

## How to issue a contract in NHS Jobs user guide

This guide gives you instructions for how to issue a contract in the NHS Jobs service.

You must have an applicant at the contract recruitment stage.

To issue a contract to an applicant, you can choose one of the following options:

- Create or select a contract template in your organisations account.
- Manually create and send the contract offline outside the NHS Jobs online service.

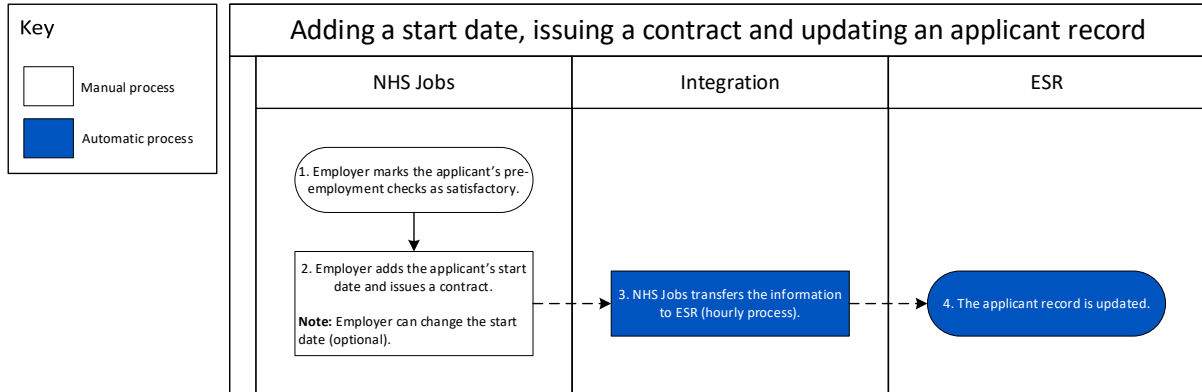
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

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



Go to the [Contracts](#) page.

## Contracts

This page gives you instructions for how to issue a contract.

**Important:** You must have an applicant at the contract recruitment stage. In this example, there's 1 applicant at this stage.

To issue a contract, complete the following step:

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

**NHS Jobs** | You're viewing [Country] | Change | Signed in as NHS.BSA Training | Sign Out

Show tasks for all accounts

**BETA** Your feedback will help us to improve this service.

### NHS Business Services Authority Dashboard

Tasks by stage | Listings by user

Showing tasks for: All users

Stage	Count	On Track	Overdue
<a href="#">Draft</a>	386	22	364
<a href="#">Approvals</a>	3	1	2
<a href="#">Published</a>	4	0	0
<a href="#">Shortlisting</a>	8	1	7
<a href="#">Interviews</a>	1	0	1
<a href="#">Ready to offer</a>	42	16	26
<a href="#">Conditional offers</a>	22	5	17
<a href="#">Pre-employment checks</a>	24	4	20
<b>1</b> <a href="#">Contracts</a>	57	11	46
<a href="#">End recruitment</a>	7	4	3

#### What you can do

- [Create a job listing](#)
- [Search for a listing](#)
- [Search for an applicant](#)

#### Manage the account

- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Approval settings](#)
- [Departments](#)
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#### Documents and templates

- [Overview of your organisation](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)

#### Help and information

- [The employer hub](#)
- [Roles and permissions](#)
- [Contact your super users](#)

#### Reporting

- [Run a report](#)

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## Create and issue a contract

This page gives you instructions for how to create and issue a contract.

Find the applicant and complete the following steps:

1. Select the 'Applicant name' link to view the details (optional).
2. Select the 'Job title link' to view the details (optional).
3. Select the '[Create and issue contract](#)' 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. The main content area is titled "Contracts" and has two filters: "Showing tasks for" (set to "All users") and "Showing tasks" (set to "All").

Applicant	Job title	Deadline	Task	What needs doing next
1 <a href="#">wayne Liddle</a> AR-220127-00002	2 <a href="#">Learning Consultant</a> T0111-22-1458	30 Jun 2022 <span style="border: 1px solid green; padding: 2px;">ON TRACK</span>	Issue contract	<a href="#">Create and issue contract</a> 3

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".

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

## Are you sure you want to continue?

This page gives you instructions for how to confirm if you're sure you want to continue and issue a contract.

