

How to remove a job listing in NHS Jobs user guide

This guide gives you instructions for how to remove a job listing in the NHS Jobs service.

You can remove a job listing and it will stop the recruitment for all applicants that applied for this job.

You can choose to send an automated email to successful applicants telling them you've stopped the recruitment for this job

In your organisations account, you can only do this in the following recruitment stages:

- Shortlisting
- Interviews

Once removed, you'll be able to find and reuse it by searching for it from your dashboard

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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Remove a job listing

This page gives you instructions for how to remove a job listing in your organisations account.

Important: The employer dashboard is shown. You can remove a job listing and it will stop the recruitment for all applicants that applied for this job. You can only do it from the 'Shortlisting' and 'Interviews' recruitment stages. In this example, the job listing is being removed from interviews.

To remove a job listing, complete the following step:

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

The screenshot shows the NHS Training and Support Jobs Dashboard. At the top, it says "You're viewing NHS Training and Support" with a "Change" link. The user is signed in as "Liam.M1" and can "Sign Out". There is a toggle for "Show tasks for all accounts". A "BETA" notice states "Your feedback will help us to improve this service." The main heading is "NHS Training and Support Dashboard". There are two tabs: "Tasks by stage" (selected) and "Listings by user". Below the tabs, it says "Showing tasks for" with a dropdown menu set to "All users". The dashboard displays a table of tasks by stage:

Stage	Count	Progress
Draft	0	[Progress bar]
Published	0	[Progress bar]
Shortlisting	0	[Progress bar]
1 Interviews	3 - on track 0, overdue 3	[Progress bar]

On the right side, there is a "What you can do" section with three buttons: "Create a job listing" (green), "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", and "Welsh listings".

Select the job listing to remove

This page gives you instructions for how to select the job listing to remove.

Find the job listing and complete the following step:

1. Select the '[Job title](#)' link.

The screenshot shows the NHS Training and Support interface. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. Below this, there's a 'Show tasks for all accounts' toggle. A 'BETA' notice is present. The main heading is 'NHS Training and Support Interviews'. There are two dropdown menus: 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All'). Below these is a table of interviews.

Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next
Training and Support Officer T0111-21-5457	11 Jan 2022 OVERDUE	-	0	0	Ready to invite to interview	Invite to interview
Training and Support Officer T0111-21-7813	13 Jan 2022 OVERDUE	1	1	0	Interviews completed	Add interview feedback
Training and Support Officer T0111-21-2038	20 Jan 2022 OVERDUE	1	0	1	Interviews completed	Add interview feedback

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.

Tip: If you've got a lot of job listings, you can use the '**Showing tasks for**' and '**Showing tasks**' drop-down menu to filter and reduce the number of listings on the page.

Remove this listing

This page gives you instructions for how to remove this listing.

Important: You'll only see the 'Remove this listing' link if you're an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' role for your organisations account.

To remove this listing, complete the following step:

1. Select the '[Remove this listing](#)' link.

The screenshot shows the NHS Jobs interface for a 'Training and Support Officer listing'. 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.' The main content area has a 'Go back' link and the job title 'Training and Support Officer listing'. Below the title, there are two tabs: 'INTERVIEWS' and 'READY TO INVITE TO INTERVIEW'. The reference number is 'T0111-21-5457'. There are three sub-tabs: 'Job details', 'Team', and 'Applicant details'. The 'Job details' section is expanded, showing 'The job title' with a link to 'Job title and reference number', 'The details of the job' with links to 'About the job and pay', 'Location', and 'Contact details and closing date'. On the right side, there is a 'What needs doing next' sidebar with an 'Invite to interview' button and two links: 'Reuse this listing' and 'Remove this listing', with the latter highlighted by a yellow circle containing the number 1.

Are you sure you want to remove this job listing?

This page gives you instructions for how to confirm if you're sure you want to remove this job listing.

