

## How to manage supporting documents in NHS Jobs user guide

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

You can send supporting documents when you make an online job offer to an applicant.

In your organisations account, you can:

- add supporting documents
- delete supporting documents

Once a document is added, it can be used by the applicable roles in your 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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## Supporting documents

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

**Important:** The employer dashboard is shown. You'll only see the 'Supporting documents' link if you're an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' role for your organisations account.

To manage your supporting documents, complete the following step:

1. Select the '[Supporting documents](#)' link.

The screenshot displays the NHS Training and Support Dashboard. At the top, it indicates the user is signed in as 'Liam M1' and provides a 'Sign Out' option. A 'BETA' notice is present, along with a toggle for 'Show tasks for all accounts'. The main content area is divided into two sections: 'Tasks by stage' and 'Listings by user'. The 'Tasks by stage' section shows a table of job listing stages with their respective counts and progress bars. The 'Listings by user' section is currently selected. On the right side, there are three panels: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'; and 'Documents and templates' with links for 'Overview of your organisation', 'Supporting documents' (highlighted with a red circle and the number 1), 'Contract templates', and 'Offer letter templates'.

Task Stage	Count	Additional Info
<a href="#">Draft</a>	3	
<a href="#">Approvals</a>	0	
<a href="#">Published</a>	0	
<a href="#">Shortlisting</a>	0	
<a href="#">Interviews</a>	4	- on track 2, overdue 2
<a href="#">Ready to offer</a>	8	
<a href="#">Conditional offers</a>	3	

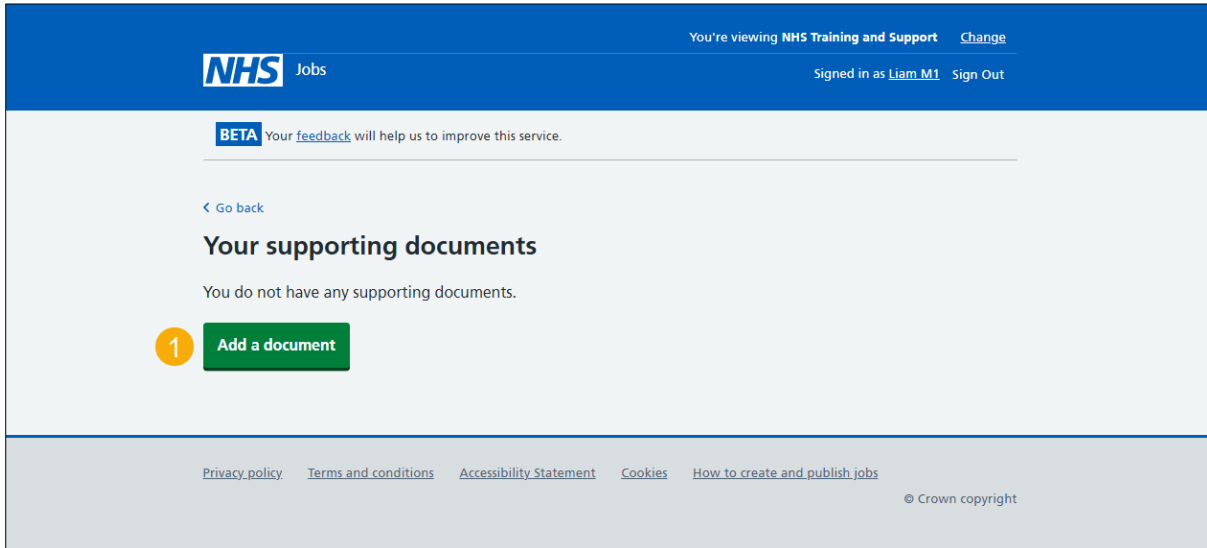
## Your supporting documents

This page gives you instructions for how to add a document.

**Important:** In this example, you do not have any supporting documents.

To add a document, complete the following step:

1. Select the '[Add a document](#)' button.



## Add a supporting document

This page gives you instructions for how to add a supporting document.

**Important:** The file you choose must not exceed 1MB in file size and be a DOC, DOCX or PDF. In this example, The NHS\_Jobs\_Org\_Chart.docx file is added.

To add a supporting document, complete the following steps:

1. Select the 'Choose file' button.
2. In the **What do you want to call this document?** box, enter the details.
3. Select the '[Save document](#)' button.

The screenshot shows the 'Add a supporting document' 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 'Add a supporting document'. Below this, it states 'The file you choose must:' followed by two bullet points: 'not exceed 1MB in file size' and 'be a DOC, DOCX or PDF'. Under 'Upload a file', there is a 'Choose File' button with a red box around the selected file name 'NHS\_Jobs\_...g\_Chart.docx', which is marked with a '1'. Below that is the question 'What do you want to call this document?' with a text input field containing 'NHS Jobs Organisation Chart', marked with a '2'. At the bottom of the form is a green 'Save document' button, marked with a '3'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

**Tip:** Make sure you assign a name that applicants you send it to will understand, as well as those in your recruitment team who'd send it out. For example, NHS Jobs Organisation Chart.

