

## How to create a job listing in NHS Jobs user guide – Publish a job listing

This guide gives you instructions for how to publish a job listing in the NHS Jobs service.

Before publishing a job listing, you can:

- Preview your job listing
- Make changes to your job listing
- Send your job listing for approval

To 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 to publish.

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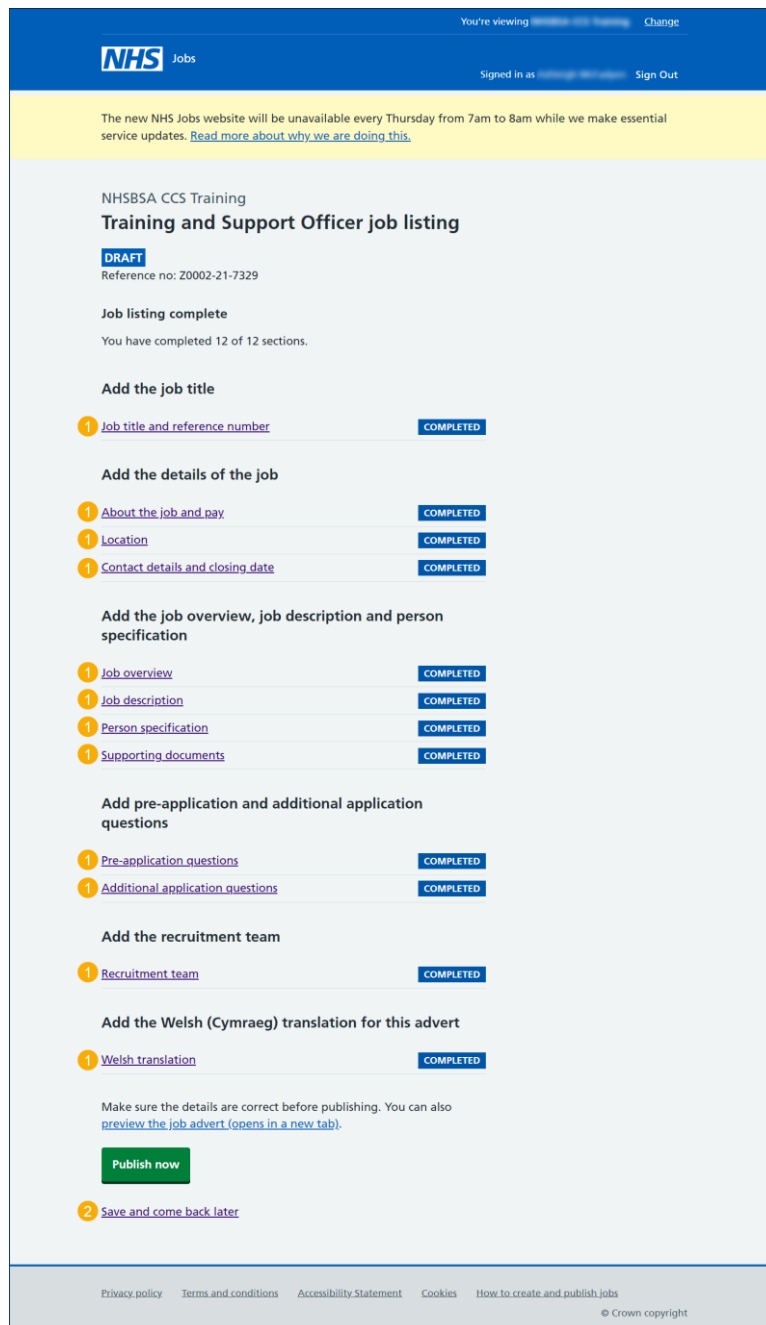
## Check your job listing

This page gives you instructions for how to check your job listing and make any changes before sending for approval or publishing.

**Important:** Once you have completed all sections of the job listing task list, all sections will show a status of 'Completed', as well as a heading below your reference number confirming this.

To check or make changes to your job listing, complete the following steps:

1. Select a task link (optional).
2. Select the 'Save and come back later' link (optional).



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 Jobs Training' and 'Change'. Below the header, it says 'Signed in as [username]' and 'Sign Out'. A yellow banner at the top of the main content area contains a notice: '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 titled 'NHSBSA CCS Training' and 'Training and Support Officer job listing'. Below this, it says 'DRAFT' and 'Reference no: Z0002-21-7329'. A heading 'Job listing complete' is followed by the text 'You have completed 12 of 12 sections.'

