How to remove a listing in NHS Jobs user guide

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

You can remove a listing from your employer dashboard when in any of the following stages:

- scoring and shortlisting
- invite to interview
- ready to offer
- conditional offers
- pre-employment checks
- contracts

You can reuse a removed job listing by searching for it using the ‘search for an applicant’ or ‘search for a job listing’ options on the employer dashboard.

Once a job listing has reached the ‘End recruitment’ stage, you can end the recruitment for this listing. Go to the ‘How to end recruitment in NHS Jobs’ user guide on our help and support for employers page for further information.

Contents

How to remove a listing in NHS Jobs user guide 1
Employer dashboard 3
Select the job title to remove 4
Remove this listing 5
Are you sure you want to remove this old job listing? 6
Are you sure you want to remove this new job listing? 7
Why are you removing this job listing? 8
Send email to applicants 9
Job listing removed 10

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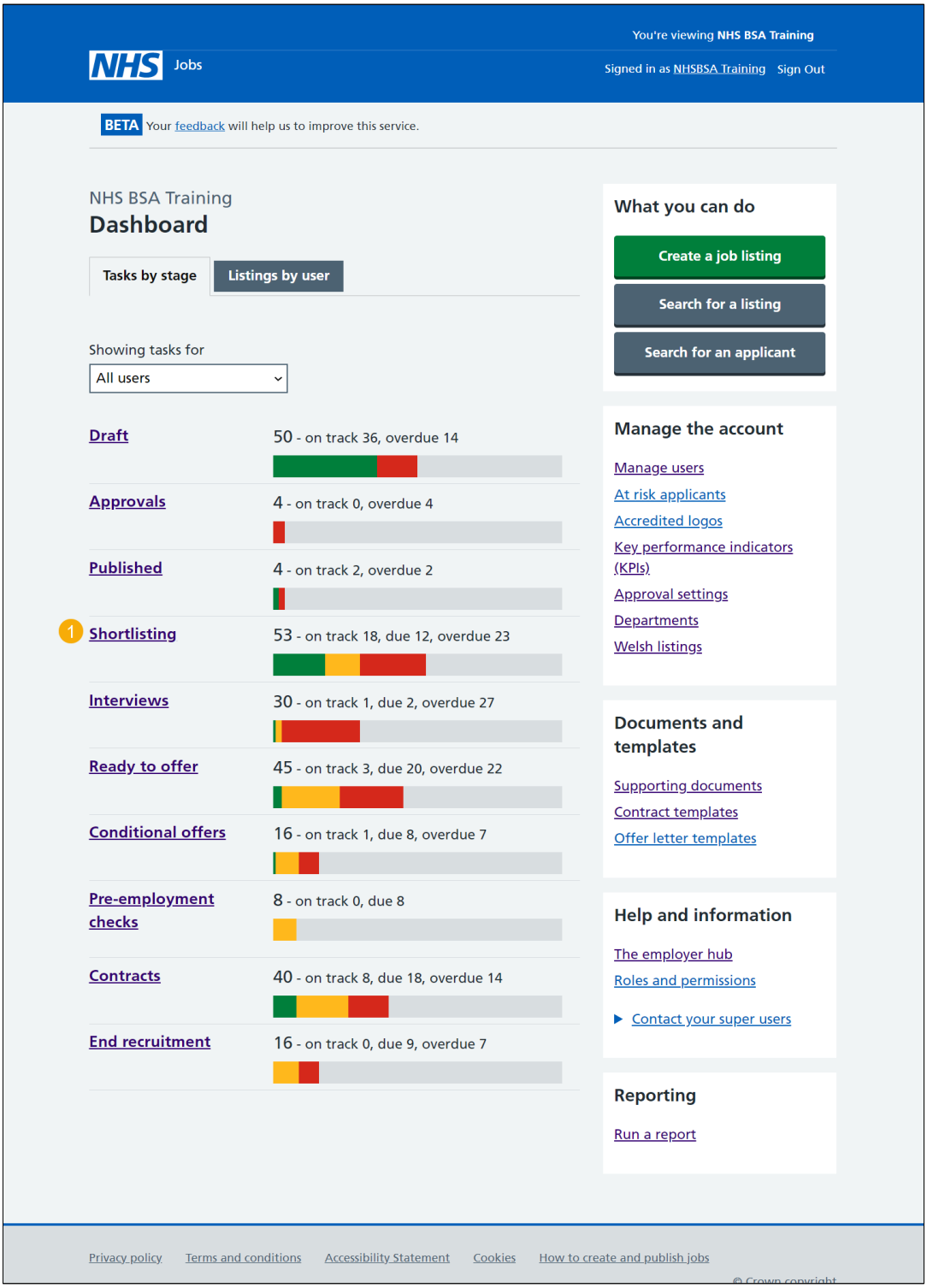
Employer dashboard

