

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

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

To add the recruitment team, you'll need to:

- add the recruitment manager
- add the recruitment administrator (optional)
- add or remove any approvers if you're using online approvals in your organisations account
- select the department for the listing if you're using departments (optional)
- add the shortlisting lead
- add or remove any users to your shortlisting panel (optional)
- select online or offline shortlisting

To add a user to your recruitment team, they must have an account in your organisations account.

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 recruitment team.....	1
 Add the recruitment team	3
 Are you the recruiting manager for this listing?	4
 Who do you want to add as the recruiting manager?	5
 Do you know who the recruitment administrator will be for this listing?	6
 Who do you want to add as the recruitment administrator?	7
 Who will approve your job listing?.....	8
 Who do you want to add as an approver?	9
 Manage your approvers.....	10
 Select the department for the listing	11
 Will you be the shortlisting lead?	12
 Who do you want to add as the shortlisting lead?	13
 Do you want to add more people to the shortlisting panel?.....	14
 Who will be on the shortlisting panel?.....	15
 Who do you want to add to the shortlisting panel?.....	16
 Manage your shortlisting panel.....	17
 How do you want to do your shortlisting?	18
 Check and save the recruitment team	19
 You've completed the recruitment team.....	20

Add the recruitment team

This page gives you instructions for how to add the recruitment team.

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 recruitment team to your job listing, complete the following step:

1. Select the '[Recruitment team](#)' link.

You're viewing [NHS Business Services Authority](#) [Change](#)
Signed in as [NHS BSA Training](#) [Sign Out](#)

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

NHS Business Services Authority

Training and Support Officer job listing

DRAFT
Reference no: A0090-22-1950

Job listing incomplete
You have completed 10 of 12 sections.

Add the job title

[Job title and reference number](#) COMPLETED

Add the details of the job

[About the job and pay](#) COMPLETED

[Location](#) COMPLETED

[Contact details and closing date](#) COMPLETED

Add the job overview, job description and person specification

[Job overview](#) COMPLETED

[Job description](#) COMPLETED

[Person specification](#) COMPLETED

[Supporting documents](#) COMPLETED

Add pre-application and additional application questions

[Pre-application questions](#) COMPLETED

[Additional application questions](#) COMPLETED

Add the recruitment team

1 [Recruitment team](#) NOT STARTED

Are you the recruiting manager for this listing?

This page gives you instructions for how to confirm if you're the recruiting manager for this listing.

To confirm if you're the recruiting manager for this listing, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
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, 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 is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Are you the recruiting manager for this listing?'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-1950'. There are two radio buttons for 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons is a green button labeled '2 Save and continue' with a '2' in a yellow circle. At the bottom of the main content area is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Who do you want to add as the recruiting manager?

This page gives you instructions for how to confirm the recruiting manager for this listing.

Important: You'll only see this page if you're not the recruiting manager for this listing. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

To add the recruiting manager for this listing, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
or
3. Select 'The person I want is not on the list' link.

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

Who do you want to add as the recruiting manager?

Training and Support Officer **DRAFT**

Reference no: T1111-22-1234

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

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

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Do you know who the recruitment administrator will be for this listing?

This page gives you instructions for how to confirm if you know who the recruitment administrator will be for this listing.

To confirm if you know who the recruitment administrator will be for this listing, complete the following steps:

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

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Create a job advert' and features the question 'Do you know who the recruitment administrator will be for this listing?' in bold. Below the question, it says 'Training and Support Officer' followed by a 'DRAFT' badge. The reference number 'A0090-22-1950' is displayed. There are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. A link 'Save and come back later' is located below the 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 reads '© Crown copyright'.

Who do you want to add as the recruitment administrator?

This page gives you instructions for how to confirm the recruitment administrator for this listing.

Important: You'll only see this page if you're adding the recruitment administrator for this listing. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

To add the recruitment administrator for this listing, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the ['Save and continue'](#) button.
or
3. Select 'The person I want is not on the list' link.

