

How to create a job listing in NHS Jobs user guide – Add the details of the job

This guide gives you instructions for how to add the details of the job when creating a job listing in the NHS Jobs service.

To add the details of the job, you'll add the:

• information about the job and pay

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- information on the location of the job
- contact details and the closing date of the job

To find out which roles can do this, go to the 'Roles and permissions' link in the 'Help and information' section of the <u>employer dashboard</u>.

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About the job and pay

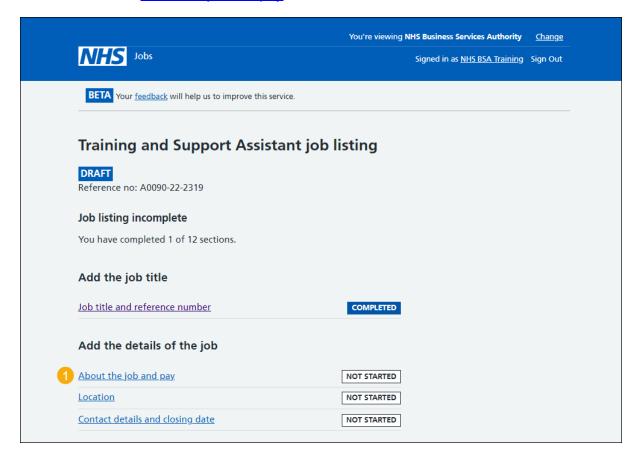
This page gives you instructions for how to confirm the details about the job and pay.

The different statuses are:

- **NOT STARTED** you haven't started the job listing section.
- **STARTED** you've started the job listing section but it's incomplete.
- **COMPLETED** you've completed the job listing section.
- CANNOT START YET you need to complete all sections before this is available.

To add the details about the job and pay, complete the following steps:

1. Select the 'About the job and pay' link.



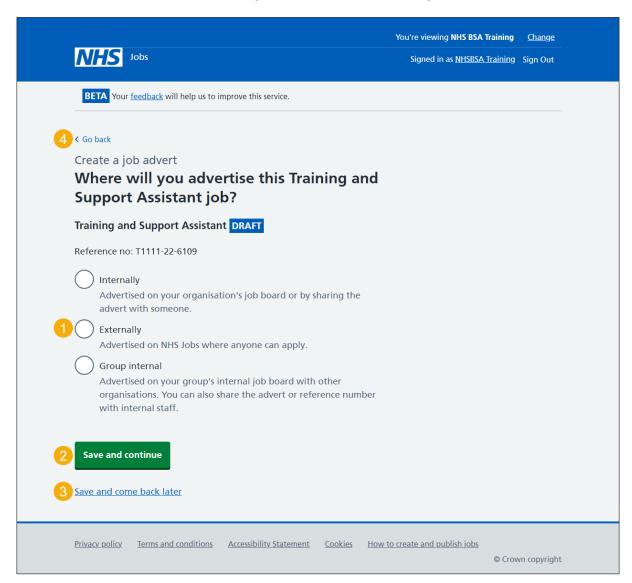
Where will you advertise this job?

This page gives you instructions for how to confirm where you'll advertise this job.

Important: If you choose 'Internally' or 'Group internal', you can advertise this job on your organisations job board or by sharing the listing with someone. If you choose 'Externally', this job is advertised on NHS Jobs where anyone can apply.

To add where you'll advertise this job, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.
- 3. Select the 'Save and come back later' link
- **4.** Select the '< Go back' link to go back to the previous page.

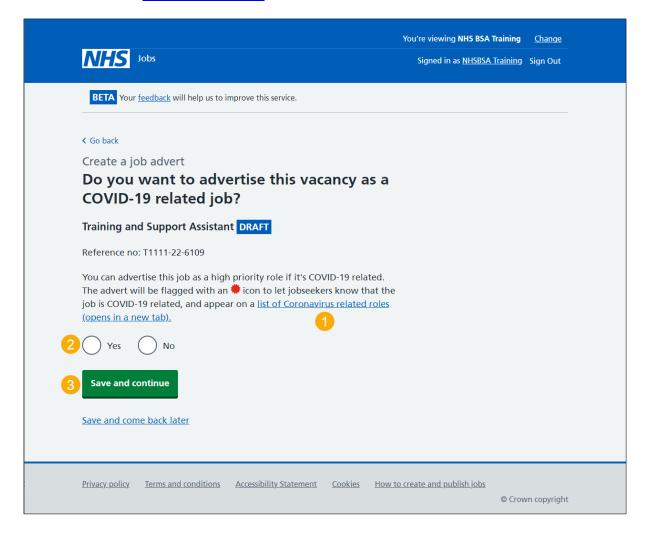


Do you want to advertise this vacancy as a COVID-19 related job?

This page gives you instructions for how to confirm if you want to advertise this vacancy as a COVID-19 related job.

To confirm if you want to advertise this vacancy as a COVID-19 related job, complete the following steps:

- 1. Select the 'list of Coronavirus related roles' link to view all COVID-19 roles (optional).
- **2.** Select an answer.
- **3.** Select the 'Save and continue' button.



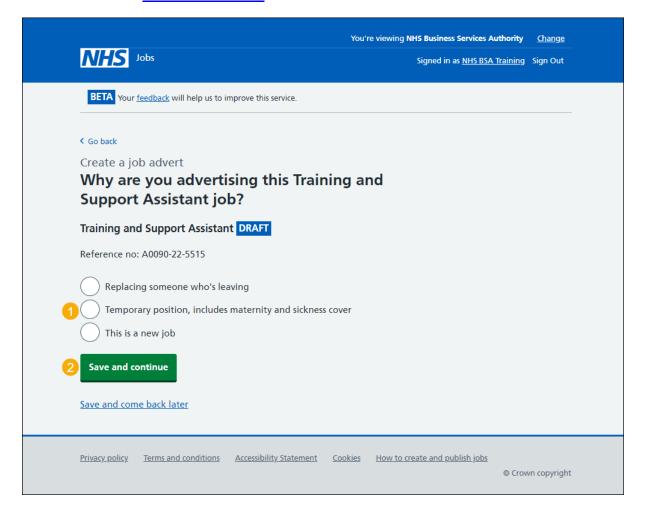
Why are you advertising this job?

