

How to create a job listing in NHS Jobs user guide – Add the recruitment team

This guide gives you instructions for how to add the recruitment team members, when creating a job listing in the NHS Jobs service.

To add your recruitment team, you'll need to:

- Choose a shortlist lead and any shortlist panel members
- Choose the Recruitment manager and Recruitment administrator for the listing
- Choose any approvers for the listing if your organisation has approvals switched on

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 then need to send it for approval to one of the roles in the above list.

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Are you the recruiting manager for this listing?

This page gives you instructions for how to confirm if you're the recruiting manager for this listing.

To confirm if you're the recruiting manager for this listing, complete the following steps:

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

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Create a job advert
Are you the recruiting manager for this listing?
Training and Support Officer **DRAFT**
Reference no: T1111-21-1234

1

☐ Yes ☐ No

2

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Who do you want to add as the recruiting manager?


This page gives you instructions for how to add the recruiting manager for this listing.

Important: This page is only shown if you're not the recruiting manager for this listing. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add the recruiting manager, complete the following steps:

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

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Who do you want to add as the recruiting manager?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

1

[▼ The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 **Save and continue**

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Tip: If the person is not on the list and you're not a super user, you'll need to contact your organisation's super user. You can view the super users in your organisation by selecting the 'Contact your super users' option on your employer dashboard.

Do you know who the recruitment administrator will be for this listing?

This page gives you instructions for how to confirm if you know who the recruitment administrator for this listing will be.

To confirm if you know the recruitment administrator, complete the following steps:

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

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Create a job advert
Do you know who the recruitment administrator will be for this listing?
Training and Support Officer **DRAFT**
Reference no: T1111-21-1234

1

☐ Yes ☐ No

2

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Who do you want to add as the recruitment administrator?


This page gives you instructions for how to add the recruitment administrator for this listing.

Important: This page is only shown if you're adding the recruitment administrator for this listing. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add the recruitment administrator, complete the following steps:

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

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Who do you want to add as the recruitment administrator?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

To mark as unassigned, search for 'unassigned'

1

▼ [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

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Tip: The default person is 'Unassigned'. If the person is not on the list and you're not a super user, you'll need to contact your organisation's super user. You can view the super users in your organisation by selecting the 'Contact your super users' option on your employer dashboard.


Who will approve your job listing?

This page gives you instructions for how to add an approver.

Important: This page is only shown if you're using online approvals.

To add an approver, complete the following steps:

1. Select the '[Add an approver](#)' button.

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Who will approve your job listing?

You have not added any approvers.

1

Add an approver

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Who do you want to add as an approver?


This page gives you instructions for how to select who you want to add as the approver.

Important: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add an approver(s), complete the following steps:

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

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Who do you want to add as the approver?

Who do you want to add as the approver?

1

[▼ The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

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Tip: If the person is not on the list and you're not a super user you'll need to contact your organisation's super user. You can view the super users in your organisation by selecting the 'Contact your super users' option on your employer dashboard.

This page gives you instructions for how to manage your approvers.

1. Select the 'Remove' link (optional).
2. Select the [Add an approver](#) button (optional).
3. Select the [Save and continue](#) button.

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Select the department for this listing


This page gives you instructions for how to select the department for this listing.

Important: This page is only shown if you're using departments in your organisations account.

To select a department, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

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Select the department for the listing

☐

Department

1

 or

☐

Mark as unassigned

▼

[The department I want is not on the list](#)

To get a department added to the list you need to contact a super user for your organisation.

2

Save and continue

[Save and come back later](#)

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Tip: To get a department added to the list, if you're not a super user, you'll need to contact your organisation's super user. You can view the super users in your organisation by selecting the 'Contact your super users' option on your employer dashboard.

Will you be the shortlisting lead?

This page gives you instructions for how to confirm if you'll be the shortlisting lead.

To confirm if you're the shortlisting lead, complete the following steps:

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

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Will you be the shortlisting lead?

1

☐ Yes ☐ No

2

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Who do you want to add as the shortlisting lead?


This page gives you instructions for how to add the shortlisting lead for this listing.