This page gives you instructions for how to access the job listing to remove.

Important: In this example, the job listing is removed from the shortlisting stage.

To access the job listing, complete the following steps:

1. Select the 'Shortlisting' link.



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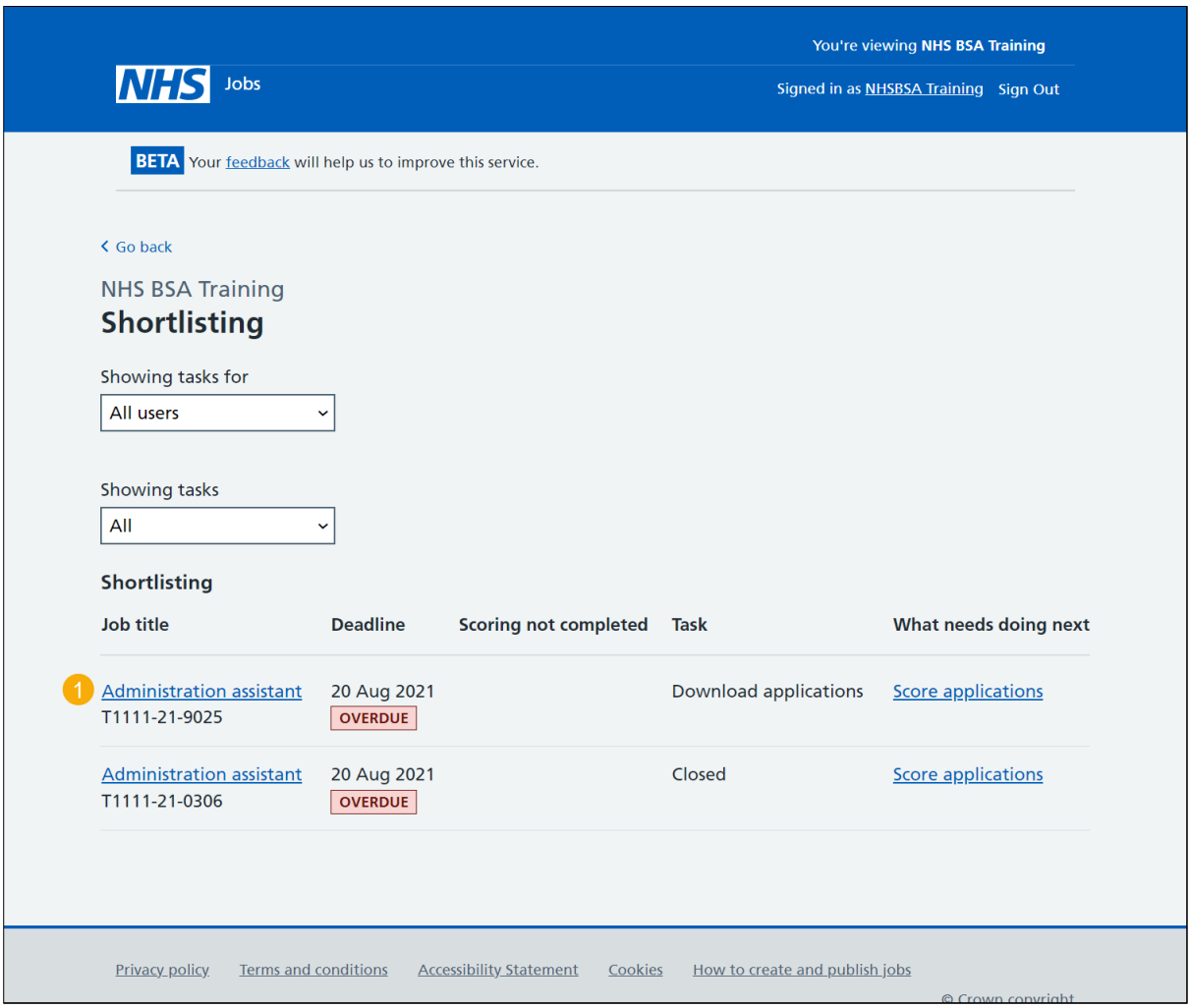
Select the job title to remove

