

How to create a job listing in NHS Jobs user guide – ESR position

This guide gives you instructions for how to create a job listing in the NHS Jobs service linked to an Electronic Staff Record (ESR) position.

To do this, you need to:

- be a user of NHS Jobs and ESR with your organisations account's setup
- have an active position in ESR
- know the cost centre and position details in ESR
- search and select the cost centre and position in NHS Jobs

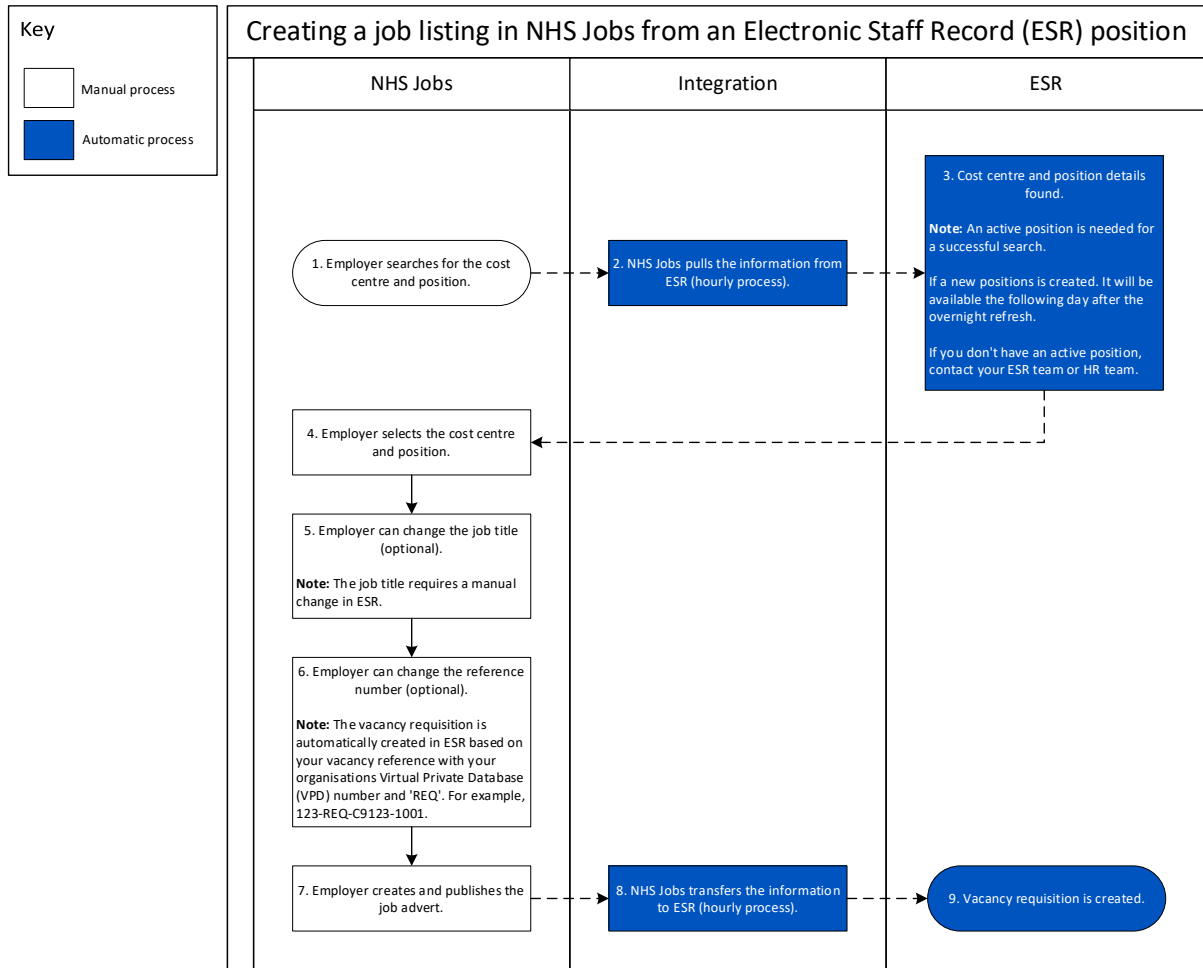
To find out more information, go to the ['Process flow diagram'](#) page.

