

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.

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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.

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NHS Jobs

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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](#)

Manage contract

There are some options available for this applicant.

What would you like to do?

- Accept contract on applicant's behalf
- Reject contract on applicant's behalf
- Change contract start date
Current start date is 25 May 2021
- Withdraw job offer and contract

Continue

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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 [‘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 NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out'. Below the header, there is a white banner with a 'BETA' label 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 is light blue and contains a '< Go back' link, the text 'Issue the contract', and the heading 'What date did the applicant accept the contract?'. Below the heading are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green button with the text 'Save and continue' and a yellow circle with the number '2' next to it. 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', followed by the text '© Crown copyright'.

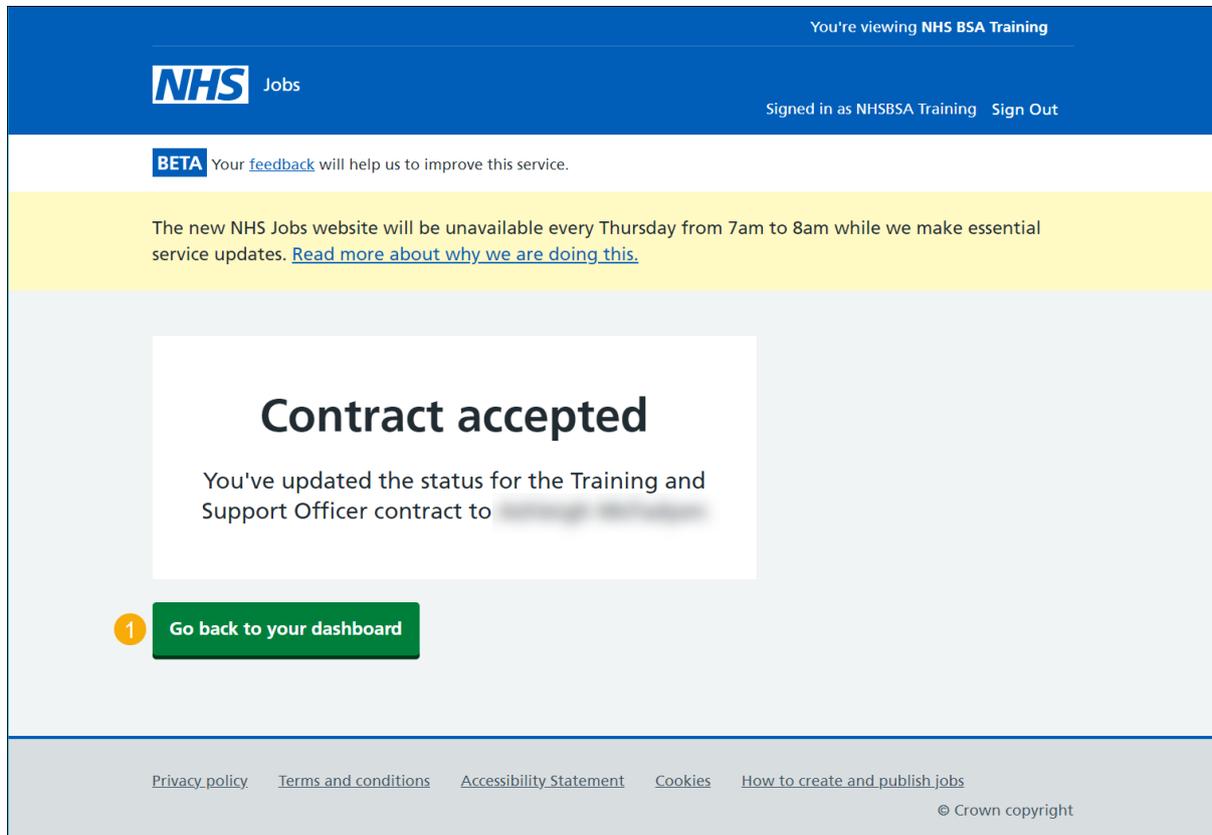
Tip: You must enter the date in the DD-MM-YYYY format. For example, 12 1 2019.

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.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as NHSBSA Training Sign Out". Below the header, there is a "BETA" notice: "Your feedback will help us to improve this service." 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 features a white box with the heading "Contract accepted" and the text "You've updated the status for the Training and Support Officer contract to [REDACTED]". Below this is a green button with a yellow circle containing the number "1" and the text "Go back to your dashboard". 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".

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.

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as NHSBSA Training Sign Out". Below the header, there is a "BETA" notice: "Your feedback will help us to improve this service." 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 features a white box with the heading "Contract rejected" and the text "You've updated the status for the NHS Jobs Developer contract to [REDACTED]". Below this is a green button with a yellow circle containing the number "1" and the text "Go back to your dashboard". 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".