The task list is organized into several sections:

- Add the job title**
  - 1 [Job title and reference number](#) **COMPLETED**
- Add the details of the job**
  - 1 [About the job and pay](#) **COMPLETED**
  - 1 [Location](#) **COMPLETED**
  - 1 [Contact details and closing date](#) **COMPLETED**
- Add the job overview, job description and person specification**
  - 1 [Job overview](#) **COMPLETED**
  - 1 [Job description](#) **COMPLETED**
  - 1 [Person specification](#) **COMPLETED**
  - 1 [Supporting documents](#) **COMPLETED**
- Add pre-application and additional application questions**
  - 1 [Pre-application questions](#) **COMPLETED**
  - 1 [Additional application questions](#) **COMPLETED**
- Add the recruitment team**
  - 1 [Recruitment team](#) **COMPLETED**
- Add the Welsh (Cymraeg) translation for this advert**
  - 1 [Welsh translation](#) **COMPLETED**

At the bottom of the task list, there is a green 'Publish now' button and a '2 [Save and come back later](#)' link. Below the task list, there is a note: 'Make sure the details are correct before publishing. You can also [preview the job advert \(opens in a new Tab\)](#)'.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. It also includes the copyright notice '© Crown copyright'.

[Go to the next page](#)

## Preview your job advert

This page gives you instructions for how to preview your advert.

To preview your advert, complete the following step:

1. Select the 'Preview the job advert' link.

1 Make sure the details are correct before publishing. You can also [preview the job advert \(opens in a new tab\)](#).

[Publish now](#)

[Save and come back later](#)

**Tip:** Your advert preview will open a new webpage.

[Go to the next page](#)

## Send for approval

This page gives you instructions for how to send your job listing for approval.

**Important:** You can change the approvers if they're incorrect.

To change the approvers or send the listing for approval, complete the following steps:

1. Select the 'Recruitment team' link (optional).
2. Select the '[Send for approval](#)' button.

### Add the recruitment team

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

### Add the Welsh (Cymraeg) translation for this advert

[Welsh translation](#) **COMPLETED**

Make sure the details are correct before sending it for approval. You can also [preview the job advert \(opens in a new tab\)](#)

2 **Send for approval**

[Save and come back later](#)

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

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**Tip:** The 'Send for approval' button is located at the bottom of the job listing tasklist.