Important: This page is only shown if you're not the shortlisting lead for this listing. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add the shortlisting lead, complete the following steps:

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

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Who do you want to add as the shortlisting lead?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

1

▼ [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 **Save and continue**

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Tip: If the person is not on the list and you're not a super user you'll need to contact your organisation's super user. You can view the super users in your organisation by selecting the 'Contact your super users' option on your employer dashboard.


Who will be on the shortlisting panel?

This page gives you instructions for how to add people to the shortlisting panel.

Important: This page is only shown if you're adding people to the shortlisting panel. In this example, you have not added anyone.

To add to your shortlisting panel, complete the following steps:

1. Select the '[Add a person](#)' button.

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Create a job vacancy

Who will be on the shortlisting panel?

You have not added anyone.

1

Add a person

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Who do you want to add to the shortlisting panel?


This page gives you instructions for how to add people to the shortlisting panel.

Important: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add people to the shortlist panel, complete the following steps:

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

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Create a job vacancy

Who do you want to add to the shortlisting panel?

1

▼ [The person I want is not on the list](#)

To get someone added to the list you need to contact a superuser for your organisation.

2

Save and continue

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Tip: If the person is not on the list and you're not a super user you'll need to contact your organisation's super user. You can view the super users in your organisation by selecting the 'Contact your super users' option on your employer dashboard.

Manage your shortlisting panel

This page gives you instructions for how to manage who will be on the shortlisting panel.

Important: In this example, you've added a person.

To remove, add or confirm your shortlisting panel, complete the following steps:

1. Select the 'Remove' link (optional).
2. Select the '[Add a person](#)' button (optional).
3. Select the '[Save and continue](#)' button.

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Create a job vacancy

Who will be on the shortlisting panel?

You can add up to 10 people.

John Doe

[Remove](#) 1

2

Add a person

3

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How do you want to do your shortlisting?


This page gives you instructions for how you want to do your shortlisting.

Important: If you select online, you'll score applicants using the service. If you select offline, you'll score applicants outside of the service by downloading the applications. You can't change your decision once the job is published.

To confirm how you want to shortlist, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

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Create a job advert

How do you want to do your shortlisting?

Training and Support Officer **DRAFT**

Reference no: T1111-21-1234

You cannot change this decision after you publish the advert.

1

☐ Online using NHS Jobs

Score your applications by ticking a box next to the criteria you listed in your person specification.

2

☐ Offline on paper

Print your applications and score them manually against the criteria you listed in your person specification.

Save and continue

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Check and save the recruitment team

This page gives you instructions for how to check and save the recruitment team for your listing.

To confirm or change your additional application questions, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Recruiting manager'](#)
 - ['Recruitment administrator'](#)
 - ['Approvers'](#)
 - ['Departments'](#)
 - ['Shortlisting lead'](#)
 - ['Are there additional people on the shortlisting panel?'](#)
 - ['Shortlisting method'](#)
2. Select the 'Save and continue' button.

[Go to the next page to see the screen shot](#)



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Create a job advert

Check and save the recruitment team

Recruiting manager	NHSBSA Training (Practice Manager)	Change 1
Recruitment administrator		Change 1
Approvers	NHSBSA Training (Practice Manager)	Change 1
Department	Ashleigh's Department	Change 1
Shortlisting lead	Joe Bloggs (Recruitment Advisor)	Change 1
Are there additional people on the shortlisting panel?	Yes	Change 1
Shortlisting panel	John Doe (Administrator)	Change 1
Shortlisting method	Online using NHS Jobs	Change 1

2 **Save and continue**

[Go to the next page](#)

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).

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NHS BSA Training
Training and Support Officer job listing

DRAFT
Reference no: T1111-21-1234

Job listing incomplete
You have completed 11 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**

[Person specification](#) **COMPLETED**

[Supporting documents](#) **COMPLETED**

Add pre-application and additional application questions

[Pre-application questions](#) **COMPLETED**

[Additional application questions](#) **COMPLETED**

Add the recruitment team

[Recruitment team](#) **COMPLETED**

Add the Welsh (Cymraeg) translation for this advert

1 [Welsh translation](#) **NOT STARTED**

You need to complete all sections before you send it for approval.

2 [Save and come back later](#)

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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 – Welsh translation' user guide or video in the 'Create a job listing' box of the '[Help and support page for employers](#)' webpage.