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

Important: This information is used for reporting purposes only and isn't shown to applicants.

To add why you're advertising this job, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.

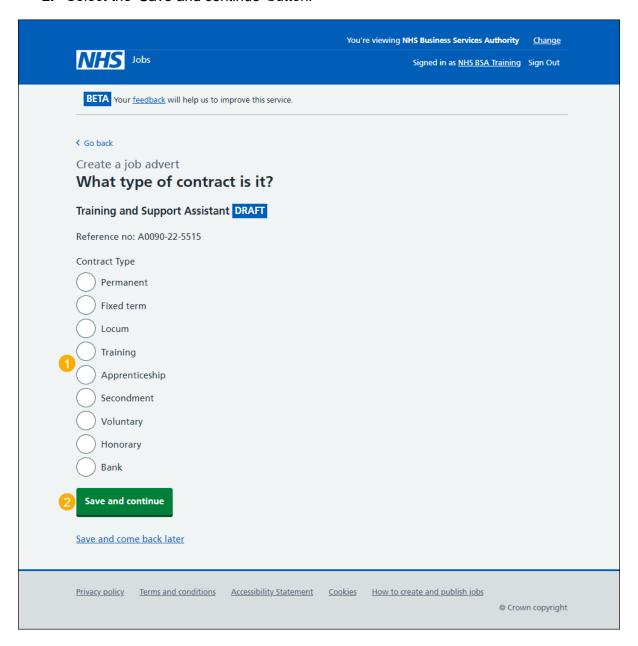


What type of contract is it?

This page gives you instructions for how to confirm the contract type.

To add the contract type, complete the following steps:

- 1. Select an answer.
 - 'Permanent'
 - 'Other'
- **2.** Select the 'Save and continue' button.



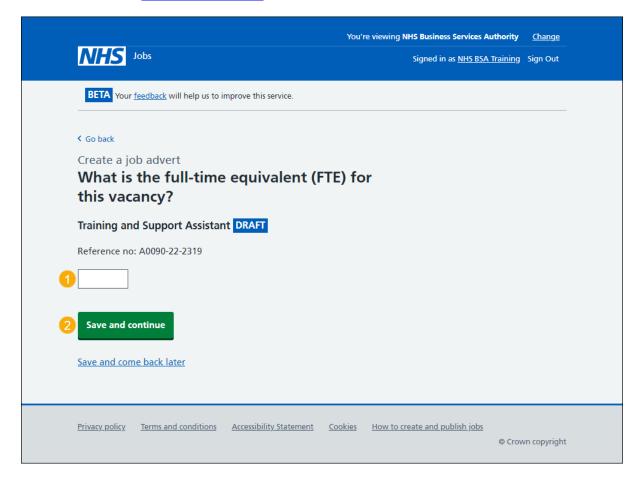
What is the full-time equivalent (FTE) for this vacancy?

This page gives you instructions for how to confirm the full-time equivalent for this vacancy.

Important: You can enter the FTE values ranging from 0.01 to 999.

To add the full-time equivalent for this vacancy, complete the following steps:

- 1. In the Full-time equivalent box, enter a number.
- 2. Select the 'Save and continue' button.



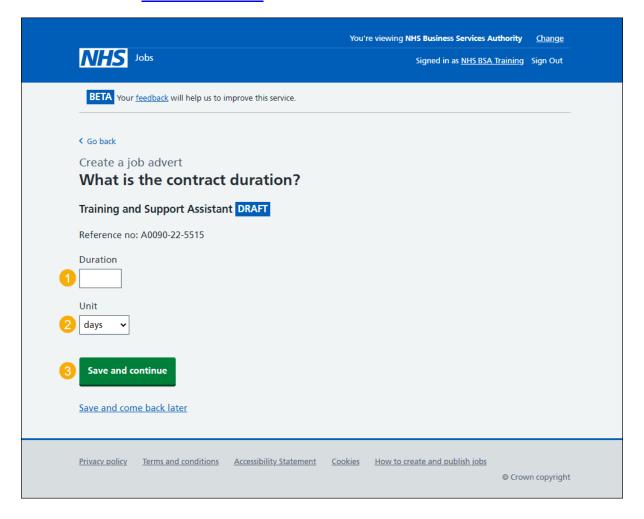
What is the contract duration?

This page gives you instructions for how to confirm the contract duration.

Important: You'll only see this page if you didn't select a 'Permanent' contract type.

To add the contract duration, complete the following steps:

- **1.** In the **Duration** box, enter a number.
- 2. In the **Unit** box, select an answer using the drop-down menu.
- **3.** Select the 'Save and continue' button.



