

How to manage approvals in NHS Jobs user guide

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

You can use approvals to approve or reject all your job listings before they're published to jobseekers.

In your organisations account, you can choose one of the following options:

- Online to approve all job listings using the NHS Jobs online service
- Offline to approve job listings outside of the NHS Jobs online service, if needed

The default setting is 'Offline'. If you change this setting, it only applies to your new job listings.

If you're using 'Online', you'll select the approvers from a list of your organisations users. All approvers must approve the listing before it can be published.

If approved, the listing can be published. If rejected, the listing can't be published but you can re-send it for approval.

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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Approval settings

This page gives you instructions for how to manage approval settings in your organisations account.

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

To manage your approval settings, complete the following step:

1. Select the [Approval settings](#) link.

The screenshot shows the NHS Training and Support Dashboard. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. A toggle switch for 'Show tasks for all accounts' is visible. Below the header, a 'BETA' notice is present. The main content area is titled 'NHS Training and Support Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a table with the following data:

Task Stage	Count	Progress Bar
Draft	2	Progress bar (25% full)
Published	0	Progress bar (0% full)
Shortlisting	0	Progress bar (0% full)
Interviews	4 - on track 2, overdue 2	Progress bar (25% full)

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', 'Key performance indicators (KPIs)', 'Approval settings' (highlighted with a yellow circle containing the number 1), 'Departments', and 'Welsh listings'.

How do you want your job listings approved?

This page gives you instructions to confirm your job listing approval settings.

Important: Use 'Online' to approve all job listings using the NHS Jobs online service. Use 'Offline' to approve job listings outside of the NHS Jobs online service, if needed. If you change this setting, it only applies to your new job listings.

To confirm your approval settings, complete the following steps:

1. Select an answer.
2. Select the ['Save changes'](#) button.

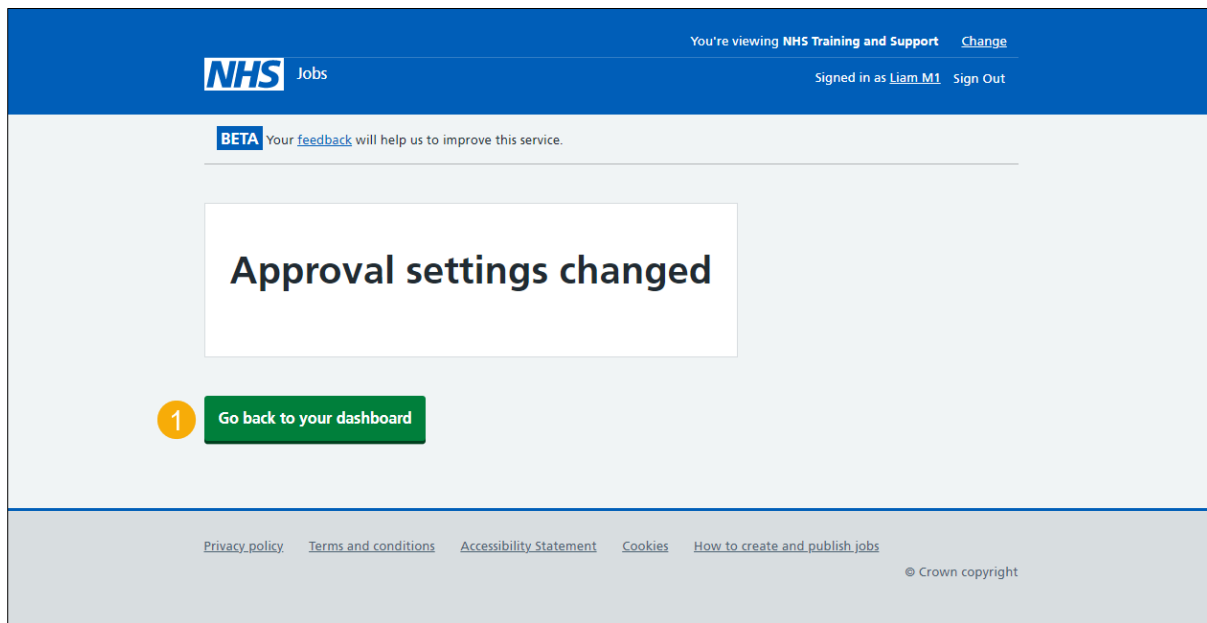
The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'How do you want your job listings approved?'. There are two radio button options: 'Online' (with a '1' in a yellow circle next to it) and 'Offline'. The 'Online' option is selected. Below the options is a green 'Save changes' 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'. A copyright notice '© Crown copyright' is also present.

Approval settings changed

This page shows confirmation you've changed the approval settings.

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

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



You've changed your approval settings and reached the end of this user guide.