

How to approve or reject a job listing approval in NHS Job user guide

This guide gives you instructions for how to approve or reject a job listing approval in the NHS Job service.

You'll need to respond to a job listing approval if:

- your organisation is using online approvals.
- you're selected as an approver when the job listing is created and sent for approval.

You'll need to check the listing details before you respond.

If your listing is approved, you can publish it to jobseekers to apply once all approvers have approved it.

If you reject the listing, it may be resent for approval or withdrawn to end the recruitment.

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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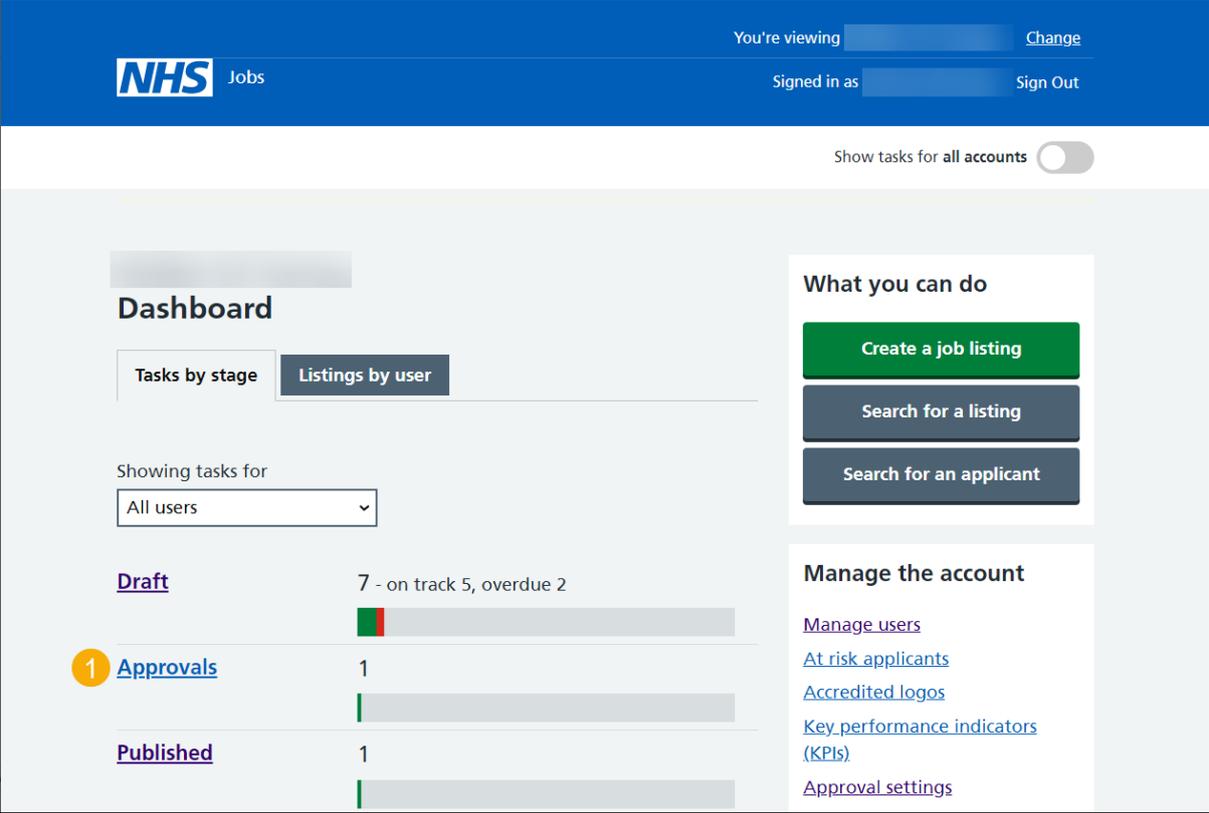
Approvals

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

Important: The employer dashboard view is of a 'Super user' role. In this example, there's 1 job listing to review.