This page gives you instructions for how to select the job title to remove.

To select the job title to remove, complete the following steps:

1. Select the Job title link.



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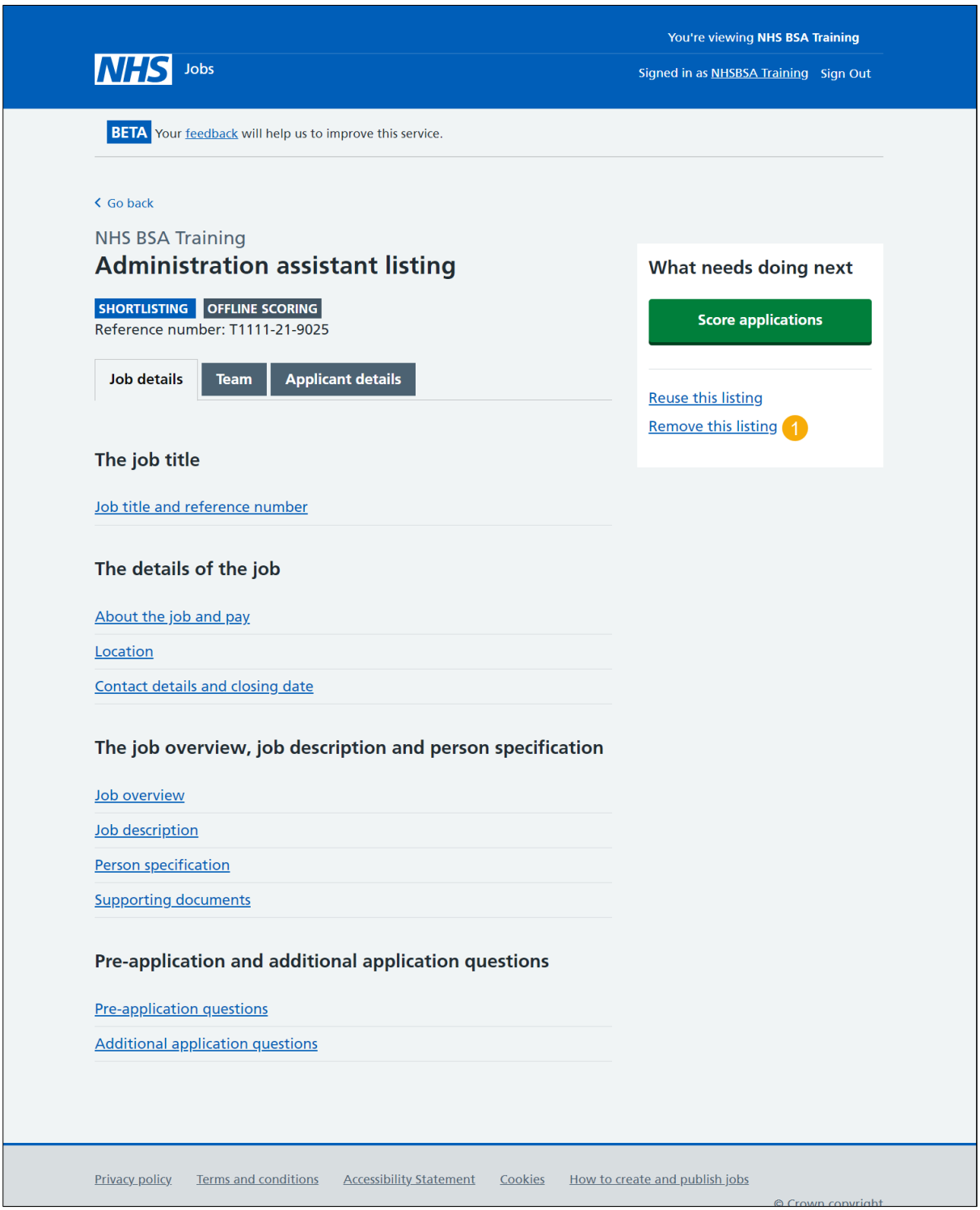
Remove this listing

This page gives you instructions for how to remove this listing.

