

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

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

You'll create your job advert by adding:

- job overview including introducing the role, adding the main duties of the role, and giving an overview of your organisation
- job description

Author: Training and Support Team

- person specification including qualifications, experience, and any additional criteria
- any supporting documents (optional)

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

Contents

How to create a job listing in NHS Jobs user guide – Add the job advert	1
Job overview	3
Create the advert for your vacancy	4
Introduce the role	5
Briefly describe the main duties of the role	<u>6</u>
Give an overview of your organisation	<u>7</u>
Check and save the job overview	8
You've completed the job overview	9
Add the job description	10
Check and save the job description	11
You've completed the job description	12
Create a person specification to score your applications against	13
Enter qualifcations criteria	14
List your qualifications criteria	15
Enter experience criteria	16
List your experience criteria	17
Enter additional criteria	18
Add your additional criteria	19
Manage your person specification	20
Check and save the person specification	21
You've completed the person specification	22
Do you want to upload any supporting documents?	23
Upload your supporting documents	
Manage your supporting documents	25
Check and save your supporting documents	26
You've completed supporting documents	27

Job overview

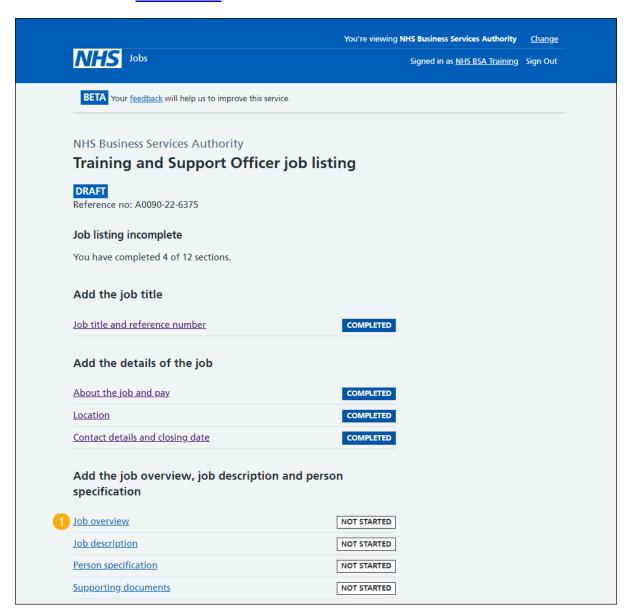
This page gives you instructions for how to add the job overview.

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 job overview, complete the following steps:

1. Select the 'Job overview' link.



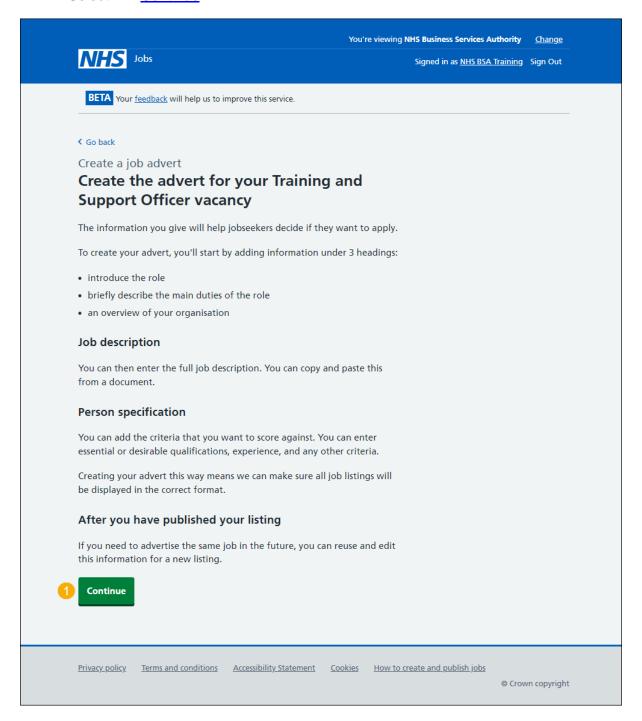
Create the advert for your vacancy

This page gives you instructions for how to create the advert for your vacancy.

Important: You'll need the relevant job description and person specification documentation to help you enter the details about the job.