To access a job listing for approval, complete the following step:

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



The screenshot shows the NHS Jobs dashboard. 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' followed by a dropdown menu and a 'Change' link, and 'Signed in as' followed by a dropdown menu and a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. The main content area is divided into two columns. The left column is titled 'Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The main content area displays a table of tasks with three rows: 'Draft' (7 tasks, on track 5, overdue 2), 'Approvals' (1 task, highlighted with a yellow circle and a '1' in a yellow circle), and 'Published' (1 task). The right column is titled 'What you can do' and contains three buttons: 'Create a job listing' (green), 'Search for a listing' (dark blue), and 'Search for an applicant' (dark blue). Below this is a section titled 'Manage the account' with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Approval settings'.

Dashboard

Tasks by stage | Listings by user

Showing tasks for: All users

Draft	7 - on track 5, overdue 2
1 Approvals	1
Published	1

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

Manage the approval

This page gives you instructions for how to manage the job listing approval.

Important: In this example, the approval stage is 'Ready to approve' as you're ready to review the job listing for approval.

To manage the job listing approval, complete the following step:

1. Select the '[Manage the approval](#)' link.

The screenshot shows the NHS Jobs 'Approvals' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing [redacted] Change' and 'Signed in as [redacted] Sign Out'. Below the header, there is a toggle for 'Show tasks for all accounts'. The main content area has a 'Go back' link and a title 'Approvals'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below these is a table with the following columns: 'Job title', 'Deadline', 'Approval not started', 'Task', and 'What needs doing next'. The table contains one row for 'Training and Support Officer' (ID: Z0002-22-8693, INTERNAL) with a deadline of '03 Nov 2022' and a green 'ON TRACK' badge. The 'Task' is 'Ready to approve' and the 'What needs doing next' is a link 'Manage the approval' with a yellow notification badge '1'.

Job title	Deadline	Approval not started	Task	What needs doing next
Training and Support Officer Z0002-22-8693 INTERNAL	03 Nov 2022 ON TRACK	[redacted]	Ready to approve	Manage the approval 1

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'.

View who has approved the job listing

This page gives you instructions for how to view who has approved the job listing.

Important: In this example, the approval status is **'NOT STARTED'**. Everyone needs to approve the listing before it can be published.

To view and approve the listing, complete the following step:

1. Select the ['View and approve listing'](#) link.

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, there are links for 'You're viewing' (with a dropdown menu), 'Change', 'Signed in as' (with a dropdown menu), and 'Sign Out'. Below the header, there is a breadcrumb trail: '< Go back' and 'Manage approvals'. The main heading is 'View who has approved the job listing'. Below this, there is a message: 'Everyone needs to approve the listing before it can be published.' Underneath, there is another heading: 'View who has approved the job listing'. This is followed by a table with the following columns: 'Name', 'Job title', 'Approval status', and 'What you can do'. The table contains one row with a redacted name, 'Service Improvement and Support Assistant', 'NOT STARTED' status, and a 'View and approve listing' link. A yellow circle with the number '1' is placed over the link. At the bottom of the page, 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 text '© Crown copyright'.

Approve or reject the job listing

This page gives you instructions for how to approve or reject the job listing.

Important: If you approve the listing, it can be published to jobseekers once all approvers have approved it. If you reject the listing, it may be resent for approval or withdrawn to end the recruitment.

To approve or reject the job listing, complete the following step:

1. Select the '[Approve job listing](#)' button.
- or
2. Select the '[Reject job listing](#)' button.

The screenshot shows the NHS Jobs interface for a job listing titled "Training and Support Officer job listing". The page is marked "READY TO APPROVE" with a reference number of Z0002-22-8693. It contains several sections with links to view details: "The job title", "The details of the job", "The job overview, job description and person specification", "Pre-application and additional application questions", "The recruitment team", and "The Welsh (Cymraeg) translation for this advert". At the bottom, there are two buttons: "Approve job listing" (marked with a yellow circle containing the number 1) and "Reject job listing" (marked with a yellow circle containing the number 2). A "Save and come back later" link is also present. The footer includes links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with a copyright notice for Crown copyright.