**Important:** You'll only see this page if the applicant has outstanding pre-employment checks.

To confirm if you're sure you want to issue a contract, complete the following steps:

1. Select an answer:
  - ['Yes, I want to continue'](#)
  - 'No, I want to view their outstanding checks'
2. Select the '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 NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Pre-employment checks' followed by 'Are you sure you want to continue?'. A notification bar states 'wayne Liddle has outstanding pre-employment checks.' Below this, there are two radio button options: '1 Yes, I want to continue' and '2 No, I want to view their outstanding checks'. A green 'Continue' button is positioned below the second option. 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'.

**Tip:** To find out how to complete pre-employment checks, go to a user guide or video in the '**Complete a pre-employment checks**' section of the ['Help and support for employers'](#) webpage.

If you don't want to continue and issue a contract, you've reached the end of this user guide.

## Create and send the contract

This page gives you instructions for how to create and send the contract.

**Important:** You'll now confirm and enter the start date, pay, type of contract and how you'll send it. You'll check the details to make sure it's correct before sending it.

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

1. Select the [Continue](#) button.

**NHS** Jobs

You're viewing NHS Training and Support [Change](#)

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

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

[Go back](#)

## Create and send the contract

Following your conditional offer, you'll now confirm and enter information such as the:

- start date
- pay
- type of contract and how you'll send it

You'll check the details and make sure it's correct before sending it.

**1** [Continue](#)

[Go back to your dashboard](#)

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

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## What date will the applicant start?

This page gives you instructions for how to confirm the applicant's start date.

**Important:** For users of NHS Jobs to ESR integration. Once a start date is added, NHS Jobs transfers the information to ESR within 1 hour and the applicant record is updated.

To add the applicant's start date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
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 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.' A 'Go back' link is visible. The main heading is 'Issue the contract' followed by 'What date will the applicant start?'. Below this, it says 'For example, 12 1 2019'. There are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day box. Below the input boxes is a green button with a yellow circle containing the number '2' and the text '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'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 12 01 2019.



## What is the pay for this contract?

This page gives you instructions for how to confirm the pay for this contract.

**Important:** Check the pay you've offered in the conditional offer before confirming it.

To add the pay for this contract, complete the following steps:

1. In the **Pay amount** box, enter the details.
2. From the **Timeframe** drop-down menu, select an option.
3. In the **More details about the pay** box, enter the details (optional).
4. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface for issuing a contract. At the top, there is a blue header with 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. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Issue the contract' followed by 'What is the pay for this contract?'. A red-bordered box contains the text 'This was £40057 to £45839 in the conditional offer.' Below this, there are two input fields: 'Pay amount' with a '£' symbol and a text box (marked with a yellow circle '1'), and 'Timeframe' with a dropdown menu showing 'a year' (marked with a yellow circle '2'). Underneath, there is a section for 'More details about the pay (optional)' with an explanatory note: 'For example, includes high cost area supplements (HCAS) or plus inner London HCAS'. This section has a text input box (marked with a yellow circle '3'). At the bottom of the form is a green 'Save and continue' button (marked with a yellow circle '4'). 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'.

## Which type of agreement do you want to issue?

This page gives you instructions for how to confirm the type of agreement you want to issue.

To confirm the type of agreement you want to issue, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

**NHS** Jobs

You're viewing NHS Training and Support [Change](#)

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

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

[Go back](#)

Issue the contract

### What type of agreement do you want to issue?

An addendum to an existing contract

**1**  A contract of employment

An internal secondment

An external secondment

**2** [Save and continue](#)

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

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## How do you want to create your contract?

This page gives you instructions for how to confirm how you want to create your contract.

**Important:** Choose 'Online' to use a contract template in your organisations account. Choose 'Offline' to create it offline outside the NHS Jobs online service. You cannot change this decision.

To confirm how you want to create your contract, complete the following steps:

1. Select an answer:
  - ['Online'](#)
  - ['Offline'](#)
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 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.' A 'Go back' link is visible. The main heading is 'Issue the contract' followed by 'How do you want to create your contract?'. There are two radio button options: '1 Online Use a template in the NHS Jobs online service.' and 'Offline Create it offline outside the NHS Jobs online service. You cannot change this decision.' Below these options is a green button labeled '2 Save and continue'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

## Which contract template do you want to use?

This page gives you instructions for how to confirm the contract template you want to use.

**Important:** This page is only shown if you're selecting a contract template in your organisations account. If the template you need is not displayed, you'll need to contact a super user for your organisation.

