

## How to create an ESR job listing in NHS Jobs user guide

This guide gives you instructions for how to create an Electronic Staff Record (ESR) job listing in the NHS Jobs service.

To complete the steps in this guide, you must:

- Make sure your organisation's NHS Jobs and ESR accounts are linked up
- Have an active position in ESR

You'll use the NHS Jobs service to search and find the position details in the ESR system. NHS Jobs pulls the position information in real time from ESR.

Once you've linked the job listing to ESR, you'll need to complete the remaining information on the job listing page to create and publish it.

For the NHS Jobs to ESR integration, go to the ['Process flow diagram'](#) page.

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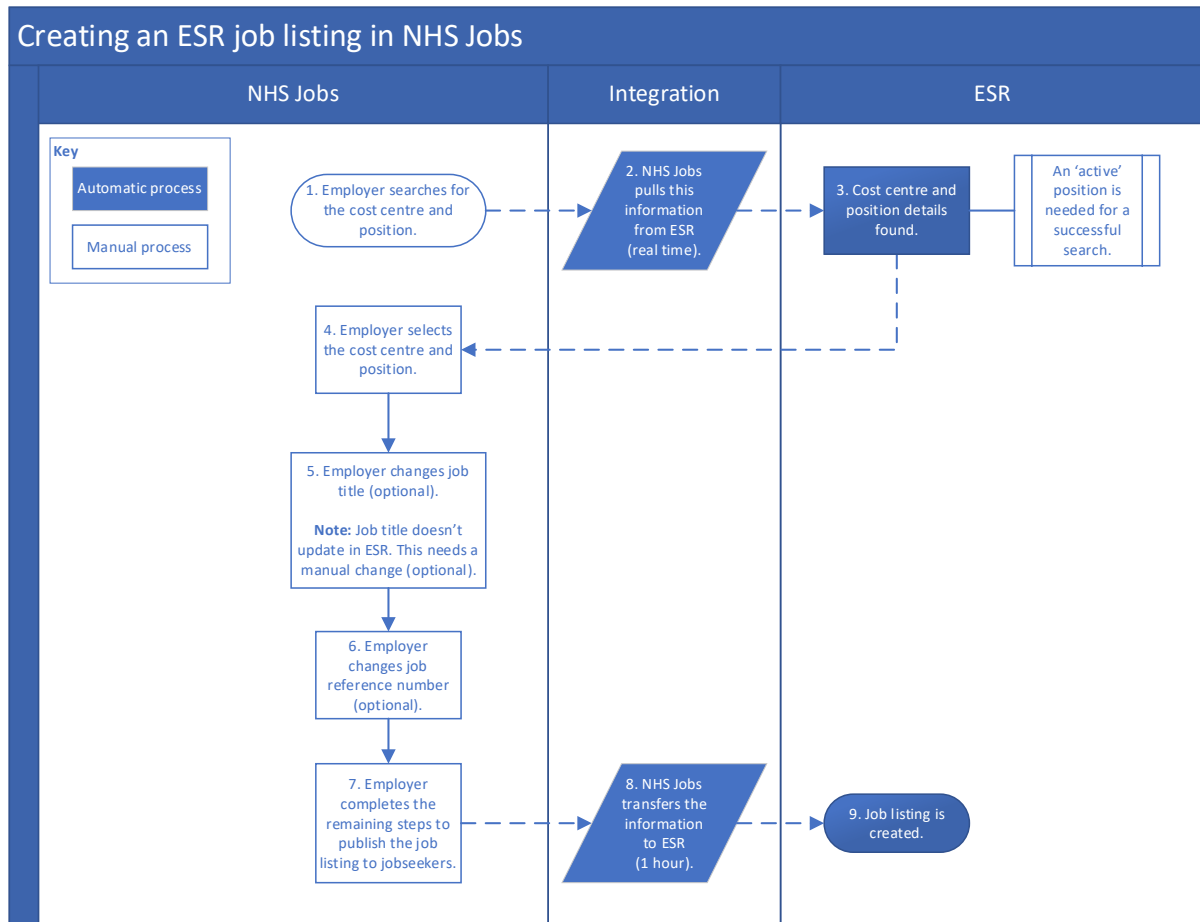
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## Process flow diagram

This process flow diagram shows the integration between the NHS Jobs service and the ESR system for creating a job listing.



