

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.

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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.

NHS Jobs

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NHS BSA Training Dashboard

Tasks by stage | **Listings by user**

Showing tasks for: All users

Draft	50 - on track 36, overdue 14
Approvals	4 - on track 0, overdue 4
Published	4 - on track 2, overdue 2
1 Shortlisting	53 - on track 18, due 12, overdue 23
Interviews	30 - on track 1, due 2, overdue 27
Ready to offer	45 - on track 3, due 20, overdue 22
Conditional offers	16 - on track 1, due 8, overdue 7
Pre-employment checks	8 - on track 0, due 8
Contracts	40 - on track 8, due 18, overdue 14
End recruitment	16 - on track 0, due 9, overdue 7

What you can do

- Create a job listing
- Search for a listing
- Search for an applicant

Manage the account

- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Approval settings](#)
- [Departments](#)
- [Welsh listings](#)

Documents and templates

- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)

Help and information

- [The employer hub](#)
- [Roles and permissions](#)
- [Contact your super users](#)

Reporting

- [Run a report](#)

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

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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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[Go back](#)

NHS BSA Training Shortlisting

Showing tasks for

Showing tasks

Shortlisting

Job title	Deadline	Scoring not completed	Task	What needs doing next
1 Administration assistant T1111-21-9025	20 Aug 2021 OVERDUE		Download applications	Score applications
Administration assistant T1111-21-0306	20 Aug 2021 OVERDUE		Closed	Score applications

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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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NHS BSA Training

Administration assistant listing

SHORTLISTING **OFFLINE SCORING**

Reference number: T1111-21-9025

[Job details](#) [Team](#) [Applicant details](#)

The job title

[Job title and reference number](#)

The details of the job

[About the job and pay](#)

[Location](#)

[Contact details and closing date](#)

The job overview, job description and person specification

[Job overview](#)

[Job description](#)

[Person specification](#)

[Supporting documents](#)

Pre-application and additional application questions

[Pre-application questions](#)

[Additional application questions](#)

What needs doing next

[Score applications](#)

[Reuse this listing](#)

[Remove this listing](#) **1**

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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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA.Training Sign Out' on the right. Below the header, a 'BETA' badge states 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Remove listing' followed by 'Are you sure you want to remove this job listing?'. Underneath, it says 'If you remove the listing:' and lists three bullet points: 'it will stop recruitment for all applicants that applied for this job', 'an automated email will be sent to applicants telling them you've stopped recruitment', and 'you'll be able to find and reuse it by searching for it from your dashboard'. There are two radio button options: '1 Yes, remove the listing' and '2 No, return to dashboard'. A green 'Continue' button is located below the options. 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: 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.

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA_Training Sign Out' on the right. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Remove listing' followed by 'Are you sure you want to remove this job listing?'. Below this, it says 'If you remove the listing:' and lists a bullet point: 'you'll be able to find and reuse it by searching for it from your dashboard'. There are two radio button options: '1 Yes, remove the listing' and '2 No, return to dashboard'. A green 'Continue' button is located below the options. 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'.

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

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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NHS Jobs

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Remove listing

Why are you removing this job listing?

This information will only be visible to users in your organisation.

1

2 [Continue](#)

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

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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.