To remove this listing, complete the following step:

1. Select the '[Remove this listing]' link.



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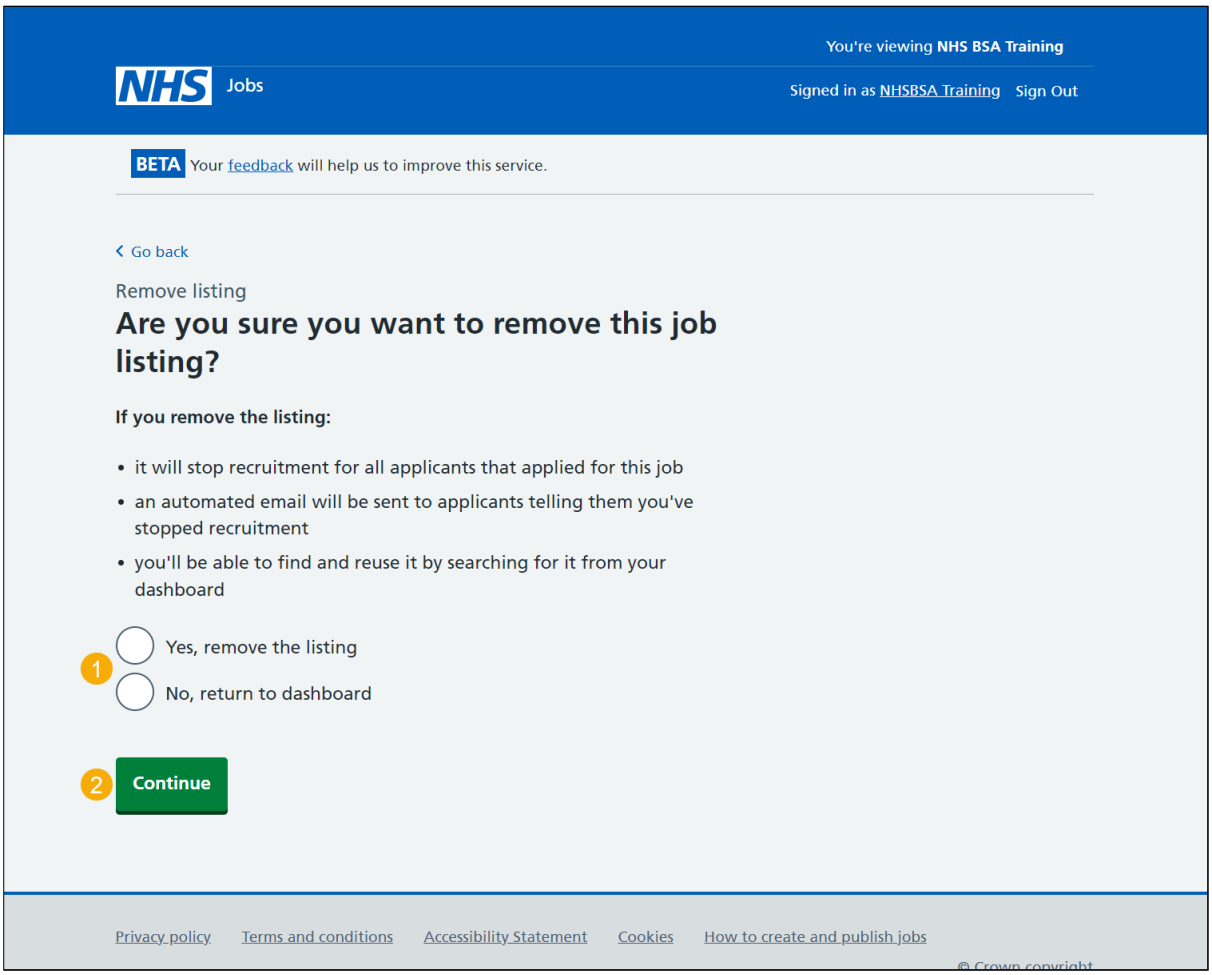
Are you sure you want to remove this old job listing?