## Create a job listing

This page gives you instructions for how to create a job listing.

To create a job listing, complete the following step:

1. Select the ['Create a job listing'](#) button.

The screenshot shows the NHS Jobs dashboard for the 'ESR - API Test' user. The top navigation bar includes the NHS logo, the user's name 'Liam M1', and a 'Sign Out' link. A blue banner at the top right indicates the user is viewing the 'ESR - API Test' view. A yellow banner below the navigation bar states that the new NHS Jobs website will be unavailable every Thursday from 7am to 8am for essential service updates, with a link to read more. The main content area is titled 'ESR - API Test Dashboard' and features two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays a table of tasks by stage with progress bars:

Stage	Count	On Track	Overdue
Draft	361	24	337
Approvals	2	0	2
Published	0	0	0
Shortlisting	14	1	13
Interviews	1	0	1

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing' (highlighted with a yellow circle containing the number 1), 'Search for a listing', and 'Search for an applicant'. Below this is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', and 'Departments'.

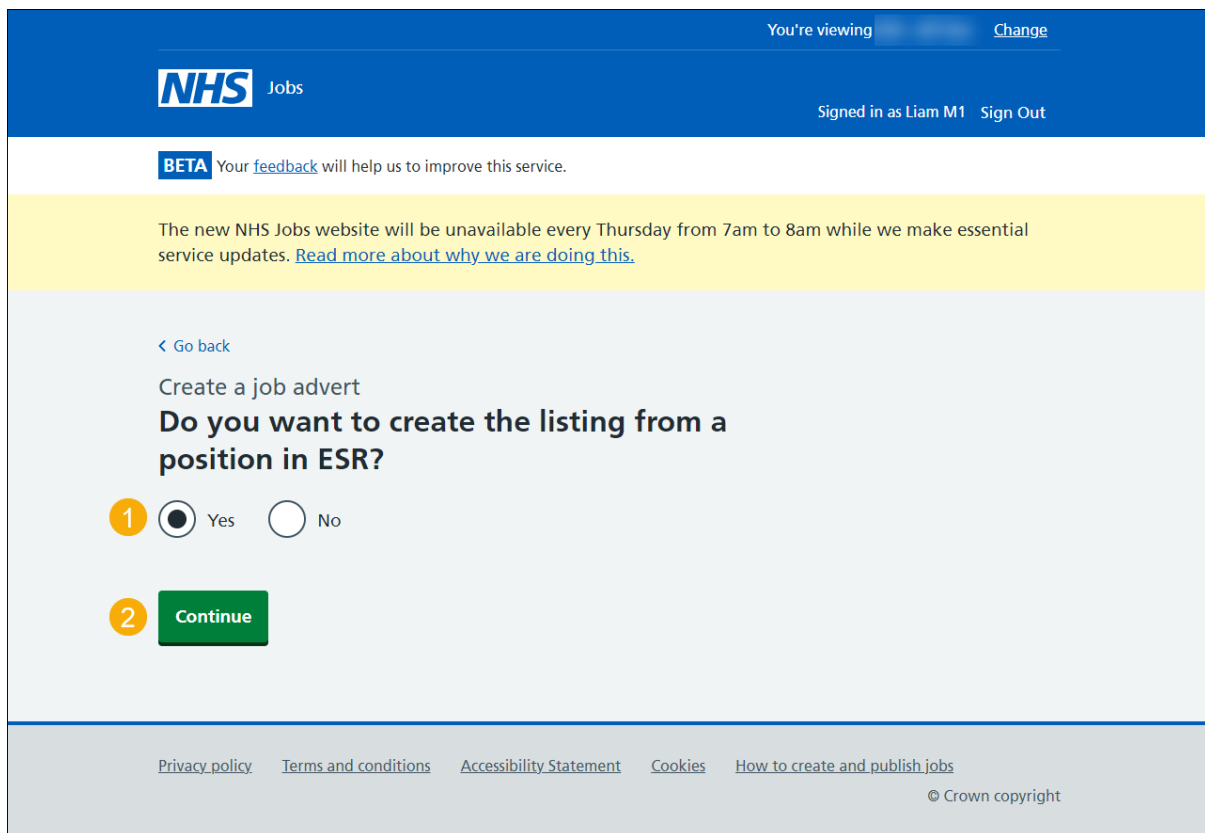
## Do you want to create the listing from a position in ESR?

