

How to make a job offer in NHS Jobs user guide

This guide gives you instructions for how to make a job offer in the NHS Jobs service.

You must have a job listing at the ready to offer recruitment stage.

To make a job offer to an applicant, you can choose one of the following options:

- Create or select an offer letter template in your organisations account.
- Upload an offer letter to send to the applicant.
- Manually create and send the offer letter offline outside the NHS Jobs online service.

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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Ready to offer

This page gives you instructions for how to make a job offer.

Important: You must have a job listing at the ready to offer recruitment stage. In this example, there's 1 applicant at this stage.

To make a job offer, complete the following step:

1. Select the '[Ready to offer](#)' link.

The screenshot shows the NHS Training and Support Jobs Dashboard. At the top, there is a blue header with the NHS logo, the text 'Jobs', and user information: 'You're viewing NHS Training and Support', 'Change', 'Signed in as Liam.M1', and 'Sign Out'. 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' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table displays recruitment stages with counts and progress bars:

Stage	Count	Progress
Draft	1	100%
Published	0	0%
Shortlisting	0	0%
Interviews	4 - on track 2, overdue 2	25%
1 Ready to offer	7	100%

On the right side, there are two panels. The first is 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. The second is 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'. At the bottom right, there is a section for 'Documents and templates'.

Select applicants to offer

This page gives you instructions for how to select the applicants to make a job offer.

Find the job title and complete the following steps:

1. Select the 'Job title' link to view the details (optional).
2. Select the '[Select applicants to offer](#)' link.

You're viewing NHS Training and Support [Change](#)
Signed in as Liam.M1 [Sign Out](#)

Show tasks for all accounts

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

[Go back](#)

NHS Training and Support
Ready to offer

Showing tasks for

Showing tasks

Ready to offer

Job title	Deadline	Task	What needs doing next
Learning Consultant T0111-22-1458	22 Jun 2022 ON TRACK	Offers in progress	Offer to another applicant
Learning Consultant T0111-22-0002	23 Jun 2022 ON TRACK	Offers in progress	Offer to another applicant
Training and Support Officer T0111-21-7774	26 Jul 2022 ON TRACK	Offers in progress	Offer to another applicant
HR Administrator T0111-22-9323	01 Aug 2022 ON TRACK	Offers in progress	Offer to another applicant
HR Administrator T0111-22-2797	05 Aug 2022 ON TRACK	Offers in progress	Offer to another applicant
Training administrator T0111-22-1487	10 Aug 2022 ON TRACK	Offers in progress	Offer to another applicant
1 Training administrator T0111-22-3348	11 Aug 2022 ON TRACK	Ready to start offer	Select applicants to offer 2

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Select your successful applicants

This page gives you instructions for how to select your successful applicants to make a job offer.

To select your successful applicants to make a job offer, complete the following steps:

1. Select the 'Download individual applications' link (optional).
2. Select the 'Download all applications' link (optional).
3. Select an applicant to make a job offer.
4. Select the 'View application' link (optional).
5. Select the 'View feedback' link (optional).
6. Select the ['Continue to offer'](#) button.
- or
7. Select the ['Choose not to offer this job to any applicants'](#) link.

You're viewing [NHS Training and Support](#) [Change](#)
Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Training administrator job

Select your successful applicants

The interview lead has added their feedback for all the applicants. You now need to select all applicants that you want to offer the job to.

On the next page, you'll start the individual offers.

You'll be able to find applicants you do not select now in the applicant details section of the job listing. You can offer them the job at a later stage if you want.

Actions

- [Download Individual Training administrator applications](#) 1
- [Download all Training administrator applications](#) 2

Select	Applicant	Immigration status	What you can do
3 <input type="checkbox"/>	AR-220317-00003 Liam MA [redacted]@gmail.com View application 4	British, Irish or dual citizen	View feedback 5

6 Continue to offer

7

You can [choose not to offer this job to any applicants](#). If so, you should contact applicants directly to let them know they've been unsuccessful.

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Offer the job to the selected applicant

This page gives you instructions for how to offer the job to the selected applicant.

Important: You'll only see this page if you're offering the job to a selected applicant. In this example, there's 1 applicant to offer the job to. If you want to make the same offer to multiple applicants, you'll have to offer them one at a time.

