

## How to reuse a published job listing in NHS Jobs user guide

This guide gives you instructions for how to reuse a published job listing in the NHS Jobs service.

If you've published a job listing, you can reuse the details rather than creating a brand-new job listing.

You can change the existing details before you publish the listing to jobseekers.

When reusing a job listing, you'll usually start at the 'What's the closing date for applications?' page.

If the system is updated, you'll need to check the end to end create a job listing steps but you'll only need to complete any new details about the listing.

You can't reuse a job listing if it's in 'Draft', 'Approvals' or listed in the 'Welsh' recruitment stages.

The roles who can do this are:

- 'Super user'
- 'Team manager'
- 'Recruitment administrator'

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## Published job listing

This page gives instructions for how to access a published job listing.

**Important:** You can't reuse a job listing if it's in 'Draft', 'Approvals' or listed in the 'Welsh' recruitment stages.

In this example, there's 1 published job listing to reuse.

To access a published job listing, complete the following step:

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

The screenshot shows the NHS Jobs dashboard. At the top, there's 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.' Below the banner, there's 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' followed by a dropdown menu set to 'All users'.

The dashboard displays three rows of task counts:

Task Stage	Count	Details
<a href="#">Draft</a>	10	- on track 8, overdue 2
<a href="#">Approvals</a>	0	
<b>1</b> <a href="#">Published</a>	8	

Each row has a corresponding progress bar. The 'Draft' bar is partially filled with green and red. The 'Published' bar is mostly filled with green.

On the right side of the dashboard, there are two sections:

- What you can do**: Contains three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey).
- Manage the account**: Contains four links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Supporting documents'.

