

# How to create a job listing in NHS Jobs user guide – Add the job advert

This guide gives you instructions for how to add the job overview, job description and person specification details when creating a job listing in the NHS Jobs service.

To add the job advert details, you'll need to:

- Add the job advert including job overview, applicant skills and working for your organisation information
- Add or upload the job description
- Add the person specification of qualifications, experience, and any additional criteria

You can add your job advert details in any order and once you've created it, you can preview it and make any changes.

To create and publish a job listing you must be a:

- 'Super user'
- 'Team manager'
- 'Recruitment administrator'

If you're using online approvals, all approvers must approve the listing before it's published.

If you're a Recruiting manager, you can create a listing, but you'll need to send it for approval to one of the roles in the above list.

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# Job overview

This page gives you instructions for how to add your job overview.

To add the job overview, complete the following steps:

**1.** Select the '<u>Job overview</u>' link.

	NHS Jobs	You're viewing <b>NHS BSA 1</b> Signed in as NHSBSA Training	fraining Sign Out
	<b>BETA</b> Your <u>feedback</u> will help us to improve this service.		
	The new NHS Jobs website will be unavailable every Thu service updates. <u>Read more about why we are doing this</u>	rsday from 7am to 8am while we make ess <u>-</u>	ential
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	Add the details of the job		
	About the job and pay		
	Contact details and closing date	COMPLETED	
	Add the job overview, job description and p specification	erson	
1	Job overview	NOT STARTED	
	Job description	NOT STARTED	
	Person specification	NOT STARTED	
	Supporting documents	NOT STARTED	

#### Create the advert for your vacancy

This page gives you instructions for how to create the advert for your vacancy.

**Important:** You'll need the relevant job description and person specification documentation to help you enter the details about the job. You can copy and paste the information into the specific sections for these details.

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

1. Select the '<u>Continue</u>' button.



#### Job overview

This page gives you instructions for how to add the job overview.

**Important:** You should give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage and excite. You can copy and paste the information from another document. The minimum character limit is 100 and the maximum is 1,500 in each box.

To add the job overview, complete the following step:

1. In the **Introduce the role** box, enter the details.





#### Main duties of the role

This page gives you instructions for how to add the main duties of the role.

**Important:** This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert. You can copy and paste the information from another document. The minimum character limit is 100 and the maximum is 1500 in each box.

To add the main duties of the role, complete the following step:

1. In the main duties of the role box, enter the details.



Go to the 'Give an overview of your organisation' page.

#### Give an overview of your organisation

This page gives you instructions for how to add an overview of your organisation.

**Important:** Introduce the team, atmosphere, work ethic and benefits of working at your organisation. You can copy and paste the information from another document. The minimum character limit is 100 and the maximum is 1,500 in each box.

To add an overview of your organisation, complete the following steps:

- 1. In the overview of your organisation box, enter the details.
- 2. Select the 'Save and continue' button.

	Give an overview of your organisation
	Introduce the team, the atmosphere, work ethic and benefits of working at your organisation.
	You have a limit of 1500 characters, including spaces.
1	
	You have 1500 characters remaining
2	Save and continue
	Save and come back later
	Privacy policy Terms and conditions Accessibility Statement Cookies How to create and publish jobs © Crown copyright

## Check and save the job overview

This page gives you instructions for how to check and save the job advert details.

To confirm or change the job advert details, complete the following steps:

- **1.** Select the '<u>Change</u>' link (optional).
- 2. Select the '<u>Save and continue</u>' button.

NHS Jobs	Signed in as NHSBSA	Training Sign Out
BETA Your <u>feedback</u> will	help us to improve this service.	
The new NHS Jobs web service updates. <u>Read r</u>	site will be unavailable every Thursday from 7am to 8am while we nore about why we are doing this.	make essential
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	Give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage and excite.	
	Main duties of the job	
	This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.	
	Overview of your organisation	
	Introduce the team, the atmosphere, work ethic and benefits of working at your organisation and tell the the applicants why they would want to work here.	
2 Save and continue		
Privacy policy Terms and	d conditions Accessibility Statement Cookies. How to create and public	ish johs
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## Job listing tasklist

This page gives you instructions for how to view your job listing tasklist.

