NHS Jobs

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If you reject the listing, it may be resent for approval or withdrawn to end the recruitment.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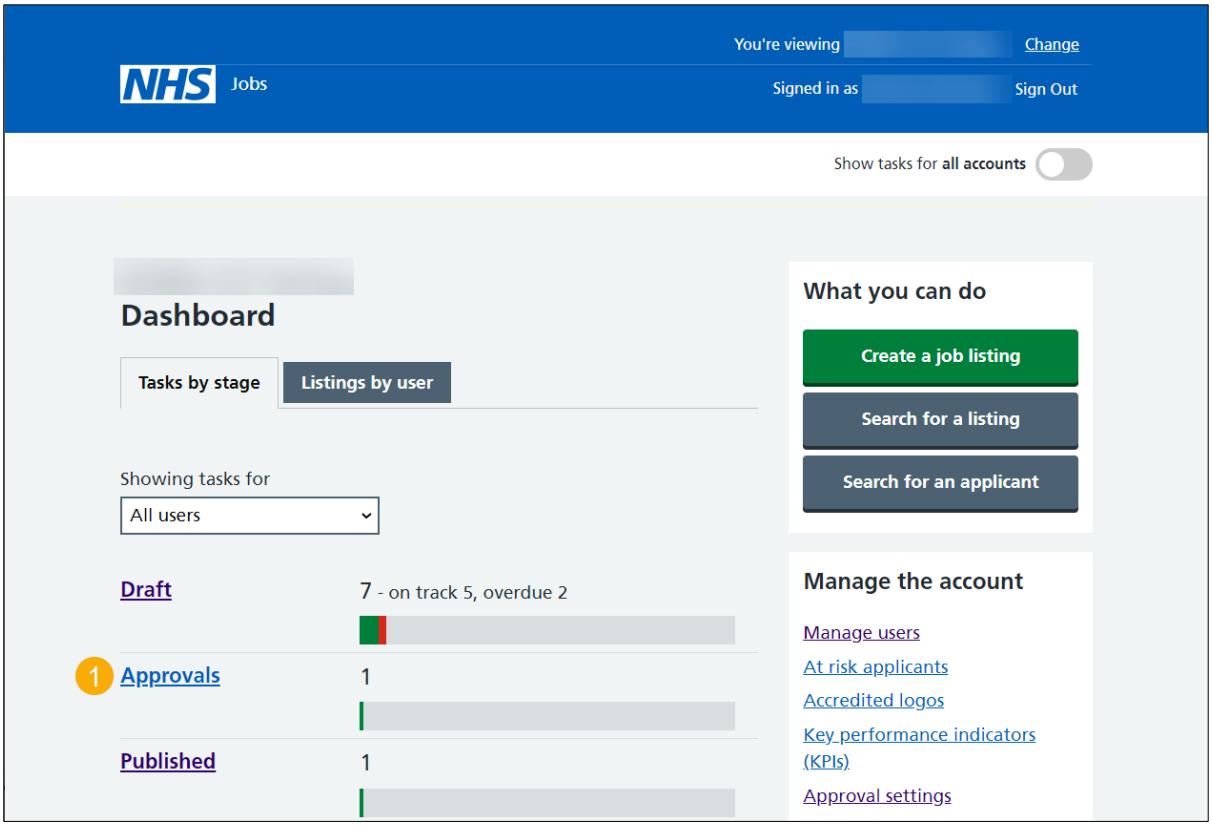
Approvals

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.