This page gives you instructions for how to create the listing from a position in ESR.

**Important:** If you don't have an active position in ESR, speak to your HR or ESR team. If a new position is created, you'll need to wait 24 hours before you can use it

To confirm if you want to create the listing from a position in ESR, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - 'No'
2. Select the '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' and 'Change'. Below the header, it says 'Signed in as Liam M1 Sign Out'. A yellow banner below the header contains the text: 'BETA Your feedback will help us to improve this service.' Below the banner, there is 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 light blue and contains a 'Go back' link, the text 'Create a job advert', and the question 'Do you want to create the listing from a position in ESR?'. Below the question, there are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons, there is a green 'Continue' button. 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'. The footer also contains the text '© Crown copyright'.

You've reached the end of this user guide if you don't want to create an ESR linked job listing.

## Find the cost centre

This page gives you instructions for how to find the cost centre in ESR.

**Important:** This page is only shown if you're creating an ESR linked job listing in NHS Jobs. You must enter at least 3 characters to search for a cost centre. You'll need to enter the cost centre as it is in ESR.

To find the cost centre, complete the following steps:

1. In the **Cost centre** box, enter the details.
2. Select the '[Find cost centre](#)' button.

You're viewing [Change](#)

**NHS** Jobs

Signed in as Liam M1 [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](#)

Create a job advert

### Find the cost centre

Enter the full or partial cost centre code

1

2 [Find cost centre](#)

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

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## Is this the correct cost centre?

This page gives you instructions for how to confirm if this is the correct cost centre.

**Important:** In this example, a cost centre is found. If the cost centre is not found, check you're using the correct cost centre and do another search.

To confirm if this is the correct cost centre, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select the '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 side of the header, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below the header, it says 'Signed in as Liam M1' with a 'Sign Out' link. A yellow banner below the header contains the text: '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.](#)' Below the banner, there is a 'Go back' link. The main content area is titled 'Create a job advert' and 'Is this the correct cost centre?'. There are two identical entries for the cost centre '979M8000AM6'. Below the entries, there are two radio buttons for 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons, there is a '2' in a yellow circle next to a green 'Continue' button. 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'. The footer also includes the text '© Crown copyright'.

## Find the position

This page gives you instructions for how to find the position in ESR.

**Important:** This page is only shown if you've found a cost centre in ESR. You must enter at least 3 characters to search for a position. You'll need to enter the position as it is in ESR.

To find the position, complete the following steps:

1. In the **Find the position in ESR** box, enter the details.
2. Select the ['Find position'](#) 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 side of the header, it says 'You're viewing' and 'Change'. Below the header, there is a white bar with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with 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 light blue and contains a '< Go back' link, the text 'Create a job advert', and the heading 'Find the position in ESR'. Below the heading is the instruction 'Enter the full or partial job title as it is in ESR'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green button with 'Find position' and a '2' in a yellow circle 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'. On the far right of the footer, it says '© Crown copyright'.

