

How to end a recruitment in NHS Jobs user guide

This guide gives you instructions for how to end a recruitment in the NHS Jobs service.

You can end a recruitment if a:

- Job offer is rejected
- Job offer is withdrawn
- Contract is accepted
- Contract is rejected

Once you end a recruitment, the listing is removed from the employer dashboard.

If you need to find the listing, you'll need to search for the listing.

Only a 'Super user' can end a recruitment.

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End recruitment

This page gives you instructions for how to end a recruitment.

Important: Only a 'Super user' can end a recruitment. In this example, there's 1 listing in the 'End recruitment' stage.

To end a recruitment, complete the following step:

1. Select the '[End recruitment](#)' link.

You're viewing NHS BSA Training

NHS 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.](#)

NHS BSA Training Dashboard

Tasks by stage Listings by user

Showing tasks for All users

Draft	33	<div><div style="width: 33%;"></div></div>
Approvals	5 - on track 0, due 5	<div><div style="width: 5%;"></div></div>
Published	12 - on track 10, overdue 2	<div><div style="width: 12%;"></div></div>
Shortlisting	36 - on track 8, due 18, overdue 10	<div><div style="width: 36%;"></div></div>
Interviews	32 - on track 2, due 26, overdue 4	<div><div style="width: 32%;"></div></div>
Ready to offer	35 - on track 13, due 15, overdue 7	<div><div style="width: 35%;"></div></div>
Conditional offers	17 - on track 3, due 14	<div><div style="width: 17%;"></div></div>
Pre-employment checks	5 - on track 0, due 2, overdue 3	<div><div style="width: 5%;"></div></div>
Contracts	27 - on track 4, due 3, overdue 20	<div><div style="width: 27%;"></div></div>
1 End recruitment	11 - on track 2, due 5, overdue 4	<div><div style="width: 11%;"></div></div>

What you can do

- Create a job listing
- Search for a listing
- Search for an applicant

Manage the account

- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Supporting documents](#)
- [Contract templates](#)
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- [Approval settings](#)
- [Departments](#)
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Help and information

- [The employer hub](#)
- [Contact your super users](#)

Reporting

- [Run a report](#)

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

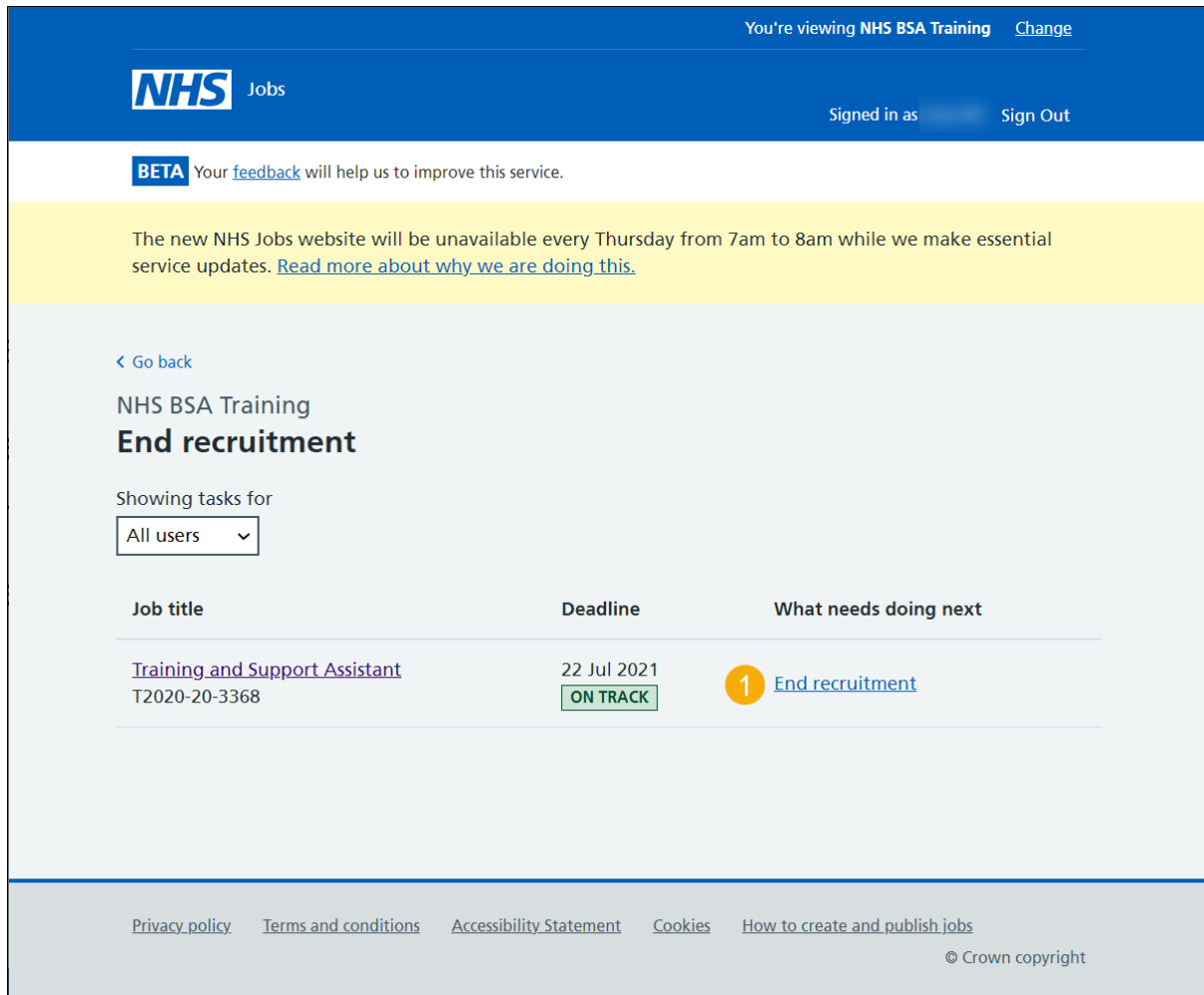
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Find a job listing to end a recruitment