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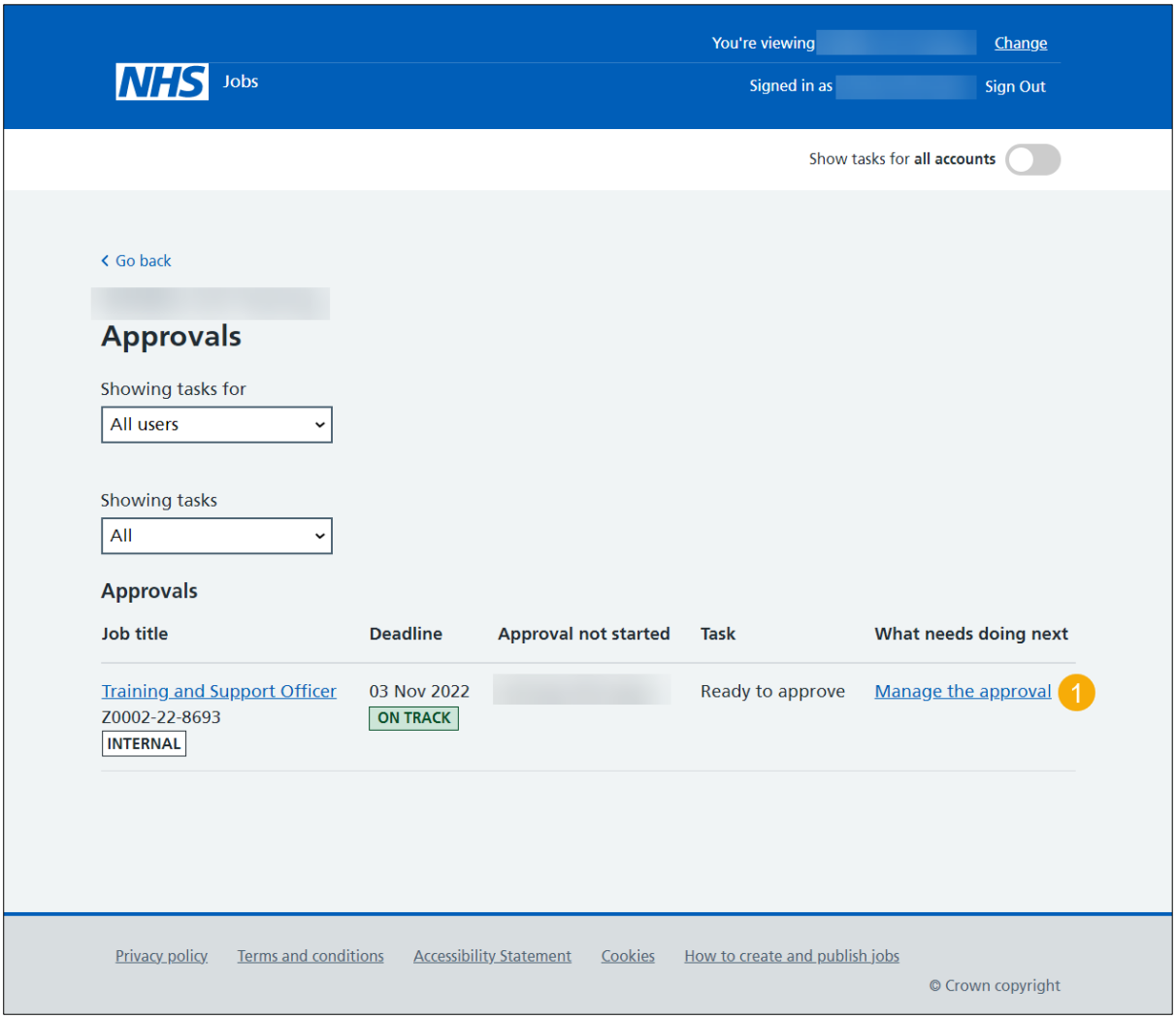
Manage the approval

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.