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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Process flow diagram

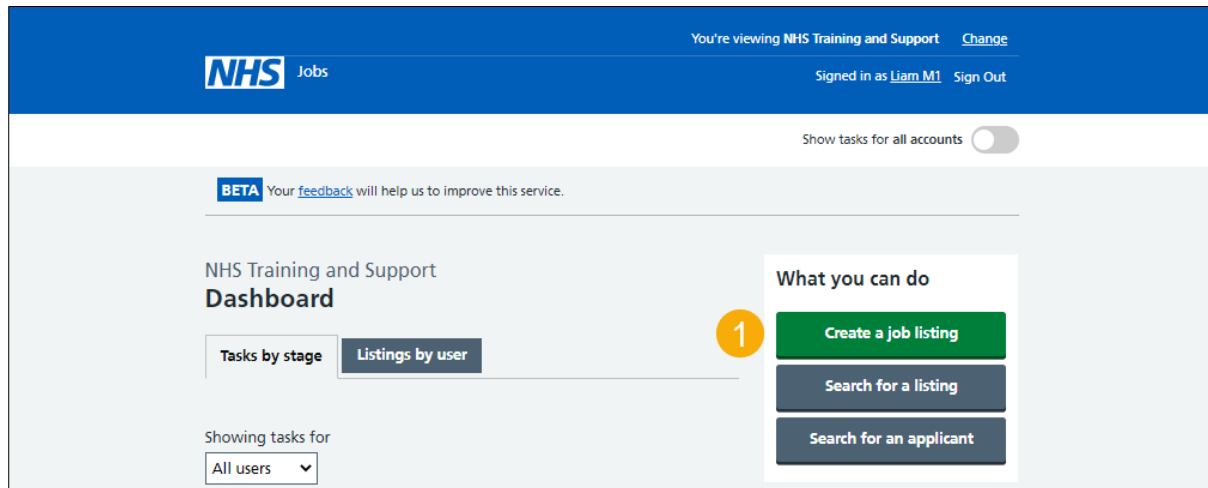


Create a job listing

This page gives you instructions for how to create a job listing.

To create a job listing, complete the following step:

1. Select the ['Create a job listing'](#) button.



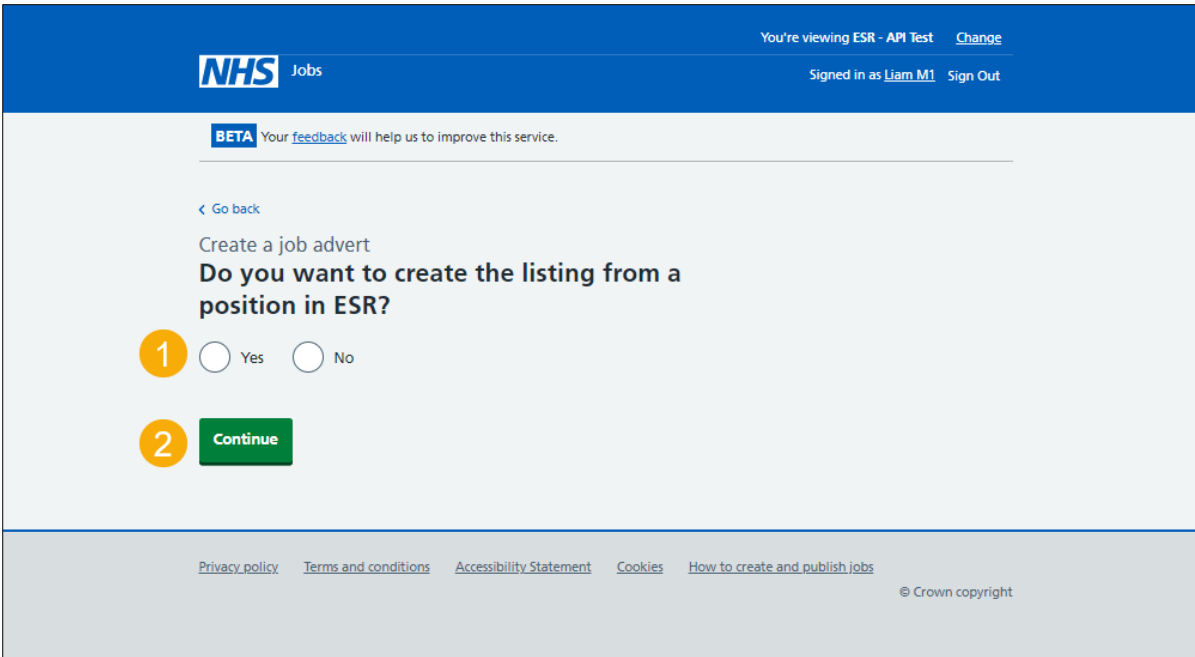
Do you want to create the listing from a position in ESR?