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

1. Select the 'Continue' button.



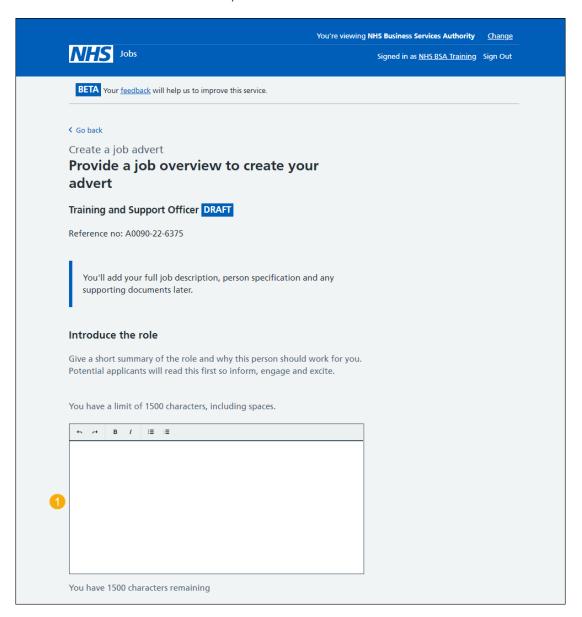
Introduce the role

You should give a short summary of the role, detail the main duties of the role and why the applicant would want to work for your organisation. Potential applicants will read this first so inform, engage, and excite.

Important: You can copy and paste this information from a document. The minimum character limit is 100 and the maximum is 1500 including spaces.

To introduce the role, complete the following step:

1. In the Introduce the role box, enter the details.



Tip: You'll add your full job description, person specification and any supporting documents later. Once you start adding your information, the number changes to show how many characters you have remaining.

Go to the 'Briefly describe the main duties of the role' section.

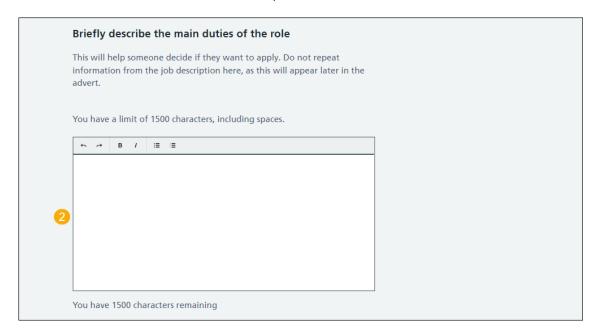
Briefly describe the main duties of the role

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

Important: You can copy and paste this information from a document. The minimum character limit is 100 and the maximum is 1500 including spaces.

To add the main duties of the role, complete the following step:

2. In the Main duties of the role box, enter the details.



Tip: Once you start adding your information, the number changes to show how many characters you have remaining.

Go to the 'Give an overview of your organisation' section.

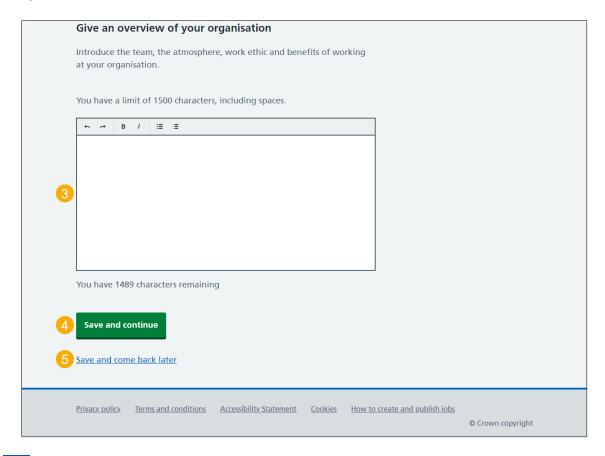
Give an overview of your organisation

Introduce the team, atmosphere, work ethic and benefits of working at your organisation.

Important: You can copy and paste this information from a document. The minimum character limit is 100 and the maximum is 1500 including spaces.

To add an overview of your organisation, complete the following steps:

- 3. In the Overview of your organisation box, enter the details.
- **4.** Select the 'Save and continue' button. or
- **5.** Select the 'Save and come back later' link.



Tip: Once you start adding your information, the number changes to show how many characters you have remaining.

To find out how to add the overview of your organisation for all your job listings, go to the 'How to manage the overview of your organisations template' user guide or video from the 'Manage your account' section of the 'Help and support for employers' webpage.

