NHS Jobs

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 '<u>Interviews</u>' link.

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.

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.

<mark>Important:</mark> 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 '<u>Remove this listing</u>' link.

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.

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.

<mark>Important:</mark> 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.

You're viewing **NHS Training and Support**   Change

NHS Jobs   Signed in as Liam M1   Sign Out

BETA Your feedback will help us to improve this service.

‹ Go back

Remove listing

Why are you removing this job listing?

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

1

2 Continue

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs

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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.

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.

<mark>Important:</mark> 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:

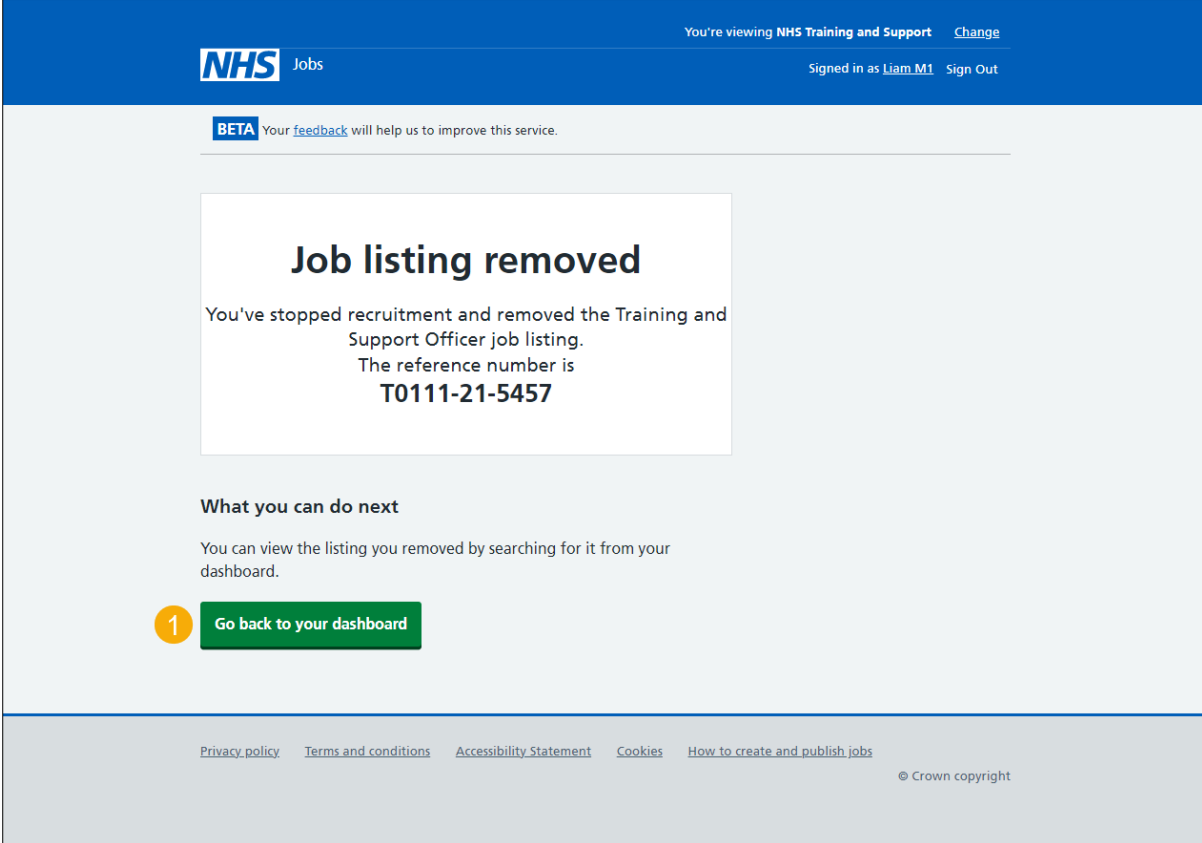1. Select the '<u>Send email and remove listing</u>' button.

<mark>Tip:</mark> 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.

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 '<u>Help and support for employers</u>' webpage.

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