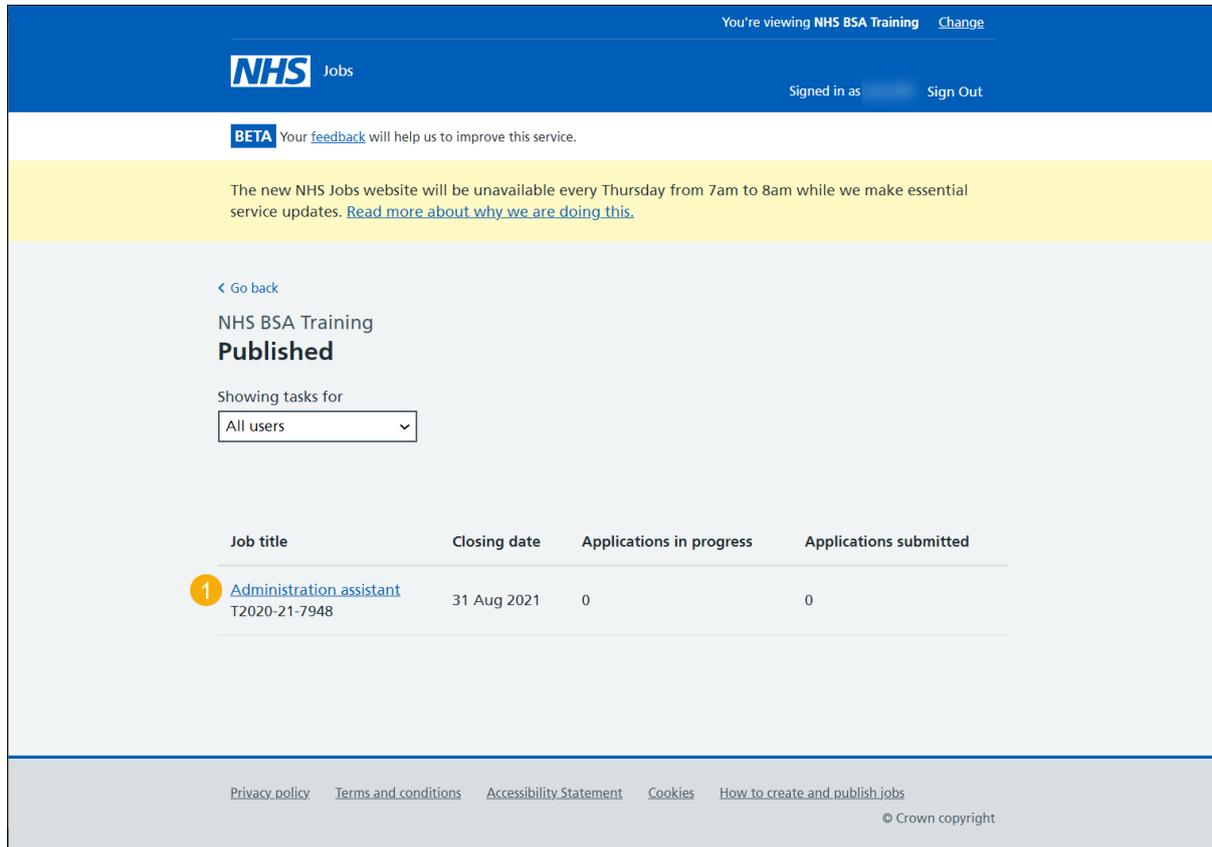
## Select the job listing to reuse

This page gives instructions for how to select the job listing to reuse.

In this example, the 'Administration assistant' job is used.

To select the job listing, complete the following step:

1. Select the '[Job title](#)' link.



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 'Signed in as' section with a 'Sign Out' link. A yellow banner below the header contains a 'BETA' notice and a message about service availability on Thursdays. The main content area shows a 'Go back' link, 'NHS BSA Training Published', and a dropdown menu for 'Showing tasks for' set to 'All users'. Below this is a table with four columns: 'Job title', 'Closing date', 'Applications in progress', and 'Applications submitted'. The first row in the table is highlighted with a yellow circle and a '1' in a yellow circle, indicating it is the selected job. The job title is 'Administration assistant' with a link, and the ID is 'T2020-21-7948'. The closing date is '31 Aug 2021', and there are '0' applications in progress and '0' applications submitted. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Job title	Closing date	Applications in progress	Applications submitted
<a href="#">Administration assistant</a> T2020-21-7948	31 Aug 2021	0	0

## Reuse this listing

This page gives you instructions for how to reuse this listing.

To reuse this listing, complete the following step:

1. Select the '[Reuse this listing](#)' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with the NHS logo and 'Jobs' text. On the right side of the bar, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as [user] Sign Out'. Below the navigation bar, there 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 notice: '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. On the left, there is a breadcrumb '< Go back' followed by 'NHS BSA Training' and the job title 'Administration assistant listing'. Below the title is a blue 'PUBLISHED' tag and the reference number 'Reference number: T2020-21-7948'. There are two buttons: 'Job details' and 'Team'. Below these is the text 'Job details'.

On the right side, there is a white box titled 'What needs doing next' containing two buttons: a green 'Score applications' button and a dark grey 'Close early' button. Below these buttons are two links: 'View on NHS Jobs (opens in new tab)' and 'Reuse this listing', which is highlighted with a yellow circle containing the number '1'.

## What's the closing date for applications?

This page gives you instructions for how to confirm the closing date for applications.

**Important:** When reusing a job listing, you'll usually start at this page to add the closing date. If the system is updated, you'll need to check the end to end create a job listing steps but you'll only need to complete any new details about the listing.

To add the closing date, complete the following steps:

1. In the **Date**, **Month** and **Year** boxes, enter the date.
2. Select the '[Save and continue](#)' button.

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' with a 'Change' link. Below the header, there's a navigation bar with 'Signed in as' and 'Sign Out'. A yellow banner below the navigation bar 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 content area has a '< Go back' link, followed by 'Create a job advert' and the title 'What's the closing date for applications?'. Below the title, it says 'Administration assistant **DRAFT**' and 'Reference no: T2020-21-6674'. The 'Enter closing date' section includes the text 'For example, 12 1 2019' and three input boxes labeled 'Day', 'Month', and 'Year'. A '1' in a yellow circle points to the Day box. Below the input boxes, a blue bar contains the text 'Applications for this job will close at 11:59pm on the date you choose.' At the bottom of the form, there's a '2' in a yellow circle pointing to a green 'Save and continue' button, and a blue link 'Save and come back later'. 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 must enter the date in the DD-MM-YYYY format. For example, 12 1 2019.