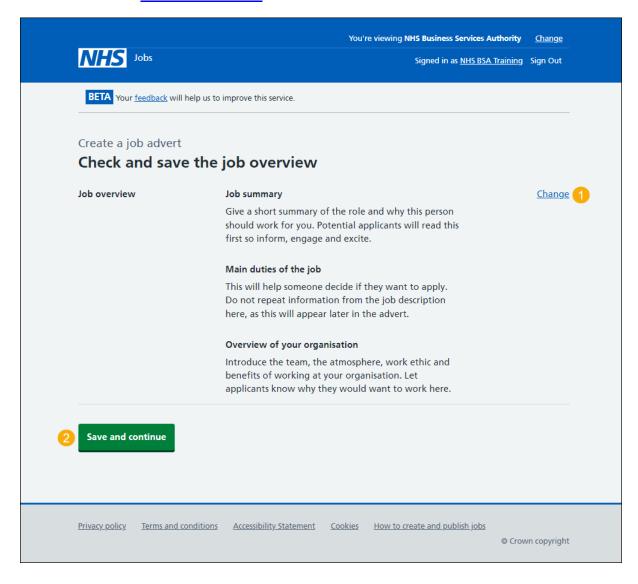
If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

Check and save the job overview

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

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

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



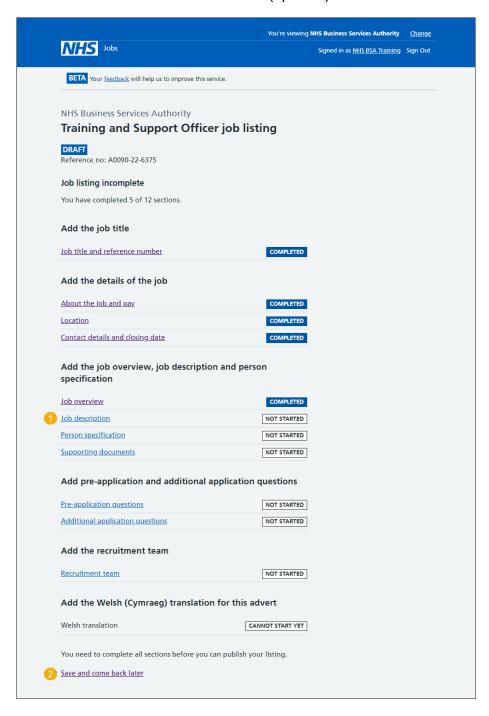
You've completed the job overview

This page shows confirmation you've completed the job overview.

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 '<u>Job description</u>' link to begin this section. 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.

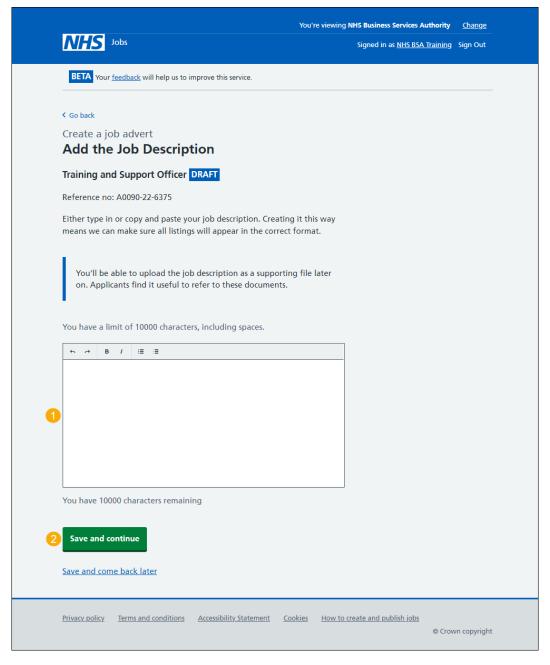
Add the job description

This page gives you instructions for how to add the job description.

Important: Either type in or copy and paste your job description. Creating this way means we can make sure all listings will appear in the correct format. The minimum character limit is 100 and the maximum is 10000 including spaces.

To add the job description, complete the following steps:

- 1. In the **Job description** box, enter the details.
- 2. Select the 'Save and continue' button.



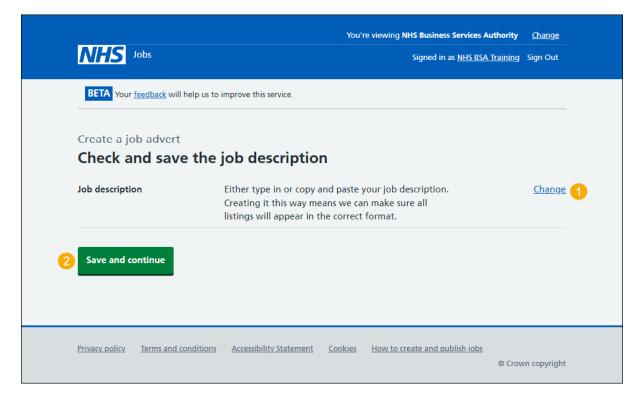
Tip: You'll be able to upload the job description as a supporting file later one. Applicants find it useful to refer to these documents. Once you start adding your information, the number changes to show how many characters you have remaining.