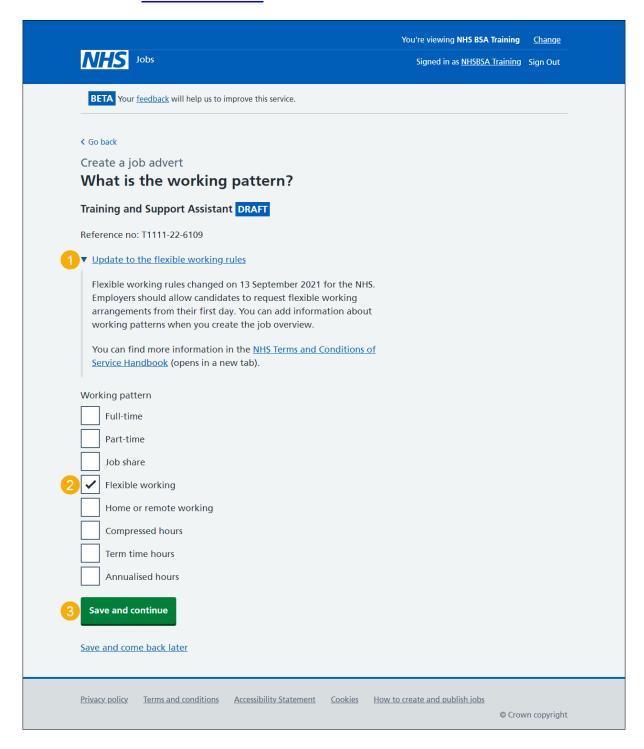
What is the working pattern?

This page gives you instructions for how to confirm the working pattern.

Important: The 'Flexible working' working pattern is ticked by default. You can untick this option if it's not suitable for this role. You can also select more than one answer.

To add the working pattern, complete the following steps:

- 1. Select the 'Update to the flexible working rules' link for more information (optional).
- 2. Select an answer.
- 3. Select the 'Save and continue' button.

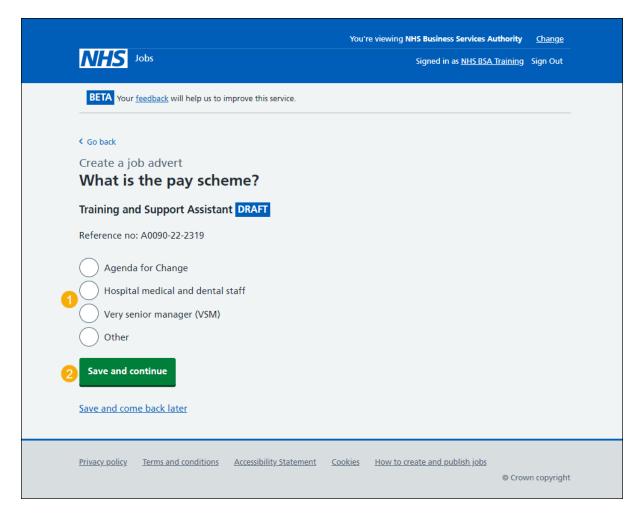


What is the pay scheme?

This page gives you instructions for how to confirm the pay scheme.

To add the pay scheme, complete the following steps:

- **1.** Select an answer:
 - 'Agenda for change'
 - 'Hospital medical and dental staff'
 - 'Very senior manager (VSM)'
 - 'Other'
- 2. Select the 'Save and continue' button.



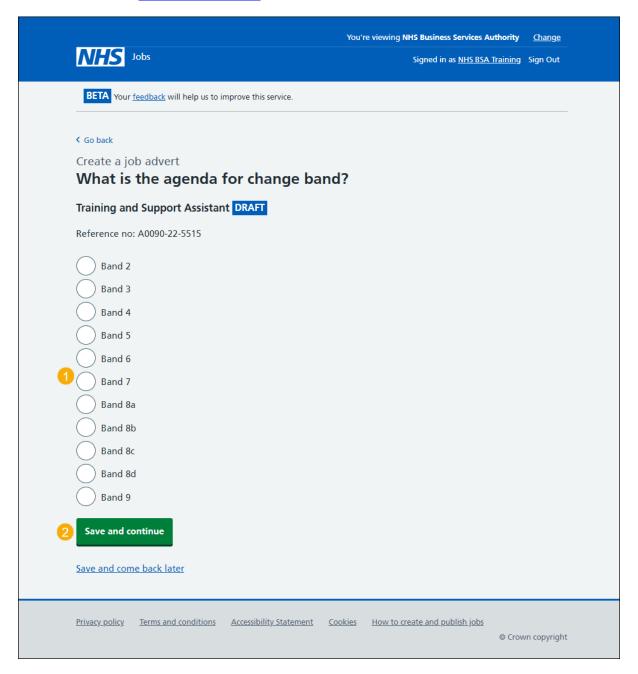
What is the agenda for change band?

This page gives you instructions for how to confirm the agenda for change band.

Important: You'll only see this page if you've selected an 'Agenda for Change' band.

To add the agenda for change band, complete the following steps:

- **1.** Select an answer.
- 2. Select the 'Save and continue' button.



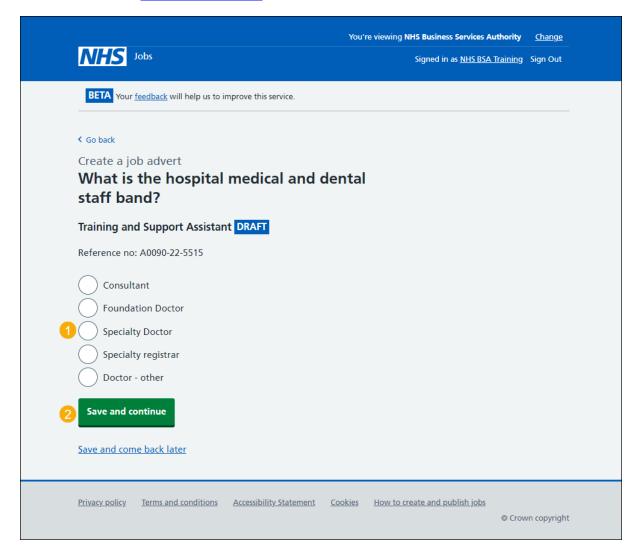
What is the hospital medical and dental staff band?