This page gives you instructions for how to confirm if you want to create the listing from a position in ESR.

Important: You'll only see this page if you're a user of NHS Jobs and ESR with your organisations account's setup.

To confirm if you want to create the listing from a position in ESR, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - 'No'
2. Select the 'Continue' button.



The screenshot shows the NHS Jobs ESR interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' 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.' A '< Go back' link is visible. The main content area is titled 'Create a job advert' and asks 'Do you want to create the listing from a position in ESR?'. Below this question, there are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons, there is a yellow circle with the number '2' next to a green 'Continue' button. 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: To find out how to create and publish a job listing, go to a user guide or video from the 'Create a job listing' section of the [Help and support for employers](#) webpage.

If you don't want to create the listing from a position in ESR, you've reached the end of this user guide.

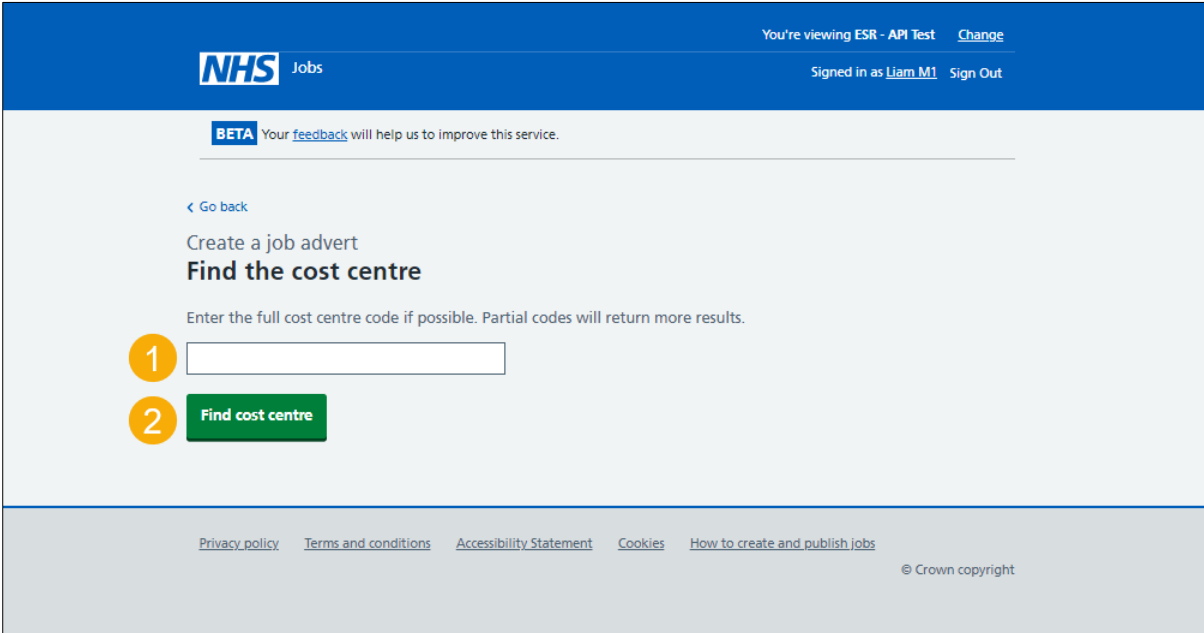
Find the cost centre in ESR

This page gives you instructions for how to find the cost centre in ESR.

Important: An active position is needed for a successful search. If a new position is created, it will be available the following day after the overnight ESR refresh. If you don't have an active position, contact your ESR team or HR team.