Check and save the job description

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

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

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

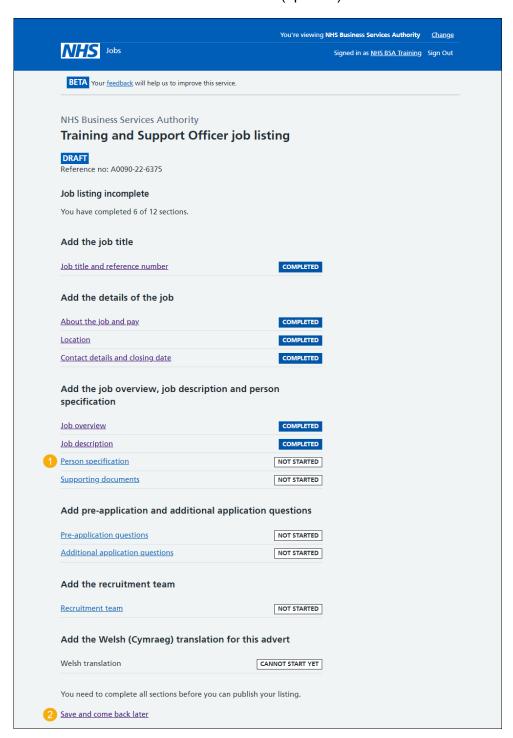


You've completed the job description

This page shows confirmation you've completed the job description section.

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

- Select the '<u>Person specification</u>' link to begin this section.
- 2. Select the 'Save and come back later' link (optional).



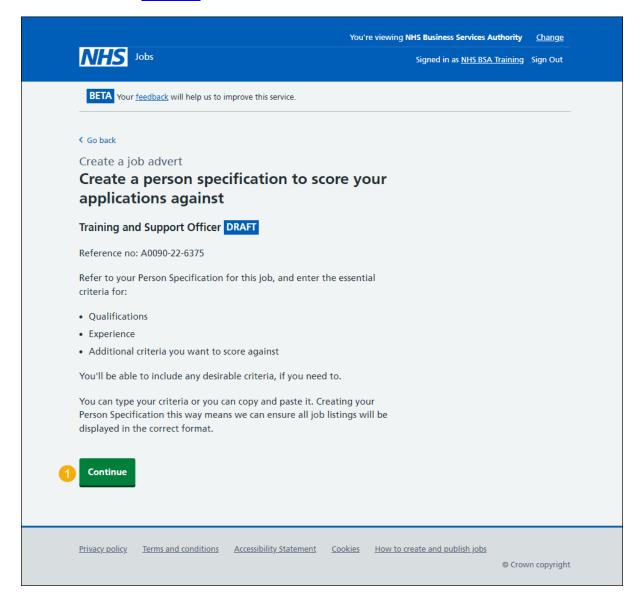
If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

Create a person specification to score your applications against

This page gives you instructions for how to create a person specification to score your applications against.

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

1. Select the 'Continue' button.

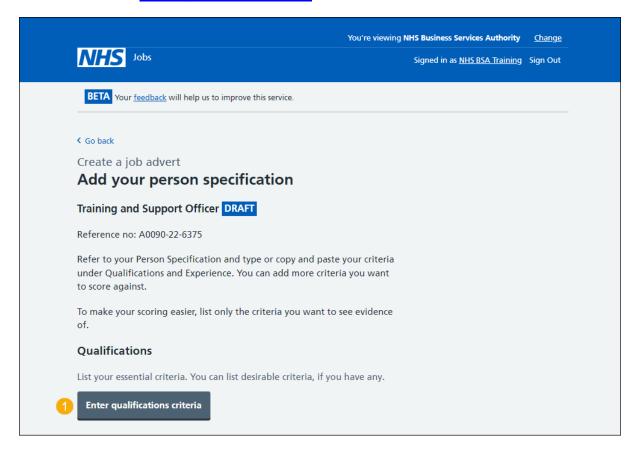


Enter qualifcations criteria

This page gives you instructions for how to enter the qualifications criteria.

