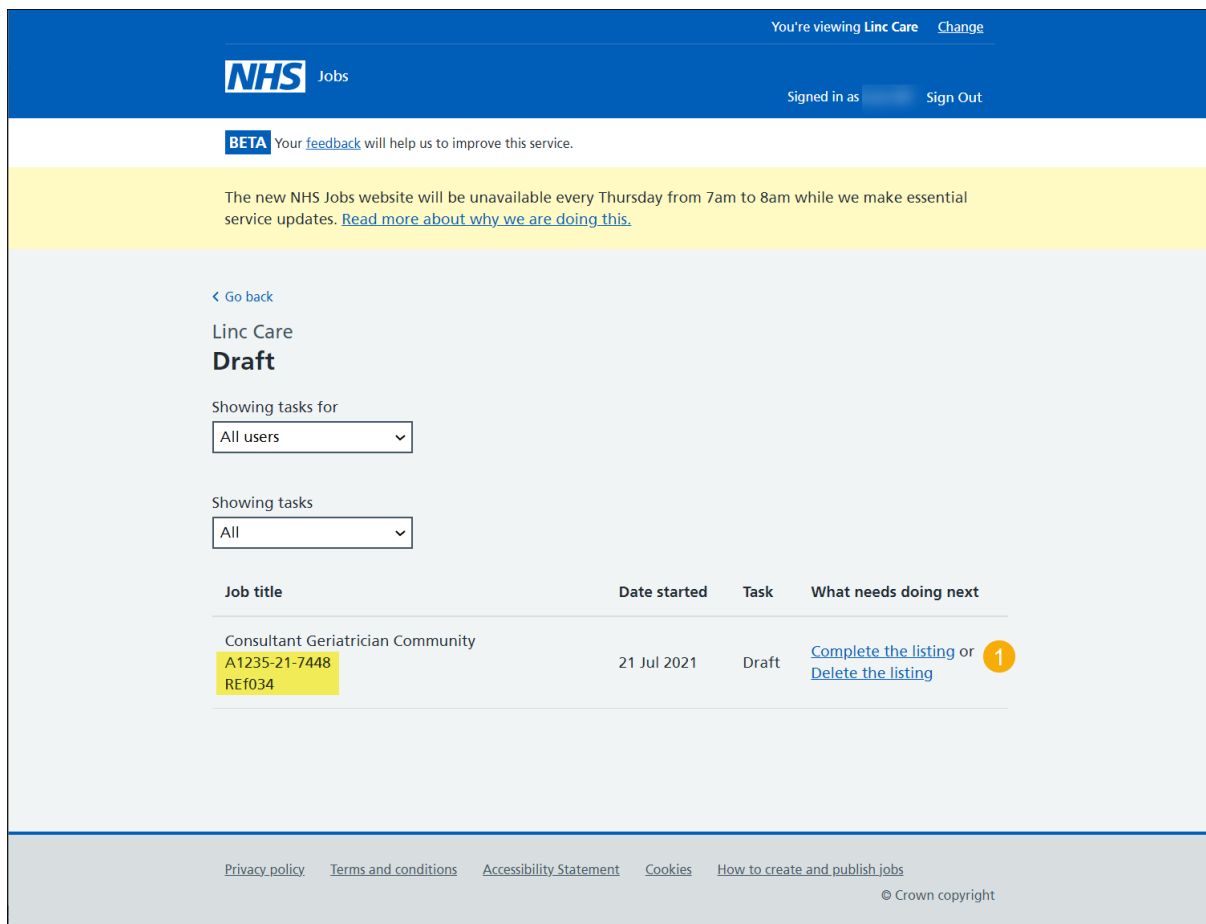
View your ATS job listing in NHS Jobs

This page gives you instructions for how to view your ATS job listing in NHS Jobs.

Important: The draft job listing will show an NHS Jobs and ATS reference number (highlighted in yellow).