**Important:** The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed' depending on the tasks you have completed. You cannot publish a job listing until all sections are completed.

To start completing a new section of your tasklist, complete the following steps:

- 1. Select the 'Job description' link to begin this section.
- 2. Select the 'Save and come back later' link (optional).

Go to the next page to see the screen shot

logical contractions and additional application     generations     contraction     contr	l. <u></u>	You're viewing NHS BSA Tr	raining
Image: Section and additional application generations         Image: Section generation generatio	NHS Jobs	Signed in as NHSBSA Training S	sign Out
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Save and come back later	You need to complete all sections before you send it fo	or approval.	

Go to the next page

## Add the job description

This page gives you instructions for how to add the job description.

**Important:** Either type in or copy and paste your job description. Creating this way means we can make sure all listings will appear in the correct format. You'll be able to upload the job description as a supporting file later on. Applicants find it useful to refer to these documents. The minimum character limit is 100 and the maximum is 10,000 in the box.

To add the job description, complete the following steps:

- 1. In the Job Description box, enter the details.
- 2. Select the 'Save and continue' button.

<b>NHS</b> Jobs	You're viewing <b>NHS BSA Training</b> Signed in as NHSBSA Training Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
The new NHS Jobs website will be unavailable every Thursday from service updates. <u>Read more about why we are doing this.</u>	n 7am to 8am while we make essential
Create a job advert Add the Job Description	
Reference no: T1111-21-1234	
Either type in or copy and paste your job description. Creating it th way means we can make sure all listings will appear in the correct format.	nis
You'll be able to upload the job description as a supporting file later on. Applicants find it useful to refer to these documents.	2
You have a limit of 10000 characters, including spaces.	
Image: boot of the second	
You have 10000 characters remaining	
2 Save and continue	
Save and come back later	
Privacy policy Terms and conditions Accessibility Statement Cookies	How to create and publish jobs © Crown copyright

# Check and save the job description

This page gives you instructions for how to check and save the job description details.

To confirm or change the job description details, complete the following steps:

- **1.** Select the '<u>Change</u>' link (optional).
- 2. Select the '<u>Save and continue</u>' button.

NHS	Jobs	You're viewing NHS BSA Signed in as NHSBSA Training	Training Sign Out	
BETA Your	BETA Your <u>feedback</u> will help us to improve this service.			
The new N service upo	HS Jobs website will be unavailable every ates. <u>Read more about why we are doing</u>	Thursday from 7am to 8am while we make es <u>this.</u>	sential	
Create a <b>Check</b> Job descrip	Create a job advert Check and save the job description Job description Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format			
2 Save and	continue			
<u>Privacy policy</u>	<u>Terms and conditions</u> <u>Accessibility Stater</u>	nent <u>Cookies How to create and publish jobs</u> © Crov	vn copyright	

## Job listing task list

This page gives you instructions for how to view your job listing tasklist.

**Important:** The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed' depending on the tasks you have completed. You cannot publish a job listing until all sections are completed.

To start completing a new section of your tasklist, complete the following steps:

- 1. Select the '<u>Person specification</u>' link to begin this section.
- 2. Select the 'Save and come back later' link (optional).

Go to the next page to see the screen shot

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 esservice updates. Read more about why we are doing this.         NHS BSA Training         Training and Support Officer job listing         DRAFT         Reference no: T1111-21-1234	ential
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DRAFT Reference no: T1111-21-1234	
Job listing incomplete	
You have completed 6 of 12 sections.	
Add the job title	
Job title and reference number COMPLETED	
Add the details of the job	
About the job and pay COMPLETED	
Location COMPLETED	
Contact details and closing date COMPLETED	
Add the job overview, job description and person	
specification           Job overview         COMPLETED	
Job description     COMPLETED       Job description     COMPLETED	
Job overview     COMPLETED       Job description     COMPLETED       Person specification     NOT STARTED	
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Go to the next page

## Create a person specification to score your applications against

This page gives you instructions for how to create a person specification to score your applications against.

