

How to manage departments in NHS Jobs user guide

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

You can use departments and users to organise your recruitment tasks.

In your organisations account, you can:

- create a department
- change a department
- delete a department
- add a user to a department
- remove a user from a department

To add a user to a department, they must have a user account in your organisation's account.

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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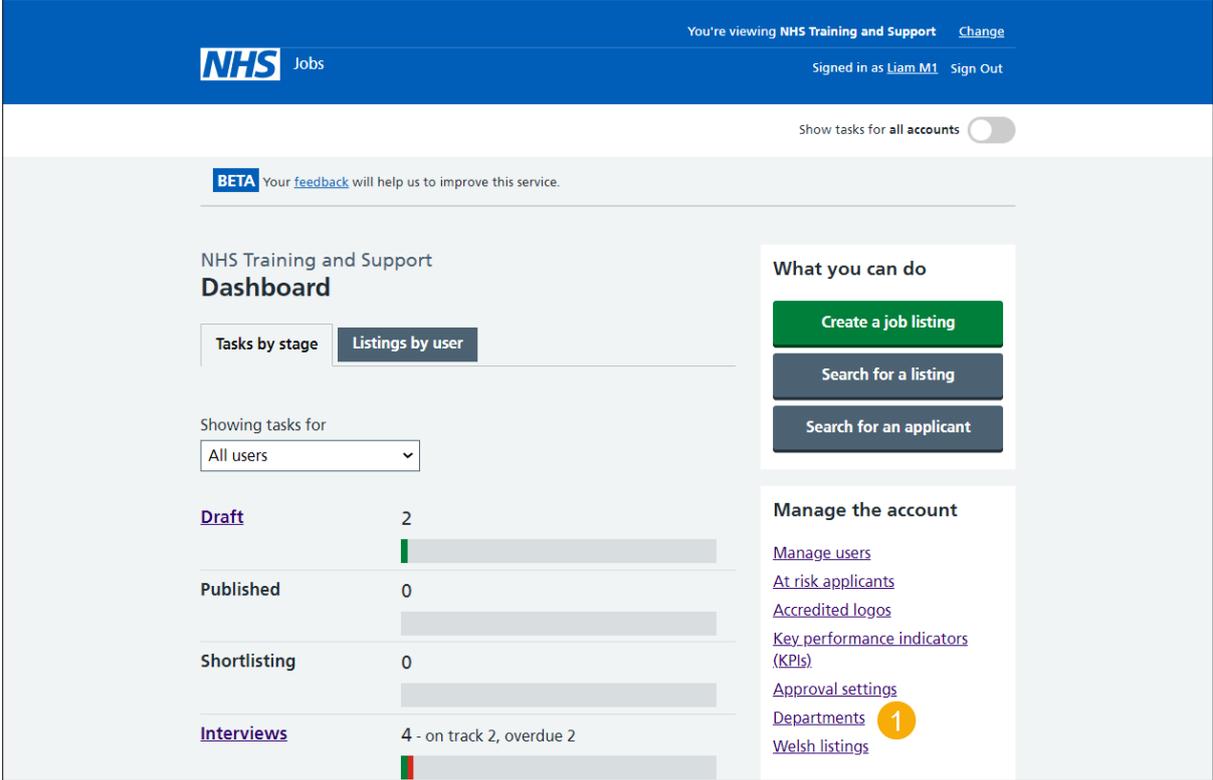
Departments

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

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

To manage your departments, complete the following step:

1. Select the '[Departments](#)' link.



The screenshot shows the NHS Training and Support Dashboard. 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 toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. 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 (2/2)
Published	0	Progress bar (0/0)
Shortlisting	0	Progress bar (0/0)
Interviews	4 - on track 2, overdue 2	Progress bar (2/4)

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments' (highlighted with a yellow circle containing the number 1), and 'Welsh listings'.

Add a new department

This page gives you instructions for how to add a new department.

Important: When you create a department, all users in it can view their own tasks and the tasks for their department. In this example, you don't have any departments.