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 '[Save and continue](#)' button.

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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.](#)

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Issue the contract

What is the new contract start date?

For example, 12 1 2019

Day Month Year

1

2 [Save and continue](#)

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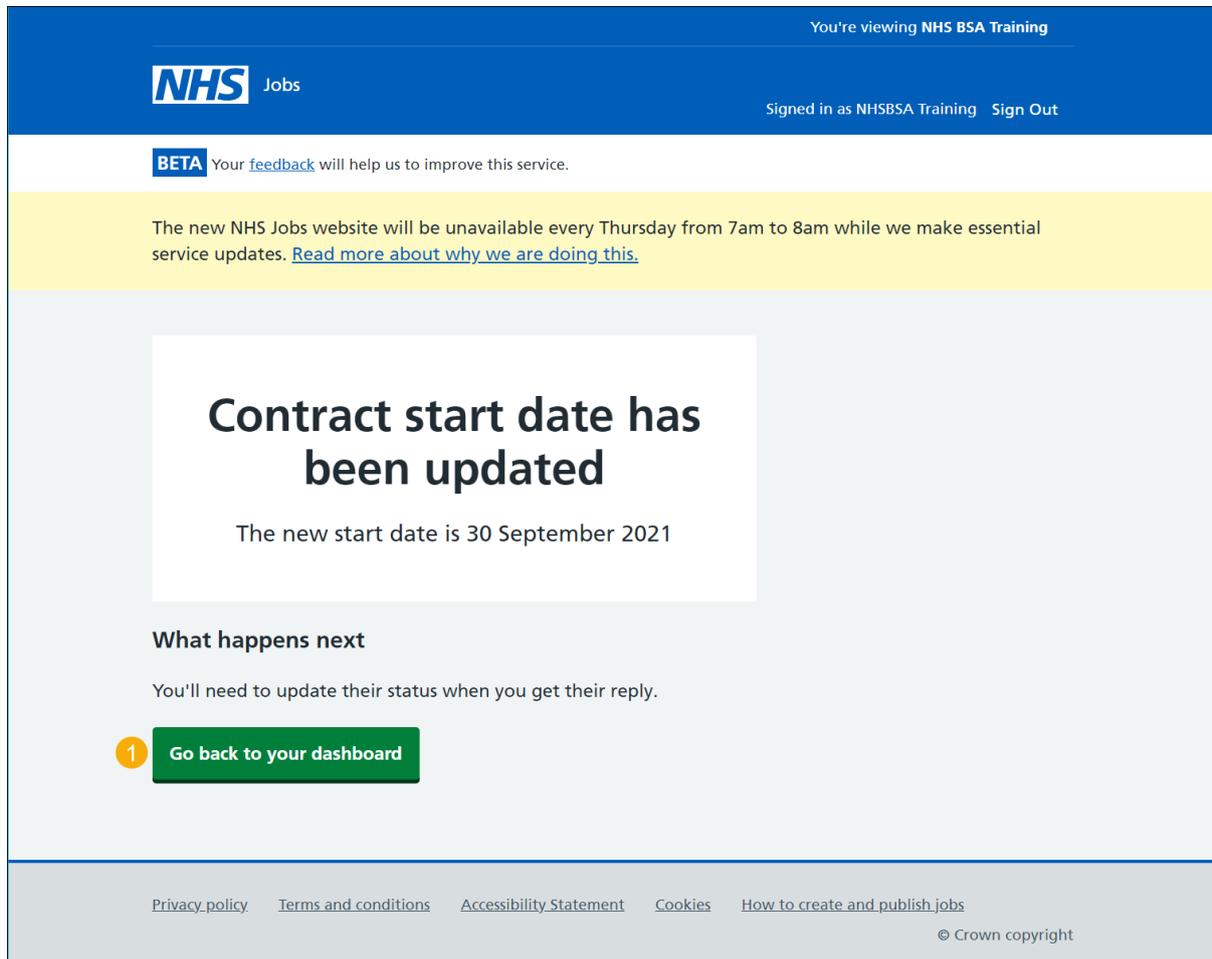
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Tip: You must enter the date in the DD-MM-YYYY format. For example, 12 1 2019.

Contract start date updated

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

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



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as NHSBSA Training Sign Out". A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "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 white box with the heading "Contract start date has been updated" and the text "The new start date is 30 September 2021". Below this is a section titled "What happens next" with the text "You'll need to update their status when you get their reply." A green button with a yellow circle containing the number "1" and the text "Go back to your dashboard" is positioned below the text. 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".