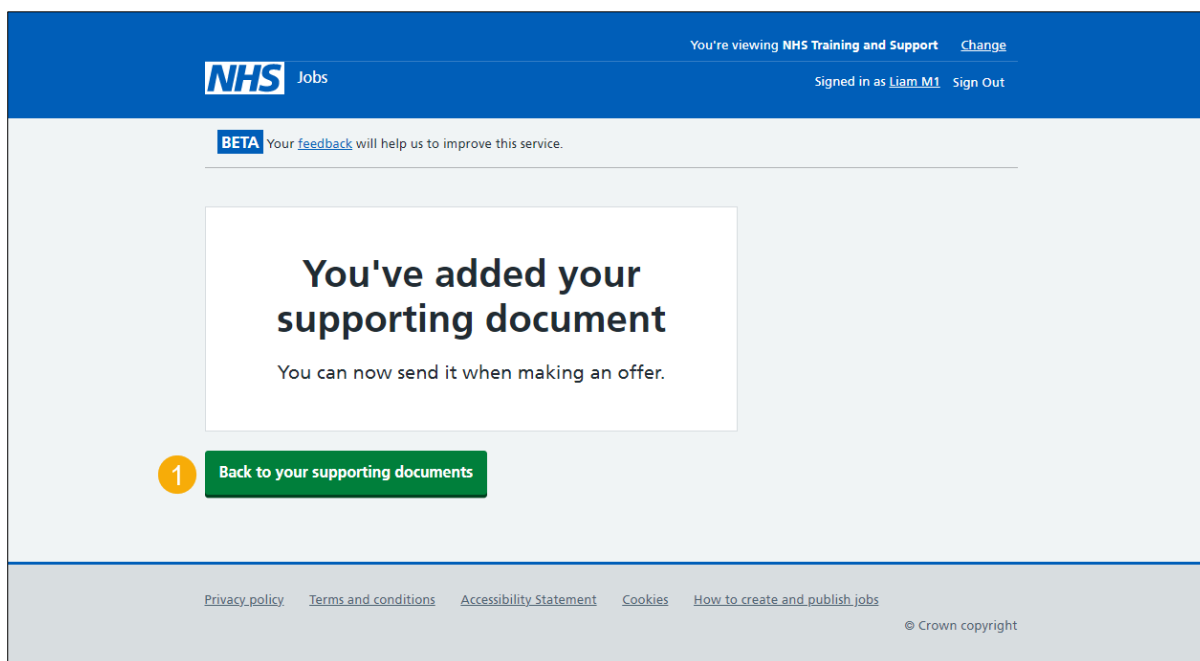
## You've added your supporting document

This page shows confirmation you've added your supporting document.

**Important:** You can now send it when making an offer. Once a document is added, it can be used by the applicable roles in your account.

To go back to your supporting documents, complete the following step:

1. Select the ['Back to your supporting documents'](#) button.



You've added your supporting document. If you don't want to delete or add another supporting document, you've reached the end of this user guide.

## Manage your supporting documents

This page gives you instructions for how to manage your supporting documents.

**Important:** In this example, the 'NHS\_Jobs\_Org\_Chart.docx' file is added.

To manage your supporting documents, complete the following steps:

1. Select the ['Delete'](#) link (optional).
2. Select the ['Add a document'](#) button (optional).

The screenshot displays the 'Your supporting documents' 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 'Your supporting documents'. Below this, there is a green button labeled 'Add a document' with a yellow circle containing the number '2' to its left. Underneath, a document entry is shown: 'NHS Jobs Organisation Chart' with the file name 'NHS\_Jobs\_Org\_Chart.docx' and a blue 'Delete' link with a yellow circle containing the number '1' to its right. 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', followed by a copyright notice: '© Crown copyright'.

