

## How to publish an Applicant Tracking System (ATS) job listing in NHS Jobs user guide

This guide gives you instructions for how to create an Applicant Tracking System (ATS) job listing in the NHS Jobs service.

To publish an ATS job listing, you'll:

- create the listing in your ATS and transfer it to NHS Jobs
- find the draft listing in NHS jobs
- transfer any supporting documents from your ATS or add them directly in NHS Jobs (optional)
- publish the listing to jobseekers in NHS Jobs

The ATS and NHS Jobs requirements are:

- you must be a user of an ATS
- you must be a user of NHS Jobs with your account linked to an ATS

Once you've published the job listing, jobseekers will:

- search for the listing in the current NHS Jobs service
- view the listing in the new NHS Jobs service
- be redirected to apply for the job in your ATS

You must have an account setup by the NHS Jobs team or by your organisations 'Super user' to sign into your NHS Jobs account.

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## ATS to NHS Jobs process flow

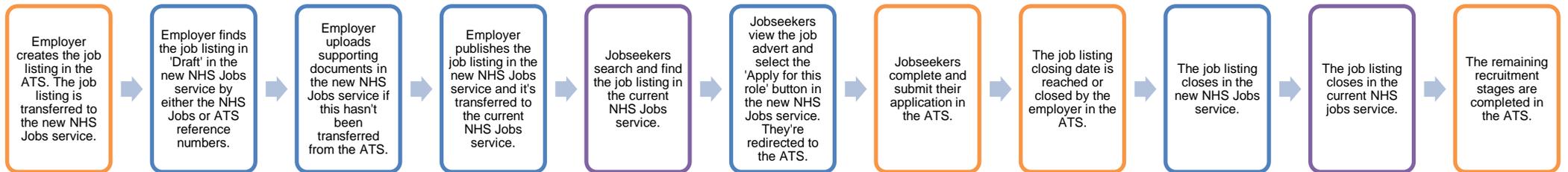
This process flow shows the different steps of the job listing from your ATS to the new and current NHS Jobs service.

### Key:

 Applicant tracking system (ATS)

 New NHS Jobs service

 Current NHS Jobs service



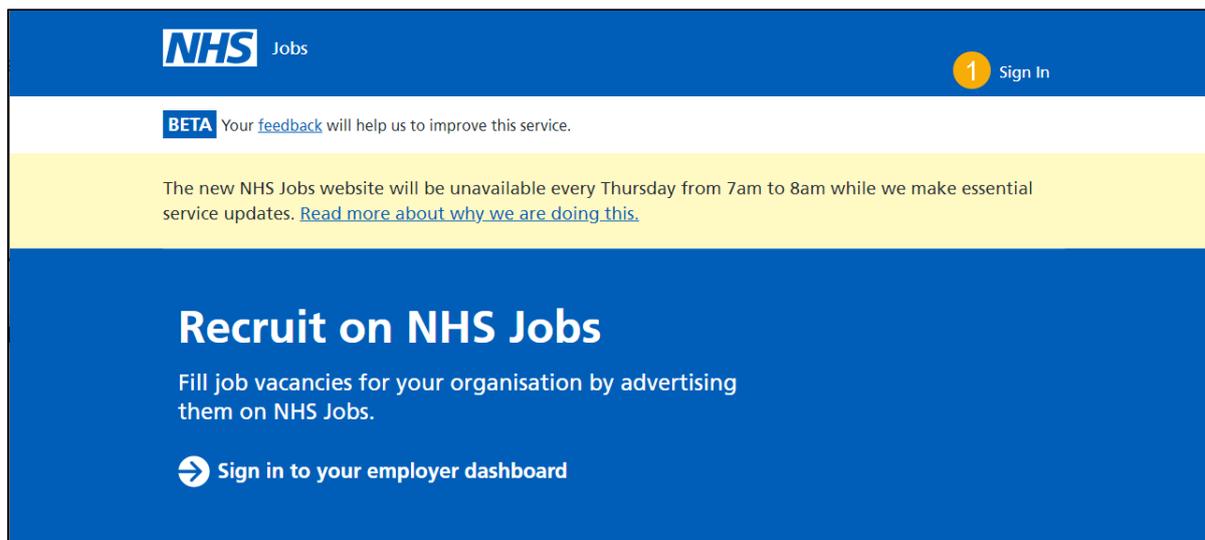
## Sign in

This page gives you instructions for how to sign into your [NHS Jobs account](#).

**Important:** You must have an account setup by the NHS Jobs team or by your organisation's 'Super user' to sign into your NHS Jobs account.