To add a new department, complete the following step:

1. Select the '[Add a new department](#)' 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](#)

Manage account

Manage your departments

When you create a department, all users in it can view their own tasks and the tasks for the department.

1 [Add a new department](#)

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

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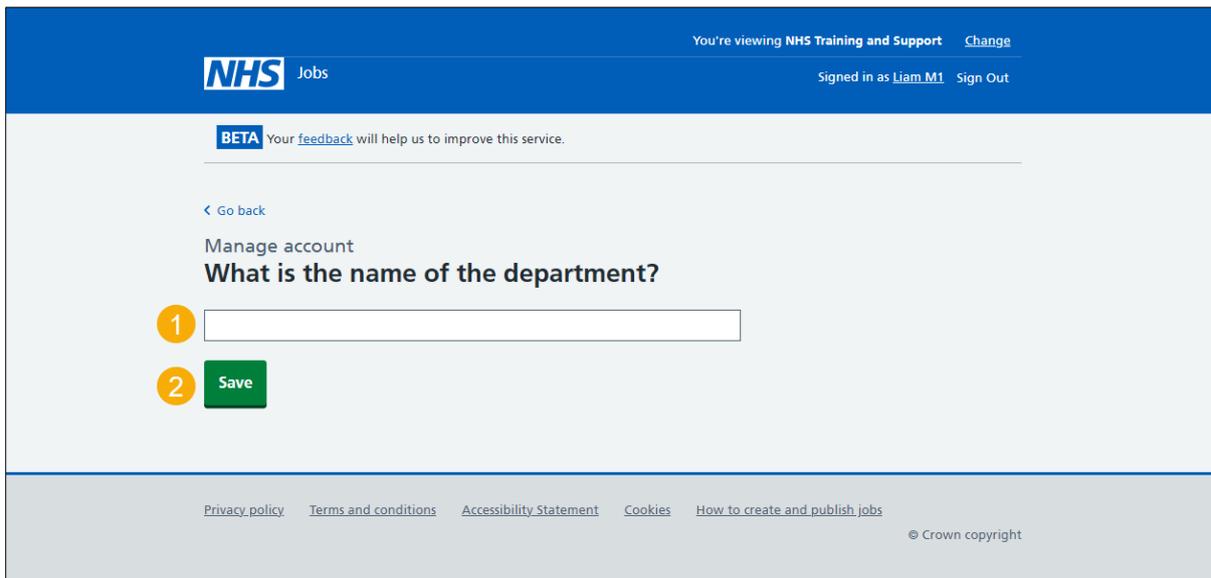
What is the name of the department?

This page gives you instructions for how to add the name of the department.

Important: This is what you'll see when selecting which department to use.

To add the name of the department, complete the following steps:

1. In the **Department name** box, enter the details.
2. Select the **'Save'** button.



The screenshot shows the NHS Jobs 'Manage account' page. 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 'Manage account' followed by 'What is the name of the department?'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a '2' in a yellow circle next to a green 'Save' button. 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', along with a copyright notice: '© Crown copyright'.

Add a user to the department

This page gives you instructions for how to add a user to the department.

Important: When you create a department, all users in it can view their own tasks and the tasks for their department.

To add a user to the department, complete the following steps:

1. Select the '[Add a user to the department](#)' 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](#)

Manage account

Manage your departments

When you create a department, all users in it can view their own tasks and the tasks for the department.

NHS Jobs [Change name](#)

1 [Add a user to the NHS Jobs department](#)

[Add a new department](#) [Delete a department](#)

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

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Who do you want to add to your department?

This page gives you instructions for how to add users to your department.

Important: You can select one or more users. If the person you want is not on the list. You need to contact a super user for your organisation.

To add a user to your department, complete the following steps:

1. Select an answer.
- or
2. Select the 'The person I want is not on the list' link.
3. Select the 'Save' button.

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](#)

Manage account

Who do you want to add to the NHS Jobs department?

- Jen Prince
Administrator
- Joe Bloggs2
Training Team Leader
- 1** Joe Bloggs3
Recruitment manager
- Joe Bloggs
Training and Support Manager
- Liam M1
Training and Support Manager

2 [The person I want is not on the list](#)

To get someone added to the list you need to contact a superuser for your organisation.