To view your ATS job listing, complete the following step:

1. Select a link:
 - [Complete the listing](#)
 - or
 - Delete the listing



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 Linc Care' with a 'Change' link, and 'Signed in as [user] Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: '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.](#)'

The main content area shows a breadcrumb trail: '< Go back' followed by 'Linc Care' and 'Draft'. Below this, there are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. A table lists job listings with the following columns: 'Job title', 'Date started', 'Task', and 'What needs doing next'. The first row shows 'Consultant Geriatrician Community' with reference numbers 'A1235-21-7448' and 'REF034' highlighted in yellow. The 'Date started' is '21 Jul 2021' and the 'Task' is 'Draft'. The 'What needs doing next' column contains the links 'Complete the listing or Delete the listing' with a red notification badge '1' 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 the copyright notice '© Crown copyright'.

You've reached the end of this user guide if you've deleted the listing.

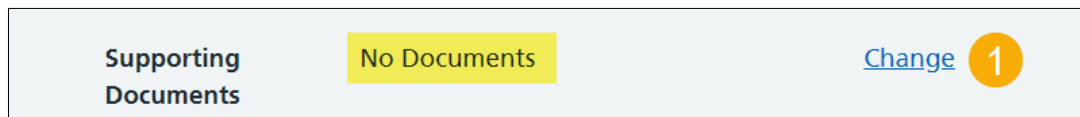
Add supporting documents (optional)

This page gives you instructions for how to add supporting documents in NHS Jobs (optional).

Important: This page is only shown if you're completing the listing. You can add supporting documents in NHS Jobs before you publish the job listing to jobseekers. For example, a job description. In this example, there are no documents added (highlighted in yellow).

To add a supporting document, complete the following step:

1. Select the [Change](#) link (optional).



Tip: The supporting document section is in the middle of the 'Check your advert' page.

If you don't want to add any supporting documents, go to the [Check your listing and publish job listing](#) page.

Do you want to upload any supporting documents that will give more information to applicants?

This page gives you instructions for how to confirm if you want to upload any supporting documents that will give more information to applicants in NHS Jobs.

Important: This page is only shown if you're uploading supporting documents.

To upload a supporting document, 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 Linc Care' 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 a message: 'Your feedback will help us to improve this service.' Below the banner, there is a grey box 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.](#)' Below the grey box, there is a 'Go back' link. The main content area has a heading 'Create a job advert' followed by the question 'Do you want to upload any supporting documents that will give more information to applicants?'. Below the question, it says 'Consultant Geriatrician Community' with a 'DRAFT' label. Below that, it shows the reference number 'Reference no: REf034 A1235-21-7448'. Below the reference number, it says 'This will help them decide whether to apply. It may also mean that you get more suitable applicants.' Below this text, there are two radio button options: '1 Yes' and '2 No'. The 'No' option is selected. Below the radio buttons, there is a green button labeled '2 Save and continue'. Below the button, there is a link 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

If you select 'No', you'll publish the ATS job listing in NHS Jobs without any supporting documents attached, go to the ['Publish job listing'](#) page.

Upload your supporting documents

This page gives you instructions for how to upload supporting documents in NHS Jobs.

Important: You can upload 4 supporting documents in a doc, docx, pdf format. The document size is limited to 1MB. In this example, an 'Administrator assistant' file is added (highlighted in yellow).

To choose and upload your document, complete the following steps:

1. Select the 'Choose File' button to find the file.
2. Select the '[Upload](#)' button to upload the file.

The screenshot displays the NHS Jobs interface for uploading documents. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below the header, a blue bar indicates the user is signed in as 'Linc Care' with a 'Change' link. A yellow banner contains a BETA notice: 'Your feedback will help us to improve this service.' Below this, a yellow box provides information about service updates: '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 'Upload your supporting documents' and includes the following text: 'You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB.' Below this, the job title 'Consultant Geriatrician Community' is shown with a 'DRAFT' status. The reference number 'Reference no: REF034 A1235-21-7448' is also visible.

Under the heading 'Upload a document', there are two numbered steps: 1. 'Choose file' button with a file named 'Admin assistant JD.docx' selected. 2. 'Upload' and 'Save and continue' buttons. A link 'Save and come back later' 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 the copyright notice '© Crown copyright'.

