

How to delete a job listing in NHS Jobs user guide

This guide gives you instructions on how to delete a job listing in the NHS Jobs service.

You can delete a job listing if you don't want to publish it to jobseekers.

In your organisations account, you can only do this with a job listing in the 'Draft' recruitment stage.

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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Employer dashboard

This page gives you instructions for how to delete a job listing in your organisations account.

Important: The employer dashboard is shown. You can only delete a job listing in the 'Draft' recruitment stage. Any NHS Jobs role in your organisations account can do this.

To delete a job listing, complete the following step:

1. Select the '[Drafts](#)' link.

The screenshot shows the NHS Training and Support 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 Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts' which is currently turned off. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS Training and Support Dashboard'. There are two tabs: 'Tasks by stage' and 'Listings by user', with 'Listings by user' selected. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The main content area displays a table of job listing statistics:

1 Draft	1
Published	0
Shortlisting	0
Interviews	2 - on track 0, overdue 2

On the right side of the dashboard, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below this is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.

Delete a draft listing

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

Find the listing and complete the following step:

1. Select the [‘Delete the listing’](#) link.

The screenshot shows the NHS Training and Support 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 Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there's a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Draft' and includes two dropdown menus: 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All'). Below these is a table of draft listings:

Job title	Date started	Task	What needs doing next
Liams' draft test T0111-22-8148	18 Feb 2022	Draft	Complete the listing or Delete the listing

A yellow circle with the number '1' is placed over the 'Delete the listing' link in the table row.

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 also includes '© Crown copyright'.

Tip: If you've got a lot of job listings, you can use the **'Showing tasks for'** and **'Showing tasks'** drop-down menu to filter and reduce the number of listings on the page.

Are you sure you want to permanently delete this job listing?

This page gives you instructions for how to confirm if you're sure you want to permanently delete this job listing.

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

To confirm if you're sure you want to permanently delete this job listing, complete the following steps:

1. Select an answer:
 - ['Yes, delete this listing'](#)
 - 'No, return to dashboard'
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' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' 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 'Remove listing'. The central question is 'Are you sure you want to permanently delete this job listing?'. There are two radio button options: 'Yes, delete this listing' (marked with a '1' in a yellow circle) and 'No, return to dashboard'. Below these is a green 'Save and continue' button (marked with a '2' in a yellow circle). 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'.

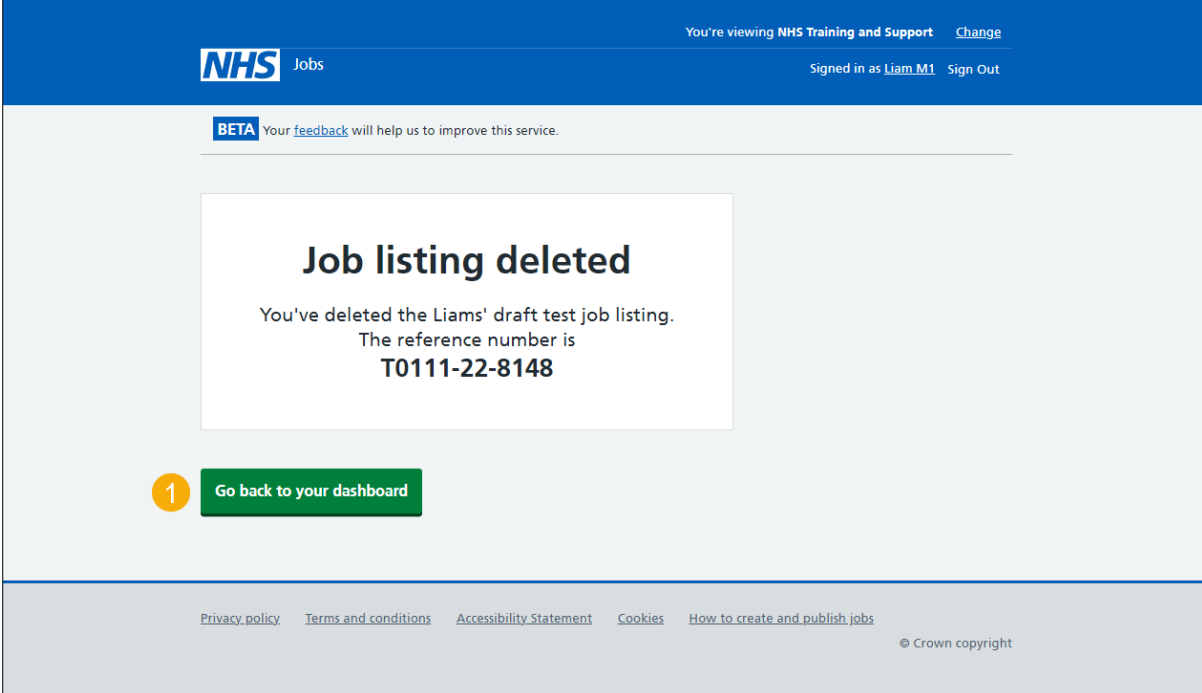
If you don't want to delete this job listing, you've reached the end of this user guide.

Job listing deleted

This page shows confirmation the job listing is deleted.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' 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 left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam.M1' 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 features a white box with the heading 'Job listing deleted' and the message: 'You've deleted the Liams' draft test job listing. The reference number is T0111-22-8148'. Below this box is a green button with a yellow circle containing the number '1' and the text 'Go back to your dashboard'. 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'.

You've deleted a job listing and reached the end of this user guide.