This page gives you instructions for how to confirm if you want to remove the job listing.

Important: In this example, the job listing is old. Go to the 'Remove this new job listing' page if you are removing a newer job listing.

To confirm if you want to remove the job listing, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.



Tip: If you're using an Applicant Tracking System (ATS) provider, the first two bullet points can be ignored as no applicants exist in the NHS Jobs service.

You've reached the end of this user guide if you've selected 'No' to removing this job listing in NHS Jobs.

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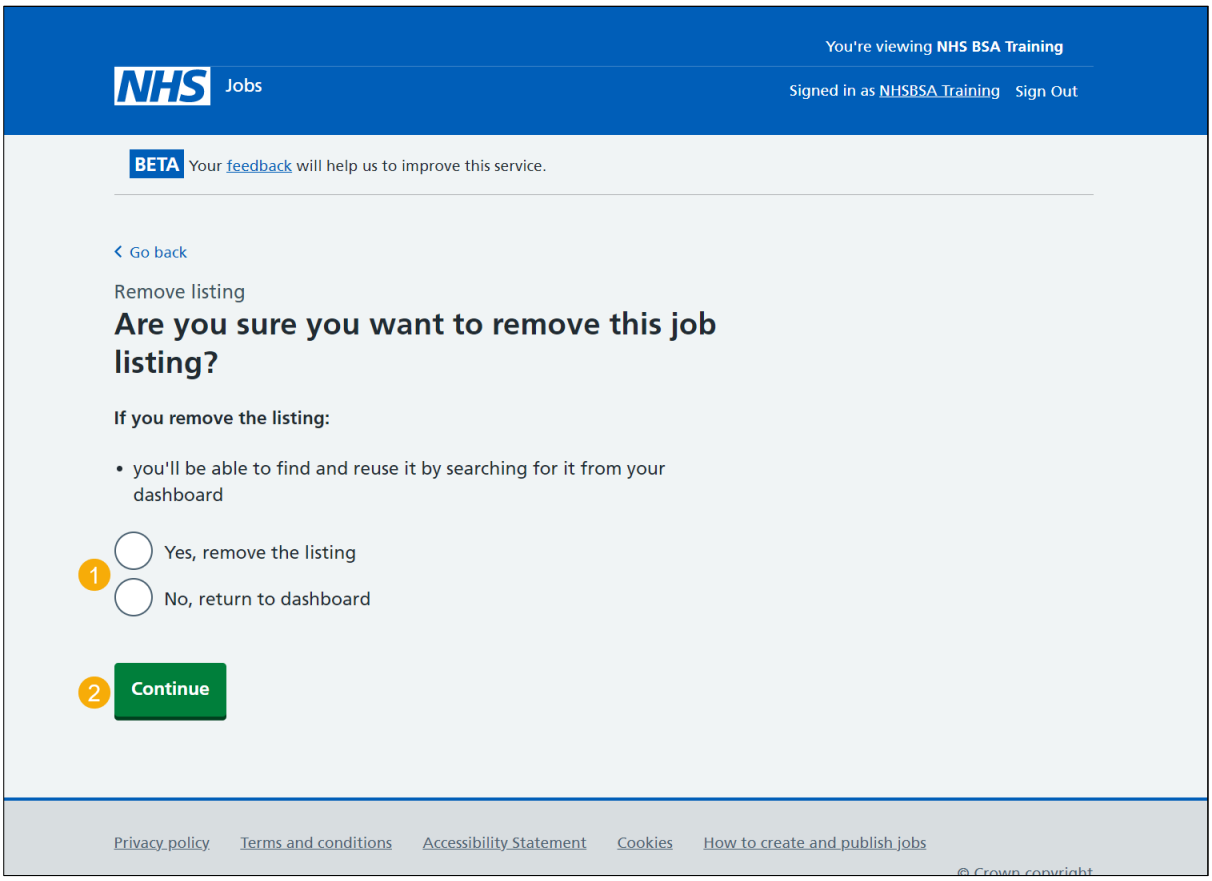
Are you sure you want to remove this new job listing?