Tip: You'll need to know where the files are located on your computer to upload them.

Check your uploaded supporting documents

This page gives you instructions for how to check your uploaded supporting documents in NHS Jobs.

To view, remove or upload your supporting documents, complete the following steps:

1. Select the 'file name' link to view it (optional).
2. Select the [Remove](#) link (optional).
3. Select the [Save and continue](#) button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing Linc Care' and 'Change'. The NHS logo and 'Jobs' are on the left, and 'Signed in as' and 'Sign Out' are on the right. A blue banner at the top says 'BETA Your feedback will help us to improve this service.' Below that, a yellow banner 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 'Upload your supporting documents'. It says: 'You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB.' The job title is 'Consultant Geriatrician Community' with a 'DRAFT' tag. Reference numbers are 'Ref034' and 'A1235-21-7448'.

Under 'Upload a document', there is a 'Choose file' button and 'No file chosen'. An 'Upload' button is present. Below is a table of uploaded documents:

File name	Size	Action
1 Admin assistant JD.docx	12 KB	Remove 2

Below the table, there is a green button labeled '3 Save and continue' and a link 'Save and come back later'.

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'.

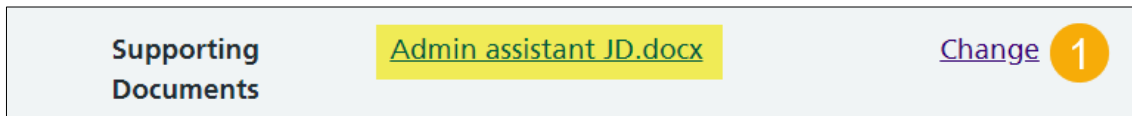
Check your supporting documents

This page gives you instructions for how to check your supporting documents in NHS Jobs.

Important: Make sure you've added the correct supporting documents.

To change your supporting documents, complete the following steps:

1. Select the [Change](#) link (optional).



Tip: You can select the document name link to view it.

Go to the [Publish job listing](#) page.

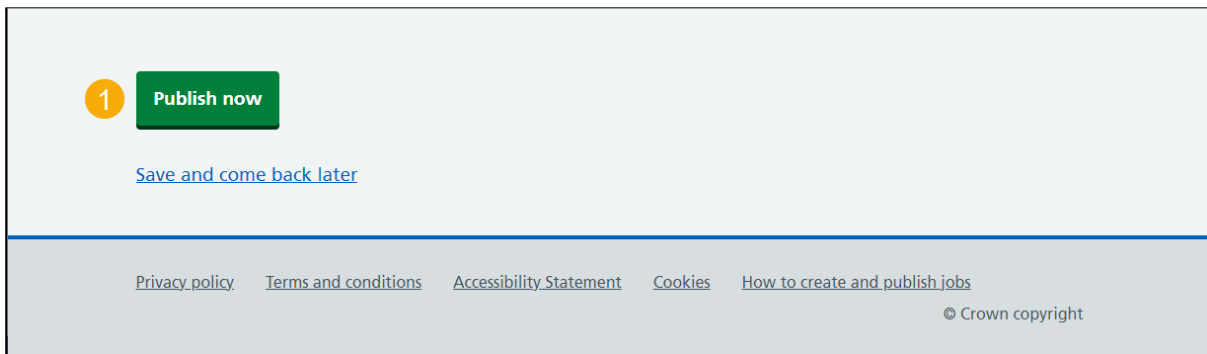
Publish job listing

This page gives you instructions for how to publish the job listing in NHS Jobs.

Important: Once your job listing is published, jobseekers will be redirected to your ATS if they choose to apply for the role.