3

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

This page gives you instructions for how to manage your departments.

Important: In this example, the user 'Joe Bloggs3' is added to your department.

To manage your departments, complete the following steps:

1. Select the ['Change name'](#) link (optional).
2. Select the ['Remove'](#) link (optional).
3. Select the ['Add a user to the department'](#) link.
4. Select the ['Add a new department'](#) button (optional).
5. Select the ['Delete a department'](#) button (optional).

The screenshot shows the 'Manage your departments' page in the NHS Jobs system. 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 'Go back' link is visible. The main heading is 'Manage account' followed by 'Manage your departments'. A sub-heading reads: 'When you create a department, all users in it can view their own tasks and the tasks for the department.' Below this, there is a table with two rows: 'NHS Jobs' and 'Joe Bloggs'. The 'NHS Jobs' row has a 'Change name' link with a yellow circle '1' next to it. The 'Joe Bloggs' row has a 'Remove' link with a yellow circle '2' next to it. Below the table, there is a yellow circle '3' next to the link 'Add a user to the NHS Jobs department'. At the bottom of the main content area, there are two buttons: a green 'Add a new department' button with a yellow circle '4' to its left, and a grey 'Delete a department' button with a yellow circle '5' to its right. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

If you don't want to add or remove a user and add or delete a department, you've reached the end of this user guide.

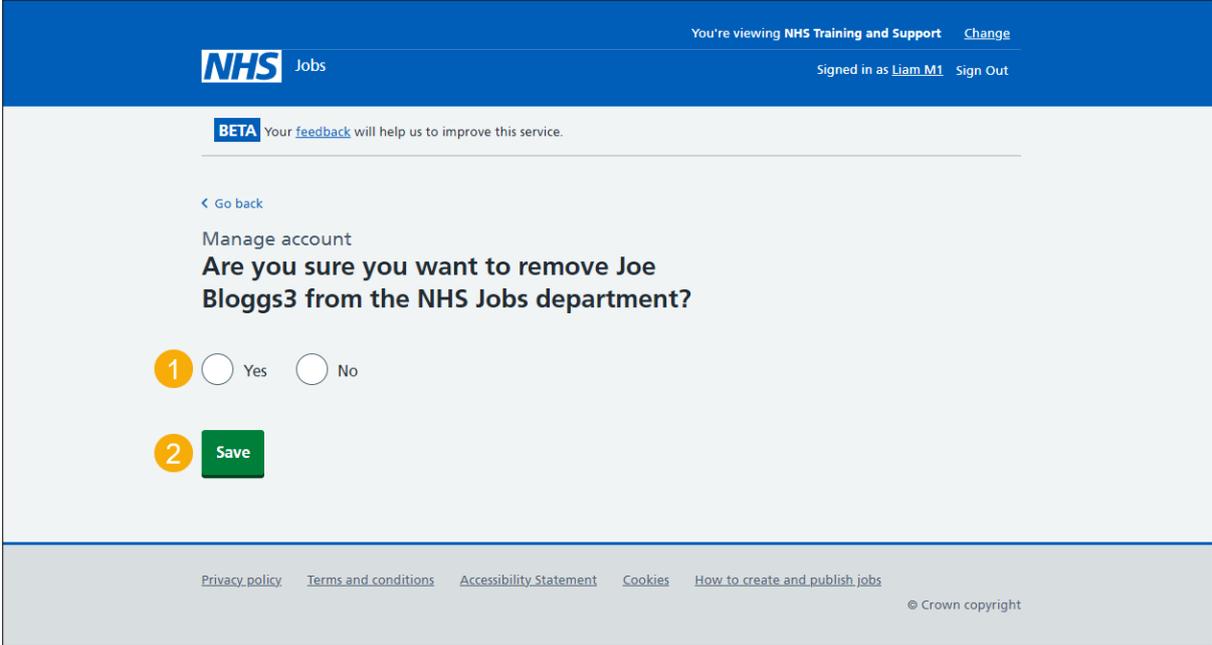
Are you sure you want to remove the user from the department?