This page gives you instructions for how to confirm the hospital medical and dental staff band.

Important: You'll only see this page if you've selected an 'Hospital medical and dental staff band'.

To add the hospital medical and dental staff band, complete the following steps:

- **1.** Select an answer.
- 2. Select the 'Save and continue' button.

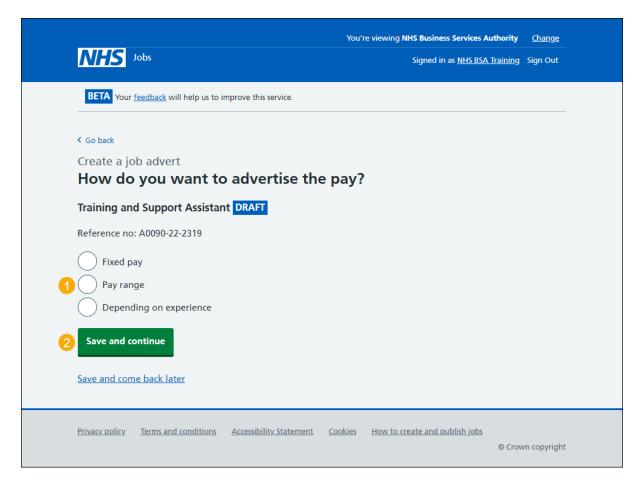


How do you want to advertise the pay?

This page gives you instructions for how to confirm the pay type.

To add the pay type, complete the following steps:

- 1. Select an answer:
 - 'Fixed pay'
 - 'Pay range'
 - 'Depending on experience'
- 2. Select the 'Save and continue' button.



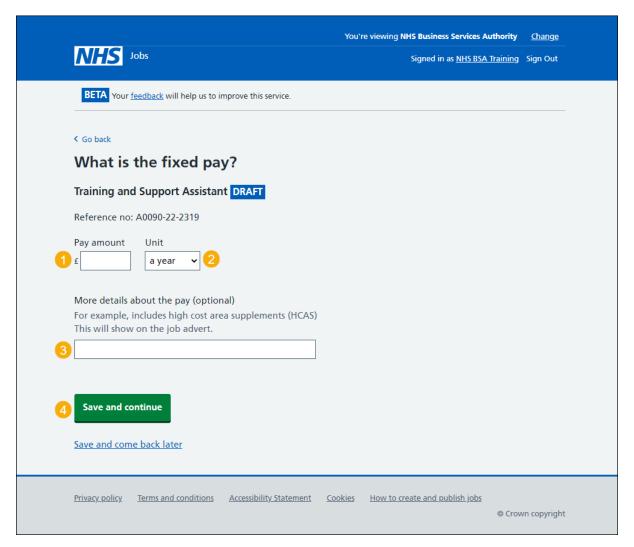
What is the fixed pay?

This page gives you instructions for how to confirm the fixed pay.

Important: You'll only see this page if you've selected a 'Fixed pay'. For example, £30,000 a year.

To add the fixed pay, complete the following steps:

- 1. In the Pay amount box, enter the details.
- 2. In the Unit box, select an answer using the drop-down menu.
- 3. In the More details about the pay box, enter the details (optional).
- **4.** Select the 'Save and continue' button.



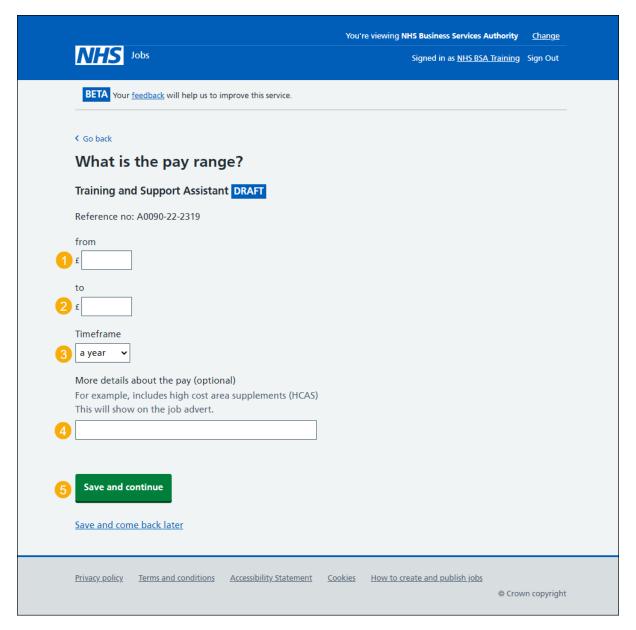
What is the pay range?

This page gives you instructions for how to confirm the pay range.

Important: You'll only see this page if you've selected a 'Pay range'. For example, £20,000 to £30,000 a year.

To add the pay range, complete the following steps:

- 1. In the **From** box, enter the details.
- 2. In the **To** box, enter the details.
- 3. In the **Timeframe** box, select an answer using the drop-down menu.
- 4. In the More details about the pay box, enter the details (optional).
- **5.** Select the 'Save and continue' button.



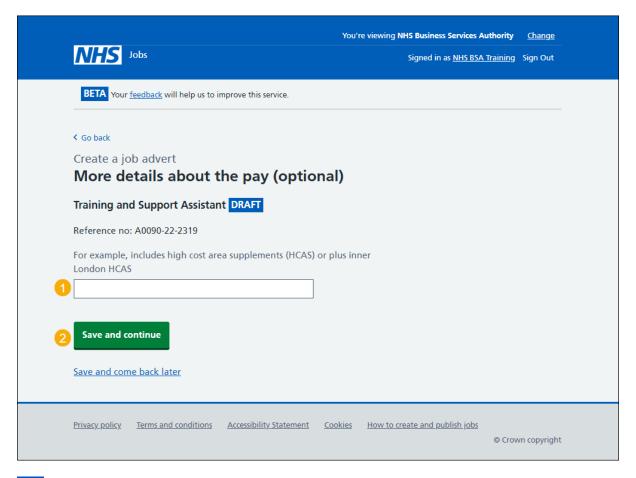
More details about the pay (optional)

This page gives instructions for how to confirm more details about the pay (optional).