To offer the job to the selected applicant, complete the following steps:

1. Select the 'View notes' link (optional).
2. Select an applicant to make a job offer.
3. Select the '[Offer the job to selected applicant](#)' button.

The screenshot shows the NHS Jobs interface for offering a job. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main heading is 'Offer the job' for a 'Training administrator job'. Below the heading, there's a table with one applicant, Liam MA, and a 'View notes' link. A green button labeled 'Offer the job to selected applicant' is highlighted with a '3' in a yellow circle. The 'View notes' link is highlighted with a '1' in a yellow circle. A '2' in a yellow circle is next to the selection radio button. 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'.

NHS Jobs

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

Signed in as Liam.M1 [Sign Out](#)

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

[Go back](#)

Training administrator job

Offer the job

If you want to make the same offer to multiple applicants you'll have to offer them one at a time.

Select	Applicant	What you can do
2 <input type="radio"/>	AR-220317-00003 Liam MA [redacted]@gmail.com View application	View notes 1

3 [Offer the job to selected applicant](#)

Actions

- [Download Individual Training administrator applications](#)
- [Download all Training administrator applications](#)

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

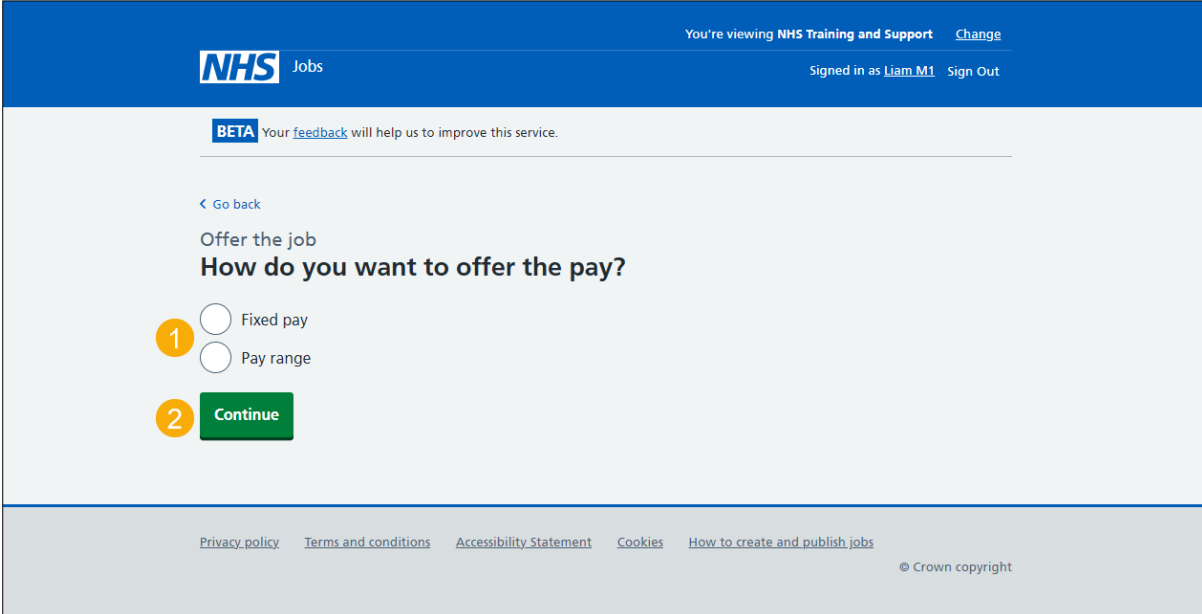
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How do you want to offer the pay?

This page gives you instructions for how to confirm the pay type.

To add the pay type, complete the following steps:

1. Select an answer:
 - [‘Fixed pay’](#)
 - [‘Pay range’](#)
2. Select the ‘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' notice: 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Offer the job' followed by 'How do you want to offer the pay?'. There are two radio button options: 'Fixed pay' and 'Pay range'. A yellow circle with the number '1' is next to the 'Fixed pay' option. Below these options is a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom of the page, 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'.

Tip: For example, a fixed pay is £25,000 and a pay range is £20,000 to £30,000.

What is the fixed pay?

This page gives you instructions for how to confirm the fixed pay.

Important: You'll only see this page if you've selected a fixed pay. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the fixed pay, complete the following steps:

1. In the **Pay amount** box, enter the details.
2. From the **Timeframe** drop-down menu, select an option.
3. In the **More details about the pay** box, enter the details (optional).
4. Select the '[Save and continue](#)' button.