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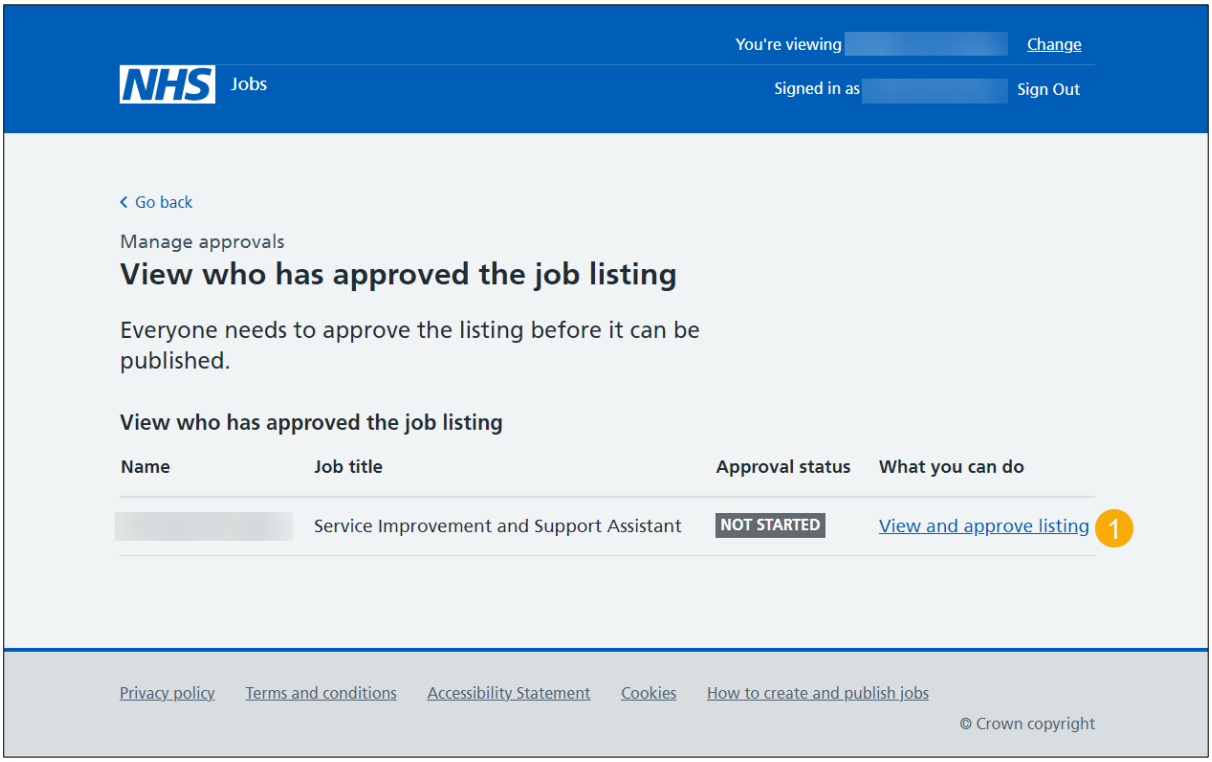
View who has approved the job listing

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.