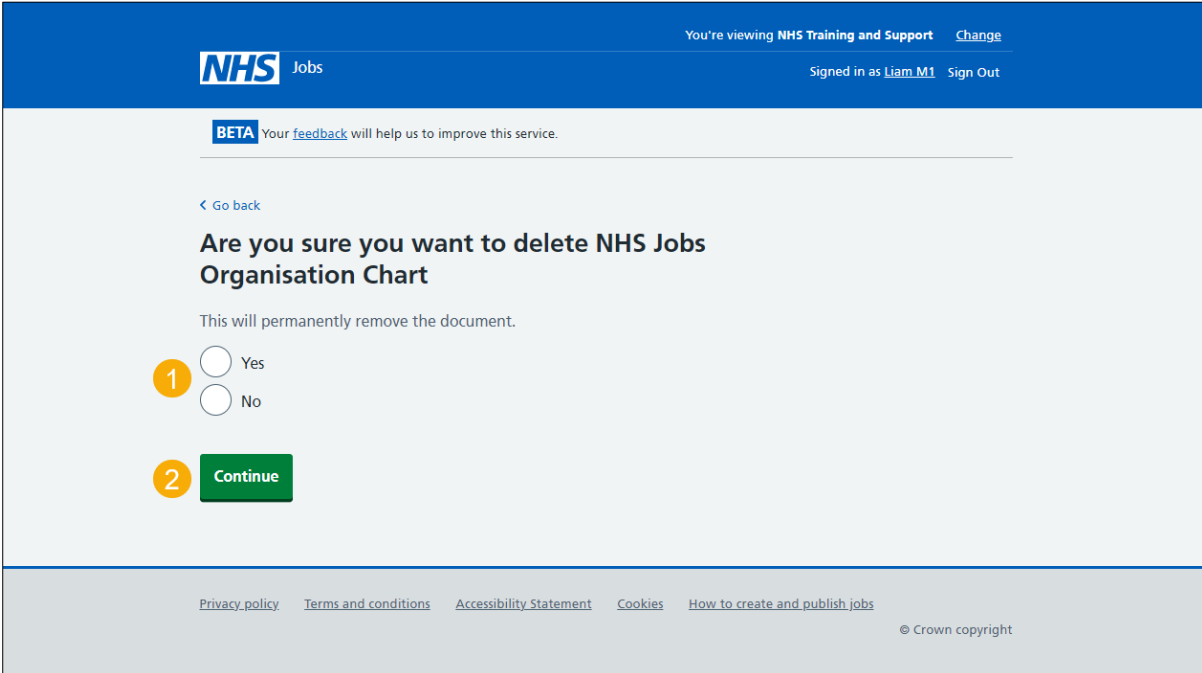
## Are you sure you want to delete the document?

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

**Important:** In this example, the 'NHS Jobs Organisation Chart' document is used. This will permanently remove the document.

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

1. Select an answer:
  - 'Yes'
  - 'No'
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. To 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 has the heading 'Are you sure you want to delete NHS Jobs Organisation Chart' and the text 'This will permanently remove the document.' There are two radio buttons: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below the radio buttons is a green 'Continue' button with a '2' in a yellow circle next to it. 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'.

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

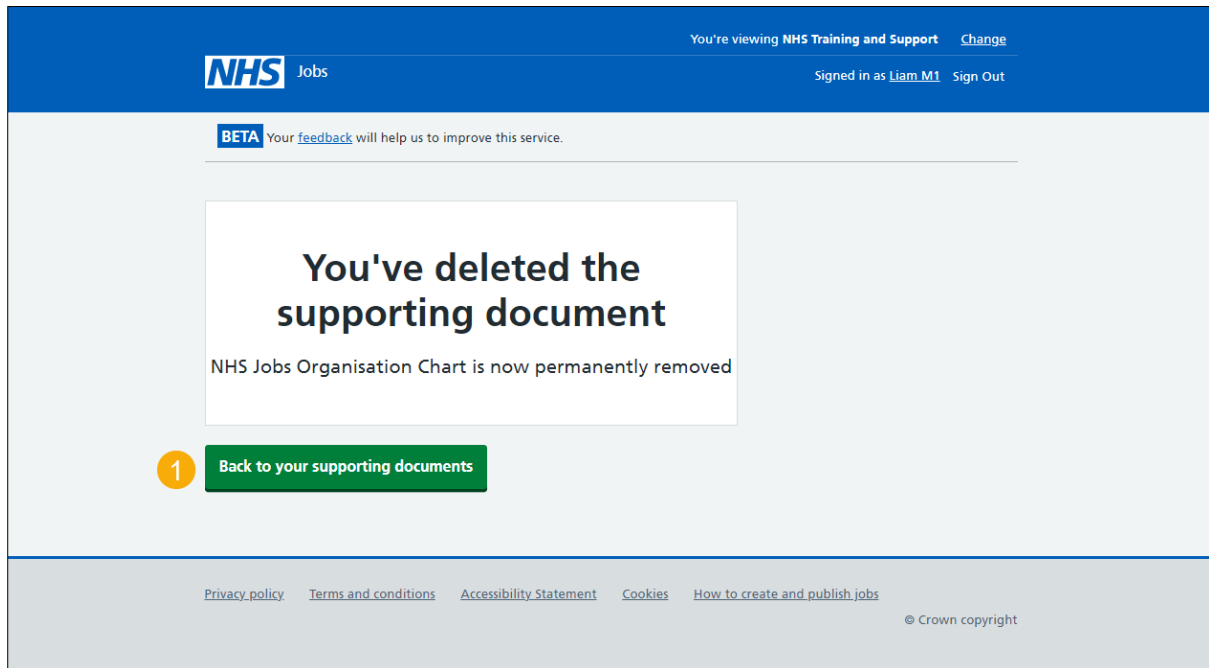


## You've deleted the supporting document

This page shows confirmation you've deleted the supporting document.

To go back to your supporting documents, complete the following step:

1. Select the 'Back to your supporting documents' button.



You've deleted your supporting document and reached the end of this user guide.