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

**1.** Select the '<u>Continue</u>' button.

NHS	Jobs	You're vi Signed in as N	ewing <b>NHS BSA Training</b> HSBSA Training Sign Out
BETA Your 1	feedback will help us to improve this service		
The new NH service upda	HS Jobs website will be unavailable e ates. <u>Read more about why we are d</u>	very Thursday from 7am to 8am whil bing this.	e we make essential
< Go back Create a j Create your ap	iob advert a person specificatior oplications against	to score	
Training a	nd Support Officer DRAFT		
Reference n	io: T1111-21-1234		
Refer to you criteria for:	ur Person Specification for this job, a	nd enter the essential	
Qualificat	tions		
Experience	e		
Additiona	al criteria you want to score against		
You'll be ab	le to include any desirable criteria, if	you need to.	
You can typ Person Spec be displayed	e your criteria or you can copy and p ification this way means we can ensu d in the correct format.	aste it. Creating your ire all job listings will	
Privacy policy	Terms and conditions Accessibility St	atement Cookies How to create and	L <u>publish jobs</u> © Crown copyright

# Qualifcations

This page gives you instructions for how to add the qualifications criteria.

To add the qualifications criteria, complete the following step:

**1.** Select the '<u>Enter qualification criteria</u>' button.

NHS Jobs	You're viewing <b>NHS BSA Training</b> Signed in as NHSBSA Training Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
The new NHS Jobs website will be unavailable every Thursda service updates. <u>Read more about why we are doing this.</u>	ay from 7am to 8am while we make essential
<ul> <li>Create a job advert</li> <li>Add your person specification</li> <li>Training and Support Officer DRAFT</li> <li>Reference no: T1111-21-1234</li> <li>Refer to your Person Specification and type or copy and pass criteria under Qualifications and Experience. You can add m you want to score against.</li> <li>To make your scoring easier, list only the criteria you want to evidence of</li> </ul>	te your ore criteria o see
Qualifications	
List your essential criteria. You can list desirable criteria, if yo any. 1 Enter qualifications criteria	ou have

#### List your Qualifications criteria

This page gives you instructions for how to add your essential and any desirable qualification criteria.

**Important:** Refer to your Person Specification and type or copy and paste your criteria under Qualifications. You can add more criteria you want to score against. To make your scoring easier, list only the criteria you want to see evidence of.

To add your qualifications criteria, complete the following steps:

- 1. In the Essential criteria box, enter the details.
- 2. In the **Desirable criteria** box, enter the details (optional).
- 3. Select the 'Save and continue' button.

		You're viewing NHS BSA Training
Ν	Jobs	Signed in as NHS8SA Training Sign Out
BET	Your feedback will help us to improve this service.	
The serv	new NHS Jobs website will be unavailable every Thursday from 7ar vice updates. <u>Read more about why we are doing this</u> .	n to 8am while we make essential
< Go Cre Lis	o back eate a job advert st your Qualifications criteria	
<b>Trai</b> Refe	ining and Support Officer DRAFT erence no: T1111-21-1234 en you score an application, you'll tick a box against the criteria	
they be o cho	y give evidence of. When you've scored all your applications, they'll displayed to you in a high to low points list for you to compare and ose your shortlist from.	
to f	ing only the criteria you want to see evidence of will make it easier ind the information and score it.	
	Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.	
Ess	ential criteria	
For	example,	
• Q	pualified to NVQ level 2 in Health and Social Care	
0		
Des	sirable criteria	1
For	example,	
• Q	ualified to NVQ level 3	
2		
<u>3</u> Si	ave and continue	
Save	e and come back later	
Prive	acy policy Terms and conditions Accessibility Statement Cookies th	ow to create and publish jobs © Crown copyright

Tip: You can add desirable criteria if needed.

# Experience

This page gives you instructions for how to add the experience criteria.