To sign into your account, complete the following step:

1. Select the '[Sign In](#)' link.



The screenshot shows the top of the NHS Jobs website. At the top left is the NHS Jobs logo. At the top right is a 'Sign In' button with a yellow circle containing the number '1'. Below the header is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with a message about the new website being unavailable every Thursday from 7am to 8am. The main content area has a blue background with the heading 'Recruit on NHS Jobs' and the text 'Fill job vacancies for your organisation by advertising them on NHS Jobs.' At the bottom of this area is a button with a right-pointing arrow and the text 'Sign in to your employer dashboard'.

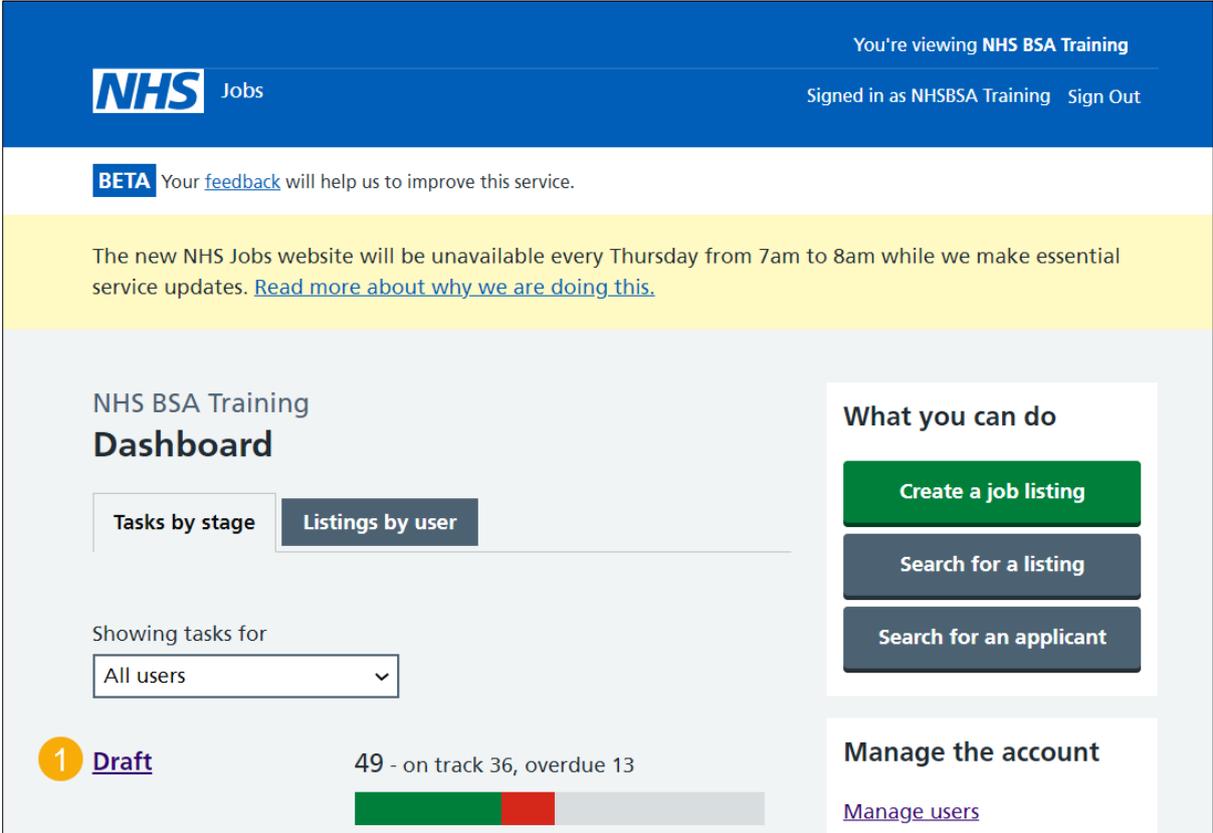
## Find your ATS job listing

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

**Important:** The job listing must be created in your ATS to be transferred to the new NHS Jobs service. You'll receive a confirmation message in your ATS once this is sent. Once it's transferred it will show in 'Draft' job listings in NHS Jobs.

To view your draft job listings, complete the following step:

1. Select the ['Draft'](#) link.



The screenshot shows the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: '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 titled 'NHS BSA Training Dashboard'. It has two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, there is a dropdown menu labeled 'Showing tasks for' with 'All users' selected. Below the dropdown, there is a notification: '1 Draft' with a yellow circle containing the number 1. To the right of this notification, it says '49 - on track 36, overdue 13' and there is a progress bar with a green section, a red section, and a grey section.