This page gives you instructions for how to confirm if you want to remove this job listing.

Important: In this example, the job listing is new. Go to the 'Remove this old job listing' page if you're removing an old job listing.

To confirm if you want to remove this job listing, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.



You've reached the end of this user guide if you've selected 'No' to removing this job listing in NHS Jobs.

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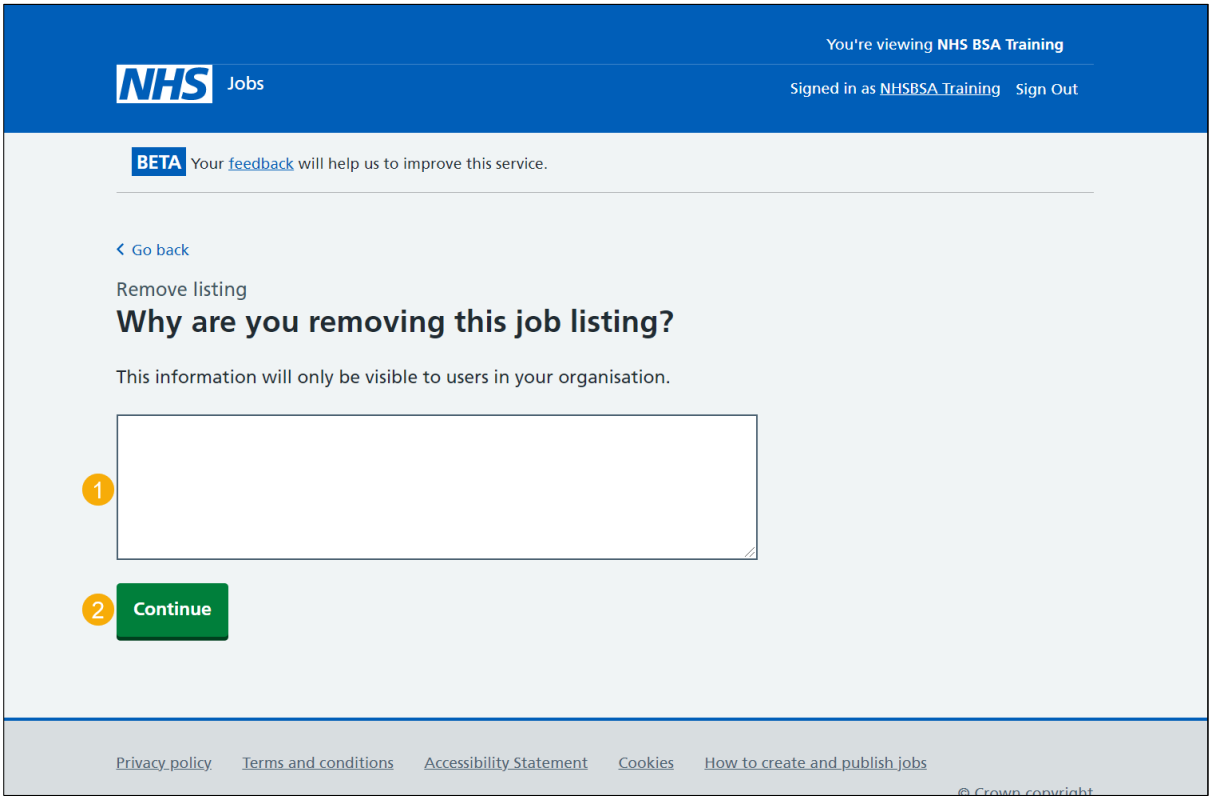
Why are you removing this job listing?

This page gives you instructions for how to confirm why you're removing this job listing.

To confirm why you're removing this job listing, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the '[Continue]' button.