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

Who do you want to add as the recruitment administrator?

Training and Support Officer **DRAFT**

Reference no: T1111-22-1234

To mark as unassigned, search for 'unassigned'

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

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

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Who will approve your job listing?

This page gives you instructions for how to confirm who will approve your job listing.

Important: You'll only see this page if you're using online approvals. All approvers must approve the listing before it's published.

To add who will approve your job listing, complete the following steps:

1. Select the ['Add an approver'](#) button.

If you're not using online approvals, go to the ['Select the department for this listing'](#) page.

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' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' banner indicates that feedback will help improve the service. The main content area has a 'Go back' link, 'Create a job advert' text, and the title 'Who will approve your job listing?'. Below the title, it says 'You have not added any approvers.' There are two buttons: a grey 'Add an approver' button with a yellow '1' icon, and 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'.

Who do you want to add as an approver?

This page gives you instructions for how to confirm who you want to add as an approver.

Important: You'll only see this page if you're using online approvals in your organisations account. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

To add an approver, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
or
3. Select 'The person I want is not on the list' link.

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

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

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

[Go back](#)

Create a job advert

Who do you want to add as the approver?

Who do you want to add as the approver?

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

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

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Manage your approvers

This page gives you instructions for how to manage your approvers.

Important: You'll only see this page if you're using online approvals in your organisations account.

To manage your approvers, complete the following steps:

1. Select the ['Remove'](#) link (optional).
2. Select the ['Add an approver'](#) button (optional).
3. Select the ['Save and continue'](#) button.

The screenshot displays the 'Manage your approvers' interface on the NHS Jobs website. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below the header, it indicates 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Who will approve your job listing?' followed by the text 'All approvers need to approve your listing in NHS Jobs before you can publish it.' A table lists the current approver: 'NHS BSA Training Administrator' with a 'Remove' link and a yellow circle containing the number '1'. Below the table are two buttons: 'Add an approver' (grey) with a yellow circle containing the number '2', and 'Save and continue' (green) with a yellow circle containing the number '3'. 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 the copyright notice '© Crown copyright'.

Select the department for the listing

This page gives you instructions for how to select the department for the listing.

Important: You'll only see this page if you're using departments in your organisations account. If the person you want is not on the list. You need to contact a super user for your organisation.

To select the department, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.
or
3. Select 'The department I want is not on the list' link.

If you're not using departments, go to the ['Will you be the shortlisting lead?'](#) page.

