How to manage your contract responses in NHS Jobs user guide

This guide gives you instructions for how to manage your contract responses in the NHS Jobs service.

Once you've issued a contract, you can:

- Check how the applicant has responded
- Accept or reject the contract on behalf of the applicant
- Change the start date
- Withdraw the contract

NHS Jobs to Electronic Staff Record (ESR) integration

NHS Jobs service	Integration	ESR system
The applicant accepts the contract.	NHS Jobs automatically transfers the applicant's start date to ESR.	The applicant record is updated.
If the employer changes the start date.	NHS Jobs automatically transfers the applicant's changed start date to ESR.	The applicant record is updated.

Contents

Manage contracts

This page gives you instructions for how to manage the contract offer on behalf of the applicant.

Important: This page is only shown if you need to respond on behalf of the applicant.

To add the applicant's response, complete the following steps:

1. Select an answer:
   - '[Accept contract on applicant's behalf](#)'
   - '[Reject contract on applicant's behalf](#)'
   - '[Change contract start date](#)'
   - '[Withdraw job offer and contract](#)'
2. Select the 'Continue' button.

What date did the applicant accept the contract?

This page gives you instructions for how to add the date the applicant accepted the contract.

To add the accepted contract date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
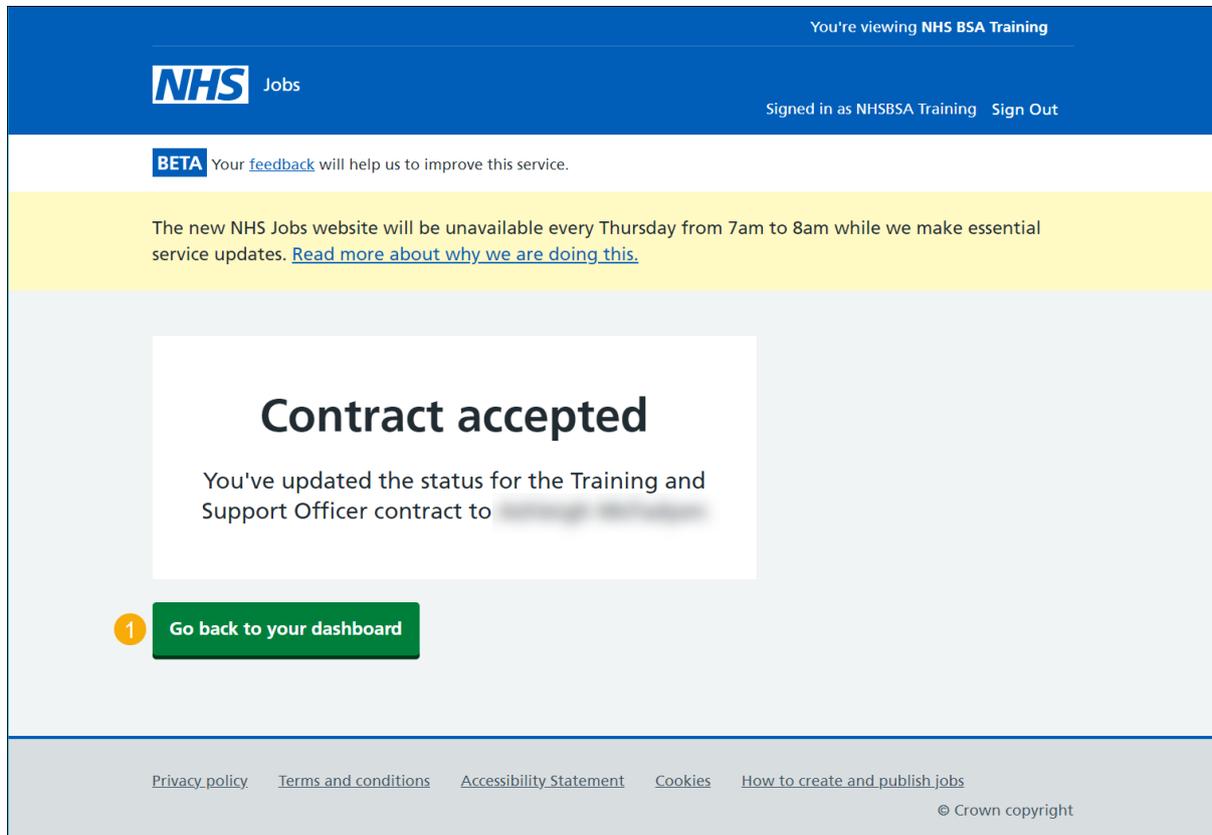2. Select the '<u>Save and continue</u>' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 12 1 2019.

Contract accepted

This page shows confirmation you've accepted the contract on behalf of the applicant.