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.

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.](#)

[< Go back](#)

Why are you withdrawing the job offer and contract?

Describe why you're withdrawing the job offer and contract. This is only for internal use.

1

2 [Save and continue](#)

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

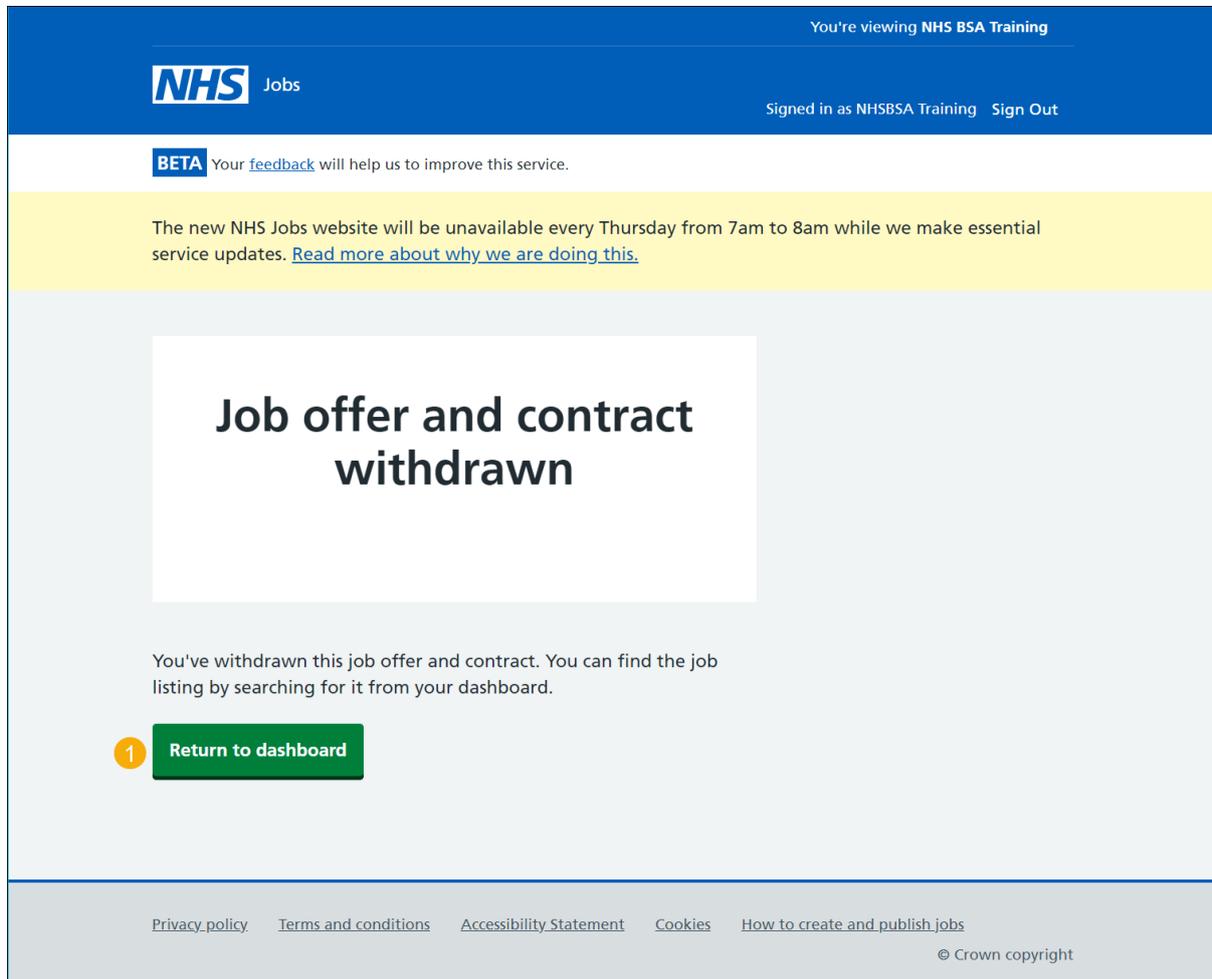
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Contract withdraw

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.



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 left, and 'You're viewing NHS BSA Training' on the right. Below the header, there is a white bar with a 'BETA' badge 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 light blue background with a white box containing the heading 'Job offer and contract withdrawn'. Below this, it says 'You've withdrawn this job offer and contract. You can find the job listing by searching for it from your dashboard.' A green button with a yellow '1' icon and the text 'Return to dashboard' is positioned below the text. 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', along with the copyright notice '© Crown copyright'.

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