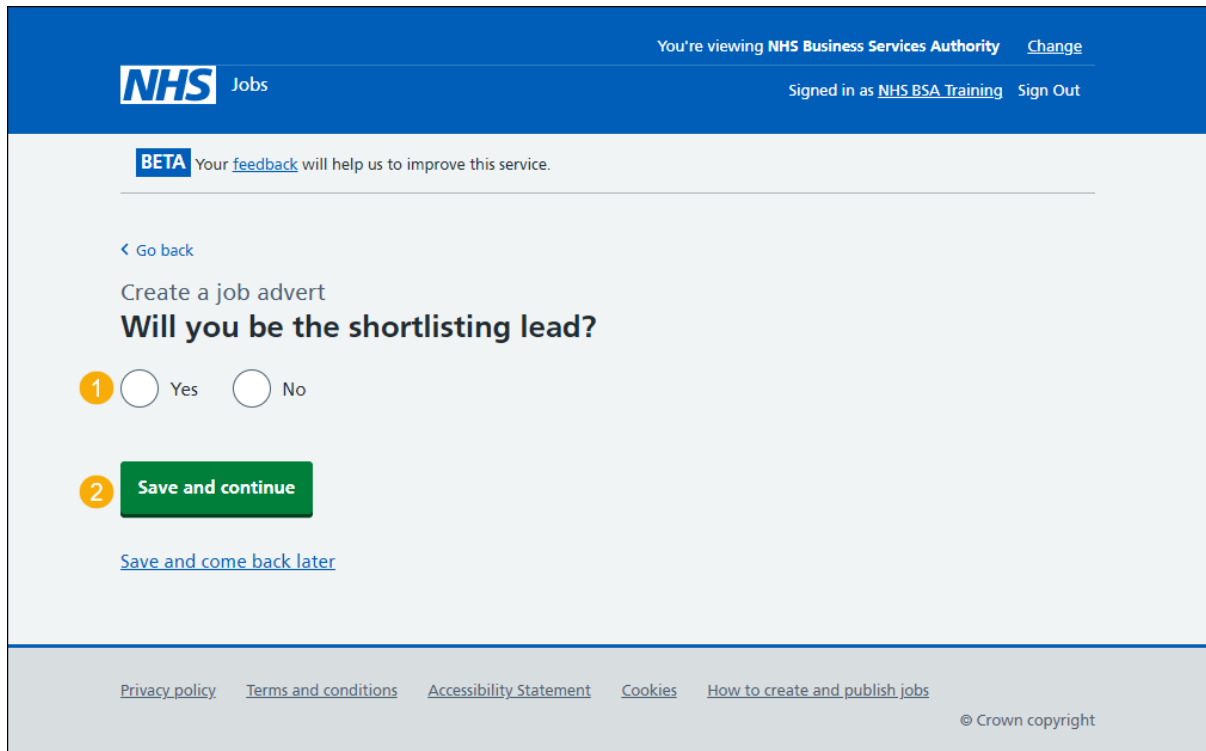
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training Change' and 'Signed in as NHSBSA Training Sign Out' on the right. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' A breadcrumb trail shows '< Go back' and 'Create a job advert'. The main heading is 'Select the department for the listing'. There are three radio button options: 'NHS Jobs Training and Support', 'Mark as unassigned', and 'The department I want is not on the list'. The third option is selected and highlighted with a blue circle containing the number '3'. Below this option, a text box explains: 'To get a department added to the list you need to contact a super user for your organisation.' A green button labeled 'Save and continue' is highlighted with a yellow circle containing the number '2'. Below the button is a link 'Save and come back later'. 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', followed by the copyright notice '© Crown copyright'.

Will you be the shortlisting lead?

This page gives you instructions for how to confirm if you're the shortlisting lead.

To confirm if you're the shortlisting lead, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - [No](#)
2. Select the 'Save and continue' button.



The screenshot shows a web page from the NHS Business Services Authority. 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Create a job advert' followed by 'Will you be the shortlisting lead?'. There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. A link 'Save and come back later' is also present. 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'.

Who do you want to add as the shortlisting lead?

This page gives you instructions for how to confirm the shortlisting lead for the listing.

Important: You'll only see this page if you're not the shortlisting lead for the listing. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

To add the shortlisting lead for the listing, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
or
3. Select 'The person I want is not on the list' link.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

Jobs

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

[< Go back](#)

Create a job advert

Who do you want to add as the shortlisting lead?

Training and Support Officer DRAFT

Reference no: T1111-22-8270

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 Save and continue

[Save and come back later](#)

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

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Do you want to add more people to the shortlisting panel?

This page gives you instructions for how to confirm if you want to add more people to the shortlisting panel.

Important: You cannot change this decision once this job listing is published.

To confirm if you want to add more people to the shortlisting panel, complete the following steps:

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

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Create a job advert'. The main heading is 'Do you want to add more people to the shortlisting panel?'. Below this, it says 'You cannot change this decision once this job listing is published.' There are two radio buttons: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below the radio buttons is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. At the bottom of the main content area, there is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