To find the cost centre in ESR, complete the following steps:

1. In the **Cost centre** box, enter the details.
2. Select the ['Find cost centre'](#) button.



The screenshot shows the NHS Jobs ESR interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' 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.' A '< Go back' link is visible. The main content area is titled 'Create a job advert' and 'Find the cost centre'. Below this, there is a text prompt: 'Enter the full cost centre code if possible. Partial codes will return more results.' There is a text input field with a yellow circle containing the number '1' next to it. Below the input field is a green button with a yellow circle containing the number '2' and the text 'Find cost centre'. 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 text is '© Crown copyright'.

Tip: Enter the full cost centre code if possible. Partial codes will return more results. You must enter at least 3 characters for a successful search.

Is this the correct cost centre in ESR?

This page gives you instructions for how to confirm if this is the correct cost centre in ESR.

Important: In this example, the cost centre '979M100AM7' is found.

To confirm if this is the correct cost centre, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs ESR interface. At the top, it says "You're viewing ESR - API Test" and "Signed in as Liam M1". The main heading is "Create a job advert" followed by "Is this the correct cost centre?". Below this, there is a list of cost centres: "979M1000AM7" and "979M1000AM7", with the first one highlighted in a red box. Below the list, there are two radio buttons: "1 Yes" and "No". Below the radio buttons, there is a green "Continue" button with a "2" in a yellow circle next to it. 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".

Find the position in ESR

This page gives you instructions for how to find the position in ESR.

To find the position in ESR, complete the following steps:

1. In the **Position in ESR** box, enter the details.
2. Select the ['Find position'](#) button.

NHS Jobs

You're viewing ESR - API Test [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

Find the position in ESR

Enter the full or partial job title as it is in ESR

1

2 [Find position](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: Enter the full cost centre code if possible. Partial codes will return more results. You must enter at least 3 characters for a successful search.

Is this the correct position in ESR?

This page gives you instructions for how to confirm if this is the correct position in ESR.

Important: In this example, the position name 'Position 8629369 25221729' is found. If the job title is not right, you can change it later.

To confirm if this is the correct position in ESR, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - [No](#)
2. Select the 'Save and 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 right, it says 'You're viewing ESR - API Test' 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.' A 'Go back' link is visible. The main content area is titled 'Create a job advert' and 'Is this the correct position in ESR?'. Below this, it says 'If the job title is not right you can change it later.' A red box highlights the text 'Position 8629368 25221729'. Below the text, there are two radio buttons: '1 Yes' and 'No'. Below the radio buttons, there is a green button labeled '2 Save and continue'. 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 text is '© Crown copyright'.

Do you need to change the job title?

This page gives you instructions for how to confirm if you need to change the job title.

Important: The default job title is the position name in ESR. For example, 'Position 8629369'.

To confirm if you need to change the job title, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - [No](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing ESR - API Test' and 'Change' on the right. Below the header, there is a 'Signed in as Liam M1' and 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Do you need to change the job title?'. Underneath, it says 'Position 8629368 DRAFT' and 'Reference no: T0979-22-1356'. A vertical bar indicates the current position 'Position 8629368'. Below this, there are two radio button options: '1 Yes' and 'No'. A green 'Continue' button is highlighted with a '2' in a yellow circle. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains '© Crown copyright'.

Are you sure you need to change the job title?

This page gives you instructions for how to confirm if you're sure you need to change the job title.

Important: You'll only see this page if you're changing the job title. This will only change the job title in the NHS Jobs service. It won't automatically change it in ESR. Make sure you contact your ESR team or HR team to change the job title in ESR. If it is not changed in ESR the employee's pay slip and any other documents won't be correct.

To confirm if you're sure you need to change the job title, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - [No](#)
2. Select the 'Continue' button.

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing ESR - API Test' 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.' A 'Go back' link is visible. The main heading is 'Are you sure you need to change the job title?'. Below this, it shows 'Position 8629368' with a 'DRAFT' badge and 'Reference no: T0979-22-1356'. A blue vertical bar highlights a warning message: 'This will only change the job title in the NHS Jobs service. It will not automatically change it in ESR. Make sure contact your ESR team or HR team to change the job title in ESR. If it is not changed in ESR the employee's pay slip and any other documents will not be correct.' Below the warning, there are two radio buttons: '1 Yes' and 'No'. A green 'Continue' button is highlighted with a '2' in a yellow circle. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains the copyright notice '© Crown copyright'.