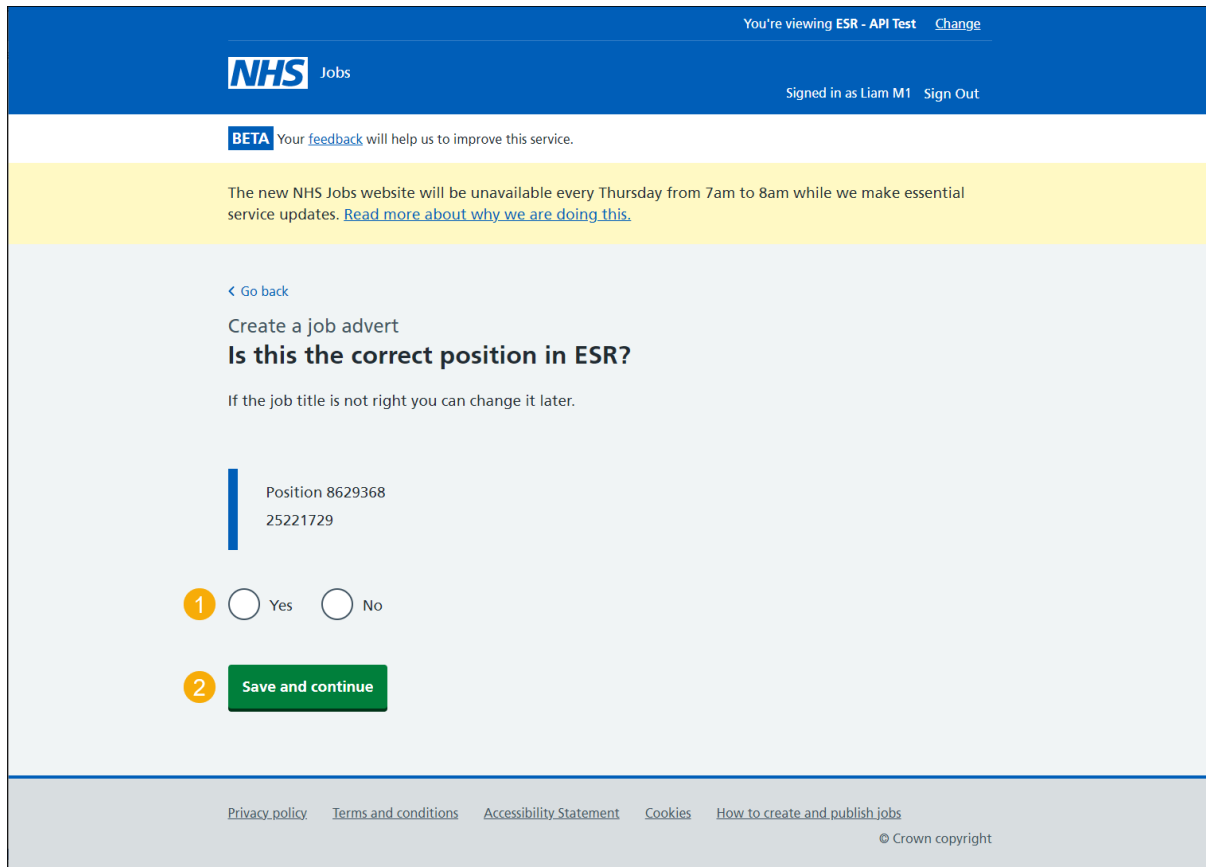


## Is this the correct position?

This page gives you instructions for how to confirm if this is the correct position in ESR.

To confirm if this is this the correct position in ESR, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Save and continue’ button.



