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.

Contents

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:

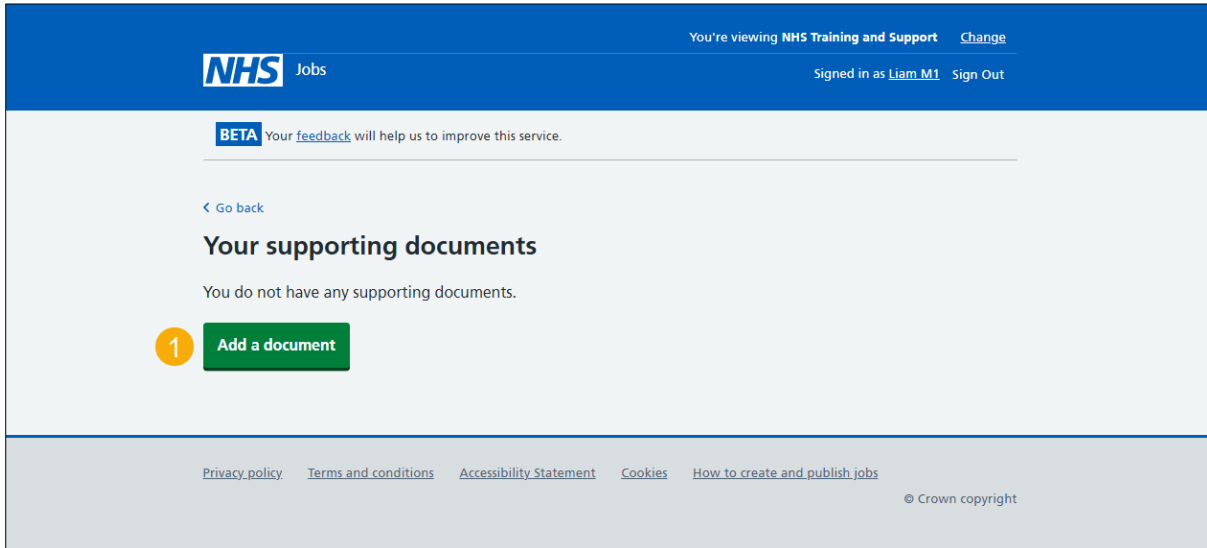1. Select the '<u>Supporting documents</u>' link.

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.

<mark>Important:</mark> 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 '<u>Save document</u>' button.

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.
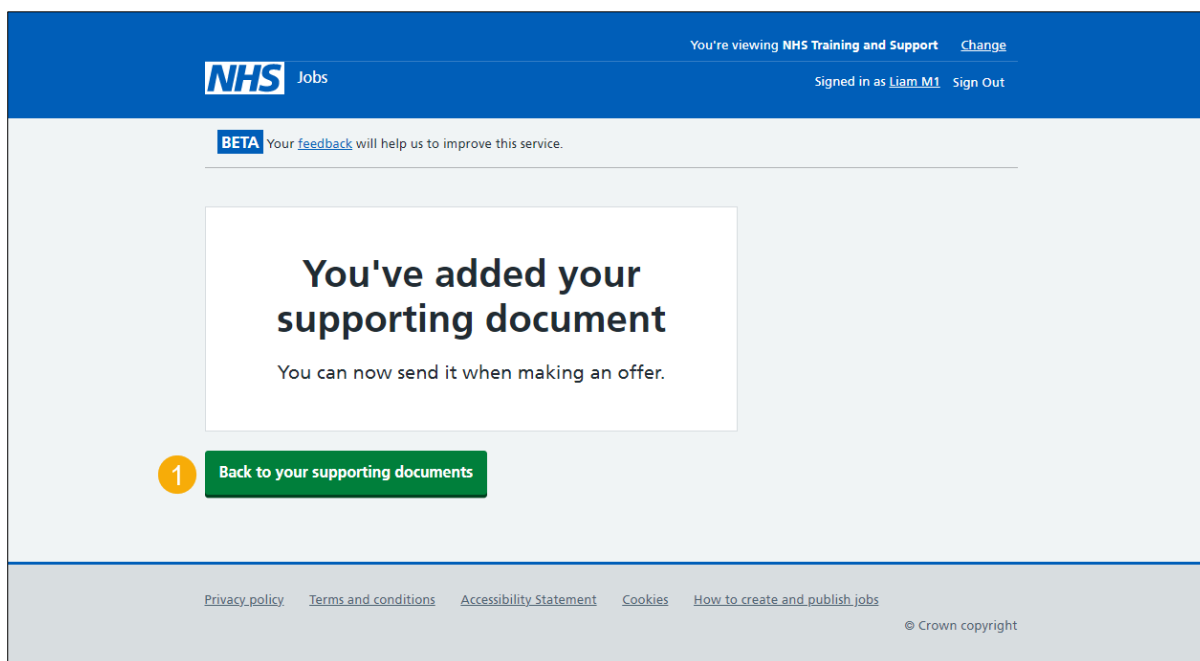
You've added your supporting document

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

<mark>Important:</mark> 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 '<u>Back to your supporting documents</u>' 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.