To enter the qualifications criteria, complete the following step:

1. Select the 'Enter qualifications criteria' button.



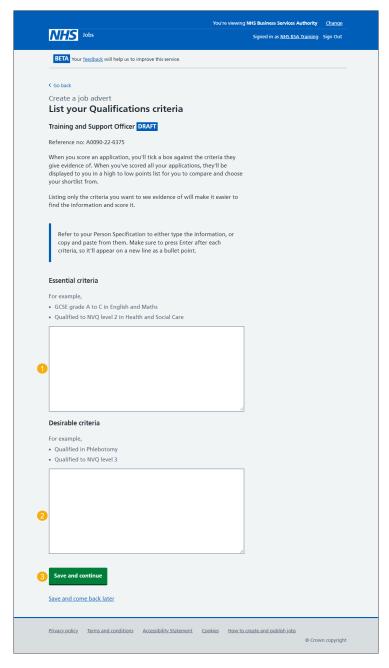
List your qualifications criteria

This page gives you instructions for how to list your qualifications criteria.

Important: Refer to your Person Specification to either type the information, or copy and paste from them. Listing only the criteria you want to see evidence of will make it easier to find the information and score it.

To add your qualifications criteria, complete the following steps:

- 1. In the Essential criteria box, enter the details.
- 2. In the Desirable criteria box, enter the details (optional).
- 3. Select the 'Save and continue' button.



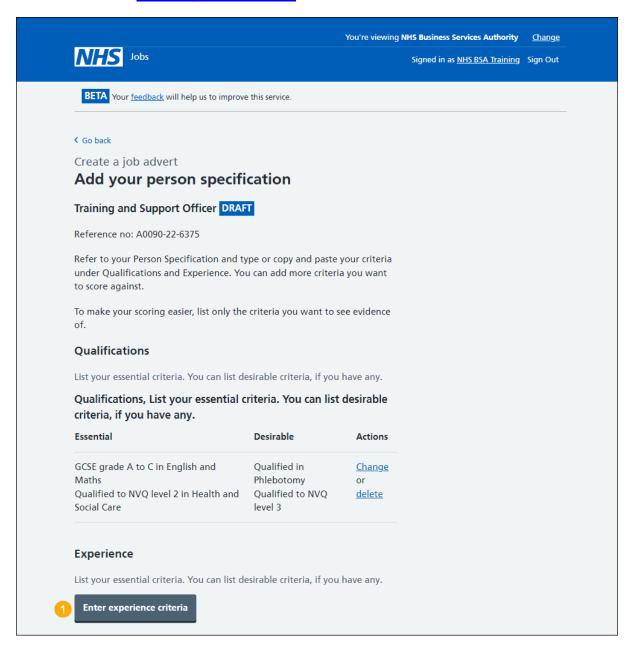
Tip: Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

Enter experience criteria

This page gives you instructions for how to enter the experience criteria.

To enter the experience criteria, complete the following step:

1. Select the 'Enter experience criteria' button.



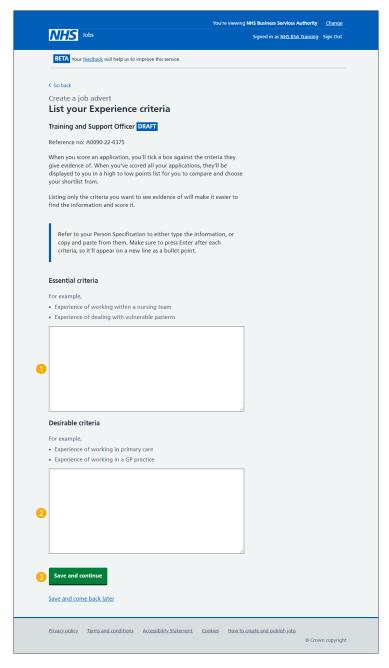
List your experience criteria

This page gives you instructions for how to list your experience criteria.

Important: Refer to your Person Specification to either type the information, or copy and paste from them. Listing only the criteria you want to see evidence of will make it easier to find the information and score it.

To add your experience criteria, complete the following steps:

- 1. In the Essential criteria box, enter the details.
- 2. In the Desirable criteria box, enter the details (optional).
- 3. Select the 'Save and continue' button.