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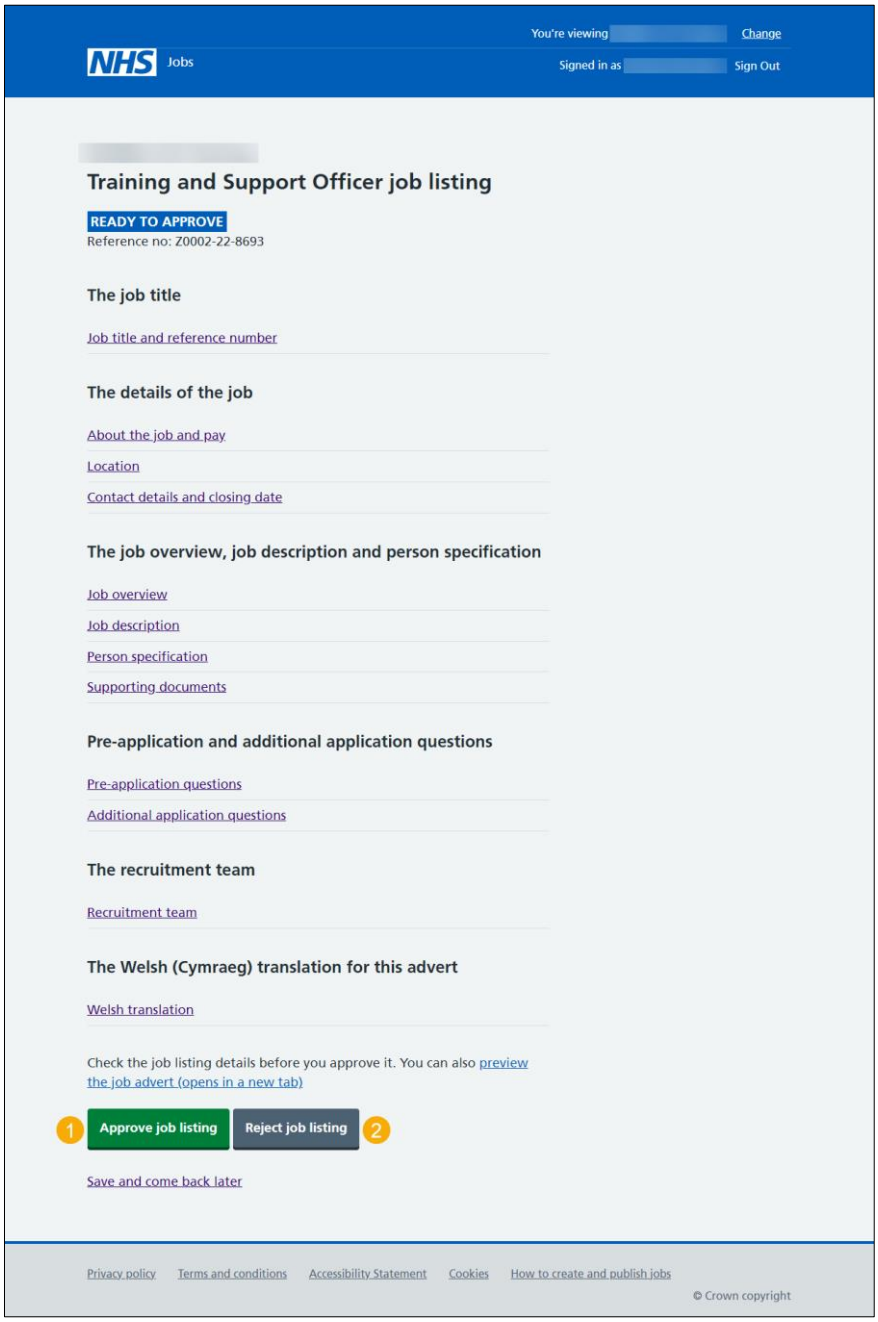
Approve or reject the job listing

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.



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

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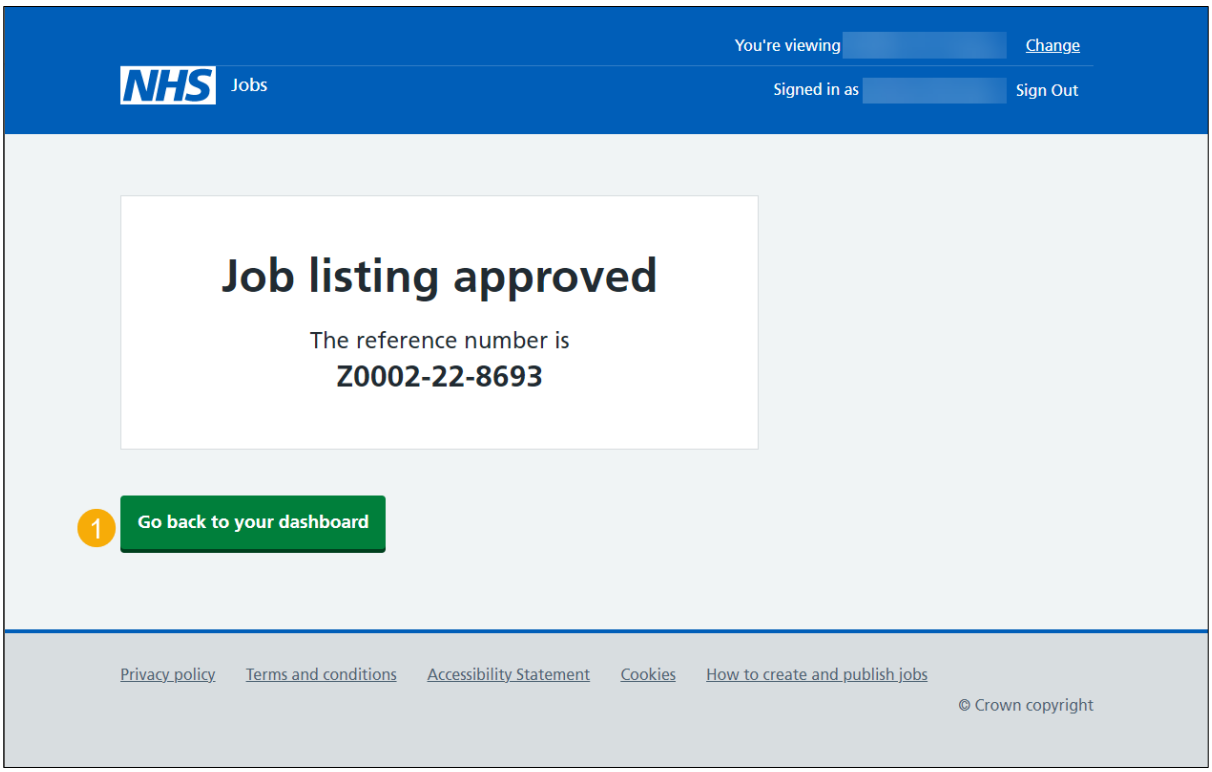
Job listing approved