This page gives you instructions to confirm if you're sure you want to remove the user from the department.

Important: You'll only see this page if you're removing a user from the department.

To confirm if you're sure you want to remove the user from the department, complete the following steps:

1. Select an answer:
 - 'Yes'
 - 'No'
2. Select the 'Save' button.



The screenshot shows the NHS Jobs user management 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 'Manage account' and asks 'Are you sure you want to remove Joe Bloggs3 from the NHS Jobs department?'. There are two radio buttons: 'Yes' (with a '1' in a yellow circle) and 'No' (with a '2' in a yellow circle). Below the radio buttons is a green 'Save' button. At the bottom, 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 at the bottom right.

If you don't want to remove the user from the department, you've reached the end of this user guide.

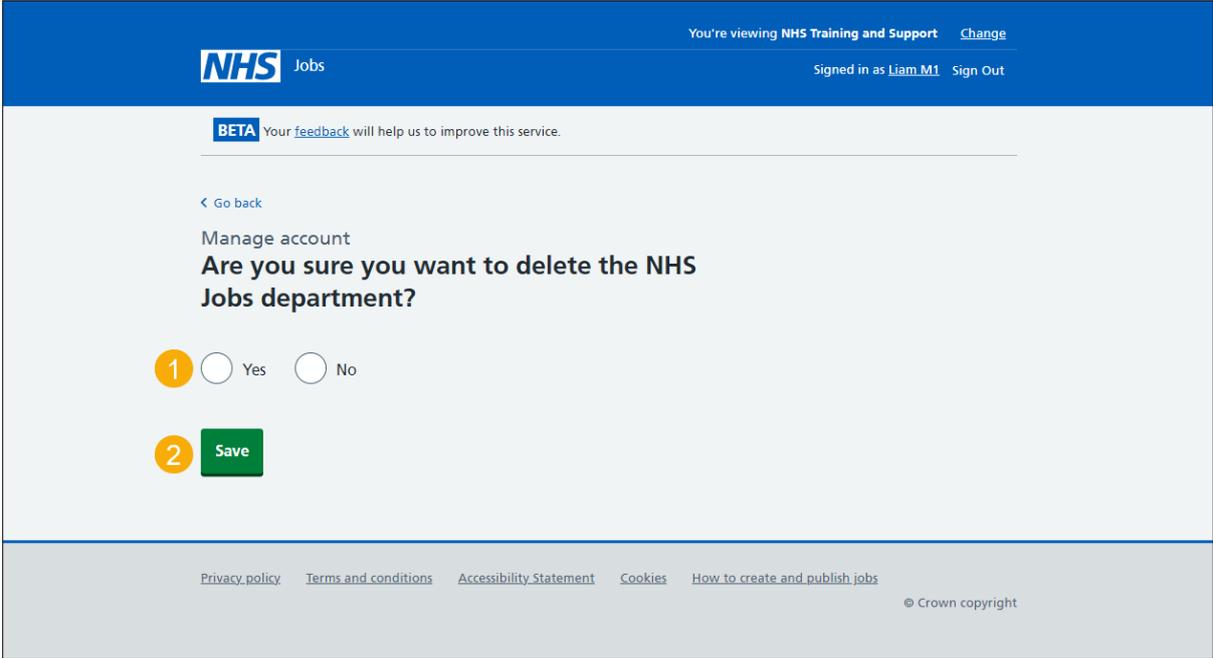
Are you sure you want to delete the department?

This page gives you instructions to confirm if you're sure you want to delete the department.

Important: You'll only see this page if you're deleting a department.

To confirm if you're sure you want to delete the department, complete the following steps:

1. Select an answer
 - 'Yes'
 - 'No'
2. Select the 'Save' button.



The screenshot shows the NHS Jobs 'Manage account' page. 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 'Manage account' and 'Are you sure you want to delete the NHS Jobs department?'. Below this, there are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected and has a yellow circle with the number '1' next to it. Below the radio buttons, there is a green 'Save' button with a yellow circle and 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'.

If you don't want to delete the department, you've reached the end of this user guide.