Tip: Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

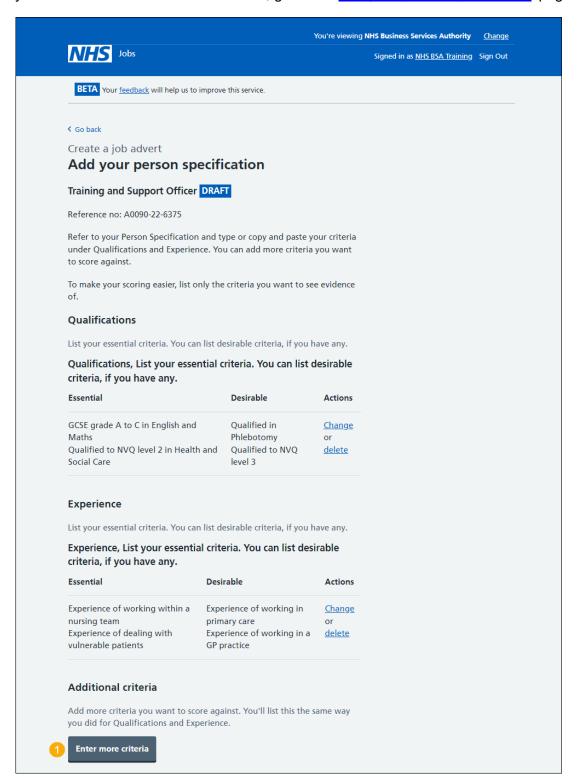
Enter additional criteria

This page gives you instructions for how to enter any additional criteria (optional).

To enter any additional criteria, complete the following step:

1. Select the 'Enter more criteria' button (optional).

If you don't want to add additional criteria, go to the 'Add your person specification' page.



Add your additional criteria

This page gives you instructions for how to add your additional criteria.

Important: This page is only shown if you're adding additional criteria. Refer to your Person Specification to either type the information, or copy and paste from them. Listing only the criteria you want to see evidence of will make it easier to find the information and score it.

To add your additional criteria, complete the following steps:

- 1. In the Criteria title box, enter the details.
- 2. In the Essential criteria, enter the details.
- 3. In the **Desirable criteria**, enter the details (optional).
- **4.** Select the 'Save and continue' button.



Tip: You can add more than one additional criteria to score applicants against.

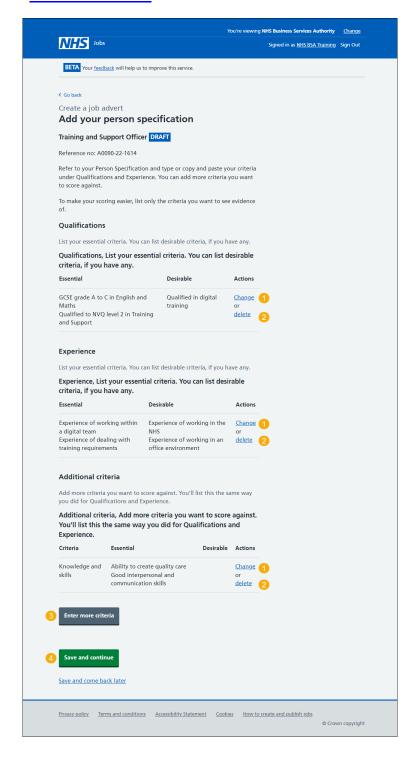
Manage your person specification

This page gives you instructions for how to manage your person specification.

Important: If you delete any information, you'll not be able to recover this.

To manage your person specification, complete the following steps:

- 1. Select a 'Change' link (optional).
- 2. Select a 'Delete' link (optional).
- 3. Select the 'Enter more criteria' button (optional).
- 4. Select the 'Save and continue' button.

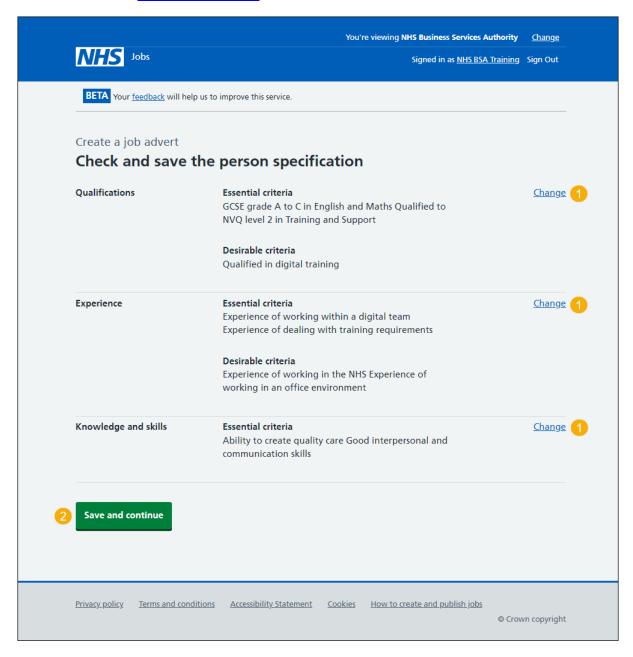


Check and save the person specification

This page gives you instructions for how to check and save the person specification.