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.

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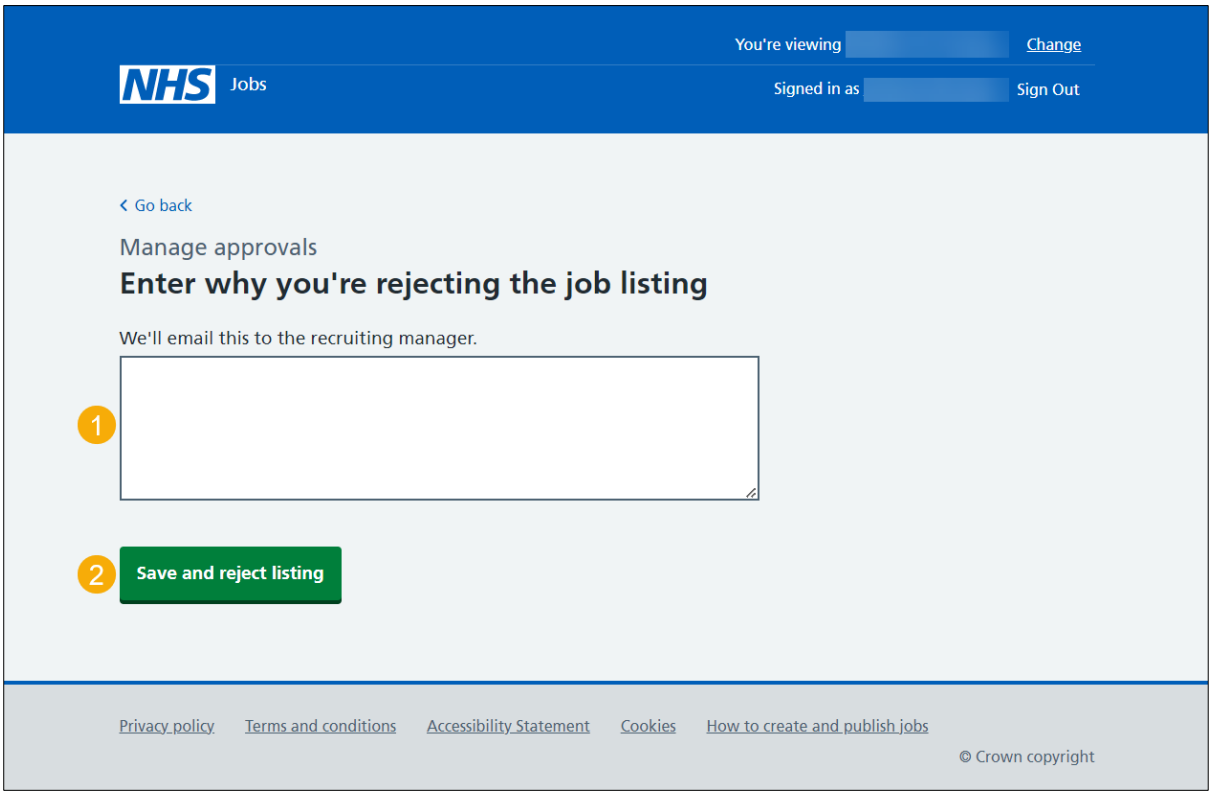
Enter why you're rejecting the job listing

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.