This page gives you instructions on how to find a job listing to end a recruitment.

To end a recruitment, complete the following step:

1. Select the '[End recruitment](#)' link.



The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as' and 'Sign Out' are on the right. A blue banner indicates 'BETA' status and that feedback will help improve the service. A yellow banner below states that the new NHS Jobs website will be unavailable every Thursday from 7am to 8am for essential updates, with a link to read more. The main content area has a '< Go back' link and the title 'NHS BSA Training End recruitment'. Below this, it says 'Showing tasks for' with a dropdown menu set to 'All users'. A table lists recruitment tasks with columns for 'Job title', 'Deadline', and 'What needs doing next'. One task is shown for 'Training and Support Assistant' (ID T2020-20-3368) with a deadline of '22 Jul 2021' and a status of 'ON TRACK'. The 'What needs doing next' column for this task contains a yellow circle with the number '1' and a blue link 'End recruitment'. 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'.

Job title	Deadline	What needs doing next
Training and Support Assistant T2020-20-3368	22 Jul 2021 ON TRACK	1 End recruitment

Tip: You can select the 'Job title' link to view the job details.

End the recruitment for this listing

This page gives you instructions for how to end the recruitment for this job listing.

Important: In this example, the employer has withdrawn the job offer.

To end the recruitment, complete the following step:

1. Select the '[End recruitment](#)' button.

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, and 'Signed in as' followed by a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text '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 has a '< Go back' link and the heading 'End recruitment' followed by 'End the recruitment for this listing'. Below this is a table with three columns: 'Name', 'Start date', and 'Stage'. The table contains one row with the following data:

Name	Start date	Stage
Liam MA AR-201207-00014		OFFER WITHDRAWN

Below the table, there is a green button labeled 'End recruitment' with a yellow circle containing the number '1' next to it, indicating the step to be taken.