## Check the job listing details

This page gives you instructions for how to check the job listing details.

**Important:** If the NHS Jobs service is updated by a system release, you'll only need to complete any new details about the listing. Make sure you review all the information carefully. If no changes are needed, go to the '[Publish your job listing](#)' page.

To preview and change the job listing, complete the following steps:

1. Select the 'preview the job advert' link.
2. Select a 'Change' link (optional).

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as' followed by a user name and 'Sign Out' link. Below the header, there's a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below that, another 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 has a 'Check your advert' section. A yellow callout box says: 'Check the job listing details. As you're reusing information to create a new listing, make sure you review all the information carefully.'

Below this, there's a numbered list:

1. Make sure the details are correct before publishing. You can also [preview the job advert.](#)
2. Where it's being advertised

The 'Job Details' table is as follows:

Job title	Administration assistant	<a href="#">Change</a>
COVID-19 related	Yes	<a href="#">Change</a>
Why it's being advertised	This is a new job	<a href="#">Change</a>
Where it's being advertised	Externally	<a href="#">Change</a> 2
Contract type	Permanent	<a href="#">Change</a>
Working pattern	Full-time, Flexible working	<a href="#">Change</a>
Payscheme	Agenda for Change	<a href="#">Change</a>
Band	Band 3	<a href="#">Change</a>
Salary	Depending on experience	<a href="#">Change</a>
Staff group	Administrative & Clerical	<a href="#">Change</a>
Area of work	Administration	<a href="#">Change</a>

**Tip:** You'll need to scroll down the page to see all the job details.

Go to the '[Publish or save your job listing](#)' page.

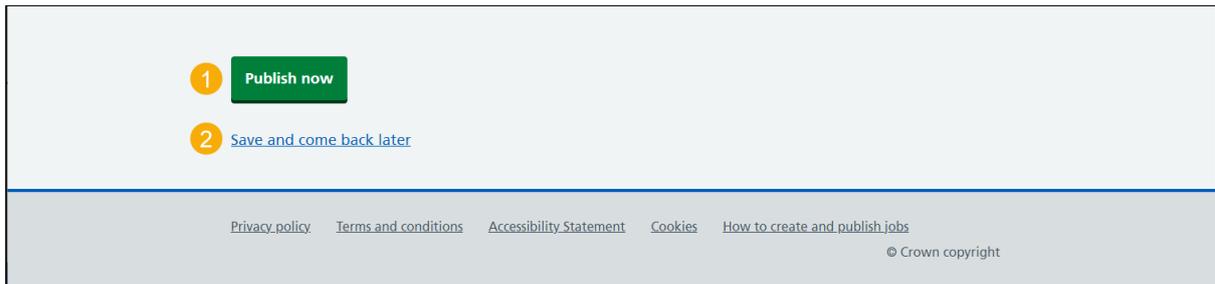
## Publish or save your job listing

This page gives you instructions for how to publish or save your job listing.

**Important:** If you're using online approvals, the 'Publish now' button will only appear if the job listing is approved by all approvers.

To publish or save your job listing, complete the following step:

1. Select the '[Publish now](#)' button at the bottom of the 'Check your advert' page.  
or
2. Select the 'Save and come back later' link.



