

## How to create a job listing in NHS Jobs user guide – Add the job title and reference number

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

To start creating a job listing, you'll need to:

- add the job title
- add or change the reference number

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](#).

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## Create a job listing

This page gives you instructions for how to create a job listing.

To create a job listing, complete the following step:

1. Select the [‘Create a job listing’](#) button.

The screenshot shows the NHS Business Services Authority Jobs 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 Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS Business Services Authority Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays four categories with their respective counts and progress bars:

Category	Count	On Track	Overdue
<a href="#">Draft</a>	101	17	84
<a href="#">Approvals</a>	10	0	10
<a href="#">Published</a>	3	0	0
<a href="#">Shortlisting</a>	35	4	31

On the right sidebar, the 'What you can do' section contains three buttons: 'Create a job listing' (highlighted with a yellow circle containing the number 1), 'Search for a listing', and 'Search for an applicant'. The 'Manage the account' section contains several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.

To find out how to reuse a published job listing, go to the **‘How to reuse a published job listing in NHS Jobs’** user guide or video in the **‘Change, delete, remove and reuse a job listing’** section of the [‘Help and support for employers’](#) webpage.

## Start a job listing

This page gives you instructions for how to start a job listing.

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

1. Select the [‘Start’](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the navigation bar, there is a 'BETA' notice: 'BETA Your [feedback](#) will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Create a job listing'. Below this, the text reads: 'Use this service to create a job listing and publish the job advert.' It then states: 'To create the listing, you'll enter details about the job, such as:' followed by a bulleted list: 'the job title', 'why you're advertising the role', 'the type of contract', 'the working pattern', 'the pay', and 'where the job will be based'. Below the list, it says: 'You should have the relevant information with you as you create the listing. You'll also be able to view the advert and make any changes you need to, before you publish it.' A green button with a white '1' in a yellow circle and the text 'Start' is highlighted. 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 the text '© Crown copyright'.

## What is the job title?

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

To add the job title, complete the following steps:

1. In the **Job title** box, enter the details.
2. Select the [‘Save and continue’](#) button.  
or
3. Select the [‘Save and come back later’](#) link or the [‘< Go back’](#) link.

**NHS** Jobs

You're viewing [NHS BSA Training](#) [Change](#)

Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[< Go back](#)

Create a job advert

## What is the job title?

Training and Support Officer **DRAFT**

Reference no: T1111-22-1234

1

2 [Save and continue](#)

3 [Save and come back later](#)

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

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

## Would you like to change the reference number?

This page gives you instructions for how to confirm if you would like to change the reference number.

To confirm if you would like to change the reference number, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main heading is 'Create a job advert' followed by 'Would you like to change the reference number?'. Below the heading, it says 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. There are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons is a green 'Continue' button. 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'. The footer text is '© Crown copyright'.

## What is the new reference number?

This page gives you instructions for how to confirm the new reference number.

**Important:** You'll only see this page if you're changing the reference number. The original reference number is shown in the reference number box. You'll need to replace this with the new reference number. The reference number must be 15 characters or less and can only contain numbers, letters, or hyphens.

To add the new reference number, complete the following steps:

1. In the **Reference number** box, enter the details.
2. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' and 'Signed in as NHS BSA Training'. The main heading is 'What is the new reference number?' for a 'Training and Support Officer' job in 'DRAFT' status. The current reference number is 'A0090-22-6375'. A step indicator '1' points to an input field starting with 'A0090-'. A second step indicator '2' points to a green 'Save and continue' button. A link 'Save and come back later' is also present. 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'.

## Check and save the job title and reference number

This page gives you instructions for how to check and save the job title and reference number.

To check, change and save the job title and reference number, complete the following steps:

1. Select a 'Change' link (optional):
  - ['Job title'](#)
  - ['Reference number'](#)
2. Select the ['Save and continue'](#) 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 Business Services Authority' with a 'Change' link on the right. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the job title and reference number'. It displays two rows of information: 'Job title' with the value 'Training and Support Officer' and a 'Change' link (marked with a yellow circle '1'), and 'Reference number' with the value 'A0090-22-6375' and a 'Change' link. Below this is a green 'Save and continue' button (marked with a yellow circle '2'). 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 the copyright notice '© Crown copyright'.



## You've completed the job title and reference number

This page shows confirmation you've completed the job title and reference number section.

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

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

1. Select a link to begin a section of the task list.  
or
2. Select the 'Save and come back later' link.

The screenshot shows the 'Training and Support Officer job listing' page on the NHS Jobs portal. The page is in a 'DRAFT' state. The reference number is A0090-22-6375. The progress bar indicates that the 'Job title and reference number' section is completed, while all other sections are either 'NOT STARTED' or 'CANNOT START YET'. The 'Save and come back later' link is highlighted with a '2' in a blue circle.

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 title and reference number and reached the end of this user guide.