NHS Jobs
You're viewing [NHS Training and Support](#) [Change](#)

Signed in as [Liam.M1](#) [Sign Out](#)

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

[Go back](#)

Offer the job

What is the pay?

Training administrator
NHS Training and Support, Goldcrest Way, Newcastle Upon Tyne

This was advertised as between £20330 and £21777, a year . You must now enter the actual pay that's on offer for this job.

For example, £27500

Pay amount	Timeframe
£ 1	a year 2

More details about the pay (optional)
For example, includes high cost area supplements (HCAS) or plus inner London HCAS

3

4 Save and continue

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What is the pay range?

This page gives you instructions for how to confirm the pay range.

Important: You'll only see this page if you've selected a pay range. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the pay range, complete the following steps:

1. In the **From pay** box, enter the details.
2. In the **To pay** box, enter the details.
3. From the **Timeframe** drop-down menu, select an option.
4. In the **More details about the pay** box, enter the details (optional).
5. Select the '[Save and continue](#)' button.

You're viewing [NHS Training and Support](#) [Change](#)
NHS Jobs
Signed in as [Liam.M1](#) [Sign Out](#)

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

[Go back](#)

Offer the job

What is the pay?

Training administrator
NHS Training and Support, Goldcrest Way, Newcastle Upon Tyne

This was advertised as between £20330 and £21777, a year . You must now enter the actual pay that's on offer for this job.

For example, from £15000 to £25000

From

1

To

2

Timeframe

3

More details about the pay (optional)

For example, includes high cost area supplements (HCAS) or plus inner London HCAS

4

5 [Save and continue](#)

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What's the working pattern?

This page gives you instructions for how to confirm the working pattern.

To add the working pattern, complete the following steps:

1. Select an answer.
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' text on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam.M1' and a 'Sign Out' link. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. The main content area has a 'Go back' link and the heading 'Offer the job' followed by 'What is the working pattern?'. Underneath, the section 'Working pattern' lists several options with radio buttons: Full-time, Part-time, Job share, Flexible working, Home or remote working, Compressed hours, Term time hours, and Annualised hours. A yellow circle with the number '1' is next to the 'Flexible working' option. Below the list is a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom of the page, 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'.

How many hours or sessions will they work in a week?

This page gives you instructions for how to confirm how many hours or sessions they will work in a week.

To confirm how many hours or sessions they will work in a week, complete the following steps:

1. In the **Number** box, enter the details.
2. From the **Hours or sessions a week** drop-down menu, select an option.
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs application 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, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Offer the job' followed by 'How many hours or sessions will they work a week?'. There are two input fields: a 'Number' text box and a 'Hours or sessions a week' dropdown menu. The dropdown menu is currently set to 'hours a week'. Below these fields is a green 'Save and continue' button. 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'.

How do you want to send the offer letter to the applicant?

This page gives you instructions for how to confirm how you want to send the offer letter to the applicant.

Important: The offer letter should include the terms and conditions of the offer including the salary and the reporting manager's name and title, as well as any benefits such as annual leave and pension that come with the job.

To confirm how you want to send the offer letter to the applicant, complete the following steps:

1. Select an answer:
 - [‘Use a template in the NHS Jobs online service’](#)
 - [‘Upload an offer letter to send to the applicant online’](#)
 - [‘Offline outside the NHS Jobs online service’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs online service 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.' A 'Go back' link is visible. The main content area is titled 'Offer the job' and 'How do you want to send the offer letter to the applicant?'. Below this, there is a paragraph explaining that the letter should include terms and conditions, salary, reporting manager's name and title, and benefits. There are three radio button options: 'Use a template in the NHS Jobs online service', 'Upload an offer letter to send to the applicant online' (which is selected and marked with a '1' in a yellow circle), and 'Offline outside the NHS Jobs online service'. Below the options is a green 'Save and continue' button marked with a '2' in a yellow circle. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains the copyright notice '© Crown copyright'.

Which offer letter template do you want to use?

This page gives you instructions for how to confirm the offer letter template you want to use.

Important: You'll only see this page if you're selecting an offer letter template in your organisations account. If the template you need is not displayed, you'll need to contact a super user for your organisation.