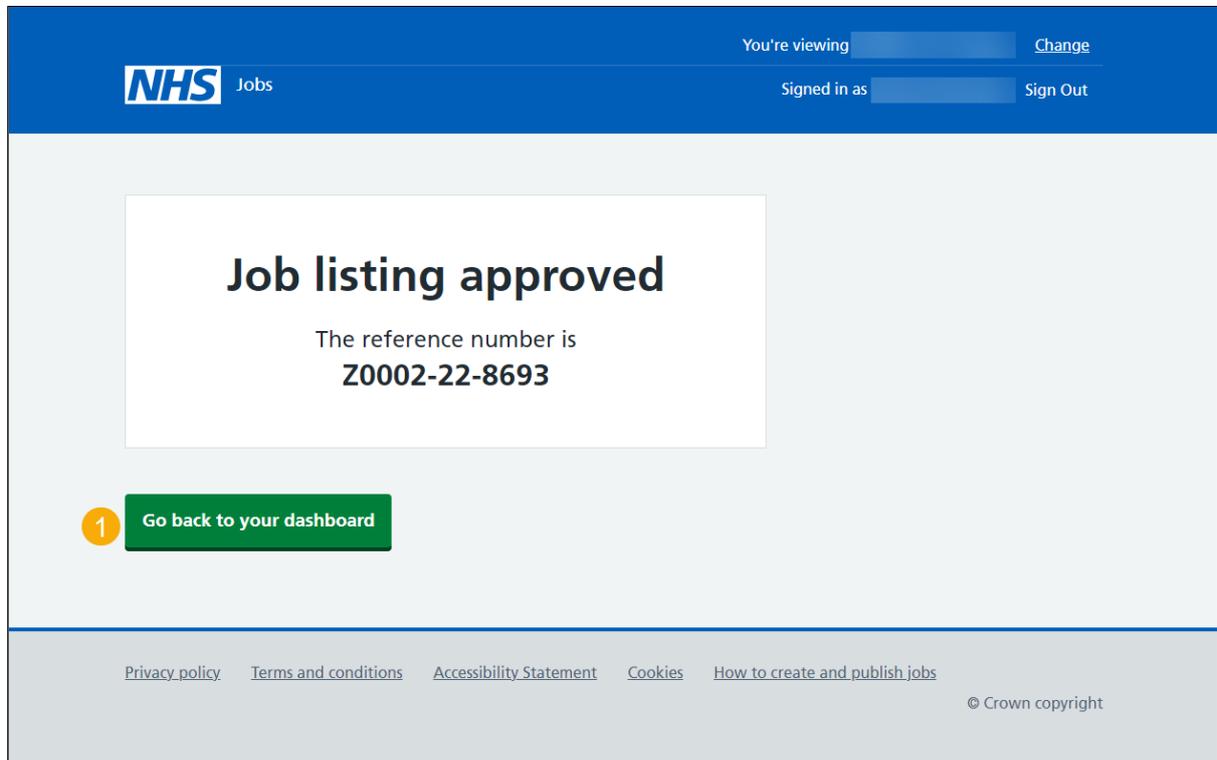
Tip: You can select the 'preview the job advert' link to view the advert details.

Job listing approved

This page shows confirmation you've approved the job listing.

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

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



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

Enter why you're rejecting the job listing

This page gives you instructions for how to enter the reason why you're rejecting the job listing.

Important: The reason is emailed to the recruiting manager.

To enter the reason why you're rejecting the job listing, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the [Save and reject listing](#) 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. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link, and 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. Below the header, there is a breadcrumb trail: '< Go back' followed by 'Manage approvals'. The main heading is 'Enter why you're rejecting the job listing'. Below this, it says 'We'll email this to the recruiting manager.' There is a large, empty text input box with a small cursor icon at the bottom right. To the left of the input box is a yellow circle with the number '1'. Below the input box is a green button with the text 'Save and reject listing' and a yellow circle with the number '2' to its left. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© Crown copyright'.