To check, change and save the person specification, complete the following steps:

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



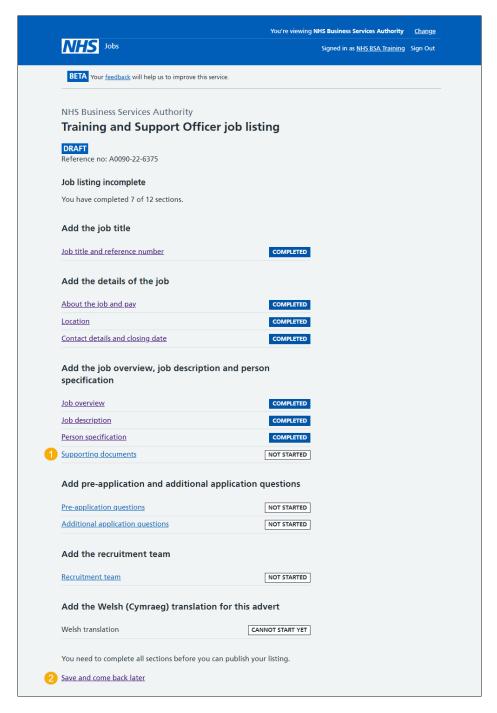
You've completed the person specification

This page shows confirmation you've completed the person specification 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 '<u>Supporting documents</u>' link to begin this section.
 or
- 2. Select the 'Save and come back later' link.



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

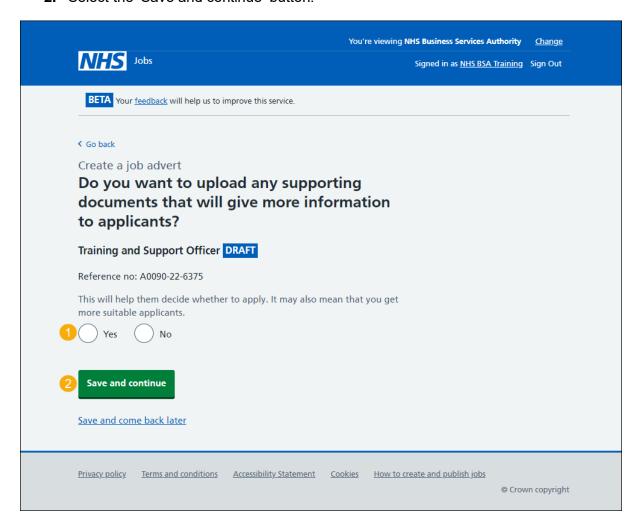
Do you want to upload any supporting documents?

This page gives you instructions for how to confirm if you want to upload any supporting documents.

Important: This will help them decide whether to apply. It may also mean that you get more suitable applicants. For example, you could upload a job description and person specification document.

To confirm if you want to upload any supporting documents, complete the following steps:

- 1. Select an answer:
 - 'Yes'
 - 'No'
- 2. Select the 'Save and continue' button.



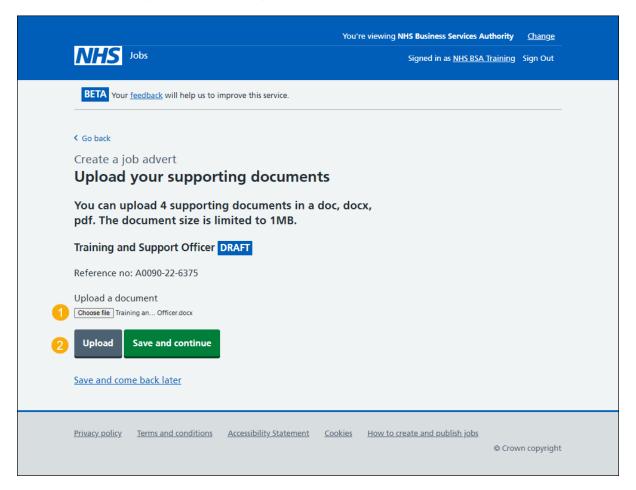
Upload your supporting documents

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

Important: You'll only see this page if you're uploading supporting documents. You can upload 4 supporting documents in a doc, docx and pdf format. The document size is limited to 1MB and the file name must be a maximum of 64 characters. In this example, the 'Training and Support Officer' file is selected for upload.