Important: You'll only see this page if you've selected 'Depending on experience'.

To add more details about the pay, complete the following steps:

- 1. In the 'More details' box, enter the details (optional).
- 2. Select the 'Save and continue' button.



Tip: For example, includes high cost area supplements (HCAS) or plus inner London HCAS.

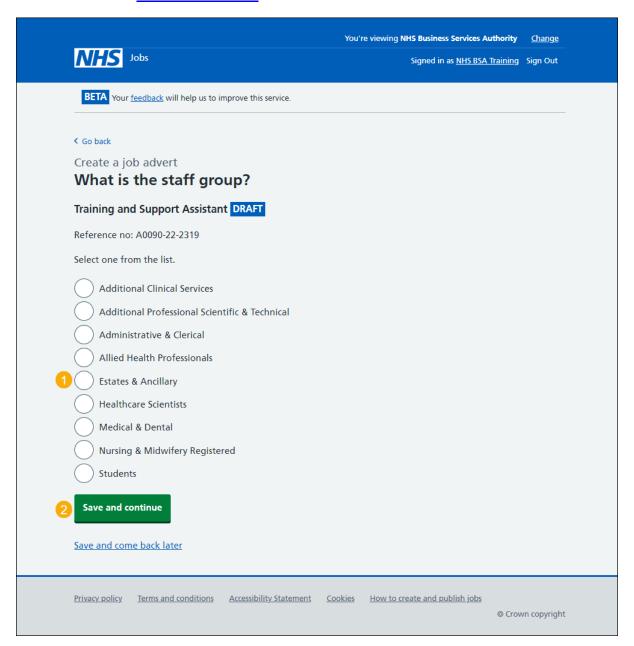
What is the staff group?

This page gives you instructions for how to confirm the staff group.

Important: You must select the correct staff group as it's used for job searches and reporting data quality.

To add the staff group, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.

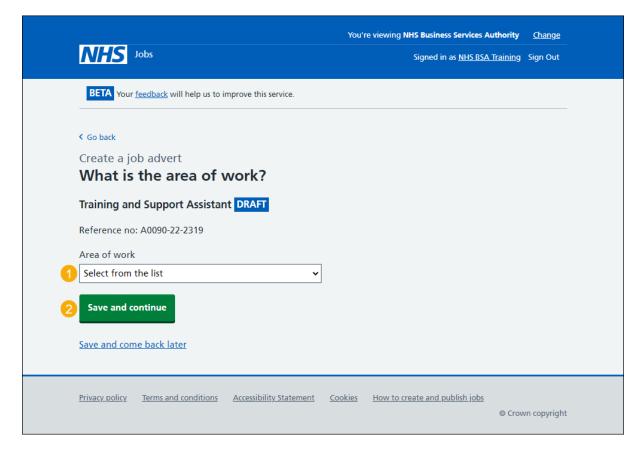


What is the area of work?

This page gives you instructions for how to confirm the area of work.

To add the area of work, complete the following steps:

- 1. In the Area of work box, select an answer using the drop-down menu.
- 2. Select the 'Save and continue' button.



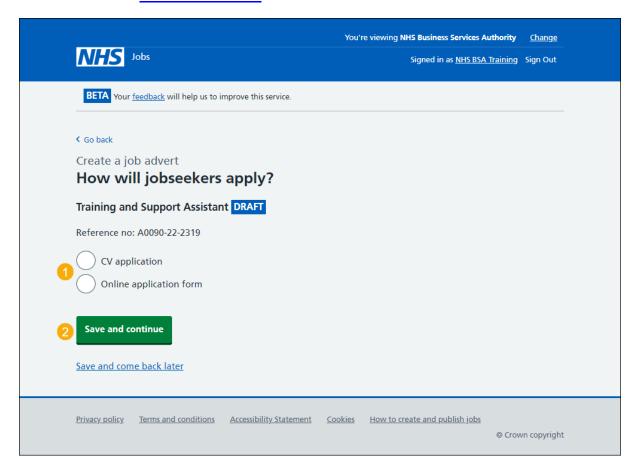
How will jobseekers apply?

This page gives you instructions for how jobseekers will apply.

Important: If you choose 'CV application', applicants are given a blank box to add their information. If you choose 'Online application form', applicants are given questions to answer based on the person specification information you add.

To add how jobseekers will apply, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.

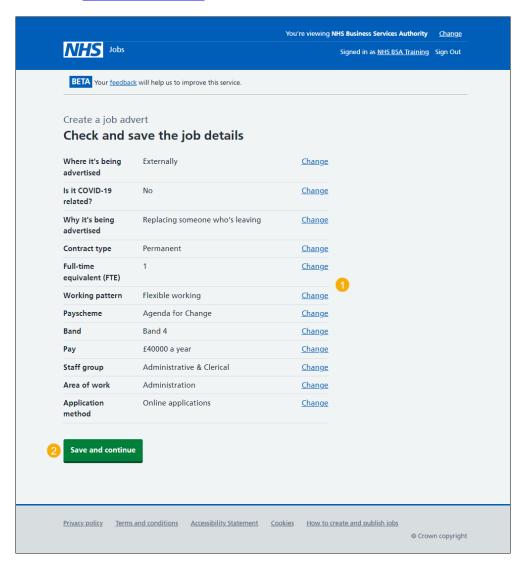


Check and save the job details

This page gives you instructions for how to check and save the job details.

