

## How to manage the overview of your organisation template in NHS Jobs user guide

This guide gives you instructions for how to manage the overview of your organisation template in the NHS Jobs service.

You can use the overview of your organisation template to display on all your job listings you publish to jobseekers.

In your organisations account, you can:

- add organisation information
- change organisation information

This information will automatically show when creating new job listings. Your users can still edit it when they're creating a new listing.

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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## Overview of your organisation

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

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

To manage your organisations overview information, complete the following step:

1. Select the '[Overview of your organisation](#)' 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 toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice is present. 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' (highlighted with a red circle and the number 1), 'Supporting documents', 'Contract templates', and 'Offer letter templates'.

Task Stage	Count
<a href="#">Draft</a>	3
<a href="#">Approvals</a>	0
<a href="#">Published</a>	0
<a href="#">Shortlisting</a>	0
<a href="#">Interviews</a>	2
<a href="#">Ready to offer</a>	8
<a href="#">Conditional offers</a>	3

## Add your overview of your organisation template (optional)

This page gives you instructions for how to add your overview of your organisation template.

**Important:** This template will automatically show when creating new job listings. Users can still edit it when they're creating a new listing. You have a limit of 1500 characters, including spaces.

To add your overview of your organisation template, complete the following step:

1. In the **Overview of your organisation** box, enter the details.
2. Select the ['Save template'](#) button.
- or
3. Select the ['Return to dashboard'](#) link.

The screenshot shows the 'Add your overview of your organisation template (optional)' page in the NHS Jobs system. The page header includes the NHS logo, 'Jobs', and user information: 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Add your overview of your organisation template (optional)'. A blue vertical bar highlights the text: 'This template will automatically show when creating new job listings. Users can still edit it when they're creating a new listing.' Below this, instructions read: 'Introduce the team, the atmosphere, work ethic and benefits of working at your organisation. You have a limit of 1500 characters, including spaces.' A text input area with a rich text toolbar is shown, with a yellow circle '1' next to it. Below the input area, it says 'You have 1489 characters remaining'. A green 'Save template' button is highlighted with a yellow circle '2'. A 'Return to dashboard' link is highlighted with a yellow circle '3'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

**Tip:** Introduce the team, the atmosphere, work ethic and benefits of working at your organisation.

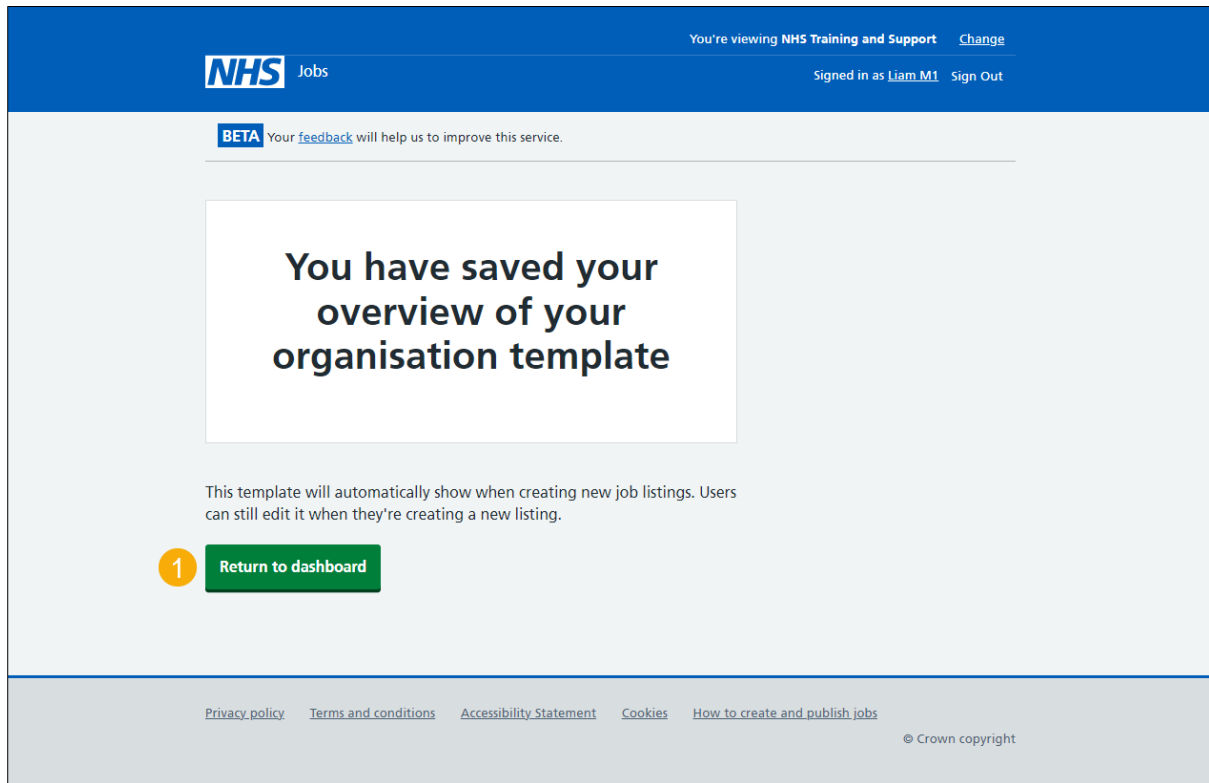
If you've selected 'Return to dashboard', you've reached the end of this user guide.

## You've saved your overview of your organisation template

This page shows confirmation you've saved your overview of your organisation template.

To return to your dashboard, complete the following step:

1. Select the 'Return to your dashboard' button.



You've saved the overview of your organisation template and reached the end of this user guide.