To add the experience criteria, complete the following step:

**1.** Select the '<u>Enter experience criteria</u>' button.

<b>NHS</b> Jobs			You're viewing NHS BSA Training Signed in as NHSBSA Training Sign Out
BETA Your <u>feedback</u> will help us to imp	prove this service.		
The new NHS Jobs website will be a service updates. <u>Read more about v</u>	unavailable every Thurso why we are doing this.	day from 7an	n to 8am while we make essential
Go back			
Create a job advert Add your person spe	cification		
Training and Support Officer	DRAFT		
Reference no: T1111-21-1234			
Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.			
To make your scoring easier, list only the criteria you want to see evidence of.			
Qualifications			
List your essential criteria. You can any.	list desirable criteria, if y	you have	
Qualifications, List your essen desirable criteria, if you have	tial criteria. You can any.	list	
Essential	Desirable	Actions	
GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support	Qualified in Digital Training Qualified to NVQ level 3	<u>Change</u> or <u>delete</u>	
Experience			
List your essential criteria. You can any.	list desirable criteria, if y	you have	
Enter experience criteria			

#### List your experience criteria

This page gives you instructions for how to add your essential and any desirable experience criteria.

**Important:** Refer to your Person Specification and type or copy and paste your criteria under Experience. You can add more criteria you want to score against. To make your scoring easier, list only the criteria you want to see evidence of.

To add your experience criteria, complete the following steps:

- 1. In the Essential criteria box, enter the details.
- 2. In the **Desirable criteria** box, enter the details (optional).
- **3.** Select the '<u>Save and continue</u>' 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 service updates. Read more about why we are doing this.	7am to 8am while we make essential
< Go back	
Create a job advert List your Experience criteria	
Training and Support Officer DRAFT	
Reference no: T1111-21-1234	
When you score an application, you'll tick a box against the criteria they give evidence of. When you've scored all your applications, the be displayed to you in a high to low points list for you to compare a choose your shortlist from.	y'll nd
Listing only the criteria you want to see evidence of will make it eas to find the information and score it.	ier
Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.	
Essential criteria	
For example,	
Experience of working within a nursing team     Experience of dealing with willparable patients	
•	
Desirable criteria	
For example,	
<ul> <li>Experience of working in primary care</li> <li>Experience of working in a GP practice</li> </ul>	
0	
Save and continue	
Save and come back later	
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Tip: You can add desirable criteria if needed.

# Additional criteria

This page gives you instructions for how to add any additional criteria.

To add any additional criteria, complete the following step:

**1.** Select the '<u>Enter more criteria</u>' button.

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BETA Your feedback will help u	s to improve this service.		
The new NHS Jobs website w service updates. <u>Read more a</u>	vill be unavailable every Thurs about why we are doing this.	ay from 7am to 8am while we make esse	ntial
< Go back			
Create a job advert Add your person	specification		
Training and Support Of	ficer DRAFT		
Reference no: T1111-21-1234	i i i i i i i i i i i i i i i i i i i		
Refer to your Person Specific criteria under Qualifications you want to score against.	ation and type or copy and pa and Experience. You can add i	ste your nore criteria	
To make your scoring easier, evidence of.	list only the criteria you want	o see	
Qualifications			
List your essential criteria. Yo any.	ou can list desirable criteria, if	ou have	
Qualifications, List your desirable criteria, if you	essential criteria. You can have any.	ist	
Essential	Desirable	Actions	
GCSE grade A to C in English	and Qualified in Digital	<u>Change</u>	
Qualified to NVQ level 2 in Training and Support	Qualified to NVQ level 3	delete	
Experience			
List your essential criteria. Yo any.	ou can list desirable criteria, if	ou have	
Experience, List your ess criteria, if you have any.	ential criteria. You can list	desirable	
Essential	Desirable	Actions	
Experience of working	Experience of working in the	<u>Change</u>	
Experience of dealing with digital services	Experience of working in an office environment	delete	
Additional criteria			
Add more criteria you want t way you did for Qualification	to score against. You'll list this ns and Experience.	the same	

## Add additional criteria

This page gives you instructions for how to add additional criteria.