To check, change and save the job details, complete the following steps:

- 1. Select a 'Change' link (optional):
 - · 'Where it's being advertised'
 - 'Is it COVID-19 related?'
 - 'Why it's being advertised'
 - 'Full-time equivalent (FTE)'
 - 'Contract type'
 - 'Contract duration (optional)'
 - 'Working pattern'
 - 'Payscheme'
 - '<u>Pay</u>'
 - 'Staff group'
 - 'Area of work'
 - 'Application method'
- 2. Select the 'Save and continue' button.



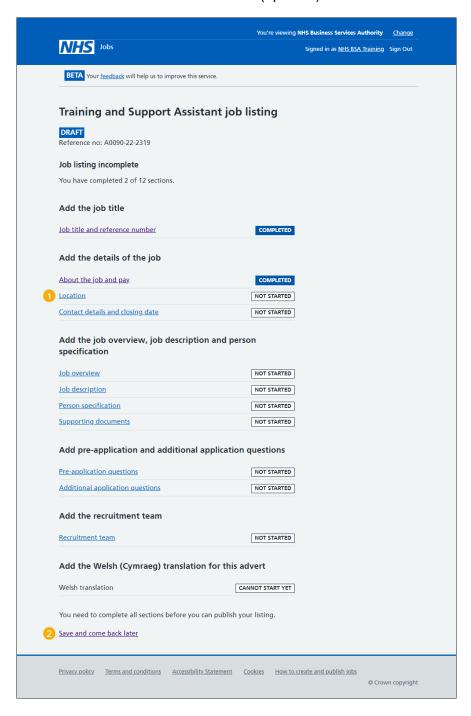
You've completed the details about the job and pay

This page shows confirmation you've completed the details about the job and pay section.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

- 1. Select the '<u>Location</u>' link.
- 2. Select the 'Save and come back later' link (optional).



If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

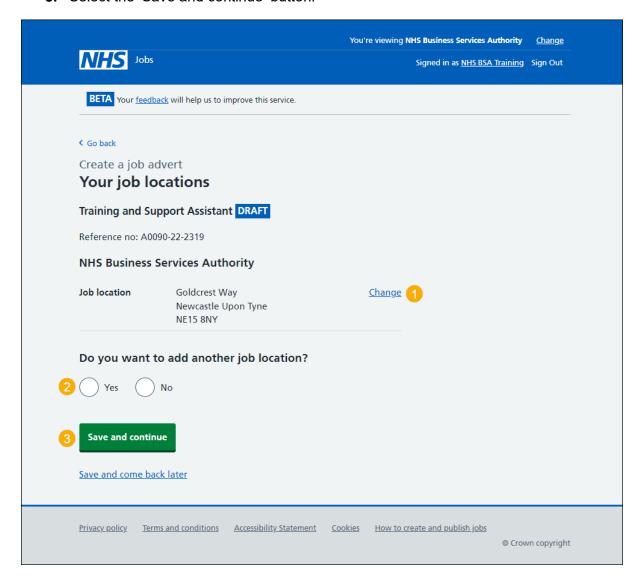
Your job locations

This page gives you instructions for how to check, change and confirm if you want to add another job location.

Important: You can add a total of 10 locations, including the primary location. All locations are searchable by jobseekers.

To check, change and confirm if you want to add another job location, complete the following steps:

- 1. Select the 'Change' link (optional).
- 2. Select an answer:
 - 'Yes'
 - 'No'
- 3. Select the 'Save and continue' button.



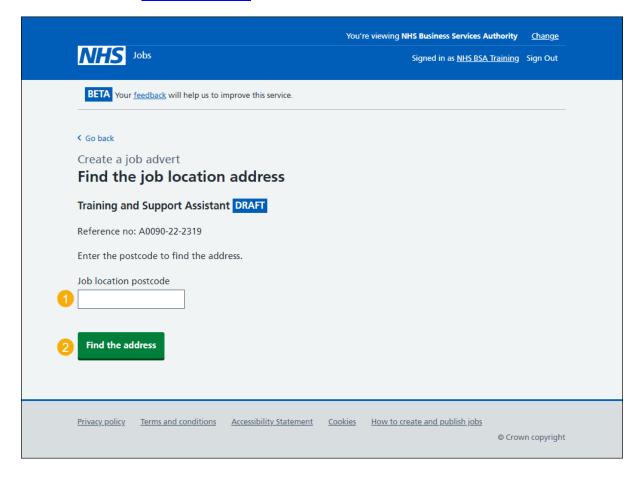
Find the job location address

This page gives you instructions for how to find the job location address.

Important: You'll only see this page if you've confirmed the job is based at more than one location.

To find the job location address, complete the following steps:

- 1. In the **Job location postcode** box, enter the details.
- **2.** Select the 'Find the address' button.



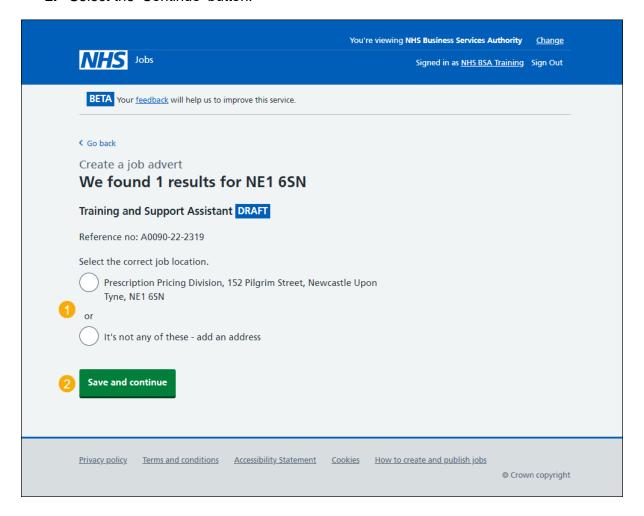
Postcode results

This page gives you instructions for how to confirm the job location address from the search results.

