

How to manage accredited logos in NHS Jobs user guide

This guide gives you instructions for how to manage accredited logos in the NHS Jobs service.

You can use accredited logos to display on all your job adverts you publish to jobseekers.

In your organisations account, you can:

- add an accredited logo
- remove an accredited logo

If you add or remove a logo, this only applies to the new job listings you create. You can select one or more logos and update this list at any time.

If an accredited logo isn't available, you'll need to email the NHS Jobs team nhsbsa.nhsjobs@nhsbsa.nhs.uk and request it to be added to the list.

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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Accredited logos

This page gives you instructions for how to manage accredited logos for your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Accredited logos' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your accredited logos, complete the following step:

1. Select the '[Accredited logos](#)' link.

The screenshot displays the NHS BSA Training Dashboard. At the top, it indicates the user is viewing 'NHS BSA Training' and is signed in as 'NHSBSA Training'. A 'BETA' notice states that feedback will help improve the service. The main dashboard area is titled 'NHS BSA Training Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard lists four task stages with their respective counts and progress bars:

Task Stage	Count	On Track	Due	Overdue
Draft	56	26	0	30
Approvals	6	0	2	4
Published	4	3	0	1
Shortlisting	56	18	7	31

On the right side, there are two sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; and 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos' (highlighted with a '1' badge), 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.

Manage accredited logos

This page gives you instructions for how to manage accredited logos for your job adverts.

Important: You can select one or more logos to display on all your job adverts. You can update this list at any time. Any logos you're using are shown at the top of this page. In this example, you haven't selected any logos.

To add or remove an accredited logo, complete the following step:

1. [Select](#) or [un-select](#) a box.

NHS Jobs

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](#)

NHS BSA Training

Manage accredited logos

Select the accreditation logos to display on all job adverts.
You can update this list at any time.

Age Positive
We're Supporting
AGE POSITIVE

1

Apprenticeships
Apprenticeships
Good for our Business

Tip: The available accredited logos are in alphabetical order.

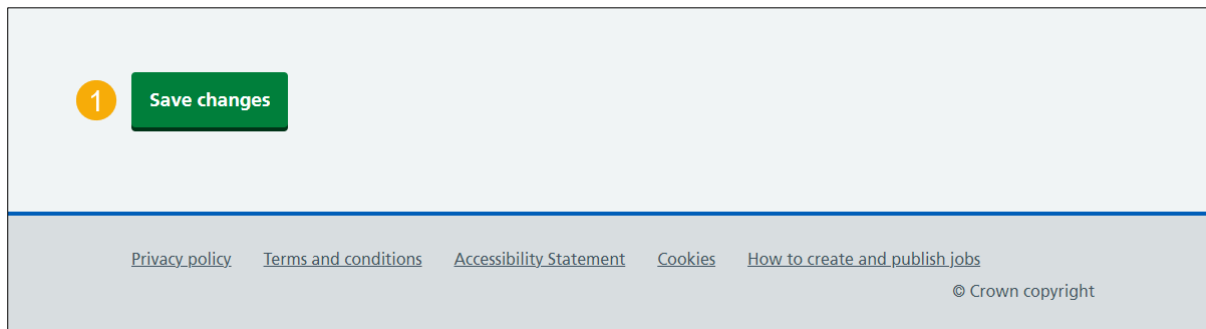
Save accredited logo changes

This page gives you instructions for how to save the accredited logo changes.

Important: If you add or remove an accredited logo, this only applies to the new job listings you create.

To save your accredited logo changes, complete the following step:

1. Select the 'Save changes' button.



Tip: The 'Save changes' button is located at the bottom of the 'Manage accredited logos' page.

You've saved your accredited logos and reached the end of this user guide.