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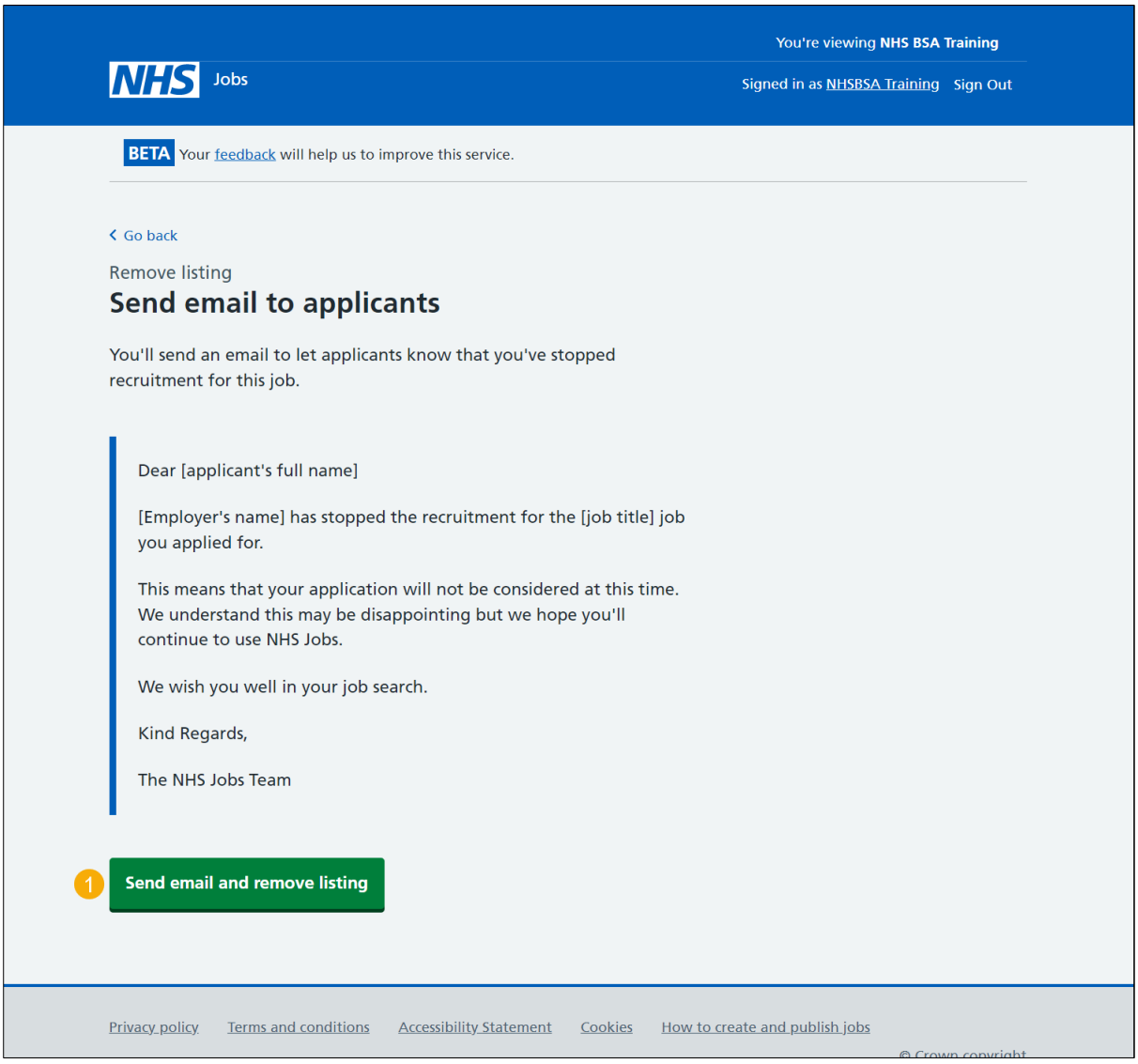
Send email to applicants

This page gives you instructions for how to send an email to let applicants know that you've stopped recruitment for this job.

Important: If you're using an ATS provider or haven't received any applicants for the listing, no emails will be sent as there are no applicants to notify.