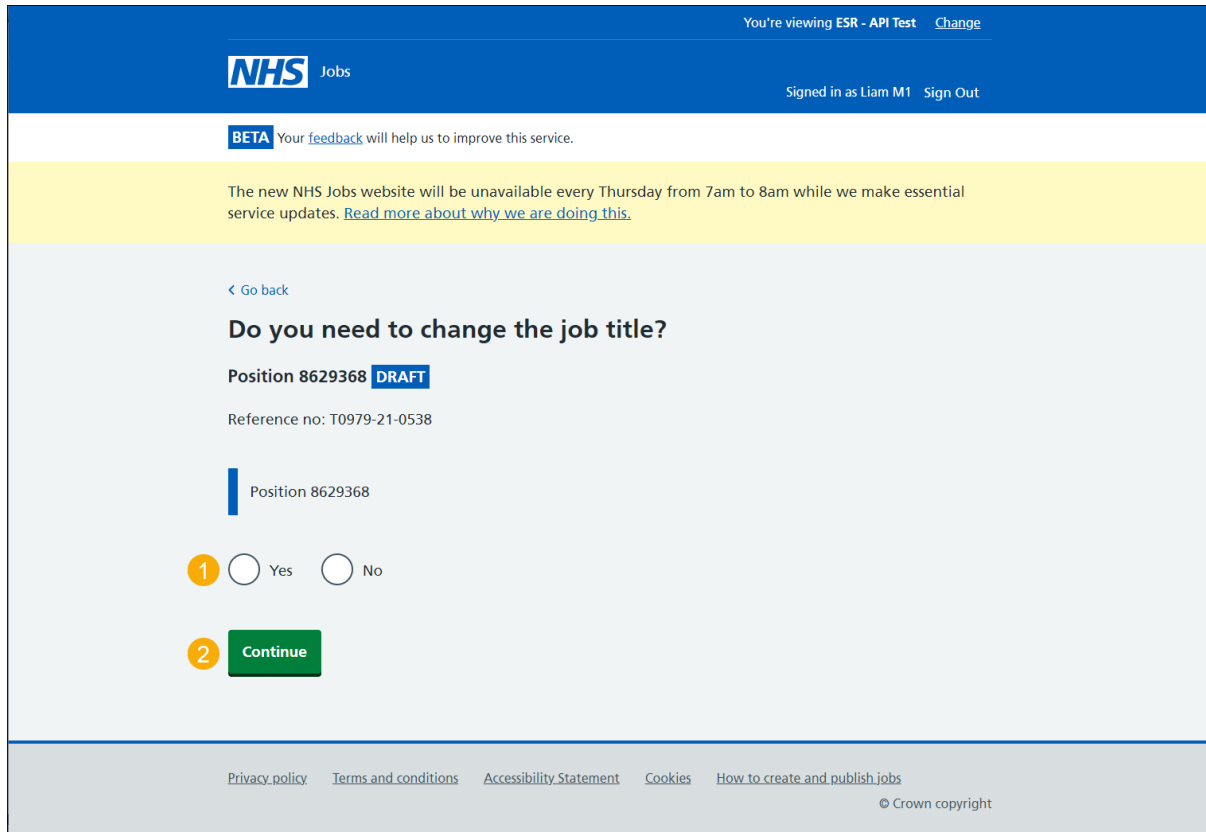
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below that is a yellow banner with 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 light blue and contains a '< Go back' link, the text 'Create a job advert', and the question 'Is this the correct position in ESR?'. Below the question is the instruction 'If the job title is not right you can change it later.' There is a vertical blue bar on the left side of the question area. To the right of the bar, the text 'Position 8629368' and '25221729' is displayed. Below this, there are two radio button options: '1' Yes and 'No'. The 'Yes' option is selected. Below the radio buttons is a green button labeled '2 Save and continue'. 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'.

## Do you need to change the job title?

This page gives you instructions for how to confirm if you need to change the job title in NHS Jobs.

To confirm if you need to change the job title, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘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 ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. 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 has a light blue background. It starts with a '< Go back' link. The title 'Do you need to change the job title?' is centered. Below it, the position is identified as 'Position 8629368' with a 'DRAFT' tag. The reference number 'Reference no: T0979-21-0538' is also shown. A vertical bar on the left indicates the current step is 'Position 8629368'. There are two radio button options: '1 Yes' and 'No'. The 'Yes' option is selected. Below the radio buttons is a green 'Continue' button with a '2' in a yellow circle to its left. 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', followed by '© Crown copyright'.

## Are you sure you need to change the job title?

This page gives you instructions for how to confirm you need to change the job title in NHS Jobs.