To view your job listings, complete the following step:

1. Select the 'Go back to your dashboard' button.

You've reached the end of this user guide as you've accepted the contract on behalf of the applicant.

Contract rejected

This page shows confirmation you've rejected the contract on behalf of the applicant.

To view your job listings, complete the following step:

1. Select the 'Go back to your dashboard' button.

You've reached the end of this user guide as you've rejected the contract on behalf of the applicant.

What is the new contract start date?

This page gives you instructions for how to add the new contract start date.

Important: This page is only shown if you're adding a new contract start date.

To add the new start date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '<u>Save and continue</u>' button.

< Go back

Issue the contract

What is the new contract start date?

For example, 12 1 2019

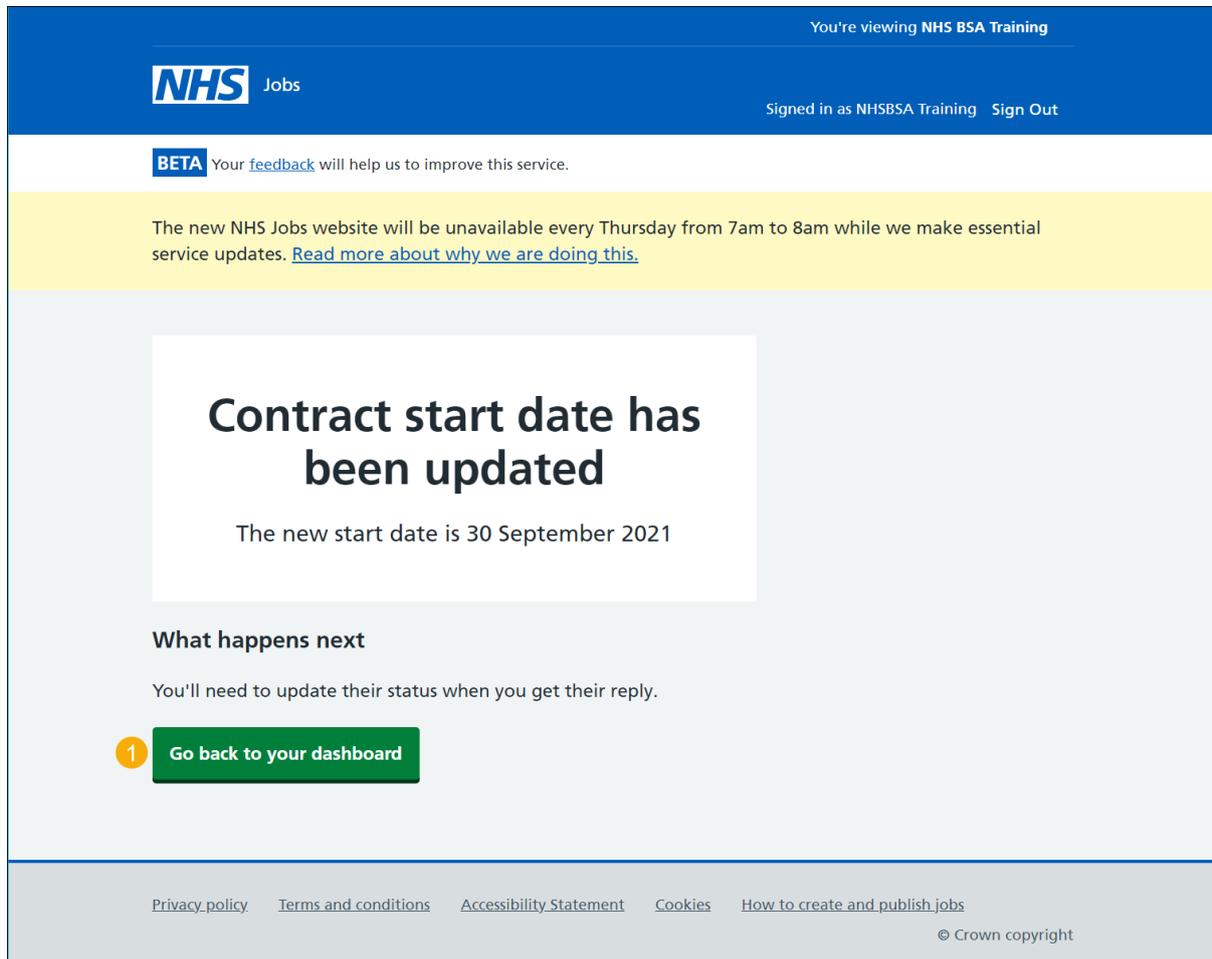| Day	Month	Year

1

2 Save and continue

Tip: You must enter the date in the DD-MM-YYYY format. For example, 12 1 2019.

