How to manage a contract in NHS Jobs user guide

Once you've issued a contract to an applicant, you can choose one of the following options:

- Accept the contract on the applicant's behalf.
- Edit and then resend contract.
- Withdraw the job offer and contract.
- Wait for the applicant to respond to the contract.

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

Contracts

This page gives you instructions for how to manage a contract.

Important: You must have issued the applicant a contract of employment. In this example, there's 1 applicant at this stage.

To manage a contract, complete the following step:

1. Select the 'Contracts' link.

Manage contract

This page gives you instructions for how to manage a contract.

Important: In this example, you've sent a contract to the applicant.

Find the applicant and complete the following step:

1. Select the '<u>Manage Contract</u>' link.

Tip: Select the 'Applicant' and 'Job title' links for more information. If you've got a lot of job listings, you can use the '**Showing tasks for**' and '**Showing tasks**' filters to reduce the number of job listings on the page.

Manage the applicant's contract

This page gives you instructions for how to manage the applicant's contract.

Important: If you accept the contract on the applicant's behalf, you're confirming that the applicant has agreed to all the terms and conditions in the contract.

To manage the applicant's contract, complete the following steps:

1. Select an answer:
   - 'Accept contract on applicant's behalf'
   - 'Edit and resend contract'
   - 'Withdraw job offer and contract'
2. Select the 'Continue' button.

Tip: You do not have to complete an action on this page, you can wait for the applicant to respond. If you don't want to do any of the options, select the '< Go back' link.

If you don't want to do any of the options, you've reached the end of this user guide.

When did the applicant accept the contract?

This page gives you instructions for how to confirm when the applicant accepted the contract.

Important: This page is only shown if you're accepting the contract on behalf of the applicant.

To add when the applicant accepted the contract, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '<u>Save and continue</u>' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example,12 01 2019.
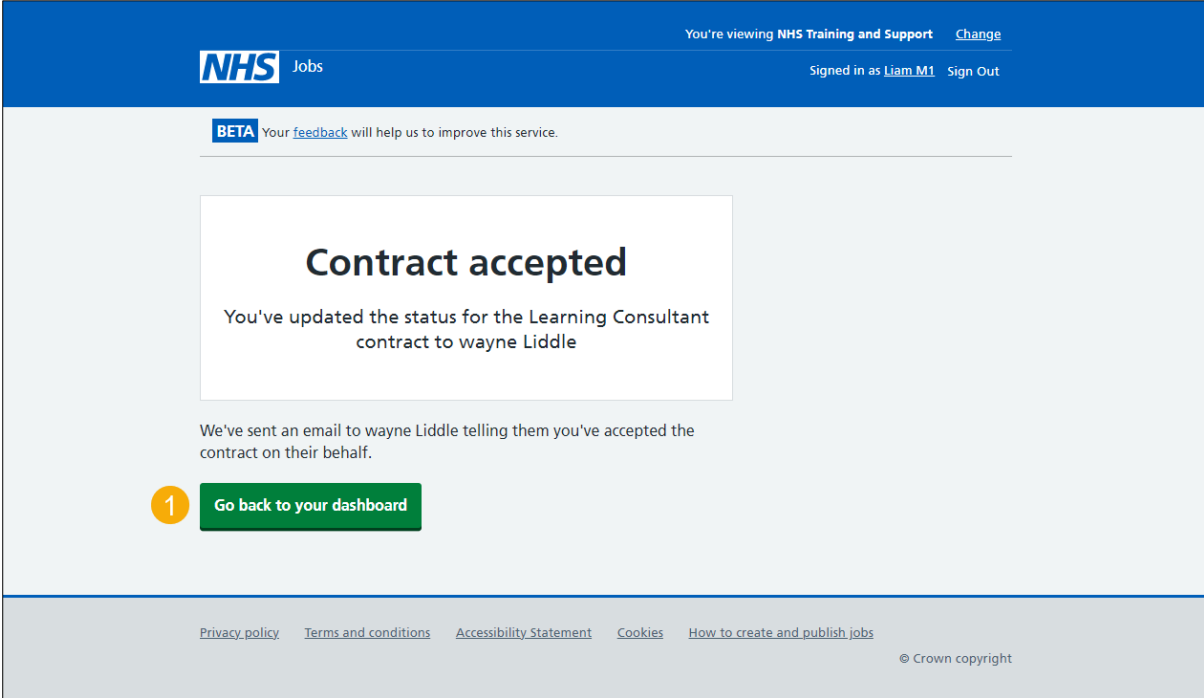
Contract accepted on behalf of the applicant

This page shows confirmation you've accepted the contract on behalf of the applicant.

