

How to end a recruitment in NHS Jobs user guide

This guide gives you instructions for how to end a recruitment in the NHS Jobs service.

You can end a recruitment to keep your recruitment tasks up to date.

In your organisations account, you can do this when a:

- job offer is rejected
- job offer is withdrawn
- contract is accepted
- contract is rejected

Once the recruitment is ended, only 'active' jobs are shown on your employer dashboard.

For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

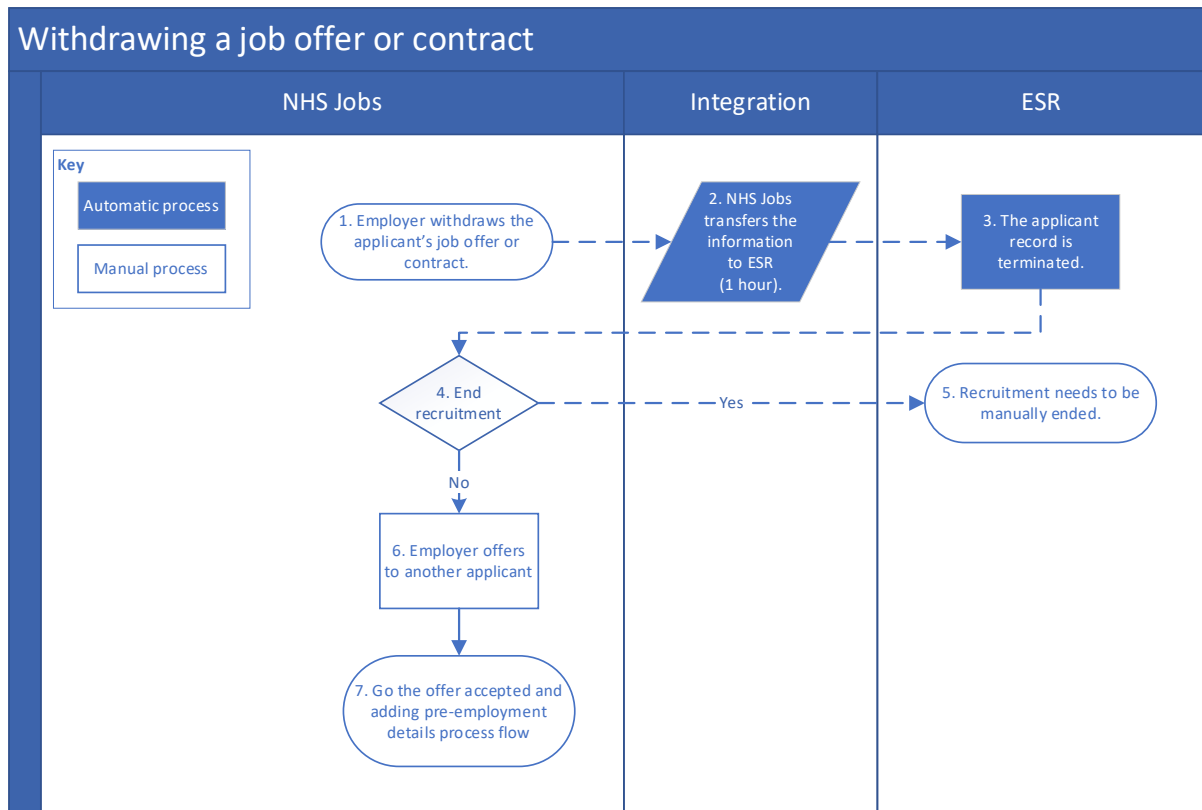
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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Process flow diagram

This process flow diagram shows the integration between NHS Jobs and ESR.



End recruitment

This page gives you instructions for how to end a recruitment in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'End recruitment' link if you're an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' role for your organisations account.