To add the offer letter template you want to use, complete the following steps:

1. Select an offer letter template.
2. Select the ['Save and continue'](#) button.
- or
3. Select the 'If the template you need is not displayed' link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main heading is 'Which offer letter template do you want to use?'. There are two options: '1 NHS Jobs' (selected) and '3 If the template you need is not displayed'. A green button labeled '2 Save and continue' is visible. A note states: 'Only those who manage your organisation's NHS Jobs account can create and edit templates. You'll need to contact them and ask them to create one.'

To find out how to manage offer letter templates, go to the **'How to manage offer letter templates in NHS Jobs'** user guide or video from the **'Manage your account'** section of the ['Help and support for employers'](#) webpage.

Add an offer letter

This page gives you instructions for how to add an offer letter.

Important: You'll only see this page if you're uploading an offer letter. The file must not exceed 1MB in file size and be a DOC, DOCX or PDF.

To add an offer letter, complete the following steps:

1. Select the 'Choose file' button to find the file.
2. Select the 'Upload' button to upload the file.
3. Select the '[Save and continue](#)' button.

NHS Jobs

You're viewing **NHS Training and Support** [Change](#)

Signed in as **Liam M1** [Sign Out](#)

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

[Go back](#)

Offer the job

Add an offer letter

The file you choose must:

- not exceed 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

- 1 [Choose File](#) No file chosen
- 2 [Upload](#)
- 3 [Save and continue](#)

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Tip: To choose a file, you'll need to know where this is stored outside of the NHS Jobs online service.

Select supporting documents (optional)

This page gives you instructions for how to select supporting documents.

Important: In this example, the 'NHS Jobs Organisation Chart' supporting document is available to select in your organisations account. If the document you need is not displayed, you'll need to contact a super user for your organisation.

To add supporting documents, complete the following steps:

1. Select a link to view the document (optional).
2. Select a supporting document (optional).
3. Select the '[Save and continue](#)' button.
or
4. Select the 'If the document you need is not displayed' link.

NHS Jobs

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

Signed in as [Liam.M1](#) [Sign Out](#)

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

[Go back](#)

Offer the job

Select supporting documents (optional)

Select which documents to send with the offer. The applicant will be able to download them alongside the offer letter.

2 NHS Jobs Organisation Chart [Download document \(DOCX, 516 KB\)](#) **1**

4 [If the document you need is not displayed](#)

Only the person who manages your organisation's NHS Jobs account can add supporting documents. You'll need to contact them and ask them to add one.

3 [Save and continue](#)

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Check the details of the offer

This page gives you instructions for how to check the details of the offer.

To check the details of the offer, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Continue](#)' button.

You're viewing [NHS Training and Support](#) [Change](#)
NHS Jobs
Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Offer the job

Check the details of the offer

Applicant name	Liam MA	Change
Telephone number		
Job title	Training administrator	
Job location	Nhs Property Services Ltd Goldcrest Way Newcastle Upon Tyne NE158NY	Change
Contract type	Permanent	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	37.5 Hours a week	Change 1
Pay Scheme	Agenda for Change	
Band	Band 3	
Pay	£20,330 - £21,777 a year	Change
Send offer	Use a template in the NHS Jobs online service	Change
Offer letter template	NHS Jobs	Change
Supporting documents	NHS Jobs Organisation Chart	Change
Contact	Joe Bloggs joe.bloggs@nhs.net	Change

2
Continue

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Email your job offer to the applicant

This page gives you instructions for how to email your job offer to the applicant.

Important: Once the applicant receives this email, they will follow the link, sign into their NHS Jobs account, and then read and e-sign their documents.

To email your job offer to the applicant, complete the following steps:

1. Select the 'preview the offer letter' link.
2. Select the 'download the offer letter' link.
3. Select the '[Send offer to applicant](#)' button.

The screenshot shows the NHS Jobs interface for offering a job. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam M1'. The main heading is 'Offer the job' and 'Email your job offer to Liam MA'. Below this, it states 'You'll send an automated email offering the job:' and shows a preview of the email content. The email content includes a greeting 'Dear Liam MA', a confirmation of the conditional offer for the Training and Support Officer job, and instructions on what happens next, including signing in to the NHS Jobs account. A 'sign-in' link is provided. There is also a section for 'If you've got any questions' with contact information for Joe Bloggs. At the bottom of the preview, there are links to 'preview the offer letter (PDF, 4 KB)' and 'download the offer letter (PDF, 4 KB)', and a green button labeled 'Send offer to applicant'. The page 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'.