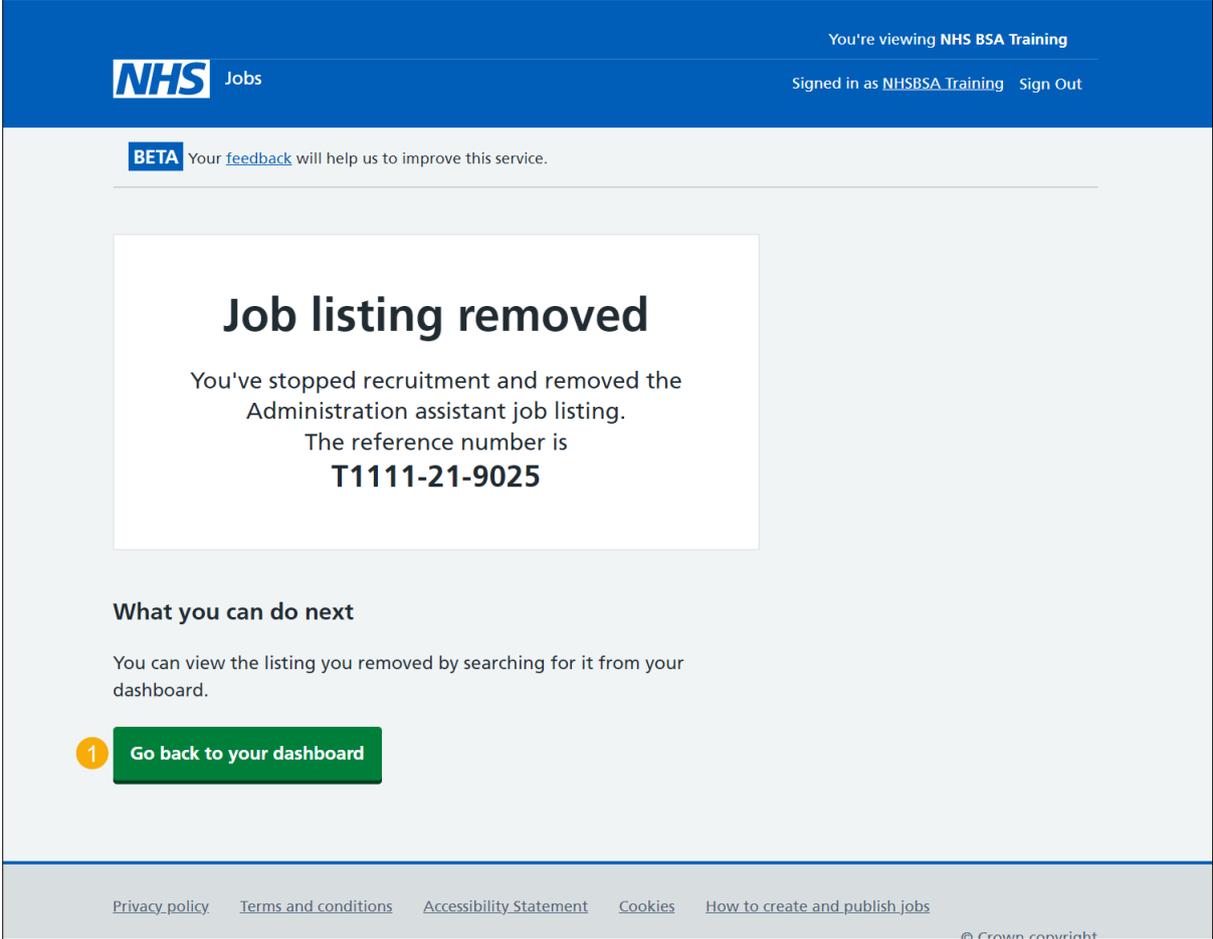
The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA_Training Sign Out'. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Remove listing' followed by 'Send email to applicants'. Below this, it says 'You'll send an email to let applicants know that you've stopped recruitment for this job.' The email template includes: 'Dear [applicant's full name]', '[Employer's name] has stopped the recruitment for the [job title] job you applied for.', 'This means that your application will not be considered at this time. We understand this may be disappointing but we hope you'll continue to use NHS Jobs.', 'We wish you well in your job search.', 'Kind Regards,', and 'The NHS Jobs Team'. At the bottom of the template area, a green button with a yellow circle containing '1' is labeled 'Send email and remove listing'. 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'.

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.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA_Training Sign Out' on the right. Below the header is a grey banner with a 'BETA' tag and the text 'Your feedback will help us to improve this service.' The main content area has a white box with the heading 'Job listing removed' and the text: 'You've stopped recruitment and removed the Administration assistant job listing. The reference number is T1111-21-9025'. Below this is a section titled 'What you can do next' with the text: 'You can view the listing you removed by searching for it from your dashboard.' A green button with a yellow '1' icon 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', followed by a small copyright notice.

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.