<mark>Important:</mark> 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).
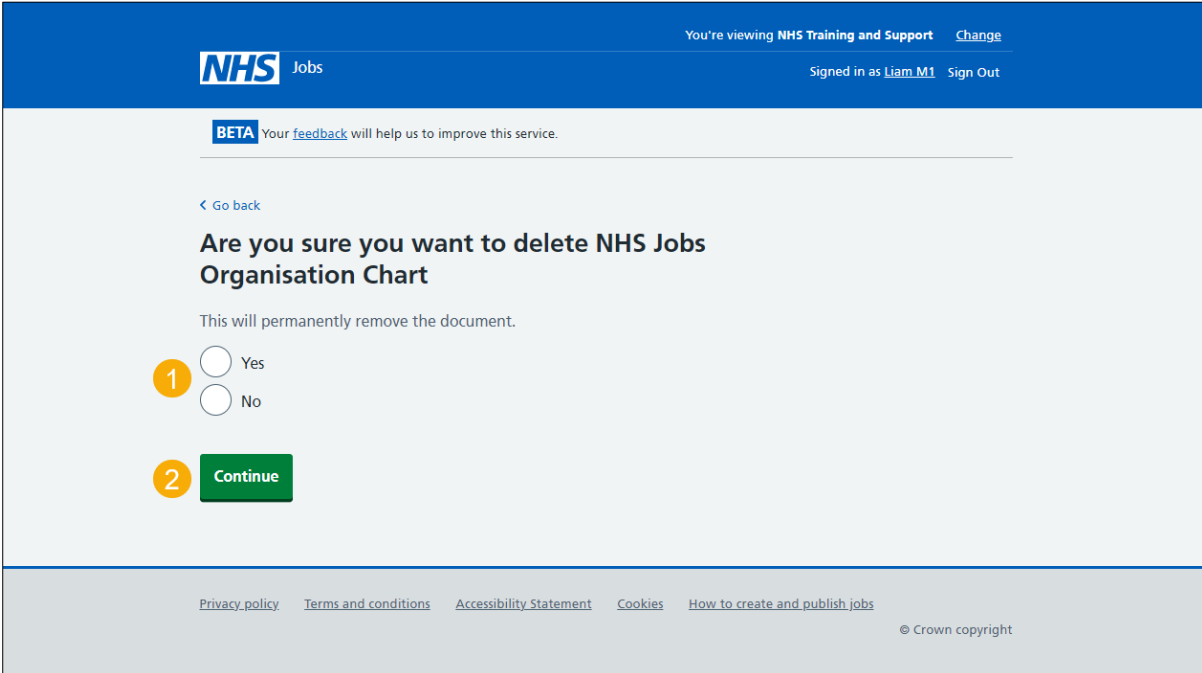2. Select the 'Add a document' button (optional).

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

<mark>Important:</mark> 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.

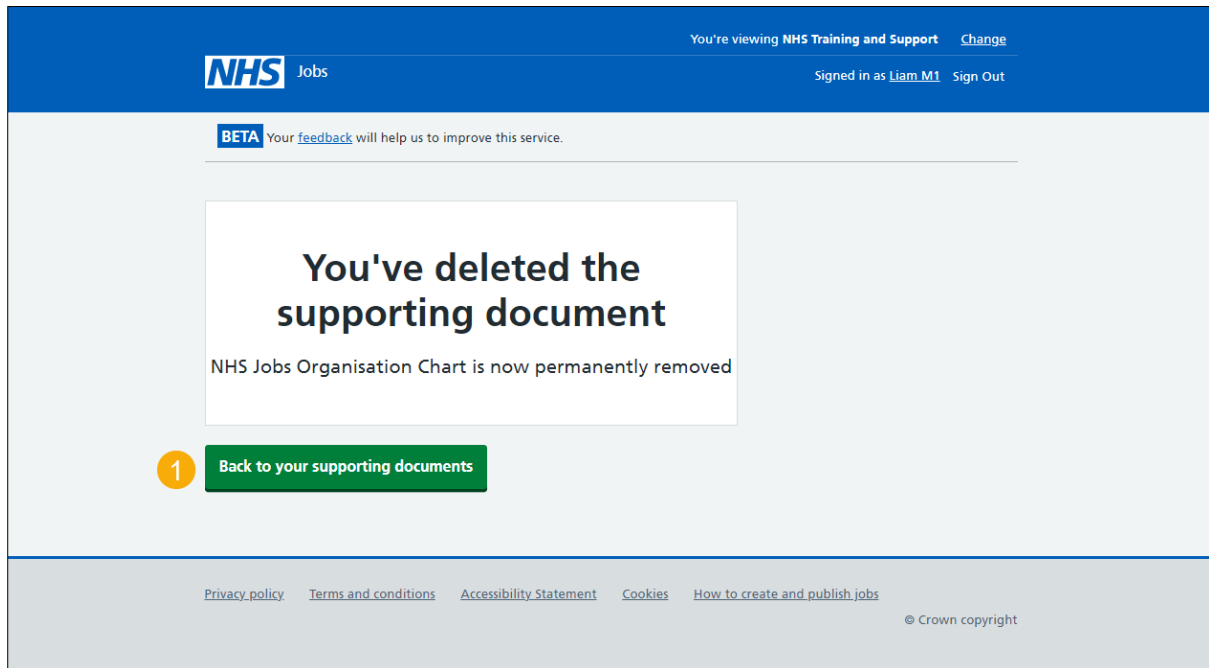If you don't want to delete the document, you've reached the end of this user guide.

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.