Tip: The offer letter document is previewed and downloaded in a portable document format (PDF).

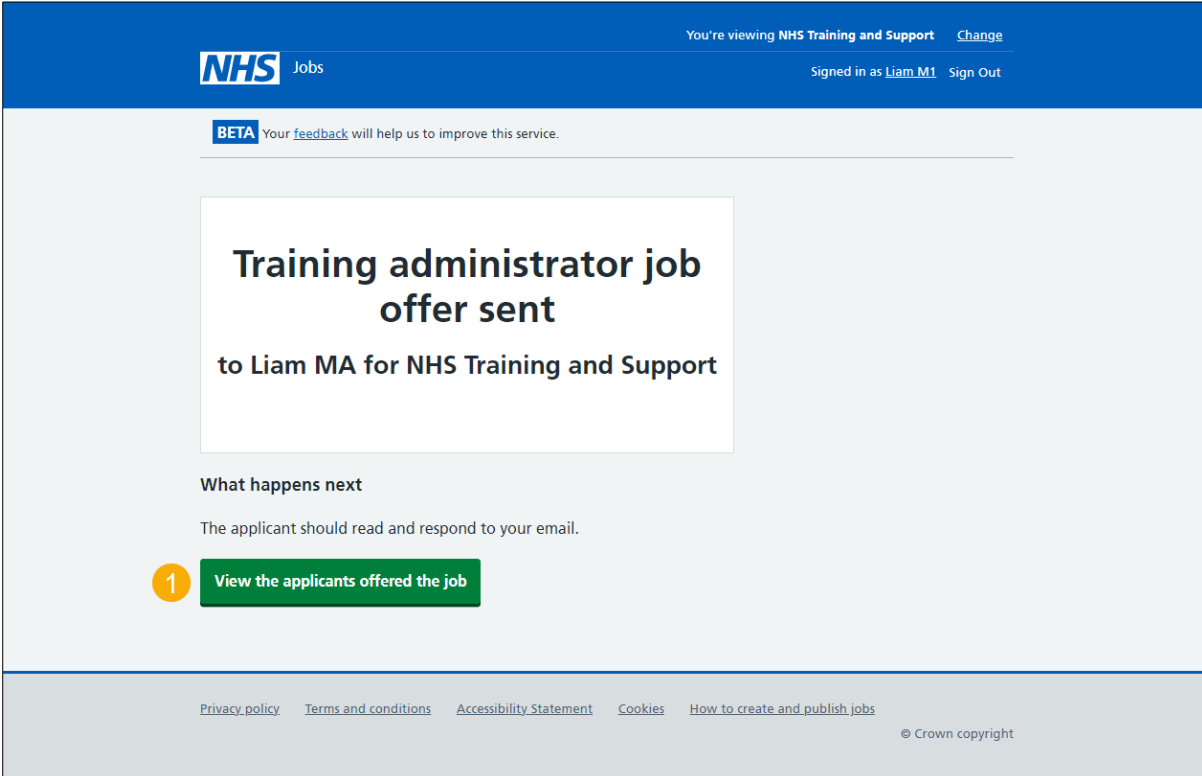
Job offer sent to the applicant

This page shows confirmation the job offer is sent to the applicant.

Important: The applicant should read and respond to your email.

To view the applicants offered the job, complete the following step:

1. Select the '[View the applicants offered the job](#)' button.



The screenshot displays the NHS Jobs portal 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, a 'Signed in as Liam.M1' and 'Sign Out' link are visible. A 'BETA' banner with the text 'Your feedback will help us to improve this service.' is present. The main content area features a white box with the heading 'Training administrator job offer sent to Liam MA for NHS Training and Support'. Below this, a section titled 'What happens next' explains that the applicant should read and respond to the email. A prominent green button with a yellow circle containing the number '1' is labeled 'View the applicants offered the job'. 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'.

Applicants you've offered the job to

This page gives you instructions for how to view the applicants you've offered the job to.

Important: In this example, you have sent offers to all available applicants. There are no other applicants you can offer the job to.

