

How to view which tasks each role can do in NHS Jobs user guide

This guide gives you instructions for how to view which tasks each role can do in the NHS Jobs service.

The different NHS Jobs user roles are:

- 'Super user'
- 'Team manager'
- 'Recruitment administrator'
- 'Recruiting manager'

The different tasks, subject to the role are:

- search and view listings and applicants
- create and publish listings
- send for approval, approve, and reject listings
- manage a listing when it is live
- scoring and shortlisting applications
- create and manage interviews
- offers and checks
- contracts
- moving applicants between listings
- end recruitment and removing a listing early
- manage the account, users, documents and KPIs

The different job listing roles are:

- 'Approver'
- 'Recruiting manager'
- 'Interview lead'
- 'Shortlist lead'
- 'Shortlist panel member'

To add a job listing role, the user must have an account in your organisation's 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

How to view which tasks each role can do in NHS Jobs user guide	1
View roles and permissions	3
Which tasks can each role do?	4
Search and view listings and applicants	5
Create and publish listings.....	6
Send for approval, approve, and reject listings	7
Manage a listing when it is live	8
Scoring and shortlisting applications.....	9
Create and manage interviews	10
Offers and checks	11
Contracts.....	12
Moving applicants between listings.....	13
End recruitment and remove a listing early	14
Manage the account, users, documents and KPIs	15

View roles and permissions

This page gives you instructions for how to view the roles and permissions.

Important: The employer dashboard is shown. Any NHS Jobs role in your organisations account can view this information.

To view the roles and permissions, complete the following step:

1. Select the '[Roles and permissions](#)' link.

The screenshot shows the NHS Business Services Authority Jobs Dashboard. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing NHS Business Services Authority' and 'Signed in as NHS BSA Training'. A toggle for 'Show tasks for all accounts' is visible. The main content area is titled 'NHS Business Services Authority Dashboard' and features a 'Tasks by stage' filter. Below this, a table lists various stages with their respective counts and progress bars. On the right-hand side, there are several utility sections: 'What you can do' (with buttons for creating, searching for listings, and searching for applicants), 'Manage the account' (with links for users, applicants, logos, KPIs, settings, departments, and Welsh listings), 'Documents and templates' (with links for supporting documents, contract templates, and offer letter templates), and 'Help and information' (with links for the employer hub and roles and permissions, the latter being highlighted with a yellow circle and the number 1).

Stage	Count	On Track	Overdue
Draft	91	31	60
Approvals	10	0	10
Published	2	0	0
Shortlisting	39	5	34
Interviews	27	8	19
Ready to offer	25	2	22
Conditional offers	13	0	13
Pre-employment checks	11	0	11
Contracts	10	0	10

Which tasks can each role do?

This page gives you instructions for how to view which tasks can each role do.

Important: In this example, the NHS Jobs role is a 'Super user'.

To view which tasks can each role do, complete the following steps:

1. Select the '[Search and view listings and applicants](#)' link.
 2. Select the '[Create and publish listings](#)' link.
 3. Select the '[Send for approval, approve and reject listings](#)' link.
 4. Select the '[Manage a listing when it is live](#)' link.
 5. Select the '[Scoring and shortlisting applications](#)' link.
 6. Select the '[Create and manage interviews](#)' link.
 7. Select the '[Offers and checks](#)' link.
 8. Select the '[Contracts](#)' link.
 9. Select the '[Moving applicants between listings](#)' link.
 10. Select the '[End recruitment and remove a listing early](#)' link.
 11. Select the '[Manage the account, users, documents and KPIs](#)' link.
- or
12. Select the '[Go back](#)' button to return to the employer dashboard.


The screenshot shows the NHS Jobs interface. At the top, it says 'NHS Jobs' and 'You're viewing NHS BSA Training'. Below that, it says 'Signed in as NHSBSA.Training' and 'Sign Out'. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Which tasks can each role do?' and it states 'You are a Super user.' Below this, there is a list of 12 tasks, each with a numbered button (1-11) and a 'Go back' button (12). The tasks are:

1. Search and view listings and applicants
2. Create and publish listings
3. Send for approval, approve and reject listings
4. Manage a listing when it is live
5. Scoring and shortlisting applications
6. Create and Manage interviews
7. Offers and checks
8. Contracts
9. Moving applicants between listings
10. End recruitment and removing a listing early
11. Manage the account, users, documents and KPIs
12. Go back

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'. The footer also includes '© Crown copyright'.

Search and view listings and applicants


This page shows which user with this role can search and view listings and applicants.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> Search and view listings and applicants</p> <p><input checked="" type="checkbox"/> Any user with this role will be able to do the task.</p> <p><input checked="" type="checkbox"/> Only the user who is the recruiting manager for that listing.</p> <p>* A recruiting manager assigned to a stage e.g. Shortlisting or Interviews will only be able to see the listing at that stage.</p>				
Search for a listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Search for an applicant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
View a job listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
View all job listings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Go to the ['Which tasks can each role do?'](#) page.