**Important:** This page is only shown if you're adding additional criteria.

To add additional criteria, complete the following steps:

- 1. In the Criteria title box, enter the details.
- 2. In the Essential criteria, enter the details.
- 3. In the **Desirable criteria**, enter the details (optional).
- 4. Select the '<u>Save and continue</u>' 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 7ar service updates. <u>Read more about why we are doing this</u> .	n to 8am while we make essential
<pre>     Go back Create a job advert </pre>	
Reference no: T1111-21-1234	
You'll add a new title and then list the criteria the same way you did for Qualifications and Experience. This means you can add those from your Person Specification for this job. For example, Knowledge, Skills, Qualities are common in person specifications.	
Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.	
Criteria title For example, Knowledge and skills	
You can type your list or you can copy and paste it from an existing document. Press Enter or Return after each one to put them on a new line in your list.	
For example,  Ability to provide quality care  Good interpersonal and communication skills	
Desirable criteria	,
For example, • Basic IT skills • Awareness of blood-borne viruses	1
0	
Save and continue	
Save and come back later	
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Tip: You can add desirable criteria if needed.

#### Add your person specification

This page gives you instructions for how to review your person specification details.

**Important:** If you delete any information, you'll not be able to recover this and you'll need to add it again.

To change, delete or enter more criteria, complete the following steps:

- **1.** Select the 'Change' link (optional).
- **2.** Select the 'Delete' link (optional).
- 3. Select the 'Enter more criteria' button (optional).
- **4.** Select the 'Save and continue' button.

Go to the next page to see the screen shot



Go to the next page

#### Check and save the person specification

This page gives you instructions for how to check and save the person specification.

To confirm or change the person specification, complete the following steps:

- 1. Select a 'Change' link (optional).
- 2. Select the 'Save and continue' button.



## Job listing task list

This page gives you instructions for how to view your job listing tasklist.

**Important:** The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed' depending on the tasks you have completed. You cannot publish a job listing until all sections are completed.

To start completing a new section of your tasklist, complete the following steps:

- 1. Select the '<u>Supporting documents</u>' link to begin this section.
- 2. Select the 'Save and come back later' link (optional).

Go to the next page to see the screen shot

NHS Jobs	You're viewing NHS BSA Training 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 eve service updates. <u>Read more about why we are do</u>	ery Thursday from 7am to 8am while we make essential ing this.
NHS BSA Training	
Training and Support Officer	job listing
DRAFT Reference no: T1111-21-1234	
Job listing incomplete	
You have completed 7 of 12 sections.	
Add the job title	
Job title and reference number	COMPLETED
Add the details of the job	
About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED
Add the job overview, job description a specification	and person
Job description	COMPLETED
Person specification	COMPLETED
Supporting documents	NOT STARTED
Add pre-application and additional app questions	plication
Pre-application questions	NOT STARTED
Additional application questions	NOT STARTED
Add the recruitment team	
Recruitment team	NOT STARTED
Add the Welsh (Cymraeg) translation f	or this advert
Welsh translation	CANNOT START YET
You need to complete all costions before use	d it for approval
Tou need to complete all sections before you send	антогарргома.

Go to the next page

## Do you want to upload any supporting documents?

This page gives you instructions for how to confirm if you want to upload any supporting documents to give more information about the role to applicants.

**Important:** An example of a supporting document is a job description or person specification.

To confirm if you want to upload any supporting documents, complete the following steps:

- 1. Select an answer:
  - <u>'Yes</u>'
  - '<u>No</u>'
- 2. Select the 'Save and continue' button.

NHS Jobs	You're viewing NHS BSA Training Signed in as NHSBSA Training Sign Out
<b>BETA</b> Your <u>feedback</u> will help us to improve this service.	
The new NHS Jobs website will be unavailable every Thurse service updates. <u>Read more about why we are doing this.</u>	day from 7am to 8am while we make essential
<ul> <li>Create a job advert</li> <li>Do you want to upload any suppor documents that will give more information to applicants?</li> <li>Training and Support Officer DRAFT</li> <li>Reference no: T1111-21-1234</li> <li>This will help them decide whether to apply. It may also m you get more suitable applicants.</li> <li>Yes No</li> <li>Save and continue</li> </ul>	<b>rting</b> ean that
Save and come back later	
Privacy policy Terms and conditions Accessibility Statement	Cookies How to create and publish jobs © Crown copyright

#### Upload your supporting documents

This page gives you instructions for how to upload your supporting documents.

**Important:** This page is only shown if you're uploading supporting documents. You can upload 4 supporting documents in a doc, docx, pdf format. The document size is limited to 1MB and the file name must be a maximum of 64 characters. In this example, the 'Training and Support Officer' file is selected for upload.