Change the job title

This page gives you instructions for how to change the job title.

Important: You'll only see this page if you're changing the job title.

To change the job title, complete the following steps:

1. In the **Change job title** box, enter the details.
2. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs interface for changing a job title. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing ESR - API Test' 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 on the left. The main heading is 'Change the job title'. Below this, it shows 'Position 8629368' with a 'DRAFT' tag and 'Reference no: T0979-22-1356'. There are two numbered steps: '1' next to a text input field, and '2' next to a green 'Save and continue' button. 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'.

Would you like to change the reference number?

This page gives you instructions for how to confirm if you would like to change the reference number.

Important: The default reference number is automatically created in ESR with your organisations Virtual Private Database (VPD) number and 'REQ'. For example, 123-REQ-C9123-1001.

To confirm if you would like to change the reference number, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - [No](#)
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 right side of the header, it says 'You're viewing ESR - API Test' 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 text 'Create a job advert'. The title of the form is 'Would you like to change the reference number?'. Below the title, it says 'Administrator DRAFT' and 'Reference no: T0979-22-1356'. There are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons, there is a green 'Continue' button with a yellow circle containing the number '2' next to it. 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 text is '© Crown copyright'.

What is the new reference number?

This page gives you instructions for how to confirm the new reference number.

Important: You'll only see this page if you're creating a new reference number. You'll need to replace the existing reference number.

To confirm the new reference number, complete the following steps:

1. In the **Change reference number** box, enter the details.
2. Select the [Save and continue](#) button.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Create a job advert' followed by 'What is the new reference number?'. The job title is 'Administrator' with a 'DRAFT' badge. The reference number is 'T0979-22-1356'. A text input field contains '22-1356' and is highlighted with a red box and a '1' in a yellow circle. Below it is a green 'Save and continue' button with a '2' in a yellow circle. A 'Save and come back later' link is also visible. 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 '© Crown copyright'.

Check and save the position details in ESR

This page gives you instructions for how to check and save the position details in ESR.

Important: In this example, you've changed the job title and reference number.

To check, change and save the position details in ESR, complete the following steps:

1. Select a '[Change](#)' link (optional).
2. Select the '[Save and continue](#)' button.

NHS Jobs You're viewing ESR - API Test [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

Create a job advert

Check and save the position details in ESR

Cost code	979M1000AM7	Change
Position	Position 8629368 25221729	Change
Job title	Administrator	Change
Reference number	T0979 54321	Change

2 [Save and continue](#)

1

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Check the ESR position status in NHS Jobs

This page gives you instructions for how to check the ESR position status in NHS Jobs.

Important: In this example, the status is '**COMPLETED**' as you've completed the ESR position section. You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

1. Select a link to begin a section of the task list.
- or
2. Select the 'Save and come back later' link.

The screenshot shows the 'Administrator job listing' page in NHS Jobs. The page is in a 'DRAFT' state with reference number T0979-54321. It indicates that the job listing is incomplete, with 1 of 11 sections completed. The 'Find the position within ESR' section shows the 'ESR position' link as 'COMPLETED'. Other sections include 'Add the details of the job', 'Add the job overview, job description and person specification', 'Add pre-application and additional application questions', and 'Add the recruitment team', all of which are marked as 'NOT STARTED'. A 'Save and come back later' link is also visible at the bottom of the task list.

Tip: To find out how to create and publish a job listing, go to a user guide or video from the '**Create a job listing**' section of the '[Help and support for employers](#)' webpage.

To check this information in ESR, go to the '[Check the vacancy requisition in ESR](#)' page.