To add the contract template you want to use, complete the following steps:

1. Select a contract template.
2. Select the ['Save and continue'](#) button.
- or
3. Select the ['If the template you need is not displayed'](#) link.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. To 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's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'Issue the contract' and 'Which contract template do you want to use?'. There are three numbered callouts: 1. A radio button next to 'NHS Jobs test'. 2. A green button labeled 'Save and continue'. 3. A link labeled 'If the template you need is not displayed' with a dropdown arrow. Below the link, there's a text box: 'Only those who manage your organisation's NHS Jobs account can create and edit templates. You'll need to contact them and ask them to create one.' At the bottom, there's a footer with 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:** To find out how to manage contract templates, go to the **'How to manage contracts templates in NHS Jobs'** user guide or video from the **'Manage your account'** section of the ['Help and support for employers'](#) webpage.

## Check the details of the contract and send it

This page gives you instructions for how to check the details of the contract and send it.

**Important:** You can add more terms to this contract. They will not be added to the original contract template. When you're satisfied the details are correct, send this contract to the applicant.

To check the details of the contract and send it, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Add another' button (optional).
3. Select the 'preview the contract' link.
4. Select the 'download the contract' link.
5. Select the [Send now](#) button.

**NHS Jobs** You're viewing NHS Training and Support [Change](#)  
Signed in as Liam M1 [Sign Out](#)

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

[Go back](#)

### Check the details of the permanent Learning Consultant contract and send it to wayne Liddle

Any changes you make to these employment terms will not update the original template.

Location	Goldcrest Way Newcastle Upon Tyne NE158NY	<a href="#">Change</a>
Working pattern	Full-time	<a href="#">Change</a> <b>1</b>
Number of hours or sessions a week	37.5 hours a week	<a href="#">Change</a>
Pay scheme	Agenda for Change	
Band	Band 7	
Pay	£40057 a year	<a href="#">Change</a>
Start date	05 February 2022	<a href="#">Change</a>
Type of agreement	An addendum to an existing contract	<a href="#">Change</a>
Contract template	NHS Jobs test	<a href="#">Change</a>

**Additional terms of employment**

You can add more terms to this contract. They will not be added to the original template.

**2** [Add another](#)

**Send the contract**

When you're satisfied that the details are correct, send this contract of employment to the applicant.

You can also:  
[preview the contract \(PDF, 4 KB\)](#) **3**  
[download the contract \(PDF, 4 KB\)](#) **4**

**5** [Send now](#)

[Save and come back later](#)

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

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**Tip:** The offer letter document is previewed and downloaded in a portable document format (PDF).

## Contract sent

This page shows confirmation you've sent the contract.

**Important:** The applicant will be able to view and accept the contract in their NHS Jobs online account. They might contact you if they need more information or to ask questions. The NHS Jobs service will let you know when they accept the contract.

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' notice: 'Your feedback will help us to improve this service.' The main content area has a white box with the heading 'Contract sent' and the text 'You've sent the Learning Consultant contract to wayne Liddle'. Below this, it states 'They'll be able to view and accept the contract in their NHS Jobs online account'. A section titled 'What happens next' explains that the applicant might contact for more info and that the user will be notified of acceptance. A green button with a yellow circle containing the number '1' is labeled 'Go back to your dashboard'. 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'.

**Tip:** To find out how to manage contract responses, go to the '**How to manage a contract in NHS Jobs**' user guide or video from the '**Issue a contract**' section of the '[Help and support for employers](#)' webpage.

For users of NHS Jobs and ESR integration, go to the '[Check the start date in ESR](#)' page.

You've sent the contract online and reached the end of this user guide.