To do a task, complete the following steps:

1. Select the 'Respond for the applicant' button (optional).
2. Select the 'Return to dashboard' button.

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 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Training administrator Applicants you've offered the job to'. Below this is a section titled 'List of applicants under offer' which contains a table:

Applicant	Status	What needs doing next
Liam MA AR-220317-00003	OFFER SENT	Respond for the applicant 1

Below the table, it states: 'You have sent offers to all available applicants. There are no other applicants you can offer the job to.' At the bottom of this section is a green button labeled 'Return to dashboard' with a '2' in a yellow circle next to it. 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 manage a job offer, go to the '**How to manage a job offer in NHS Jobs**' user guide or video from the '**Make a job offer**' section of the '[Help and support for employers](#)' webpage.

You've made a job offer to an applicant and reached the end of this user guide.

Are you sure you want to reject all applicants?

This page gives you instructions for how to confirm if you're sure you want to reject all applicants.

Important: You'll only see this page if you're not offering the job to any applicants. You should contact applicants offline first to tell them they have been unsuccessful and give them feedback. Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.

To confirm if you're sure you want to reject all applicants, complete the following steps:

1. Select an answer:
 - ['Yes, reject all applicants'](#)
 - ['No, return to review applicants'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' with a 'Change' link. The user is signed in as 'Liam.M1' and can 'Sign Out'. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Training administrator' followed by 'Are you sure you want to reject all applicants?'. A blue vertical bar highlights the instruction: 'You should contact applicants offline first to tell them they have been unsuccessful and give them feedback.' Below this, it explains: 'Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.' There are two radio button options: '1 Yes, reject all applicants' (selected) and '2 No, return to review applicants'. A green 'Continue' button is visible below the options. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes '© Crown copyright'.

Do you want to provide an email address for unsuccessful applicants to get feedback?

This page gives you instructions for how to confirm if you want to provide an email address for unsuccessful applicants to get feedback.

Important: Unsuccessful applicants may want to contact you to get feedback about their interview.

To confirm if you want to provide an email address for unsuccessful applicants to get feedback, complete the following steps:

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

The screenshot shows a web page for NHS Jobs. 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 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.' A 'Go back' link is visible. The main content area is titled 'Training administrator' and asks 'Do you want to provide an email address for unsuccessful applicants to get feedback?'. Below this, it explains: 'Unsuccessful applicants may want to contact you to get feedback about their interview.' There are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons is a green 'Continue' button with a yellow circle containing the number '2' 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'.

Give an email address for applicant feedback

This page gives you instructions for how to give an email address for applicant feedback.

Important: You'll only see this page if you're adding an email address for applicant feedback. This will be included in the email that will be sent to unsuccessful applicants.

To give an email address for applicant feedback, complete the following steps:

1. In the **Email address** box, enter the details.
2. Select the **'Continue'** button.

The screenshot shows a web page with a blue header. On the left is the NHS logo and 'Jobs'. 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 is a grey bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area has the title 'Training administrator Give an email address for applicant feedback'. Below the title is the text 'This will be included in the email that will be sent to unsuccessful applicants.' There is a text input field with a '1' in a yellow circle to its left. Below the input field is a green 'Continue' button with a '2' in a yellow circle to its left. At the bottom of the page is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

Send email to unsuccessful applicants

This page gives you instructions for how to send an email to unsuccessful applicants.

Important: You'll only see this page if you're sending an email to unsuccessful applicants. If you have not contacted any applicants offline to let them know they have been unsuccessful you should do that first.

To send an email to unsuccessful applicants, complete the following step:

1. Select the '[Send rejection](#)' button.

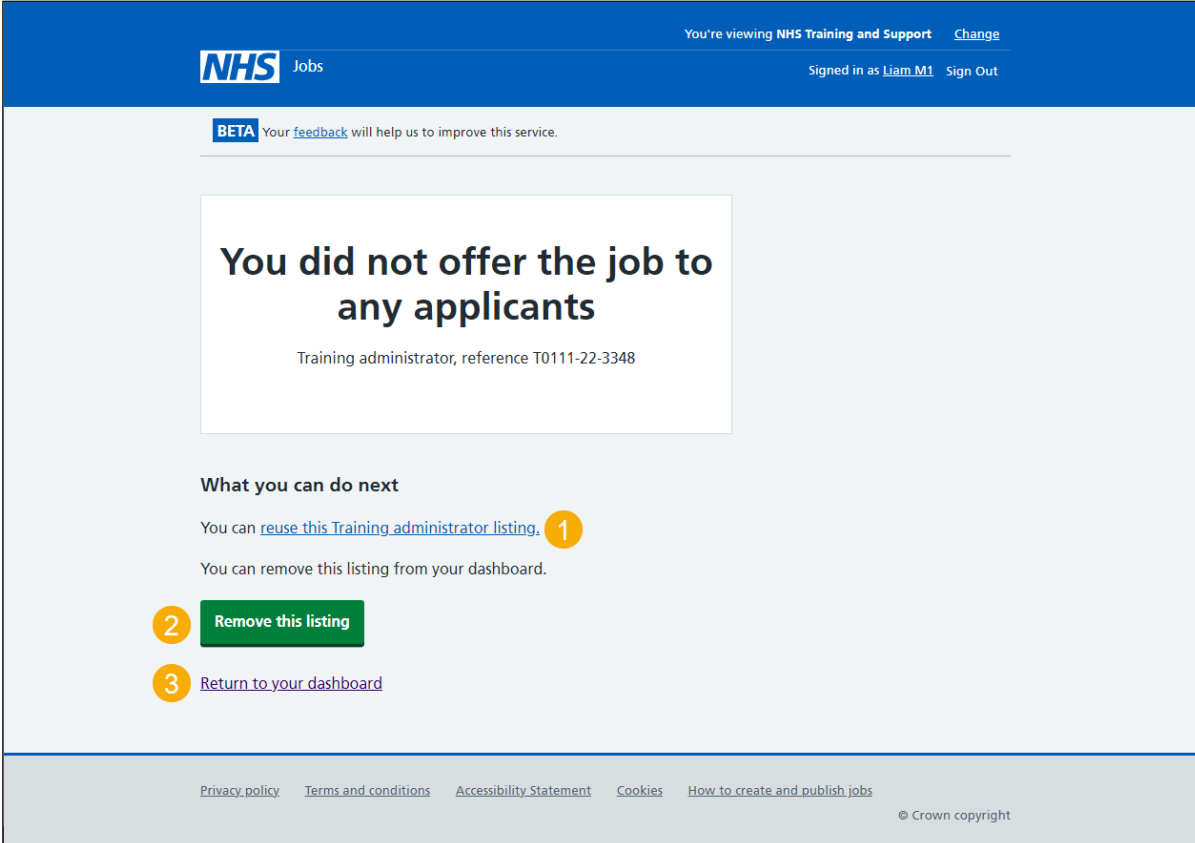
The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Training administrator' and 'Send email to unsuccessful applicants'. It contains the following text: 'If you have not yet contacted them offline to let them know they have been unsuccessful you should do that first.' The email template starts with 'Dear [applicant full name],', followed by 'Thank you for taking the time to interview for the Training administrator job at NHS Training and Support.', 'On this occasion, you've been unsuccessful. The employer will not be continuing with your application.', 'If the employer has not provided you with feedback yet, you can contact joe.bloggs@nhs.net.', 'We wish you well in your job search.', 'Kind regards,', and 'The NHS Jobs Team'. At the bottom of the email template area, there is a green button labeled 'Send rejection' with a yellow circle containing the number '1' next to it. 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'.

You did not offer the job to any applicants

This page shows confirmation you did not offer the job to any applicants.

To do a task, complete the following steps:

1. Select the 'Reuse this listing' link (optional).
2. Select the 'Remove this listing' button (optional).
3. Select the 'Return to your dashboard' link.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: '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, a 'BETA' badge states 'Your feedback will help us to improve this service.' The main content area features a white box with the heading 'You did not offer the job to any applicants' and the reference 'Training administrator, reference T0111-22-3348'. Underneath, a section titled 'What you can do next' provides instructions: 'You can reuse this Training administrator listing.' (with a '1' in a yellow circle), 'You can remove this listing from your dashboard.' (with a '2' in a yellow circle), and 'Return to your dashboard' (with a '3' in a yellow circle). A green button labeled 'Remove this listing' is positioned between the second and third instructions. 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 reuse this listing, go to the '**How to reuse a published job listing in NHS Jobs**' user guide or video from the '**Change, remove and reuse a job listing**' section of the '[Help and support for employers](#)' webpage.

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

You did not offer the job to any applicants and reached the end of this user guide.