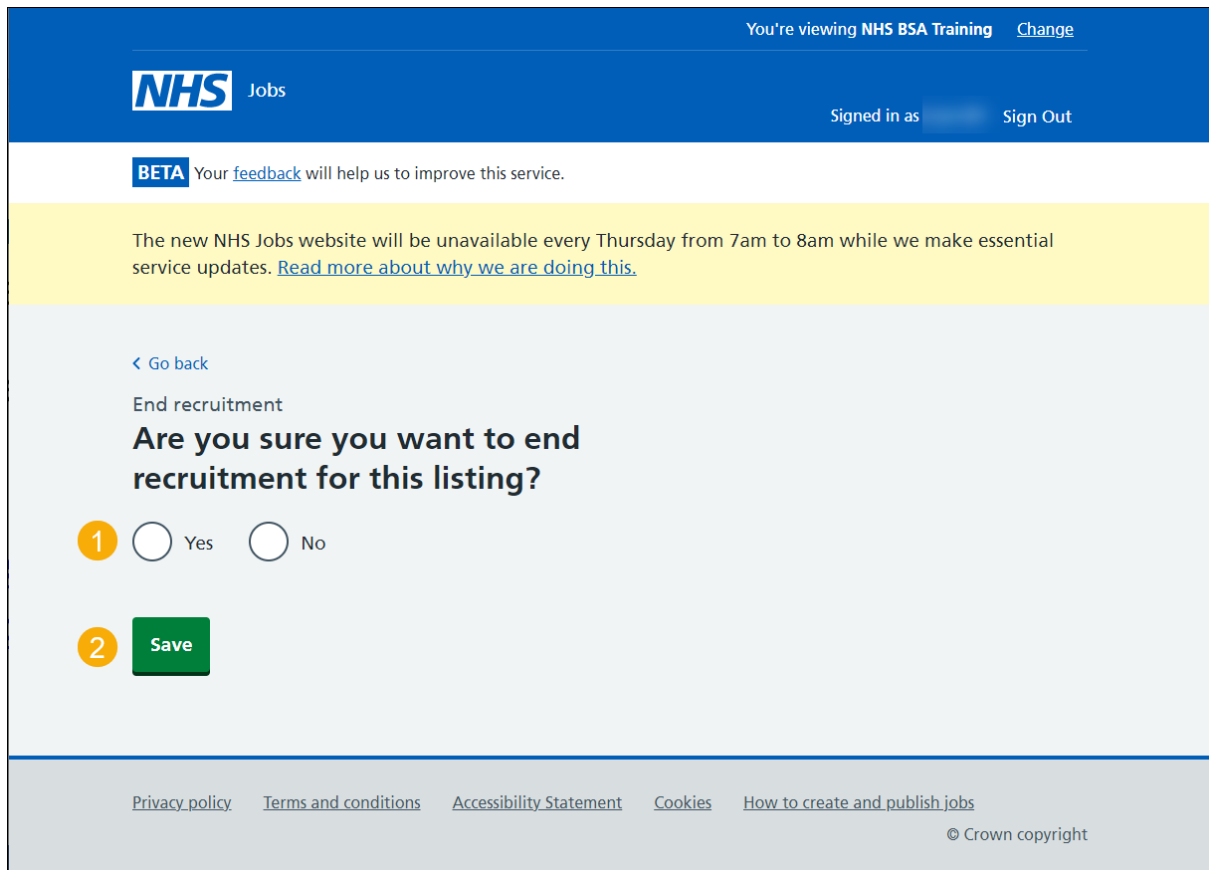
At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Are you sure you want to end recruitment for this listing?

This page gives you instructions for how to confirm if you want to end the recruitment for this job listing.

To end the recruitment for this listing, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - ‘No’
2. Select the ‘Save’ 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" followed by a blurred name and a "Sign Out" link. Below the header, there is a blue "BETA" badge and a message: "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 has a "Go back" link and the heading "End recruitment". The question "Are you sure you want to end recruitment for this listing?" is displayed. Below the question are two radio buttons: "Yes" (with a "1" in a yellow circle next to it) and "No". Below the radio buttons is a green "Save" button with a "2" in a yellow circle 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 text "© Crown copyright".

You've reached the end of this user guide if you don't want to end a recruitment.