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

1. Select the 'Send email and remove listing' button.



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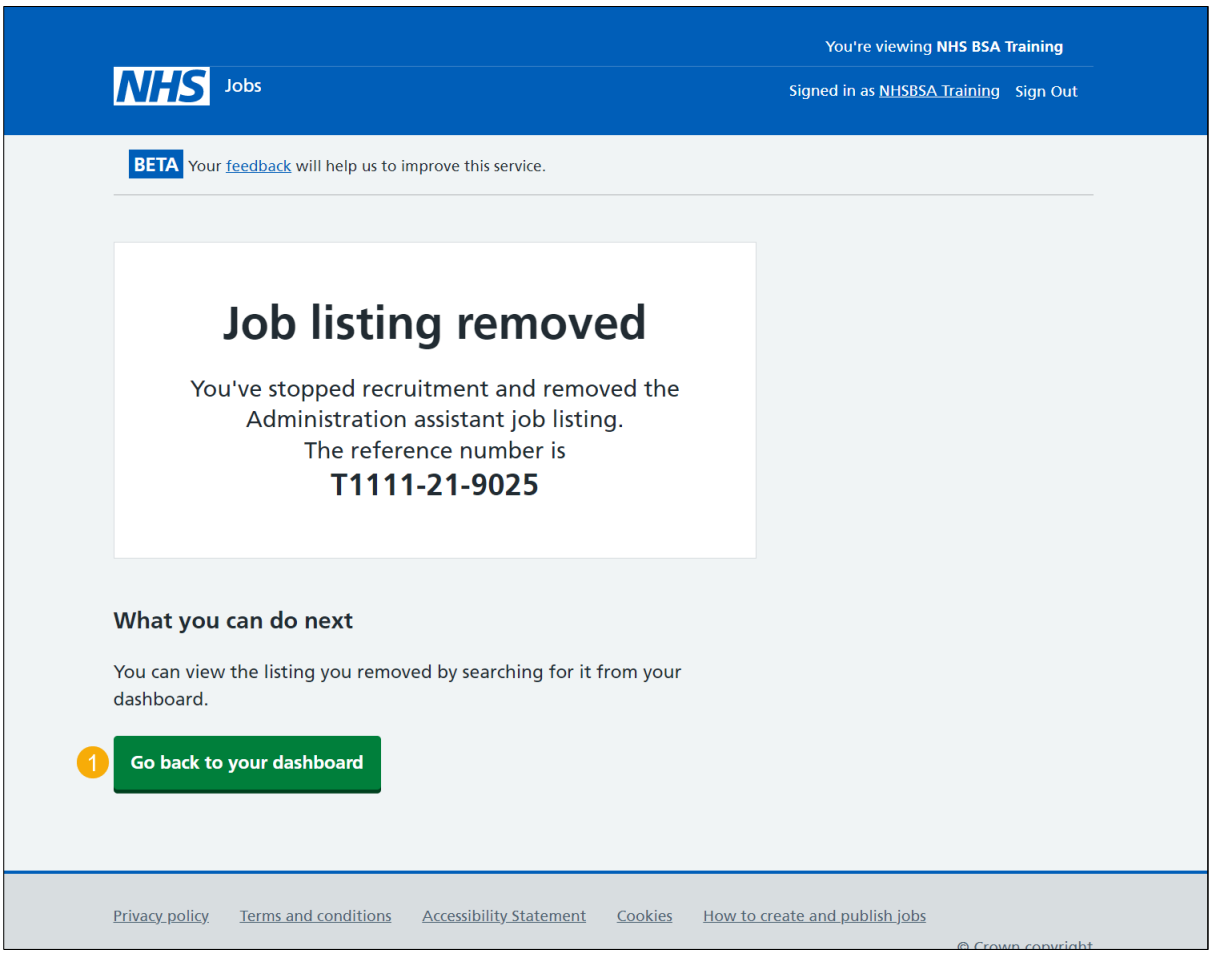
Job listing removed

This page gives you instructions for how to confirm your job listing is removed.

To confirm your job listing is removed, complete the following step:

1. Select the ‘Go back to your dashboard’ button.



Tip: You can reuse a removed job listing by searching for it using the ‘search for an applicant’ or ‘search for a job listing’ options on the employer dashboard.

You’ve reached the end of this user guide as you’ve removed a job listing in NHS Jobs.

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