To publish your job listing, complete the following step:

1. Select the [‘Publish now’](#) button.



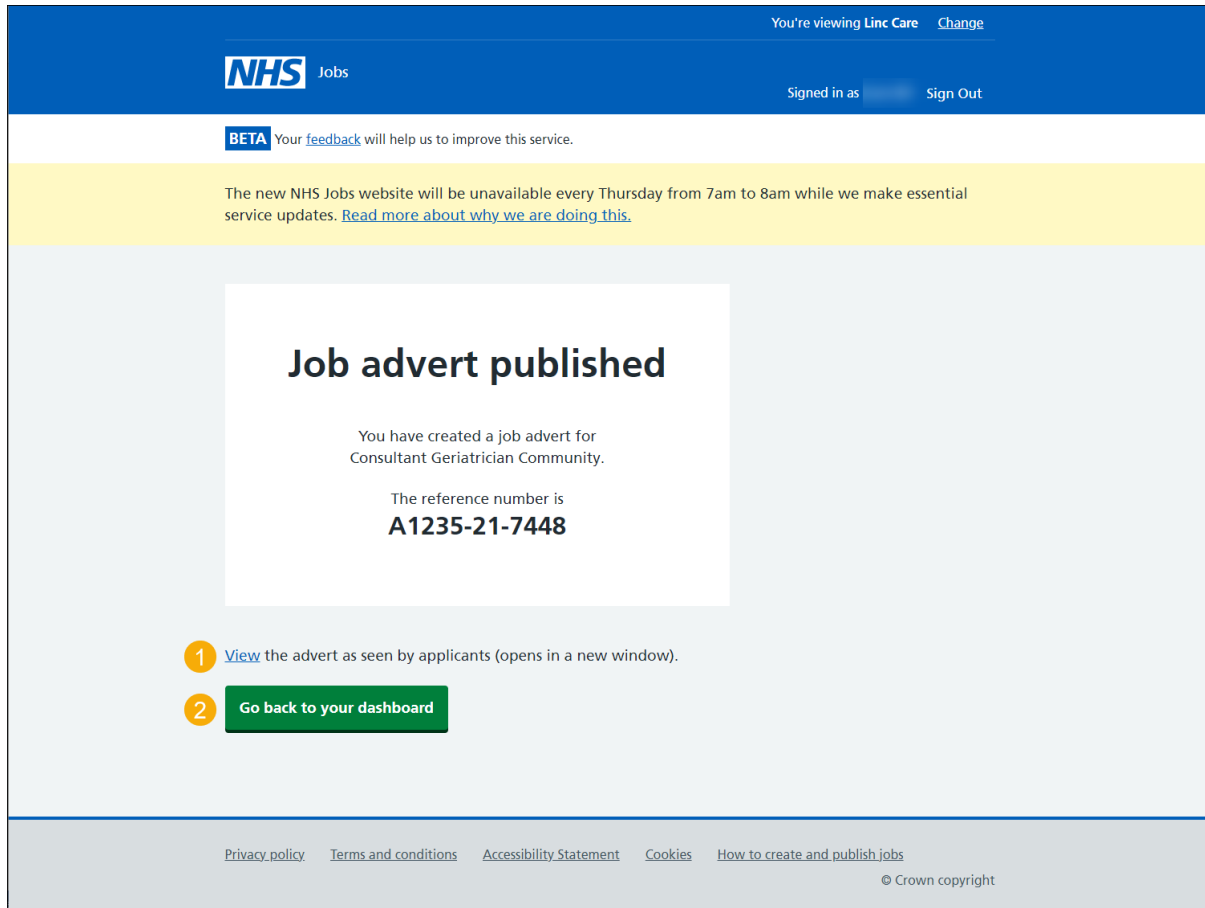
Tip: The 'Publish now' button is at the bottom of the 'Check your advert' page. If you're not ready to publish your job listing, you can select the 'Save and come back later' link.

Job advert published

This page shows confirmation the job advert is 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 to your job listings' 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 Linc Care' with a 'Change' link, and 'Signed in as' followed by a blurred name and 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 light blue box with the text: '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 white and contains the heading 'Job advert published' in bold. Below the heading, it says 'You have created a job advert for Consultant Geriatrician Community.' and 'The reference number is **A1235-21-7448**'. Below this, there are two numbered steps: '1. [View](#) the advert as seen by applicants (opens in a new window).' and '2. [Go back to your dashboard](#)' which is a green button. 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'.

You've reached the end of this user guide as you've created and published an ATS job listing in NHS Jobs.