Create and publish listings


This page shows which user with this role can create and publish listings.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> Create and publish listings</p> <p><input checked="" type="checkbox"/> Any user with this role will be able to do the task.</p>				
Create a job listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reuse a job listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mark a listing as ready to publish				<input checked="" type="checkbox"/>
Publish a job listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Go to the ['Which tasks can each role do?'](#) page.

Send for approval, approve, and reject listings














This page shows which user with this role can send for approval, approve, and reject listings.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> Send for approval, approve and reject listings</p> <p><input checked="" type="checkbox"/> Any user with this role will be able to do the task.</p> <p><input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing.</p> <p><input checked="" type="checkbox"/> Only the users who are approvers for that listing.</p>				
Send a job listing for approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve, reapprove or reject a job listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit a listing rejected by approvers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Send an edited listing for reapproval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Withdraw a listing rejected by approvers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change an approver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish a job listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Go to the ['Which tasks can each role do?'](#) page.

Manage a listing when it is live

This page shows which user with this role can manage a listing when it is live.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> Manage a listing when it is live</p> <p> Any user with this role will be able to do the task.</p> <p> Only the users who are the shortlist lead or on the panel for that listing.</p>				
Change a published listing				
View and score applications when the listing is live				
Close a listing early				

Go to the ['Which tasks can each role do?'](#) page.

Scoring and shortlisting applications

This page shows which user with this role can score and shortlist applications.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p>← Scoring and shortlisting applications</p> <p> <input checked="" type="checkbox"/> Any user with this role will be able to do the task. <input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing. <input checked="" type="checkbox"/> Only the users who are the shortlist lead or on the panel for that listing. <input checked="" type="checkbox"/> Only the user who is the shortlist lead for that listing. </p>				
View applicant details prior to shortlisting	<input checked="" type="checkbox"/>			
View and score applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change the shortlisting lead	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add a user to the shortlisting panel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See Disability Confident scheme applicants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See Guaranteed Interview scheme applicants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See at risk applicants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Choose a shortlist to invite to interview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Confirm a shortlist to invite to interview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Select if a reserve list is needed and choose the reserve list	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Email unsuccessful applicants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
See applicants that have declared safeguarding or fitness to practise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Download applications including personal data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Go to the ['Which tasks can each role do?'](#) page.

Create and manage interviews

This page shows which user with this role can create and manage interviews.

	Super user	Team manager	Recruitment administrator	Recruiting manager
Create and Manage interviews				
<input checked="" type="checkbox"/> Any user with this role will be able to do the task.				
<input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing.				
<input checked="" type="checkbox"/> Only the users who are the interview lead or on the panel for that listing.				
<input checked="" type="checkbox"/> Only the user who is the interview lead for that listing.				
Create interviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invite shortlist to interview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View interviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Manage interviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lock interview schedule early	<input checked="" type="checkbox"/>			
Download applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change interview lead or panel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add interview feedback	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Go to the ['Which tasks can each role do?'](#) page.

Offers and checks

This page shows which user with this role can make job offers and complete pre-employment checks.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<input checked="" type="checkbox"/> Any user with this role will be able to do the task. <input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing.				
Create offers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View offers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Send offers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Reject offer on behalf of a candidate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage pre-employment checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
View pre-employment checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Go to the ['Which tasks can each role do?'](#) page.

Contracts

This page shows which user with this role can manage contracts.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<input checked="" type="checkbox"/> Any user with this role will be able to do the task.				
<input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing.				
Create, send and change contracts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
View contracts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Go to the ['Which tasks can each role do?'](#) page.

Moving applicants between listings

This page shows which user with this role can move applicants between listings.

	Super user	Team manager	Recruitment administrator	Recruiting manager
— Moving applicants between listings				
<input checked="" type="checkbox"/> Any user with this role will be able to do the task.				
<input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing.				
Set up rolling recruitment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Go to the ['Which tasks can each role do?'](#) page.

End recruitment and remove a listing early


This page shows which user with this role can end recruitment and remove a listing early.

	Super user	Team manager	Recruitment administrator	Recruiting manager
End recruitment	✔	✔	✔	
Remove a job listing	✔	✔	✔	✔

Go to the ['Which tasks can each role do?'](#) page.

Manage the account, users, documents and KPIs

This page shows which user with this role can manage the account, users, documents and KPIs.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> Manage the account, users, documents and KPIs</p> <p><input checked="" type="checkbox"/> Any user with this role will be able to do the task.</p>				
Manage documents and templates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Manage team workload	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Run reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Manage the account	<input checked="" type="checkbox"/>			
Manage organisation's overview	<input checked="" type="checkbox"/>			
Add users	<input checked="" type="checkbox"/>			
Change user details	<input checked="" type="checkbox"/>			
Change KPI's	<input checked="" type="checkbox"/>			

Go to the ['Which tasks can each role do?'](#) page.

You've viewed which tasks each role can do and reached the end of this user guide.