Important: If you remove the listing it will stop recruitment for all applicants that applied for this job. You can choose to send an automated email to successful applicants telling them you've stopped the recruitment for this job. If you're using an Applicant Tracking System (ATS) provider, you can ignore this information as no applicants exist in the NHS Jobs service.

To confirm if you're sure you want to remove this job listing, complete the following steps:

1. Select an answer:
 - ['Yes, remove the listing'](#)
 - 'No, return to dashboard'
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface for removing a listing. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main heading is 'Are you sure you want to remove this job listing?'. Below this, it lists the consequences of removing the listing: it will stop recruitment, you can choose to send an email to successful applicants, and you'll be able to find and reuse the listing. There are two radio button options: 'Yes, remove the listing' (marked with a '1') and 'No, return to dashboard'. A green 'Continue' button (marked with a '2') is at the bottom. The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs, along with a copyright notice.

Tip: Once removed, you'll be able to find and reuse it by searching for it from your dashboard.

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

Why are you removing this job listing?

This page gives you instructions for how to confirm why you're removing this job listing.

Important: This information will only be visible to users in your organisation.

To add why you're removing this job listing, complete the following steps:

1. In the **Reason details** box, enter the details.
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 on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam.M1' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Remove listing' followed by 'Why are you removing this job listing?'. A note states 'This information will only be visible to users in your organisation.' There is a large text input field with a '1' in a yellow circle to its left. Below the input field is a green 'Continue' button with a '2' in a yellow circle to its left. 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'.

Do you want to send an email to applicants who are still active in the recruitment for this job?

This page gives you instructions for how to confirm if you want to send an email to applicants who are still active in the recruitment for this job.

Important: The email will let them know that you have stopped recruitment for this job. If you choose not to send an email now, you should contact the applicants offline instead.

To confirm if you want to send an email to applicants who are still active in the recruitment for this job, complete the following steps:

1. Select an answer:
 - [‘Yes, I want to send an email to applicants’](#)
 - [‘No, I’ll contact the applicants offline’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows a web interface for NHS Jobs. 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 content area has the heading 'Remove listing' followed by the question 'Do you want to send an email to applicants who are still active in the recruitment for this job?'. Below this is explanatory text: 'The email will let them know that you have stopped recruitment for this job. If you choose not to send an email now, you should contact the applicants offline instead.' There are two radio button options: '1 Yes, I want to send an email to applicants' and '2 No, I'll contact the applicants offline'. A green 'Save and continue' button is positioned below the second option. 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'.

Send email to applicants

This page gives you instructions for how to send an email to applicants to let them know you've stopped recruitment for this job.

Important: You'll only see this page if you're sending an email to applicants to let them know you've stopped recruitment for this job. If you also want to contact them individually you can do this offline. If you're using an ATS provider or haven't received any applicants for the listing, no emails will be sent as there are no applicants to notify.

Read the information on the page and complete the following step:

1. Select the '[Send email and remove listing](#)' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main content area is titled 'Send email to applicants' and includes a preview of an email. The email text is as follows:

Dear [applicant's full name]

[Employer's name] has stopped the recruitment for the [job title] job you applied for.

This means that you will no longer be considered for this job. The employer should have contacted you with more information about this.

We understand this may be disappointing but we hope you'll continue to use NHS Jobs.

We wish you well in your job search.

Kind Regards,

The NHS Jobs Team

At the bottom of the preview, there is a green button labeled 'Send email and remove listing' with a yellow circle containing the number '1' next to it, indicating the step to be taken.

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'.