On the right side of the dashboard, there is a section titled 'What you can do' with three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey). Below this, there is a section titled 'Manage the account' with a link 'Manage users'.

**Tip:** You can select the 'Search for a listing' button and find your listing using your ATS reference number. This is useful if your organisation has lots of draft job listings.

## View your ATS job listing

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

**Important:** The draft job listing will show an NHS Jobs and ATS reference number (as shown in the red box). If you select the 'Delete the listing' link, you won't be able to recover these details.

To complete or delete your ATS job listing, complete the following step:

1. Select a link:
  - [Complete the listing](#)
  - or
  - Delete the listing

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Jobs account for [name] Change' and 'Signed in as [name] Sign Out'. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Draft' and has two dropdown menus: 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All'). Below these is a table with the following data:

Job title	Date started	Task	What needs doing next
Healthcare Assistant T0099-20-5711 AJ-TRAC-12644	07 Jan 2021	Draft	<a href="#">Complete the listing</a> or <a href="#">Delete the listing</a>

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

You've reached the end of this user guide if you've deleted the listing.

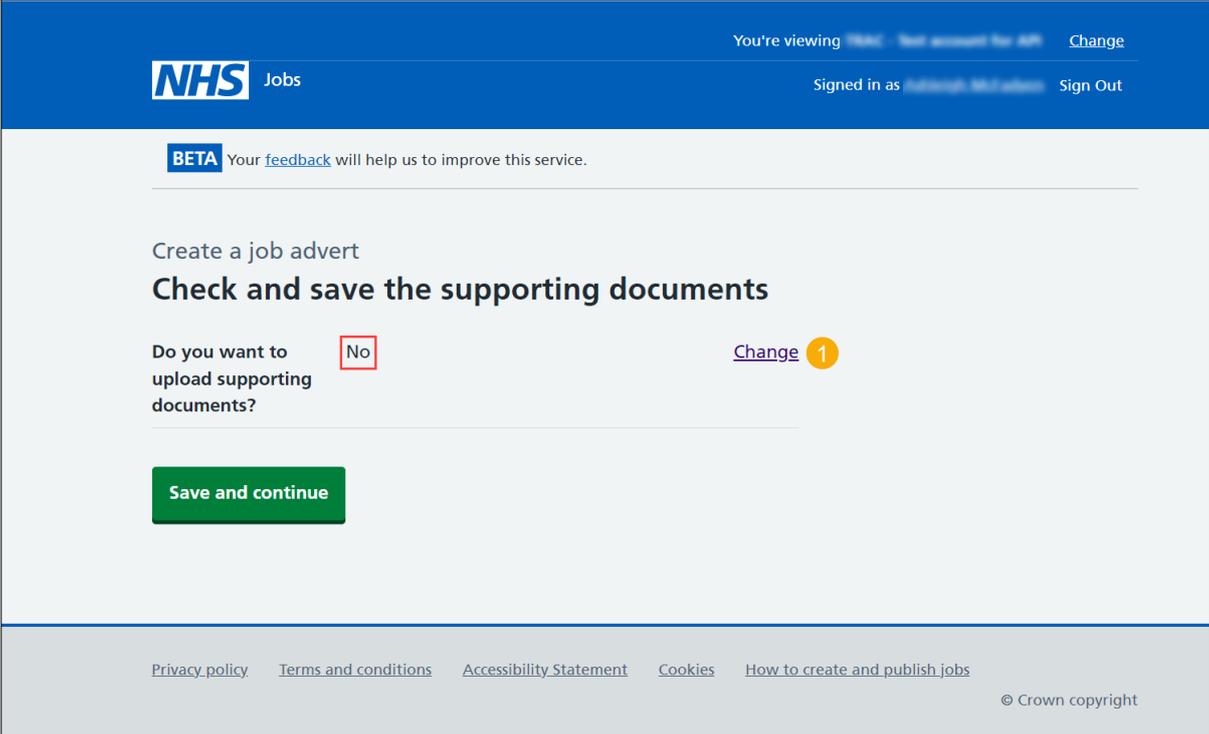
## Add supporting documents (optional)

This page gives you instructions for how to add supporting documents (optional).

**Important:** If your ATS offers supporting documents to be sent with your listing, your documents will already be added. If your ATS doesn't offer this option, you can add them in NHS Jobs. In this example, there are no documents added (as shown in the red box).