**Important:** This page is only shown if you're changing the job title in NHS Jobs. If you change the job title in NHS Jobs, you'll need to contact your ESR or HR team to manually change it in ESR.

Read the information on the page and complete the following steps:

1. Select an answer:
  - [Yes](#)
  - [No](#)
2. Select the 'Continue' button.

You're viewing [ESR - API Test](#) [Change](#)

**NHS** Jobs Signed in as Liam M1 [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](#)

### Are you sure you need to change the job title?

Position **8629368** **DRAFT**

Reference no: T0979-21-0538

This will only change the job title in the NHS Jobs service. It will not automatically change it in ESR.

Make sure contact your ESR team or HR team to change the job title in ESR.

If it is not changed in ESR the employee's pay slip and any other documents will not be correct.

1  Yes  No

2 [Continue](#)

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

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## Change the job title

This page gives you instructions for how to change the job title in NHS Jobs.

To change the job title, complete the following steps:

1. In the **Change the job title** box, 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 ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with 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 'Change the job title'. Below the heading, it shows 'Position 8629368' with a 'DRAFT' label and 'Reference no: T0979-21-0538'. A text input field contains 'Position 8629368' and is marked with a yellow circle containing the number '1'. Below the input field is a green button labeled 'Save and continue', marked with a yellow circle containing the number '2'. 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 text '© Crown copyright'.

## Do you need to change the reference number?

This page gives you instructions for how to confirm if you need to change the reference number in NHS Jobs.

To confirm if you need to change the reference number, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Continue’ button.

You're viewing **ESR - API Test** [Change](#)

**NHS** Jobs Signed in as Liam M1 [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](#)

Create a job advert

### Would you like to change the reference number?

Administrator **DRAFT**

Reference no: T0979-21-9393

1  Yes  No

2 [Continue](#)

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

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## Change the reference number

This page gives you instructions for how to change the reference number in NHS Jobs.

**Important:** This page is only shown if you're changing the reference number in NHS Jobs.

To change the reference number, complete the following steps:

1. In the **Change the reference number** box, enter the details.
2. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below that is another yellow banner with 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 light blue and contains a 'Go back' link, the text 'Create a job advert', and the heading 'What is the new reference number?'. Below this, it shows 'HR Administrator' with a 'DRAFT' status. The 'Reference no: T0979-1234' is displayed. A form field is shown with '1' in a yellow circle next to 'T0979-' and an empty input box. Below the form field is a green button with '2' in a yellow circle and the text 'Save and continue'. A link 'Save and come back later' is also present. 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 text '© Crown copyright'.

## Check and save the position details in ESR

This page gives you instructions for how to check and save the position details in ESR.

To check and save the position details in ESR, complete the following steps:

1. Select a 'Change' link (optional).
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 side of the header, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and a feedback link. A yellow banner below that contains a service update notice. The main content area is light blue and features the heading 'Create a job advert' followed by 'Check and save the position details in ESR'. Below this heading is a table with four rows of job details, each with a 'Change' link to its right. A yellow circle with the number '1' is placed over the 'Change' link for the 'Position' row. Below the table is a green button labeled 'Save and continue' with a yellow circle containing the number '2' to its left. 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', along with a copyright notice '© Crown copyright'.

Cost code	979M1000AM7	<a href="#">Change</a>
Position	Position 8629368 25221729	<a href="#">Change</a>
Job title	Administrator	<a href="#">Change</a>
Reference number	T0979-123456789	<a href="#">Change</a>