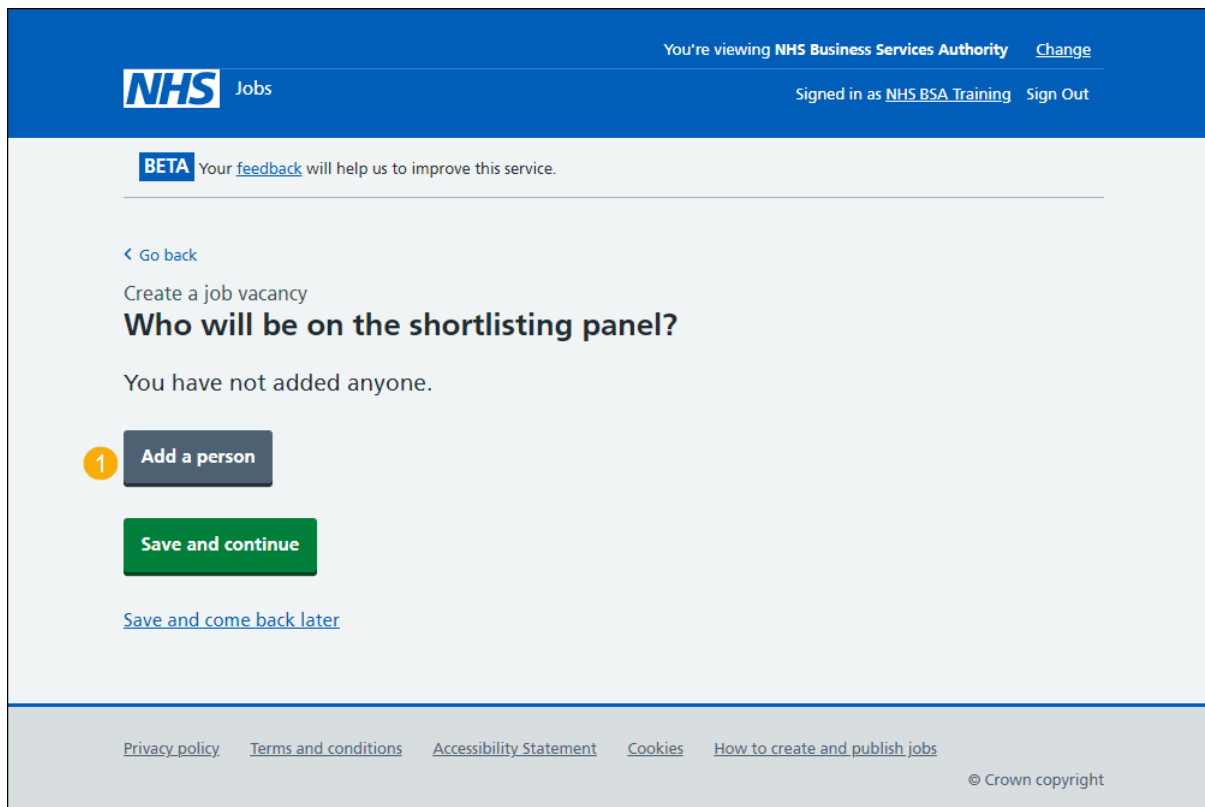
Who will be on the shortlisting panel?

This page gives you instructions for how to confirm who will be on the shortlisting panel.

Important: You'll only see this page if you're adding people to the shortlisting panel. In this example, you have not added anyone.

To add who will be on the shortlisting panel, complete the following steps:

1. Select the '[Add a person](#)' 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, 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 'Who will be on the shortlisting panel?' with the subtext 'Create a job vacancy' and 'You have not added anyone.' There are two buttons: a grey 'Add a person' button with a yellow '1' in a circle to its left, and a green 'Save and continue' button. Below the buttons is a link 'Save and come back later'. 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', followed by '© Crown copyright'.

Who do you want to add to the shortlisting panel?

This page gives you instructions for how to add users to the shortlisting panel.

Important: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

To add users to the shortlisting panel, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
or
3. Select 'The person I want is not on the list' link.

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

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

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

[< Go back](#)

[Create a job vacancy](#)

Who do you want to add to the shortlisting panel?

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a superuser for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

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

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Manage your shortlisting panel

This page gives you instructions for how to manage your shortlisting panel.