To add a supporting document, complete the following step:

1. Select the ['Change'](#) link (optional).



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 side of the header, it says 'You're viewing NHS - Test account for NHS' with a 'Change' link, and 'Signed in as [username]' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the supporting documents'. It asks 'Do you want to upload supporting documents?' with a 'No' button highlighted in a red box and a 'Change' link with a yellow notification bubble containing the number '1'. Below this is a green 'Save and continue' button. 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', along with a copyright notice '© Crown copyright'.

**Tip:** The supporting document section is in the middle of the 'Check your advert' page.

If you don't want to add any supporting documents, go to the ['Preview job listing'](#) page.

## Do you want to upload any supporting documents that will give more information to applicants?

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

**Important:** This page is only shown if you're uploading supporting documents in NHS Jobs.

To confirm if you want to upload a supporting document, 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 Linc Care' with a 'Change' link, and 'Signed in as' with a 'Sign Out' link. Below the header, there is a yellow banner with a 'BETA' tag and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a grey box 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.](#)' Below the grey box, there is a 'Go back' link. The main content area has a heading 'Create a job advert' followed by the question 'Do you want to upload any supporting documents that will give more information to applicants?'. Below the question, it says 'Consultant Geriatrician Community' with a 'DRAFT' tag. Below that, it shows the reference number 'Reference no: REf034 A1235-21-7448'. Below the reference number, it says 'This will help them decide whether to apply. It may also mean that you get more suitable applicants.' Below this text, there are two radio button options: '1 Yes' and '2 No'. The 'No' option is selected. Below the radio buttons, there is a green button labeled '2 Save and continue'. Below the button, there is a link 'Save and come back later'. 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'. On the right side of the footer, it says '© Crown copyright'.

If you select 'No', go to the ['Preview job listing'](#) page.

## Upload your supporting documents

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

**Important:** In NHS Jobs, you can upload 4 supporting documents in a doc, docx, pdf format. The document size is limited to 1MB. In this example, an 'Admin assistant JD' file is added (as shown in the red box).

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

1. Select the 'Choose File' button to find the file.
2. Select the '[Upload](#)' button to upload the file.

The screenshot displays the NHS Jobs interface for uploading documents. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it shows 'You're viewing NHS Jobs account for NHS' with a 'Change' link, and 'Signed in as [username]' with a 'Sign Out' link. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Create a job advert' followed by 'Upload your supporting documents'. Below this, it says 'You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB.' The job title is 'Administration Assistant' with a 'DRAFT' status. The reference number is '454-GEN-856 T0099-21-7214'. Under 'Upload a document', there is a 'Choose file' button with a red box around the selected file 'Admin assistant JD.docx'. Below this are 'Upload' and 'Save and continue' buttons. A 'Save and come back later' link is also visible. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

**Tip:** You'll need to know where the files are located on your local or shared drive to upload them.

## Check your uploaded supporting documents

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

**Important:** Make sure you've added the correct supporting documents before uploading them.

To view, remove or upload your supporting documents, complete the following steps:

1. Select the 'file name' link to view it (optional).
2. Select the ['Remove'](#) link (optional).
3. Select the ['Save and continue'](#) button.

You're viewing **Linc Care** [Change](#)

**NHS** Jobs Signed in as [\[Profile\]](#) 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

### Upload your supporting documents

You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB.

Consultant Geriatrician Community **DRAFT**

Reference no: REF034  
A1235-21-7448

Upload a document  
[Choose file](#) | No file chosen

**Upload**

File name	Size	Action
<b>1</b> <a href="#">Admin assistant JD.docx</a>	12 KB	<a href="#">Remove</a> <b>2</b>

**3** **Save and continue**

[Save and come back later](#)

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

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## Supporting documents uploaded

This page gives you instructions for how to check you've uploaded your supporting documents.

**Important:** In this example, the 'Admin assistant JD' document is uploaded (as shown in the red box).

To change your supporting documents, complete the following steps:

1. Select the [Change](#) link (optional).



**Tip:** You can select the document name link to view it.

If you don't need to make any changes, go to the [Preview job listing](#) page.

## Preview job listing

This page gives you instructions for how to preview your listing before publishing.

To preview your job listing, complete the following step:

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

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

[the job advert \(opens in a new tab\)](#)

[Publish now](#)

[Save and come back later](#)

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

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

[Go to the next page](#)

## Publish job listing

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

To publish your job listing, complete the following step:

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



**Tip:** The 'Publish now' button is at the bottom of the 'Check your advert' page. If you're not ready to publish your job listing, you can select the 'Save and come back later' link.