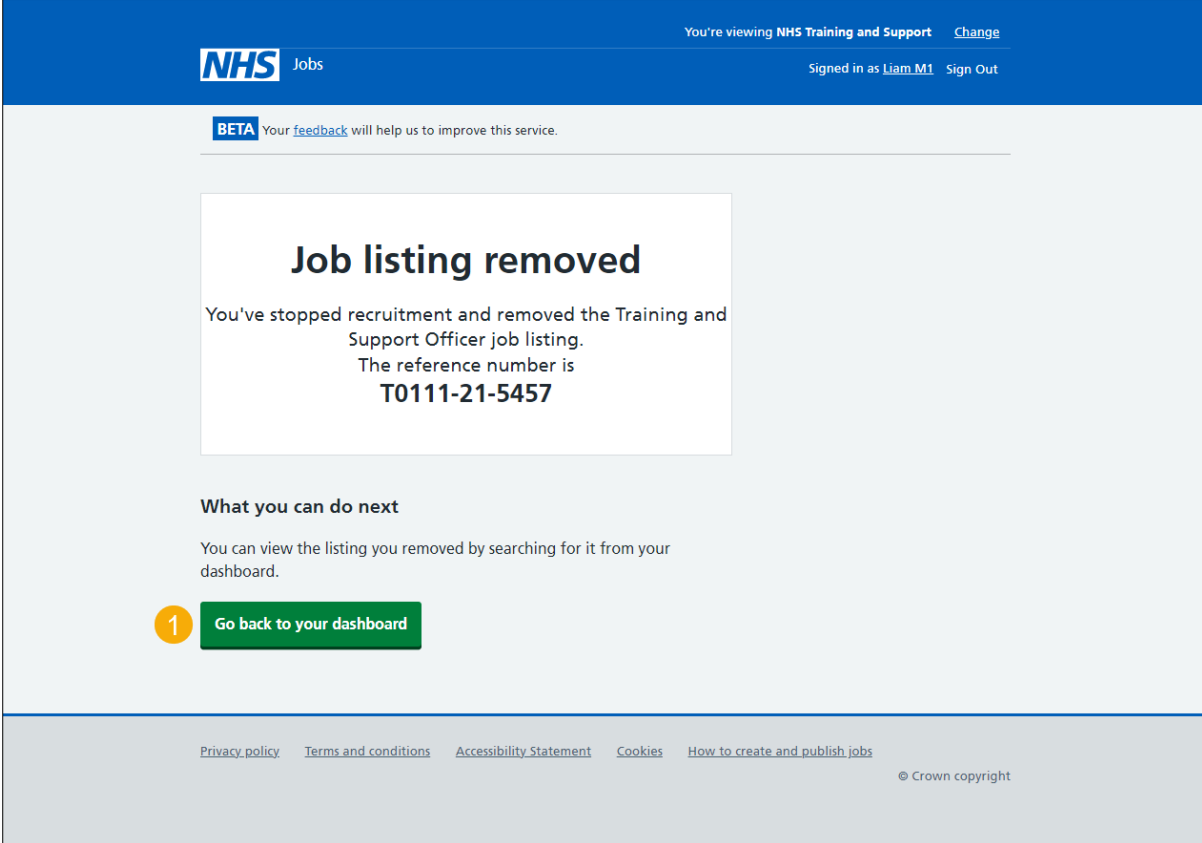
Tip: The applicant's full name is added by NHS Jobs and appears in the email sent to the applicant.

Job listing removed

This page shows confirmation you've stopped the recruitment and removed the job listing.

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

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



The screenshot shows the NHS Jobs 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.' The main content area has a white box with the heading 'Job listing removed' and the text: 'You've stopped recruitment and removed the Training and Support Officer job listing. The reference number is T0111-21-5457'. Below this, under the heading 'What you can do next', it says 'You can view the listing you removed by searching for it from your dashboard.' A green button with a yellow circle containing the number '1' and the text 'Go back to your dashboard' is highlighted. At the bottom, 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'.

To find out how to search a job listing, go to the '**How to search for a job listing in NHS Jobs**' user guide or video from the '**Search for a job listing and applicant**' section of the '[Help and support for employers](#)' webpage.

You've removed the job listing and reached the end of this user guide.