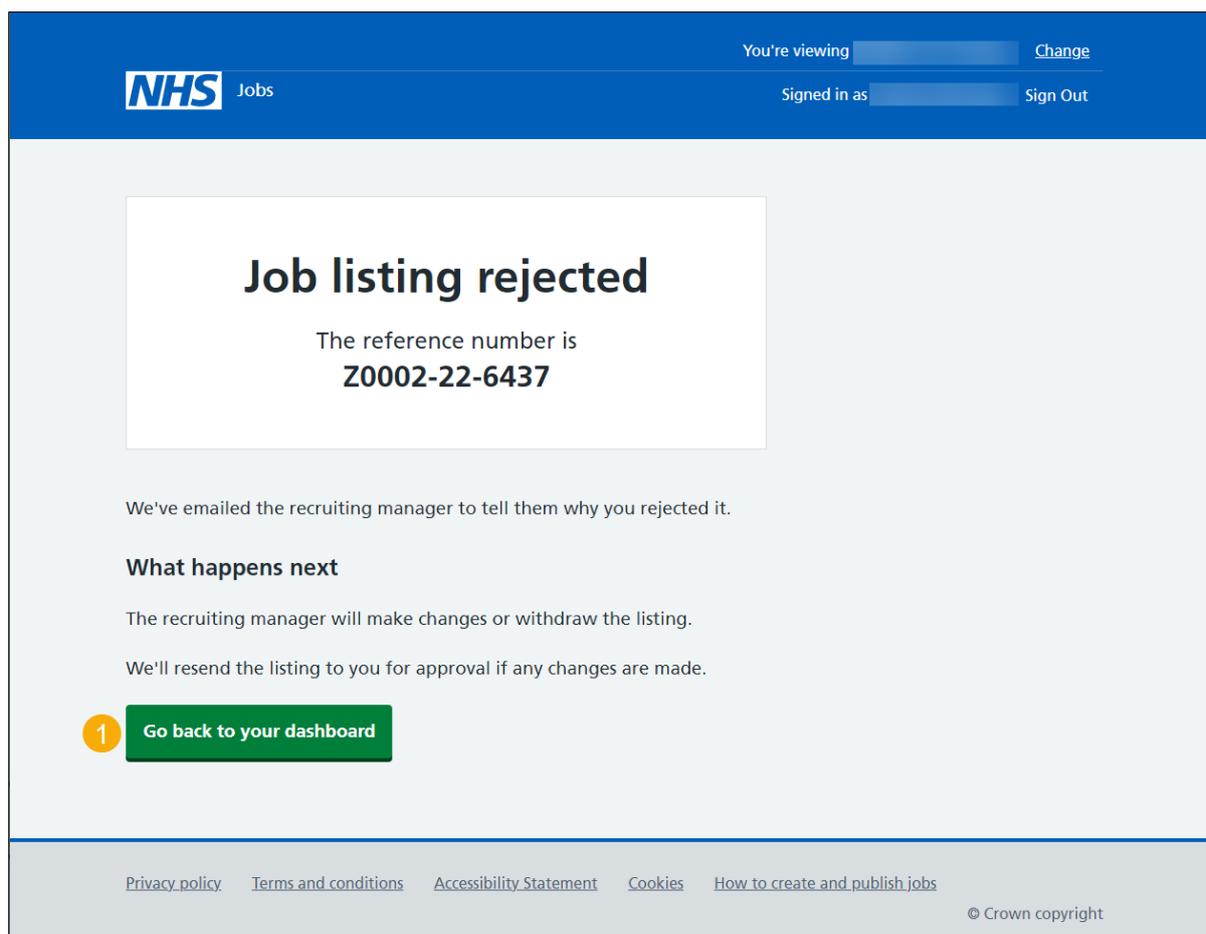
Job listing rejected

This page shows confirmation the job listing is rejected.

Important: The recruiting manager is emailed to tell them why you've rejected it. They will make changes or withdraw the listing. If any changes are made, you'll receive an email for your approval.

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

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



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. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link, and 'Signed in as' followed by a dropdown menu and a 'Sign Out' link. The main content area has a white box with the heading 'Job listing rejected' and the text 'The reference number is 20002-22-6437'. Below this, it states 'We've emailed the recruiting manager to tell them why you rejected it.' and 'What happens next' section explains that the manager will make changes or withdraw the listing, and it will be resubmitted for approval. A green button with a yellow '1' icon and the text 'Go back to your dashboard' is prominently displayed. 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 a copyright notice '© Crown copyright'.

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

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