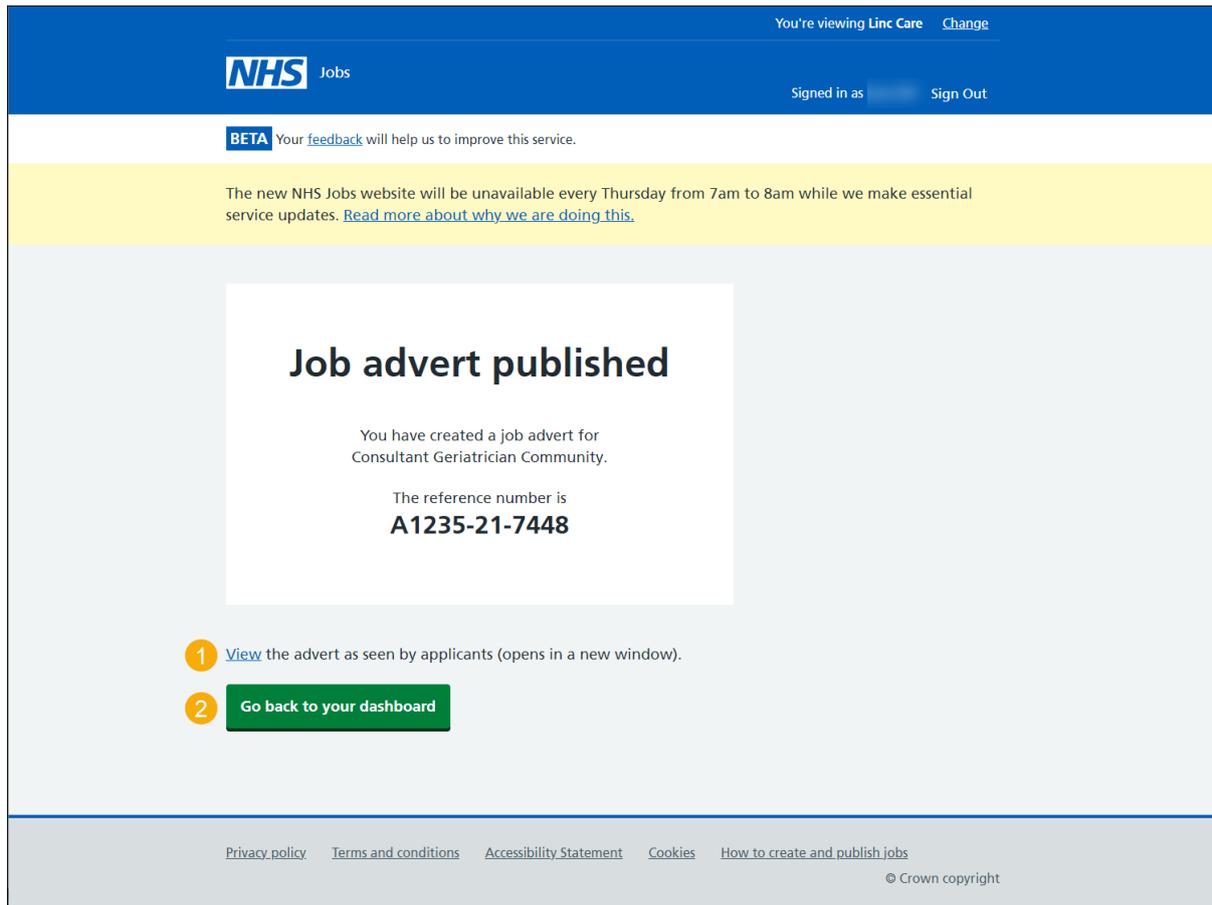
## Job advert published

This page shows confirmation your job advert is published.

**Important:** Your job advert is published in the new NHS Jobs service and jobseekers can find it in the current NHS Jobs service.

To view your advert or go back to your dashboard, complete the following step:

1. Select the 'view' link to view the advert (optional).
2. Select the 'Go back to your dashboard' link.



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 Linc Care' with a 'Change' link, and 'Signed in as' with a 'Sign Out' link. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with 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.](#)' The main content area is a white box with the heading 'Job advert published'. Below the heading, it says: 'You have created a job advert for Consultant Geriatrician Community. The reference number is **A1235-21-7448**'. Below the white box, there are two numbered steps: '1 [View](#) the advert as seen by applicants (opens in a new window).' and '2 [Go back to your dashboard](#)' (the latter is a green 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', followed by '© Crown copyright'.

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