Important: In this example, you've added a user to your shortlisting panel. You can add up to 10 people.

To manage your shortlisting panel, complete the following steps:

1. Select the ['Remove'](#) link (optional).
2. Select the ['Add a person'](#) button (optional).
3. 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 'Who will be on the shortlisting panel?' with a sub-heading 'You can add up to 10 people.' Below this, there is a 'Remove' link with a '1' in a yellow circle. There are two buttons: 'Add a person' with a '2' in a yellow circle, and 'Save and continue' with a '3' in a yellow circle. 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 '© Crown copyright'.

How do you want to do your shortlisting?

This page gives you instructions to confirm how you want to do your shortlisting.

Important: If you choose 'Online', you'll score applicants using the NHS Jobs online service. If you choose 'Offline', you'll score applicants outside of the NHS Jobs online service by downloading the applications. You cannot change your decision once the job is published.

To confirm how you want to do your shortlisting, complete the following steps:

1. Select an answer.
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' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training Sign Out' is on the right. A 'BETA' badge indicates that feedback will help improve the service. Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'How do you want to do your shortlisting?'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-1950'. A warning states: 'You cannot change this decision after you publish the advert.' There are two radio button options: '1 Online using NHS Jobs' (selected) and 'Offline on paper'. The 'Online using NHS Jobs' option includes the instruction: 'Score your applications by ticking a box next to the criteria you listed in your person specification.' Below the options is a green '2 Save and continue' button and a link for 'Save and come back later'. 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 recruitment team

This page gives you instructions for how to check and save the recruitment team.

To check, change and save the recruitment team, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Recruiting manager'](#)
 - ['Recruitment administrator'](#)
 - ['Approvers'](#)
 - ['Departments'](#)
 - ['Shortlisting lead'](#)
 - ['Are there additional people on the shortlisting panel?'](#)
 - ['Shortlisting method'](#)
2. Select the ['Save and continue'](#) button.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHS BSA Training](#) [Sign Out](#)

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

Create a job advert

Check and save the recruitment team

Recruiting manager	NHS BSA Training (Administrator)	Change 1
Recruitment administrator		Change 1
Approvers	NHSBSA Training (Practice Manager)	Change 1
Department	NHS Jobs Training and Support	Change 1
Shortlisting lead	NHS BSA Training (Administrator)	Change 1
Are there additional people on the shortlisting panel?	Yes	Change 1
Shortlisting panel	John Doe (Administrator)	Change 1
Shortlisting method	Online using NHS Jobs	Change 1

2 Save and continue

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

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You've completed the recruitment team

This page shows confirmation you've completed the recruitment team 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 a link to begin a section of the task list.
or
2. Select the 'Save and come back later' link.

The screenshot shows the 'NHS BSA Training' interface for a 'Training and Support Officer job listing'. The page is in 'DRAFT' mode with reference number T1111-22-1866. It indicates that 11 of 12 sections are completed. The sections and their completion status are as follows:

- Add the job title:** [Job title and reference number](#) (COMPLETED)
- Add the details of the job:**
 - [About the job and pay](#) (COMPLETED)
 - [Location](#) (COMPLETED)
 - [Contact details and closing date](#) (COMPLETED)
- Add the job overview, job description and person specification:**
 - [Job overview](#) (COMPLETED)
 - [Job description](#) (COMPLETED)
 - [Person specification](#) (COMPLETED)
 - [Supporting documents](#) (COMPLETED)
- Add pre-application and additional application questions:**
 - [Pre-application questions](#) (COMPLETED)
 - [Additional application questions](#) (COMPLETED)
- Add the recruitment team:** [Recruitment team](#) (COMPLETED)
- Add the Welsh (Cymraeg) translation for this advert:**
 - [Welsh translation](#) (NOT STARTED)

At the bottom, there is a 'Save and come back later' link (2) and a note: 'You need to complete all sections before you send it for approval.' The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs, along with a Crown copyright notice.

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 recruitment team and reached the end of this user guide.