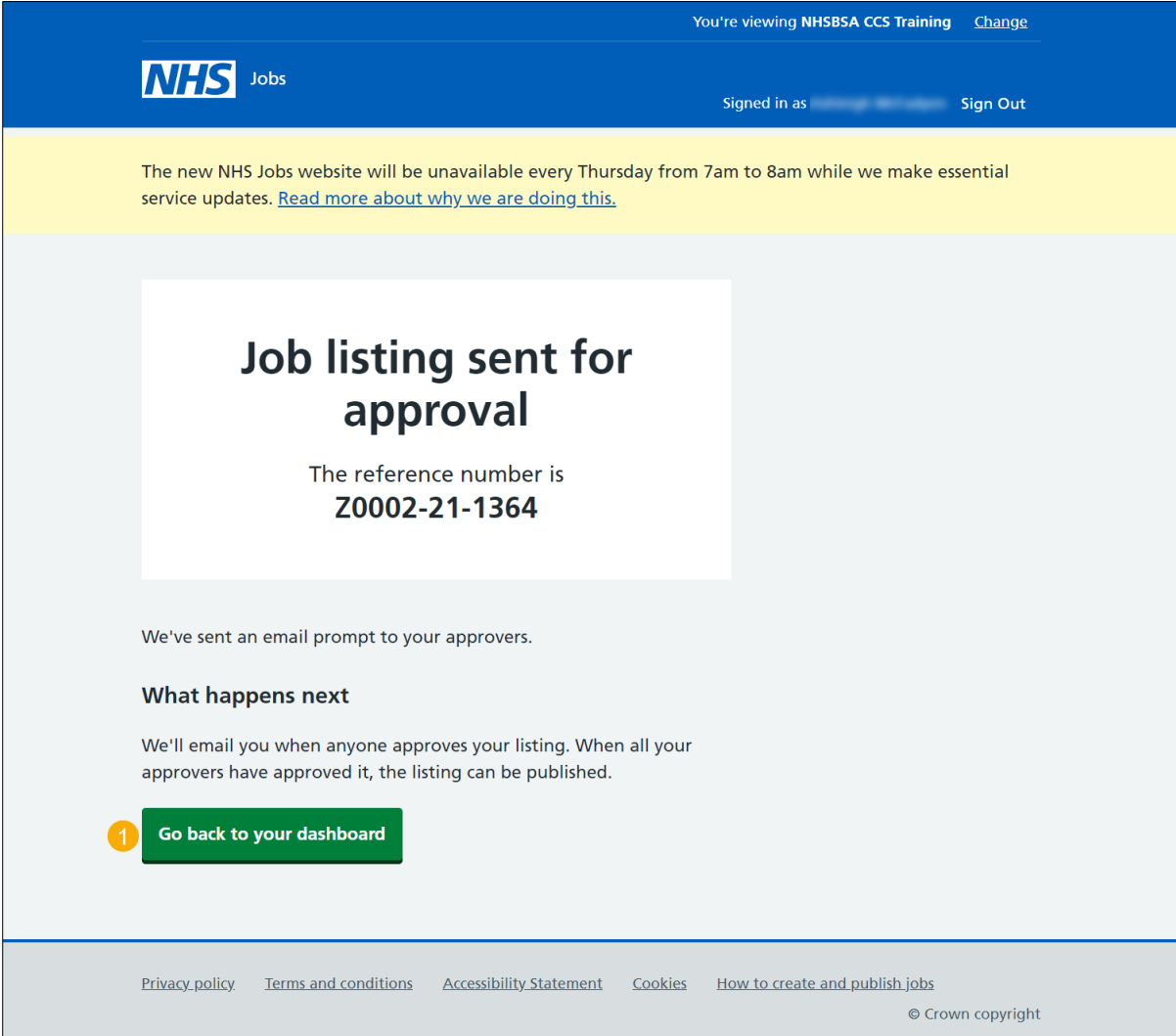
## Job listing sent for approval

This page shows confirmation your job listing is sent for approval.

**Important:** An email is sent to your approvers, and you'll receive an email once they respond. Once all approvers have approved it, the listing can be published. Once your job listing is approved, go to the 'Publish your listing' page.

To view your job listings, complete the following step:

1. Select the 'Go back to your job listings' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHSBSA CCS Training' with a 'Change' link. Below the header, there is a yellow banner with a message about the website being unavailable every Thursday from 7am to 8am. The main content area has a white box with the heading 'Job listing sent for approval' and the reference number 'Z0002-21-1364'. Below this, there is a message: 'We've sent an email prompt to your approvers.' followed by a section titled 'What happens next' which states: 'We'll email you when anyone approves your listing. When all your approvers have approved it, the listing can be published.' A green button with a yellow circle containing the number '1' and the text 'Go back to your dashboard' is positioned below the text. 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', along with the copyright notice '© Crown copyright'.

[Go to the next page](#)

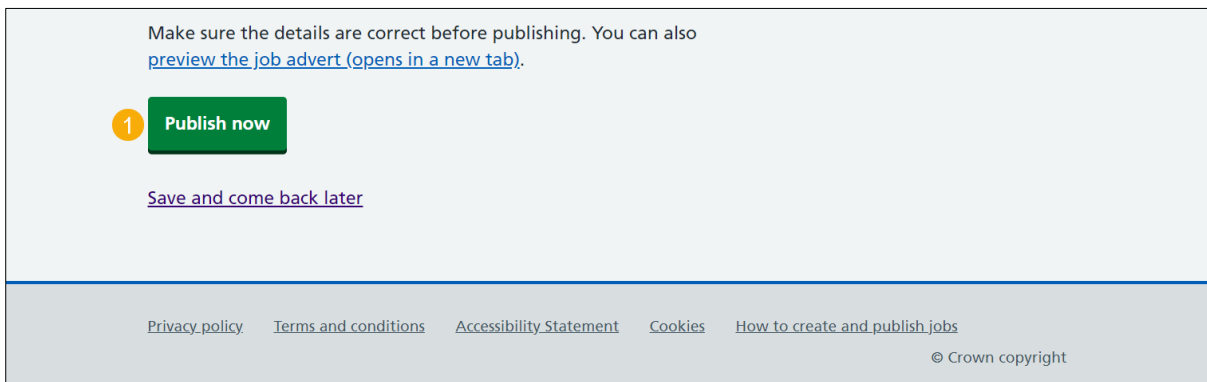
## Publish your job listing

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

**Important:** Once you've published the job listing, jobseekers can find it and apply for the role. If you need to make any changes to the listing, go to the 'How to change and republish a job listing in NHS Jobs' user guide or video in the 'Create a job listing' box of the '[Help and support page for employers](#)' webpage.