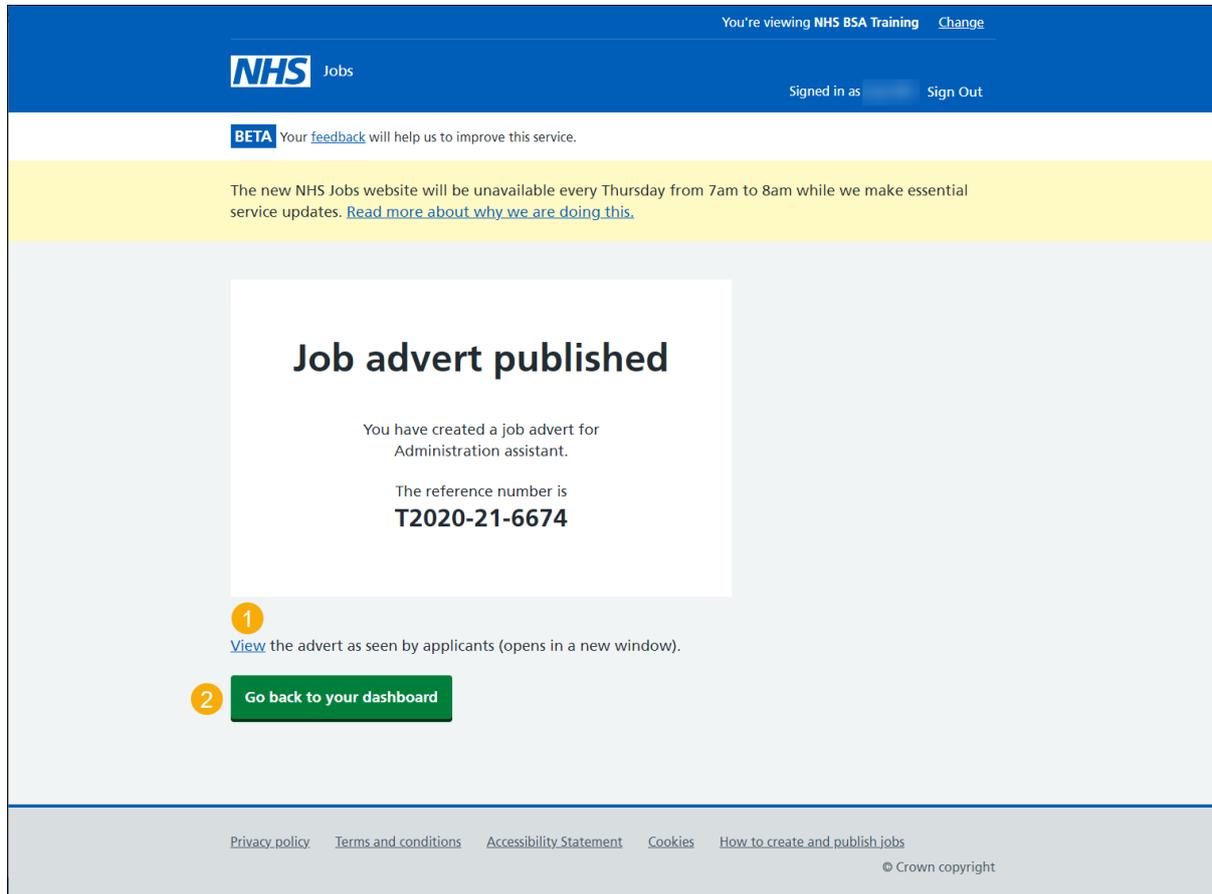
You've reached the end of this user guide if you've saved the job listing and plan to publish it later.

## 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, it says 'You're viewing NHS BSA Training' 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.' Below that, a light blue 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 features a white box with the following text:

### Job advert published

You have created a job advert for  
Administration assistant.

The reference number is  
**T2020-21-6674**

Below the white box, there are two numbered steps:

1. [View](#) the advert as seen by applicants (opens in a new window).
2. [Go back to your dashboard](#)

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 right side of the footer, it says '© Crown copyright'.

You've reached the end of this user guide as you've reused and published a job listing.