To choose and upload a document, complete the following steps:

- **1.** Select the 'Choose file' button.
- 2. Select the '<u>Upload</u>' button.



Tip: You'll need to know where the file is located to find and upload it.

#### **Review your supporting documents**

This page gives you instructions for how to review your supporting documents.

**Important:** In this example, the 'Training and Support Officer' file is uploaded. If you're uploading multiple files, repeat the steps on the 'Upload your supporting documents' page.

To view, remove or confirm your document(s), complete the following steps:

- **1.** Select the file name link to view it (optional).
- 2. Select the 'Remove' link (optional).
- **3.** Select the '<u>Save and continue</u>' button.

NHS Jobs		You're viewing <b>NHS BSA Training</b> Signed in as NHSBSA Training Sign Out
BETA Your <u>feedback</u> will help us to improve this	service.	
The new NHS Jobs website will be unavaila service updates. <u>Read more about why we</u>	ible every Thur are doing this.	sday from 7am to 8am while we make essential
<ul> <li>Create a job advert</li> <li>Upload your supporting docupdf. The document size is limited for the document.</li> <li>Reference no: T1111-21-1234</li> <li>Upload a document</li> <li>Choose file No file chosen</li> </ul>	<b>documen</b> uments in a to 1MB.	<b>ts</b> doc, docx,
File name	Size	Action
1 Training and Support Officer.docx	109 KB	Remove 2
3 Save and continue		
Privacy policy Terms and conditions Accessib	<u>pility Statement</u>	Cookies How to create and publish jobs © Crown copyright

## Check and save your supporting documents

This page gives you instructions for how to check and save your supporting documents.

To confirm or change the job details, complete the following steps:

- **1.** Select a 'Change' link (optional):
  - 'Do you want to upload supporting documents?'
  - <u>Supporting documents</u>
- 2. Select the '<u>Save and continue</u>' button.

<b>NHS</b> Jobs	You're viewing <b>NHS BSA Training</b> Signed in as NHSBSA Training Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
The new NHS Jobs website will be unavailable every Thu service updates. <u>Read more about why we are doing this</u>	rsday from 7am to 8am while we make essential
Create a job advert <b>Check and save the supporting</b> <b>documents</b> Do you want to Yes upload supporting documents?	Change 1
Supporting <u>Training and Support</u> documents <u>Officer.docx</u> 3 Save and continue	Change 2
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## Job listing task list

This page gives you instructions for how to view your job listing tasklist.

**Important:** The sections of your tasklist will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you have completed. You cannot publish a job listing until all sections are completed.

To begin completing your tasklist, complete the following steps:

- **1.** Select a link to begin a section of the tasklist.
- 2. Select the 'Save and come back later' link (optional).

Go to the next page to see the screen shot.

NHS Jobs	You're viewing NHS BSA Training Signed in as NHSBSA Training Sign Out
BETA Your feedback will help us to improve this	s service.
The new NHS Jobs website will be unavaila service updates. <u>Read more about why we</u>	able every Thursday from 7am to 8am while we make essential <u>are doing this.</u>
NHS BSA Training Training and Support Off	icer job listing
DRAFT Reference no: T1111-21-1234	
Job listing incomplete You have completed 8 of 12 sections.	
Add the job title	
Job title and reference number	COMPLETED
Add the details of the job	
About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED
Add the job overview, job descrip specification Job overview	completed
Job description	COMPLETED
Person specification	COMPLETED
Supporting documents	COMPLETED
Add pre-application and addition questions	al application
Pre-application questions	NOT STARTED
Additional application questions	NOT STARTED
Add the recruitment team	
1 Recruitment team	NOT STARTED
Add the Welsh (Cymraeg) transla	tion for this advert
Welsh translation	CANNOT START YET
You need to complete all sections before y Save and come back later	you send it for approval.
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Tip: You must complete all sections of the tasklist before you are able to add Welsh translations to your advert. This section will only appear if you have Welsh organisation settings turned on.

Go to the 'How to create a job listing in NHS Jobs – Add additional questions' user guide or video in the 'Create a job listing' box of the '<u>Help and support page for employers</u>' webpage.