Number	Name	Description	Benefit/Value
1	Vacancy task list	We've added a new task list when employers create a job advert. It lists all the sections that the user needs to complete to publish a job advert, for example: • about the job and pay • location • person specification • pre-application questions Each section shows a status of 'Not Started', 'Started' or 'Completed'. Users must complete all tasks before they can publish the job advert.	Employers will be able to clearly see which tasks have been completed and which are still to be done when creating their job adverts. This feature is carried through to 'Published' stage if any edits are required.
2	Change reference number	We've introduced the ability to change the job reference number when creating a job advert.	Employers can change the job reference number when creating a job advert.
3	Shortlisting online and offline pagination	We've added pagination to the shortlisting section. Large numbers of applications will be split onto pages. This will make it easier for employers with large numbers of applications.	Makes it easier for employers with large numbers of applications to review.
4	Employer view offer/contract tab in view application	There's a new 'Offers & contracts' section on the view applicant page. Employers will be able to view offers and contracts after sending them. They will also be able to download a PDF version of the contract if it has been issued online.	Employers will be able to view offers and contracts after they've been issued, and download contracts issued online.
5	Data expiry	We've introduced a new status of 'Expired' for listings that closed 450 or more days ago. You can still search for a listing and filter using 'Archived' to find an expired listing. The expired listing view will not have the applicant details tab. Employers can still reuse these listings.	Adheres to the Jobs 3 Privacy Policy on data retention.