Contract start date updated

This page shows confirmation you've updated the contract start date.

1. Select the 'Go back to your dashboard' button.

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.

Contract start date has been updated

The new start date is 30 September 2021

What happens next

You'll need to update their status when you get their reply.

1 Go back to your dashboard

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs

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You've reached the end of this user guide as you've added a new contract start date.

Withdraw the contract

This page gives you instructions for how to withdraw your job offer and contract.

Important: This page is only shown if you're withdrawing the contract. The reason for withdrawing the contract is for internal use only.

To add a reason and withdraw your contract, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the 'Save and continue' button.
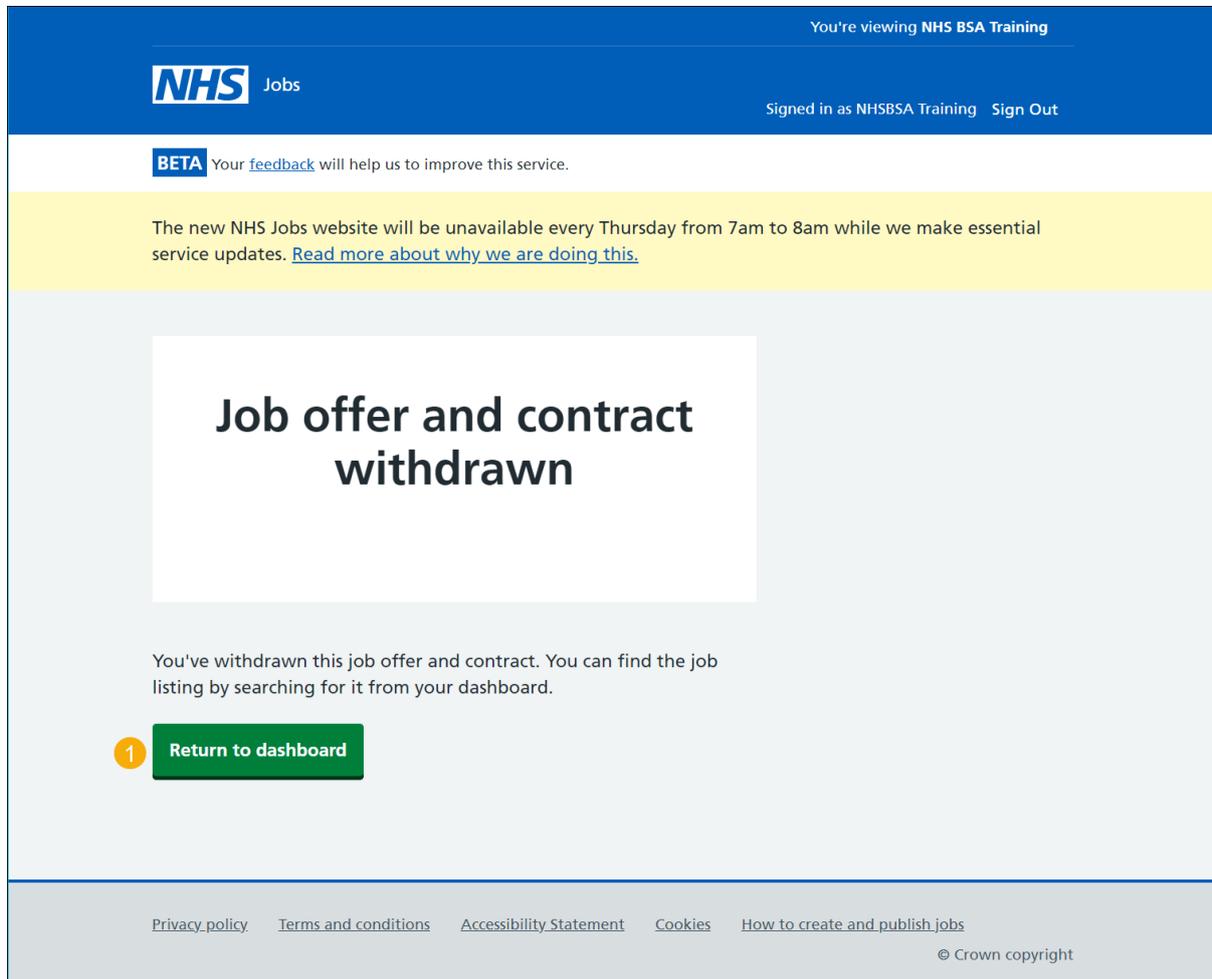
Contract withdrawn

This page shows confirmation you've withdrawn the job offer and contract.

To return to your dashboard, complete the following step:

1. Select the 'Return to dashboard' button.

You've reached the end of this user guide as you've withdrawn the contract.