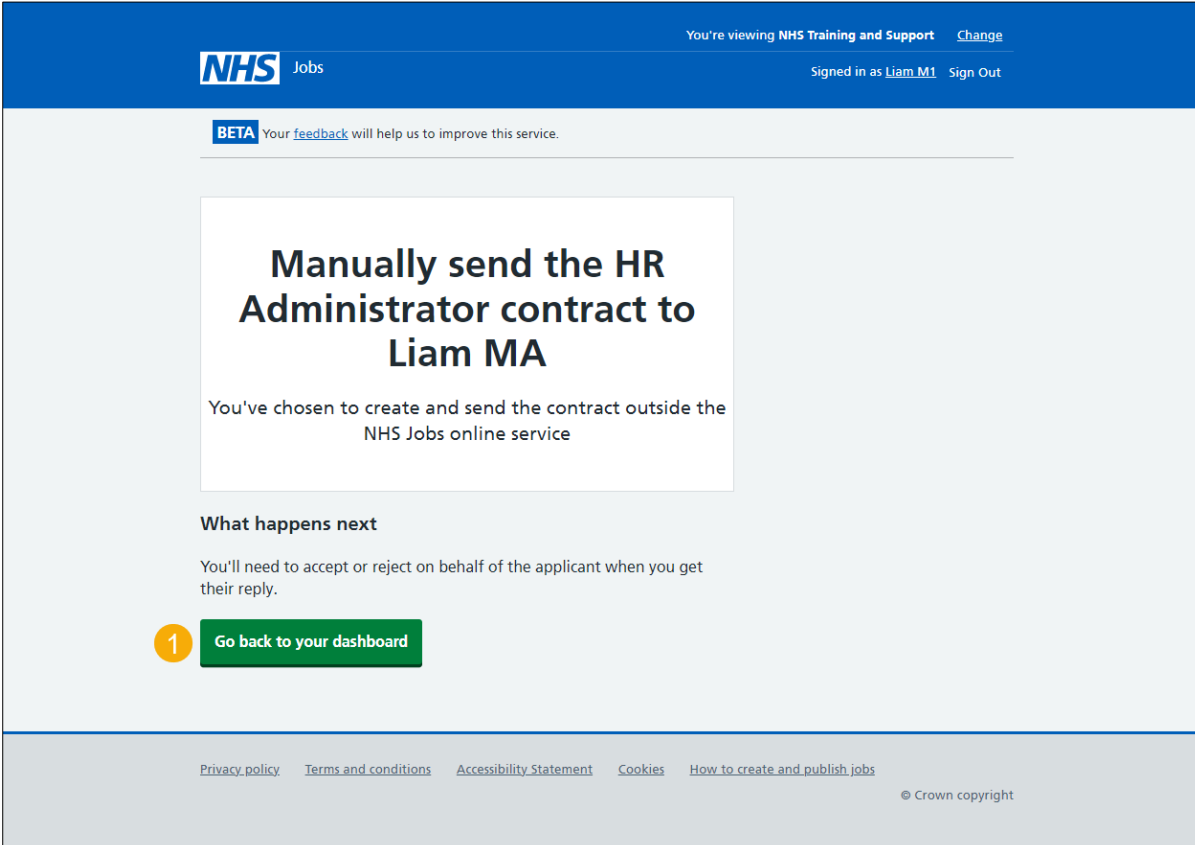
## Manually create and send the contract

This page shows confirmation you've manually created and sent the contract.

**Important:** You'll only see this page if you're manually creating and sending the contract outside of the NHS Jobs online service. You'll need to accept or reject on behalf of the applicant when you get their reply.

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 website 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, there is a 'Signed in as Liam.M1' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Manually send the HR Administrator contract to Liam MA' and the subtext 'You've chosen to create and send the contract outside the NHS Jobs online service'. Below this, a section titled 'What happens next' explains that the user will need to accept or reject on behalf of the applicant. A green button with a yellow circle containing the number '1' is labeled 'Go back to your dashboard'. 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 '© Crown copyright' notice.

You've manually created and sent the contract and reached the end of this user guide.

## Check the start date in ESR

This page gives you instructions for how to check the start date in ESR.

**Important:** This information is found in the applicant record within the ‘**Enter Recruitment Person Information**’ section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant’s start date is shown.

The screenshot displays the Oracle Applications interface for ESR. The main window is titled 'Enter Recruitment Personal Information' and shows details for 'Jenkins01, Mr. David'. The 'Received' date is '01-JAN-2019' and the 'Projected Hire' date is '02-FEB-2019'. The 'Assignment' section includes 'Recruitment Activity: 504-Matron01', 'Organization: 504 Ward 9', 'Job: Nursing and Midwifery Registered', 'Grade: NHS|XR08|Review Body Band 8', and 'Status: Offer Accepted'. The 'Vacancy' section includes 'Vacancy: 504-Matron01', 'Group: Default Home|||', 'Position: 79761|Matron Band 8a - Ward 9|', and 'Location: 504 TEST LOCATION'. The 'Recruiter' section shows 'Name: Anton25, Ms. Gloria' and 'Number: 20006894'. The 'Effective Dates' section shows 'From: 01-JAN-2019' and 'To:'. The interface also includes tabs for 'Personal', 'Employment', and 'Office Details', and buttons for 'Interview', 'End Application', 'Extra Information', and 'Diary Reminder'.

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

You’ve issued a contract, checked the start date in ESR and reached the end of this user guide.