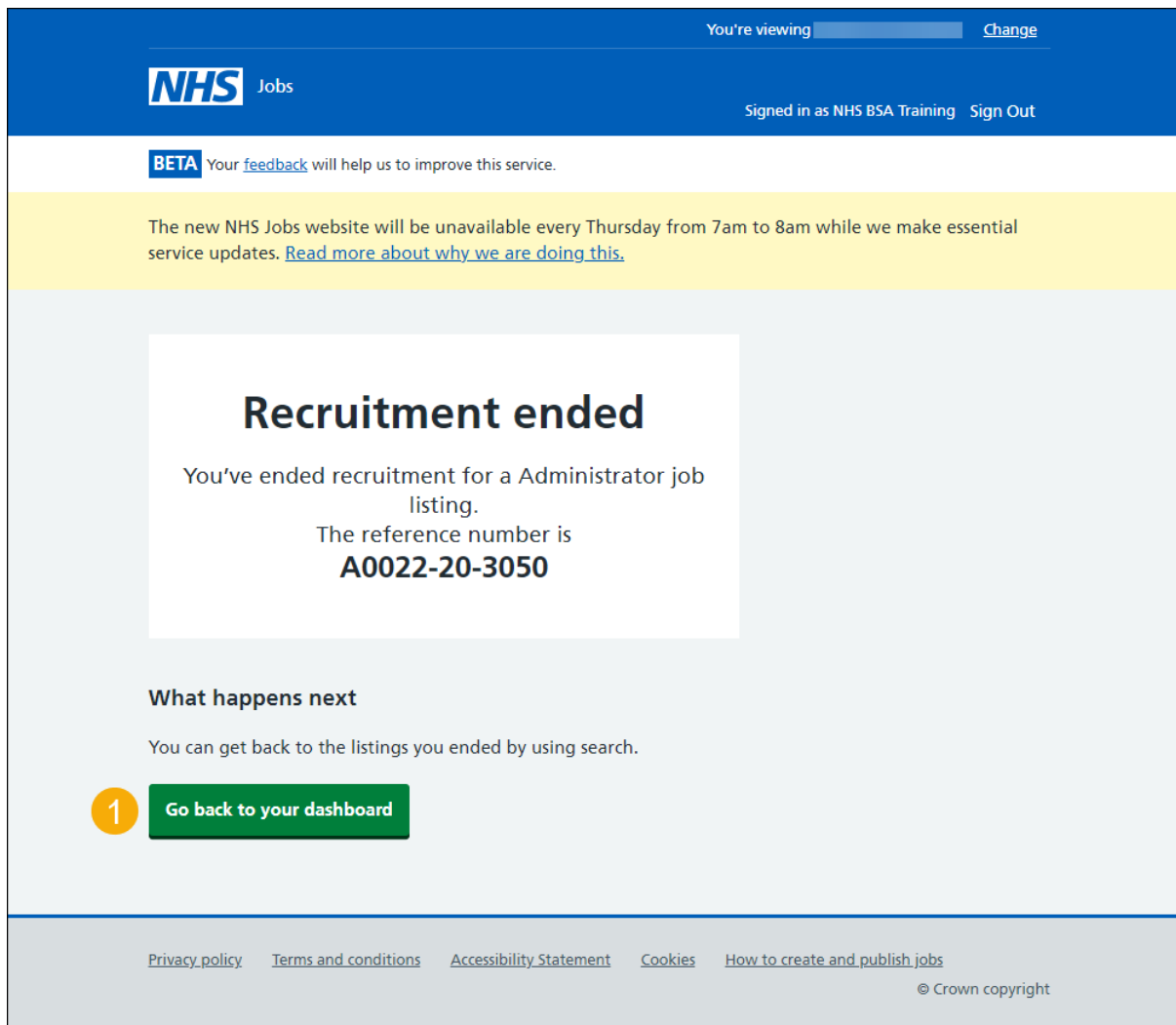
Recruitment ended

This page shows confirmation the recruitment is ended for the job listing.

Important: This page is only shown if you've ended the recruitment for the listing. Once you end a recruitment, the listing is removed from the employer dashboard. If you need to find the listing, you'll need to search for the listing.

To view your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' 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' 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 states: 'BETA Your feedback will help us to improve this service.' Below the banner, a message reads: '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 'Recruitment ended' and the text: 'You've ended recruitment for a Administrator job listing. The reference number is **A0022-20-3050**'. Below this, a section titled 'What happens next' says: 'You can get back to the listings you ended by using search.' A green button with a yellow circle containing the number '1' is labeled 'Go back to your dashboard'. 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 text '© Crown copyright'.

You've reached the end of this user guide as you've ended the recruitment for the job listing.