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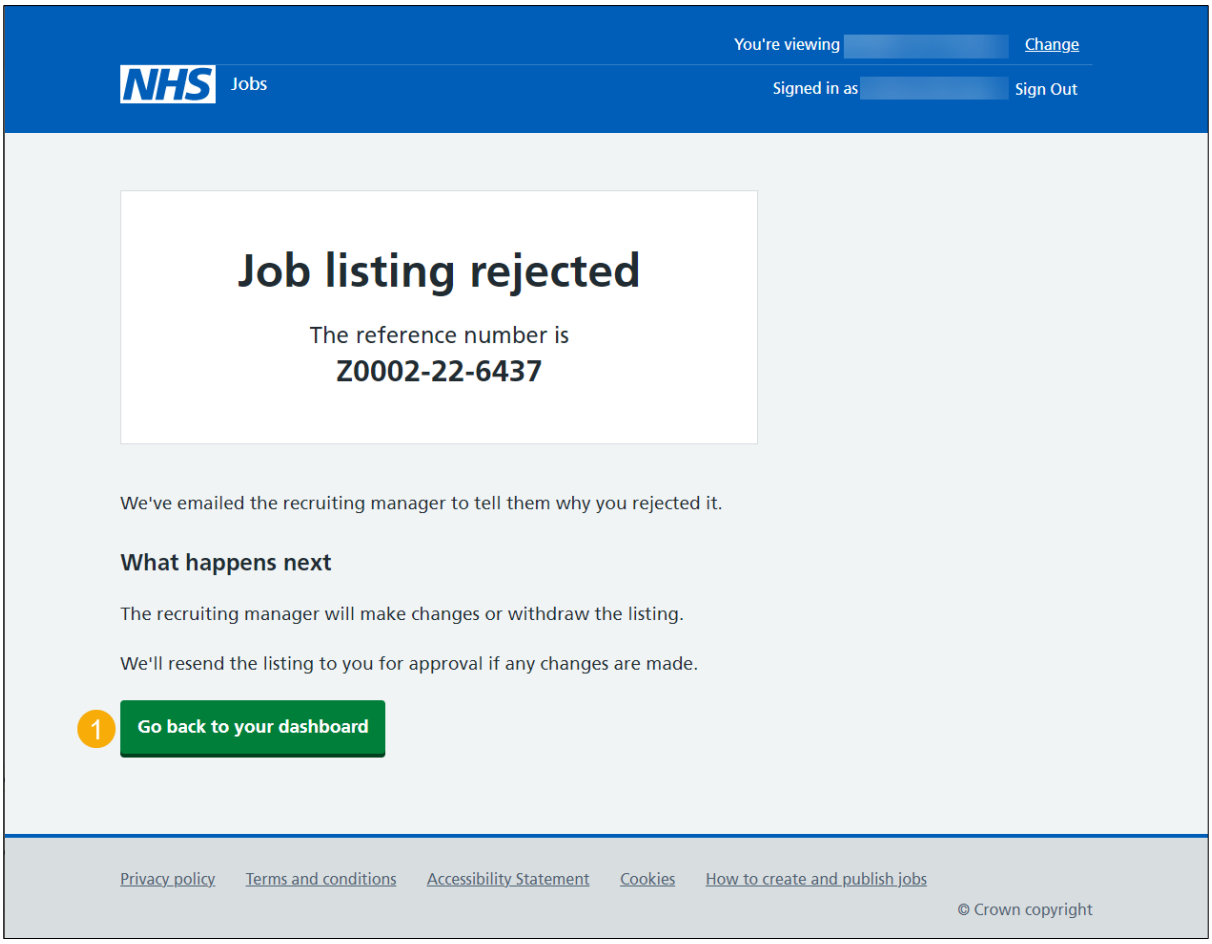
Job listing rejected

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.



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.

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