<mark>Important:</mark> An email is sent to the applicant telling them you've accepted the contract on their behalf.

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

1. Select the 'Go back to your dashboard' button.

You've accepted the contract on behalf of the applicant and reached the end of this user guide.

Check the details of the contract and send it

This page gives you instructions for how to check the details of the contract and send it.

Important: This page is only shown if you're editing and resending the contract. You can add more terms to this contract. They will not be added to the original contract template. When you're satisfied the details are correct, send this contract to the applicant.

To check the details of the contract and send it, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Add another' button (optional).
3. Select the 'preview the contract' link.
4. Select the 'download the contract' link.
5. Select the 'Send now' button.

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

To find out how to change the contract, go to the '**How to issue a contract in NHS Jobs**' user guide or video from the '**Issue a contract**' section of the 'Help and support for employers' webpage.
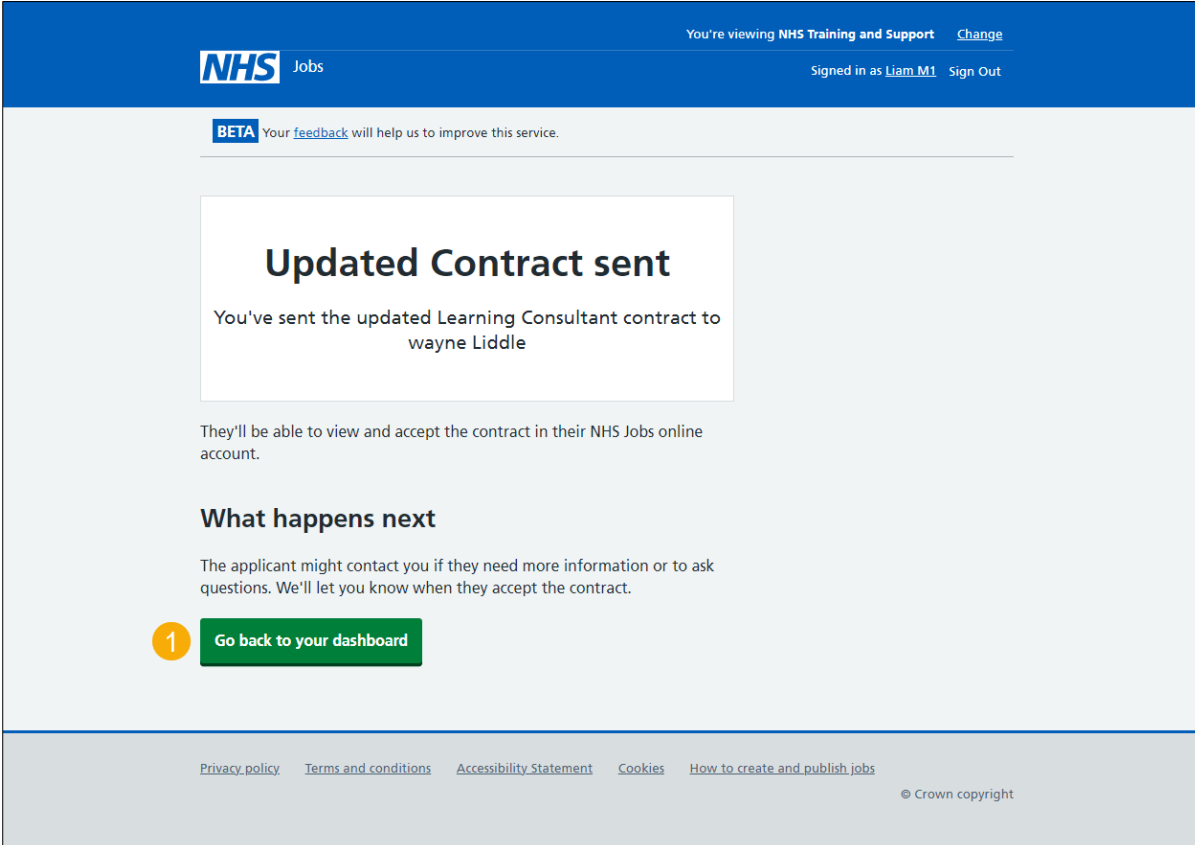
Updated contract sent

This page shows confirmation you've sent the updated contract.

<mark>Important:</mark> The applicant will be able to view and accept the contract in their NHS Jobs online account. They might contact you if they need more information or to ask questions. The NHS Jobs service will let you know when they accept the contract.

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

1. Select the 'Go back to your dashboard' 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.

Updated Contract sent

You've sent the updated Learning Consultant contract to wayne Liddle

They'll be able to view and accept the contract in their NHS Jobs online account.