Important: You'll only see this page if you've searched for a job location address.

To add the job location address, complete the following steps:

- **1.** Select an answer:
 - 'Address is shown'
 - 'Address is not shown'
- 2. Select the 'Continue' button.



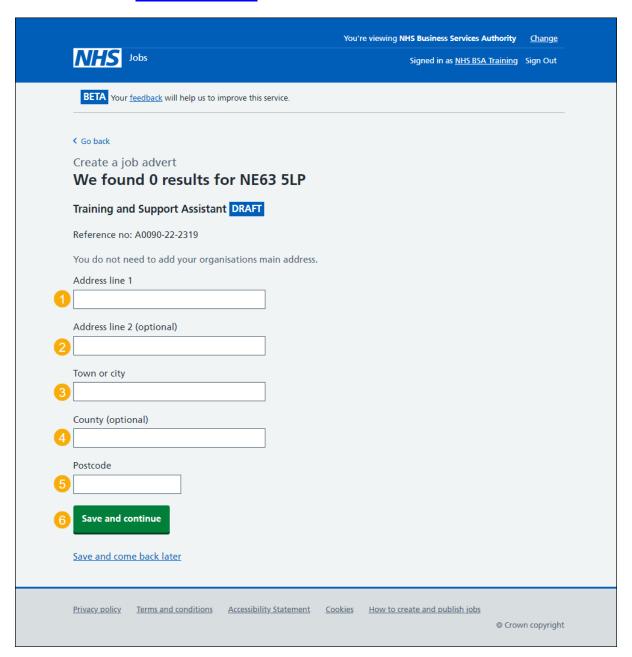
Add a job location

This page gives you instructions for how to add a job location.

Important: You'll only see this page if you can't find the job location address. You don't need to add your organisation's main address.

To add a new job location, complete the following steps:

- 1. In the Address line 1 box, enter the details.
- 2. In the Address line 2 box, enter the details (optional).
- 3. In the Town or city box, enter the details.
- 4. In the County box, enter the details (optional).
- **5.** In the **Postcode** box, enter the details.
- 6. Select the 'Save and continue' button.

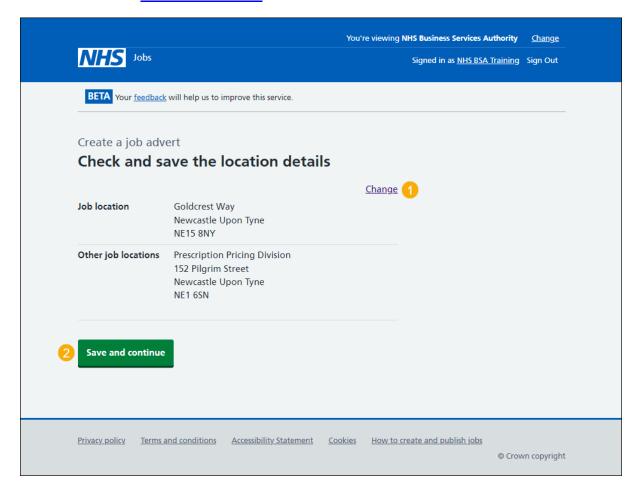


Check and save the location details

This page gives you instructions for how to check and save the location details.

To check, change and save the location details, complete the following steps:

- **1.** Select the 'Change' link (optional).
- 2. Select the 'Save and continue' button.



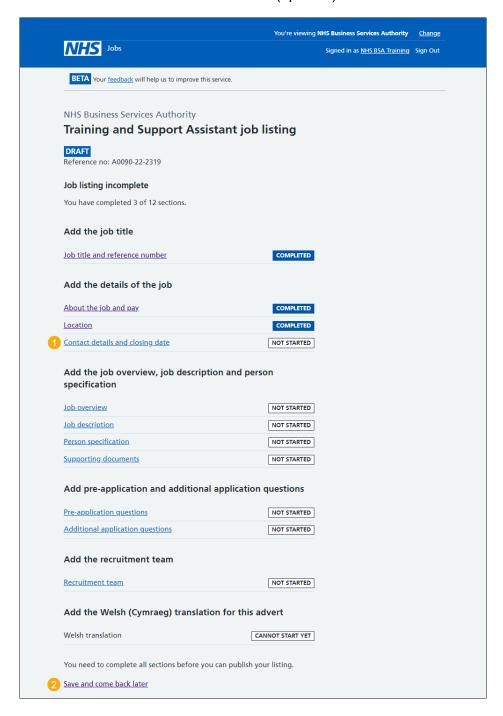
You've completed the location

This page shows confirmation you've completed the location section.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

- Select the 'Contact details and closing date' link.
 or
- 2. Select the 'Save and come back later' link (optional).