To publish your job listing, complete the following step:

1. Select the '[Publish now](#)' button.



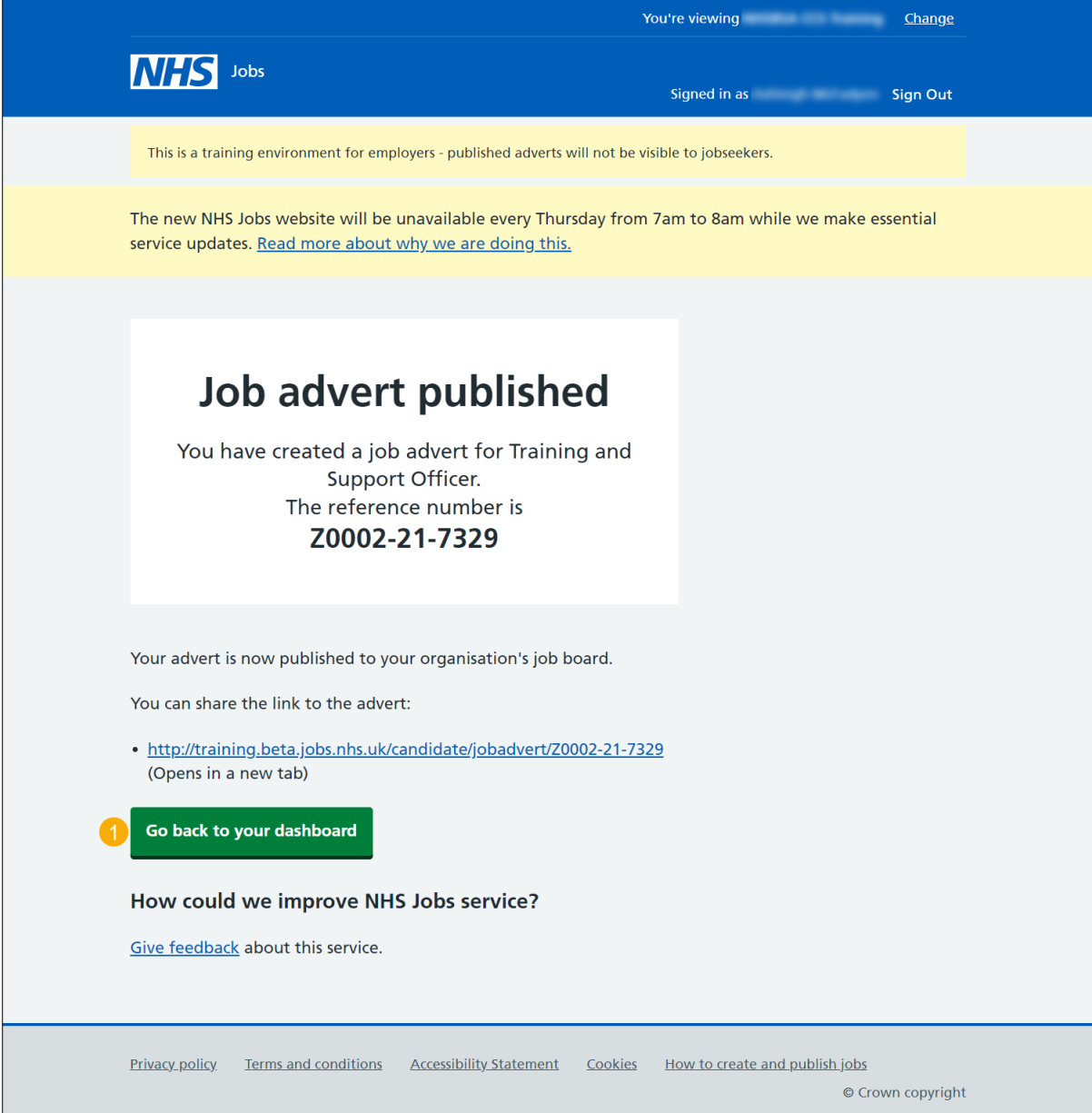
**Tip:** The 'Publish now' button is located at the bottom of the job listing tasklist.

## Job advert published

This page shows confirmation your job advert is published.

To view your job adverts, complete the following step:

1. Select the 'Go back to your 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 right side of the header, it says 'You're viewing' followed by a blurred text and a 'Change' link. Below the header, there is a yellow banner with the text: 'This is a training environment for employers - published adverts will not be visible to jobseekers.' Below that, another 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 'Job advert published'. Below the heading, it says: 'You have created a job advert for Training and Support Officer. The reference number is **Z0002-21-7329**'.

Below the white box, the text reads: 'Your advert is now published to your organisation's job board. You can share the link to the advert:'

- <http://training.beta.jobs.nhs.uk/candidate/jobadvert/Z0002-21-7329>  
(Opens in a new tab)

A green button with a yellow circle containing the number '1' is labeled 'Go back to your dashboard'.

Below the button, the text asks: 'How could we improve NHS Jobs service?' and provides a link: '[Give feedback](#) about this service.'

The footer contains 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'.

**You've reached the end of this user guide as you've created and published a job listing in NHS Jobs.**