To upload your supporting documents, complete the following steps:

- 1. Select the 'Choose file' button to find the file.
- 2. Select the 'Upload' button to upload the file.



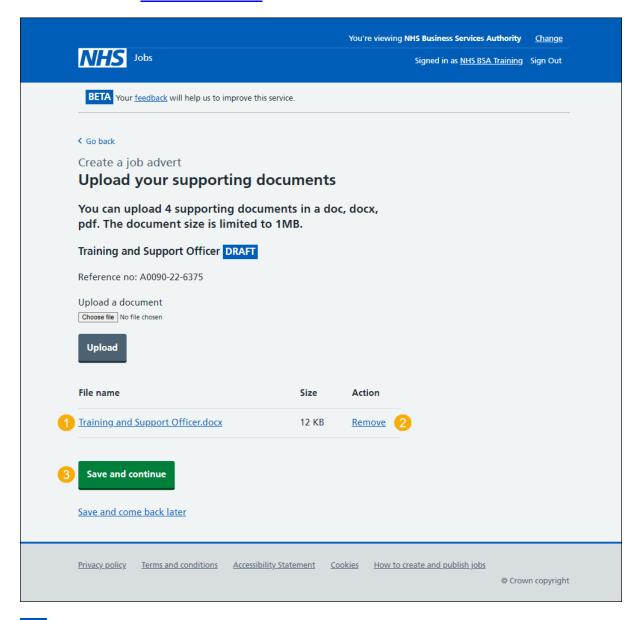
Manage your supporting documents

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

Important: In this example, the 'Training and Support Officer' file is uploaded.

To manage your supporting documents, complete the following steps:

- 1. Select the 'File name' link to view it.
- 2. Select the 'Remove' link (optional).
- 3. Select the 'Save and continue' button.



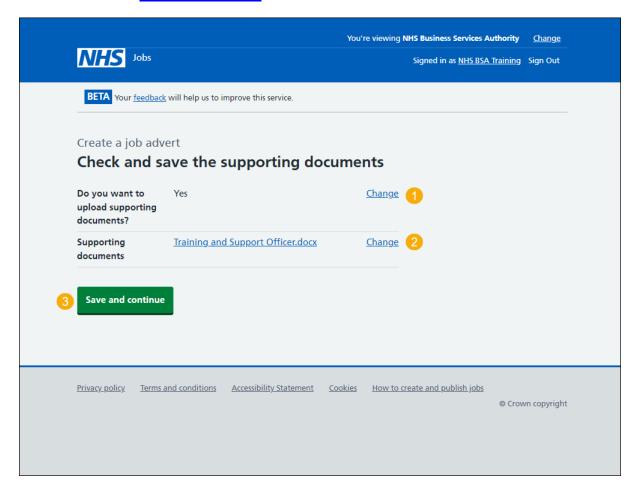
Tip: To add more supporting documents, go back to the '<u>Upload your supporting documents</u>' page.

Check and save your supporting documents

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

To check, change or save the supporting documents, complete the following steps:

- 1. Select a 'Change' link (optional):
 - 'Do you want to upload supporting documents?'
 - 'Supporting documents'
- 2. Select the 'Save and continue' button.



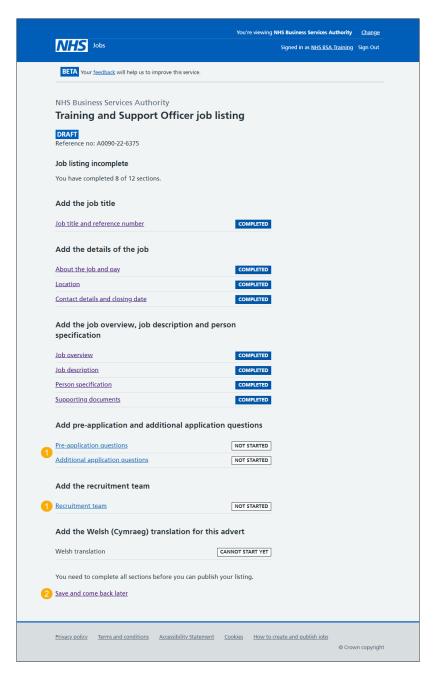
You've completed supporting documents

This page shows confirmation you've completed the supporting documents 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.



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 job advert and reached the end of this user guide.