**2** [Save and continue](#)

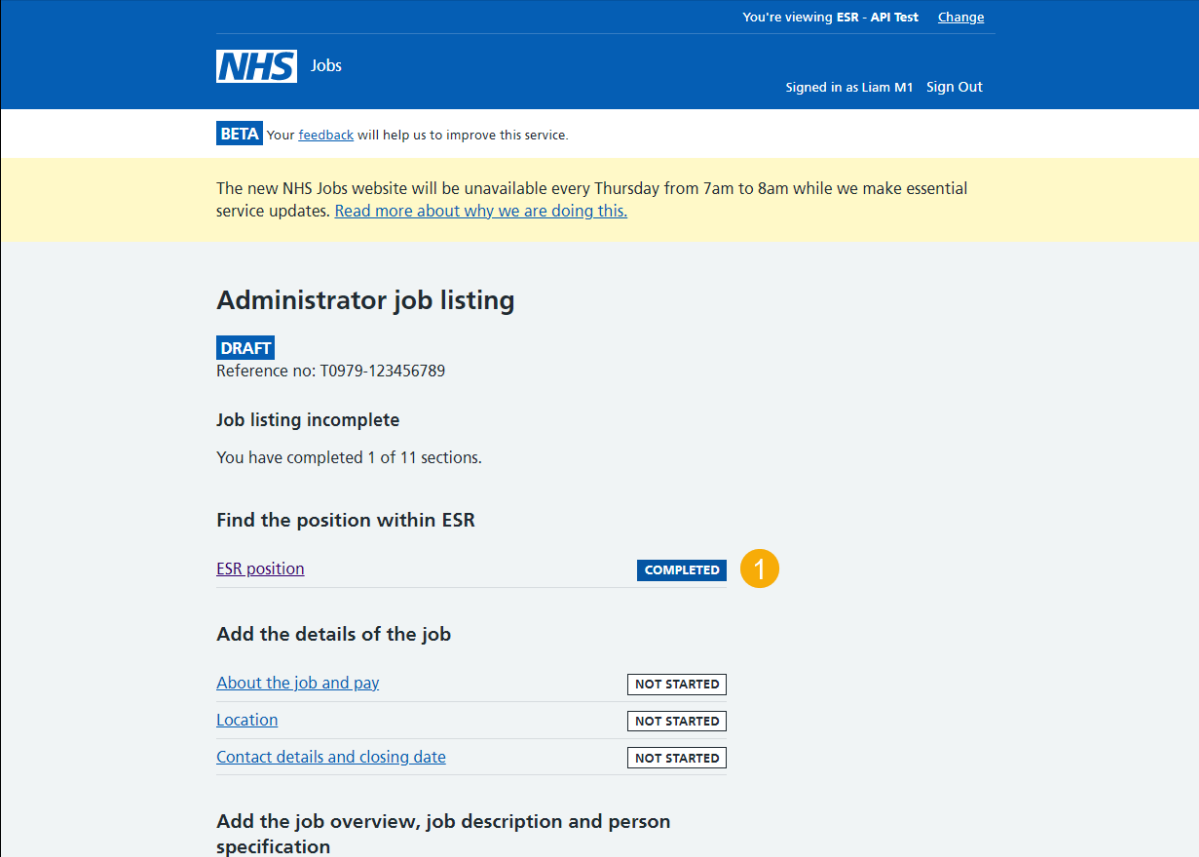
## Check ESR position status

This page gives you instructions for how to check the ESR position status.

1. In this example, the 'Find the position within ESR' status is '**COMPLETED**'.

This means you've successfully linked this job listing in NHS Jobs to the position details in ESR.

You'll need to complete all the sections on the job listing page to create and publish the job listing.



The screenshot shows the NHS Jobs Administrator interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1 Sign Out'. Below the header, there's a yellow banner with a 'BETA' tag and a message about service updates. The main content area is titled 'Administrator job listing' and shows a 'DRAFT' status with reference number 'T0979-123456789'. It indicates 'Job listing incomplete' with '1 of 11 sections' completed. The 'Find the position within ESR' section is highlighted with a 'COMPLETED' status and a yellow circle with the number '1'. Below this, the 'Add the details of the job' section has three items: 'About the job and pay', 'Location', and 'Contact details and closing date', each with a 'NOT STARTED' button. At the bottom, there's a section for 'Add the job overview, job description and person specification'.

You've reached the end of this user guide as you've created the ESR position in NHS Jobs.