To end a recruitment, complete the following step:

1. Select the '[End recruitment](#)' link.

The screenshot shows the NHS Business Services Authority Jobs Dashboard. At the top, it says "You're viewing NHS Business Services Authority" and "Signed in as NHS.BSA.Training". The dashboard 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 main content area lists various recruitment stages with their counts and progress bars:

| Stage | Count | Progress |
|--|------------------------------------|-------------------------------|
| Draft | 88 - on track 29, overdue 59 | Progress bar (green and red) |
| Approvals | 10 - on track 0, overdue 10 | Progress bar (red) |
| Published | 1 | Progress bar (green) |
| Shortlisting | 41 - on track 5, overdue 36 | Progress bar (green and red) |
| Interviews | 27 - on track 8, overdue 19 | Progress bar (green and red) |
| Ready to offer | 25 - on track 2, due 1, overdue 22 | Progress bar (green and red) |
| Conditional offers | 13 - on track 0, overdue 13 | Progress bar (red) |
| Pre-employment checks | 11 - on track 0, overdue 11 | Progress bar (red) |
| Contracts | 10 - on track 0, overdue 10 | Progress bar (red) |
| 1 End recruitment | 8 - on track 0, due 3, overdue 5 | Progress bar (yellow and red) |

The right sidebar contains several sections:

- What you can do:**
 - [Create a job listing](#)
 - [Search for a listing](#)
 - [Search for an applicant](#)
- Manage the account:**
 - [Manage users](#)
 - [At risk applicants](#)
 - [Accredited logos](#)
 - [Key performance indicators \(KPIs\)](#)
 - [Approval settings](#)
 - [Departments](#)
 - [Welsh listings](#)
- Documents and templates:**
 - [Supporting documents](#)
 - [Contract templates](#)
 - [Offer letter templates](#)
- Help and information:**
 - [The employer hub](#)
 - [Roles and permissions](#)
 - [Contact your super users](#)
- Reporting:**
 - [Run a report](#)

At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The footer says "© Crown copyright".

End a recruitment

This page gives you instructions for how to end a recruitment.

Find the job listing and complete the following step:

1. Select the '[End recruitment](#)' link.

The screenshot shows the NHS Jobs interface for ending a recruitment. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'NHS BSA Training End recruitment'. Below this, a dropdown menu shows 'Showing tasks for All users'. The main content is a table with three columns: 'Job title', 'Deadline', and 'What needs doing next'. The table contains one row for 'Training and Support Officer' (ID: T1111-20-4736) with a deadline of '03 Feb 2022' and a 'DUE' status. The 'What needs doing next' column contains a link to 'End recruitment' with a notification badge showing '1'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: You can select the 'Job title' link to view the job details. 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.

End the recruitment for this listing

This page gives you instructions for how to end the recruitment for this job listing.

Important: In this example, the contract is accepted. This means the recruitment can be ended.

To end the recruitment for this job listing, complete the following step:

1. Select the ['End recruitment'](#) button.

The screenshot shows the NHS Jobs interface for ending recruitment. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's 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 'End recruitment' followed by 'End the recruitment for this listing'. Below this is a table with columns 'Name', 'Start date', and 'Stage'. The table contains one row with the job ID 'AR-201123-00001', start date '25 May 2021', and stage 'CONTRACT ACCEPTED'. A green button labeled 'End recruitment' with a '1' in a yellow circle is positioned below the table, indicating the next step.

| Name | Start date | Stage |
|-----------------|-------------|-------------------|
| AR-201123-00001 | 25 May 2021 | CONTRACT ACCEPTED |

1 End recruitment

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'.

Are you sure you want to end recruitment for this listing?

This page gives you instructions for how to confirm if you want to end the recruitment for this listing.

To confirm if you want to end the recruitment for this listing, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - ‘No’
2. Select the ‘Save’ 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 BSA Training' with a 'Change' link, and 'Signed in as NHSBSA 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 'End recruitment' and asks 'Are you sure you want to end recruitment for this listing?'. There are two radio button options: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below these options is a green 'Save' button with a '2' in a yellow circle next to it. 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'.

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

Recruitment ended

This page shows confirmation the recruitment is ended for this job listing.

Important: You'll only see this page if you've ended the recruitment for this job listing. Once the recruitment is ended, only 'active' jobs are shown on your employer dashboard.

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 user information 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training' on the right. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Recruitment ended' and the message: 'You've ended recruitment for a Training and Support Officer job listing. The reference number is T1111-20-4736'. Below this, a section titled 'What happens next' explains that users can return to listings via search. A prominent green button with a '1' icon and the text 'Go back to your dashboard' is provided. 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'.

To find out how to search for a job listing, go to the '**How to search for a job listing in NHS Jobs**' user guide or video from the '**Search for a job listing and applicant**' section of the '[Help and support for employers](#)' webpage.

You've ended a recruitment and reached the end of this user guide.