What happens next

The applicant might contact you if they need more information or to ask questions. We'll let you know when they accept the contract.

1 Go back to your dashboard

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs

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You've edited and resent the contract and reached the end of this user guide.

Withdraw your job offer and contract

This page gives you instructions for how to withdraw your job offer and contract.

<mark>Important:</mark> This page is only shown if you're withdrawing the job offer and contract.

To add a reason and withdraw your contract, complete the following steps:

1. In the **Withdraw reason** box, enter the details.
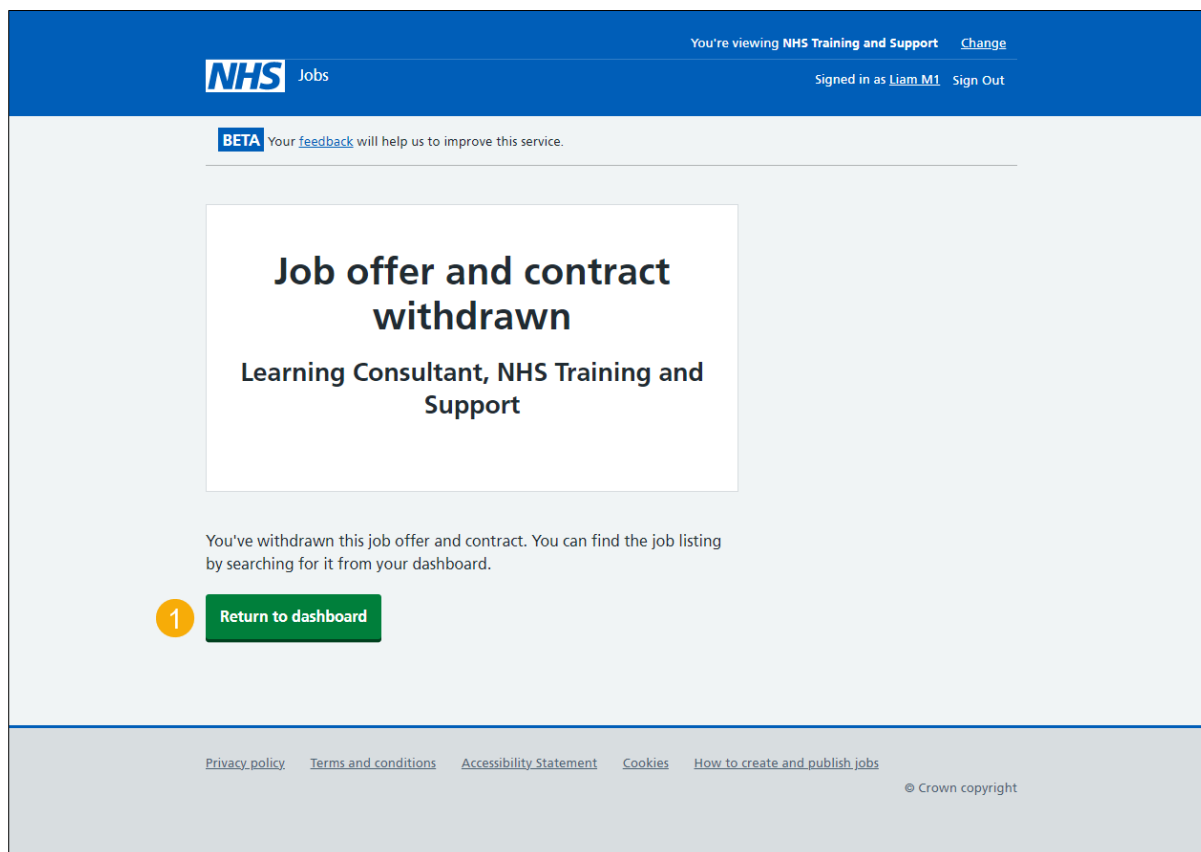2. Select the '<u>Save and continue</u>' button.

Job offer and contract withdrawn

This page shows confirmation you've withdrawn the job offer and contract.

To return to your dashboard, complete the following step:

1. Select the 'Return to dashboard' button.

To find out how to issue a contract to another applicant, go to the '**How to issue a contract in NHS Jobs**' user guide or video from the '**Issue a contract**' section of the 'Help and support for employers' webpage.

To find out how to end the recruitment, go to the '**How to end a recruitment in NHS Jobs**' user guide or video from the '**End a recruitment**' section of the 'Help and support for employers' webpage.

You've withdrawn the job offer and contract and reached the end of this user guide.