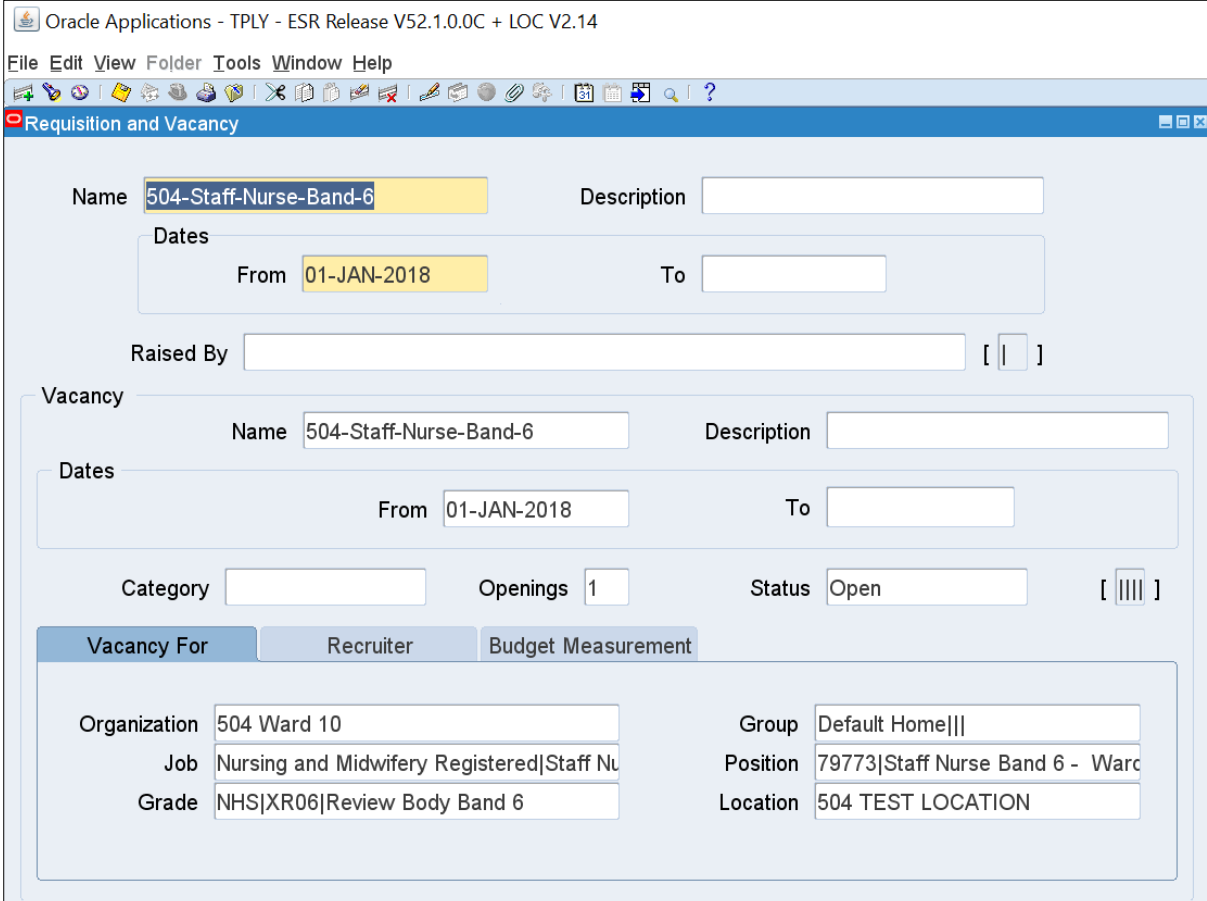
You've completed the ESR position section in NHS Jobs and reached the end of this user guide.

Check the vacancy requisition in ESR

This page gives you instructions for how to check the vacancy requisition in ESR.

Important: This information is found in the '**Requisition and Vacancy**' section of ESR and can be checked with the correct ESR roles and permissions.

1. The vacancy requisition details are shown.



Oracle Applications - TPLY - ESR Release V52.1.0.0C + LOC V2.14

File Edit View Folder Tools Window Help

Requisition and Vacancy

Name Description

Dates
From To

Raised By [|]

Vacancy

Name Description

Dates
From To

Category Openings Status [||||]

Vacancy For Recruiter Budget Measurement

Organization Group

Job Position

Grade Location

Tip: For more information about ESR, go to the '[ESR User Manual](#)'.

You've checked the vacancy requisition in ESR and reached the end of this user guide.