If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

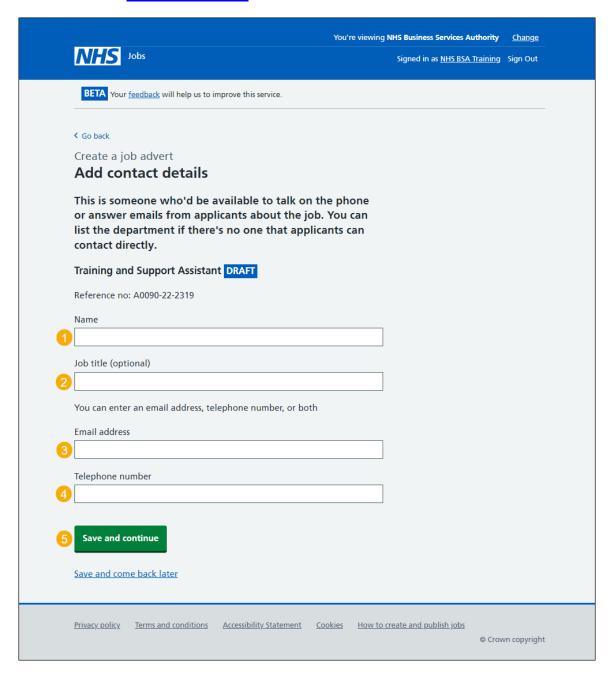
Add contact details

This page gives you instructions for how to add the contact details.

Important: This is someone who'd be available to talk on the phone or answer emails from applicants about the job. You can list departments if there's no one applicants can contact directly. You must add an email address, telephone number or both.

To add the contact details, complete the following steps:

- 1. In the Name box, enter the details.
- 2. In the **Job title** box, enter the details (optional).
- 3. In the Email address box, enter the details.
- 4. In the **Telephone number** box, enter the details.
- 5. Select the 'Save and continue' button.



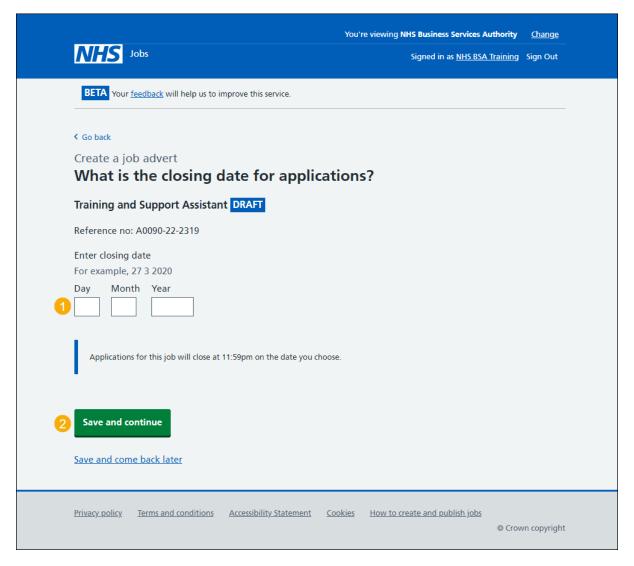
What is the closing date for applications?

This page gives you instructions for how to confirm the closing date for applications.

Important: Applications will close at 11:59pm on the date you choose.

To add the closing date for applications, complete the following steps:

- 1. In the Closing date boxes, enter the details.
- 2. Select the 'Save and continue' button.



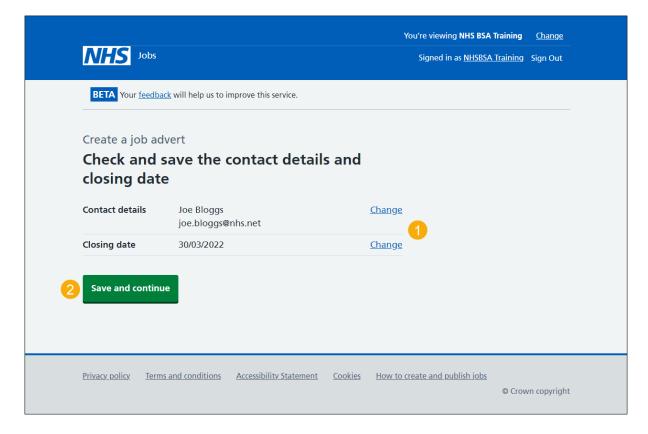
Tip: You must enter the date in the DD-MM-YYYY format. For example, 12 01 2022.

Check and save the contact details and closing date

This page gives you instructions for how to check and save the contact details and closing date.

To check, change and save the contact details or closing date, complete the following steps:

- 1. Select a 'Change' link (optional):
 - 'Contact details'
 - 'Closing date'
- 2. Select the 'Save and continue' button.



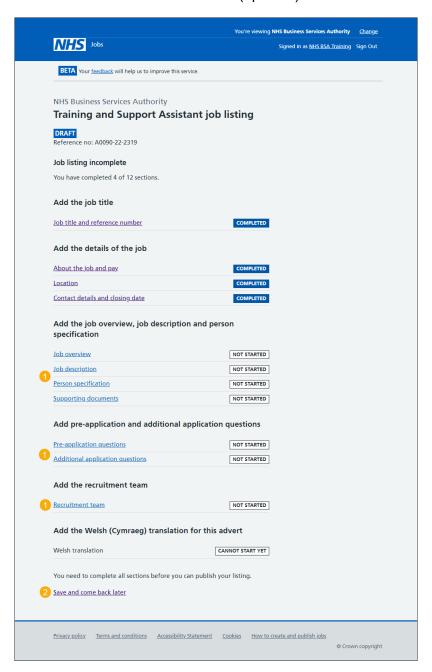
You've completed the contact details and closing date

This page shows confirmation you've completed the contact details and closing date section.

Important: You need to complete all sections before you can publish your listing.

To go to a new section of your task list, complete the following steps:

- Select a link to begin a section of the task list.
 or
- 2. Select the 'Save and come back later' link (optional).



To find out how to create a job listing, go to a user guide or video from the 'Create a job listing' section of the 'Help and support for employers' webpage.

You've added the details of the job and reached the end of this user guide.