NHS Jobs

How to make a job offer in NHS Jobs user guide

This guide gives you instructions for how to make a job offer in the NHS Jobs service.

You must have a job listing at the ready to offer recruitment stage.

To make a job offer to an applicant, you can choose one of the following options:

- Create or select an offer letter template in your organisations account
- Upload an offer letter to send to the applicant
- Manually create and send the offer letter offline outside the NHS Jobs online service

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.

Delivered by the NHS Business Services Authority

Contents

Ready to offer

This page gives you instructions for how to make a job offer.

<mark>Important:</mark> You must have a job listing at the ready to offer recruitment stage. In this example, there's 1 applicant.

To make a job offer, complete the following step:

1. Select the 'Ready to offer' link.

Select applicants to offer

This page gives you instructions for how to select the applicants to make a job offer.

Find the job title and complete the following steps:

1. Select the 'Job title' link to view the details (optional).
2. Select the '<u>Select applicants to offer</u>' link.

Select your successful applicants

This page gives you instructions for how to select your successful applicants.

<mark>Important:</mark> In this example, there's 1 applicant.

To select your successful applicants, complete the following steps:

1. Select the 'Download individual applications' link (optional).
2. Select the 'Download all applications' link (optional).
3. Select an applicant.
4. Select the 'View application' link (optional).
5. Select the 'View feedback' link (optional).
6. Select the 'Continue to offer' button.
   or
7. Select the 'Choose not to offer this job to any applicants' link.

<mark>Tip:</mark> You can offer the job to more than one applicant, if applicable.

Offer the job to the selected applicant

This page gives you instructions for how to offer the job to the selected applicant.

<mark>Important:</mark> You'll only see this page if you're offering the job to a selected applicant. In this example, there's 1 applicant to offer the job to.

To offer the job to the selected applicant, complete the following steps:

1. Select the 'View notes' link (optional).
2. Select an applicant.
3. Select the 'Offer the job to selected applicant' button.
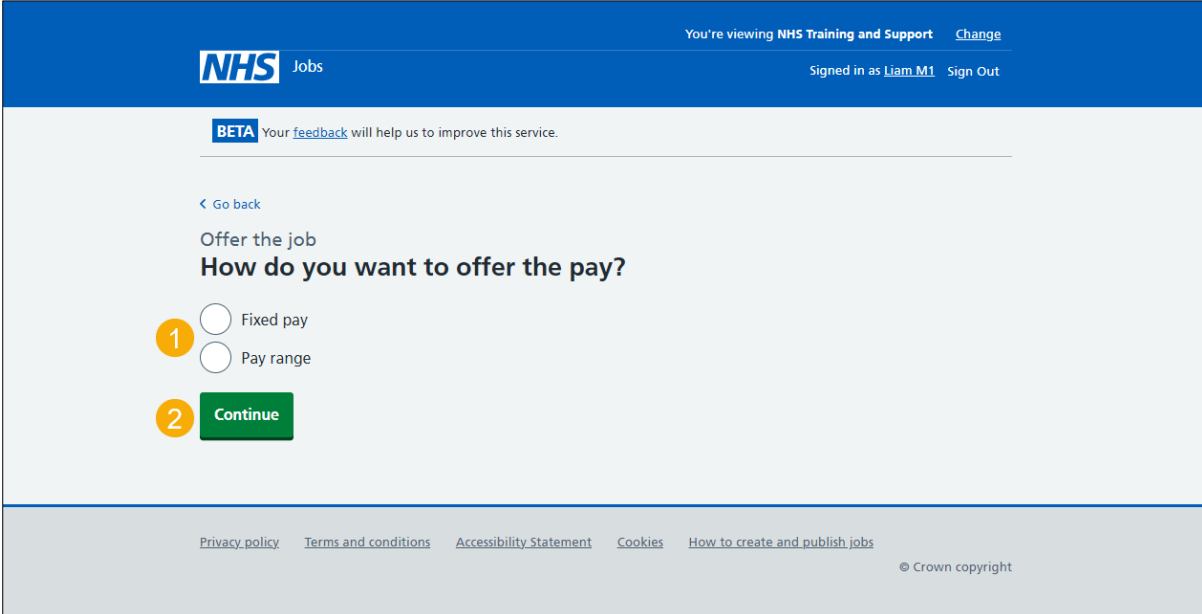

<mark style="background-color:#4db8ff">Tip:</mark> If you want to make the same offer to multiple applicants, you'll have to offer them one at a time.

How do you want to offer the pay?

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

To add the pay type, complete the following steps:

1. Select an answer:
   - '[Fixed pay](#)'
   - '**[Pay range](#)**'
2. Select the 'Continue' button.

Tip: For example, a fixed pay is £25,000 and a pay range is £20,000 to £30,000.

What is the fixed pay?

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

<mark>Important:</mark> You'll only see this page if you've selected a fixed pay. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the fixed pay, 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.

What is the pay range?

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

Important: You'll only see this page if you've selected a pay range. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the pay range, complete the following steps:

1. In the **From pay** box, enter the details.
2. In the **To pay** box, enter the details.
3. From the **Timeframe** drop-down menu, select an option.
4. In the **More details about the pay** box, enter the details (optional).
5. Select the '<u>Save and continue</u>' button.

What's the working pattern?

This page gives you instructions for how to confirm the working pattern.

To add the working pattern, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

You're viewing **NHS Training and Support**   Change

NHS Jobs

Signed in as Liam M1   Sign Out

BETA Your feedback will help us to improve this service.

< Go back

Offer the job
What is the working pattern?

Working pattern

◯ Full-time

◯ Part-time

◯ Job share

◯ Flexible working

1 ◯ Home or remote working

◯ Compressed hours

◯ Term time hours

◯ Annualised hours

2 Continue

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How many hours or sessions will they work in a week?

This page gives you instructions for how to confirm how many hours or sessions they will work in a week.

To add how many hours or sessions they will work in a week, complete the following steps:

1. In the **Number** box, enter the details.
2. From the **Hours or sessions a week** drop-down menu, select an option.
3. Select the 'Save and continue' button.

How do you want to send the offer letter to the applicant?

This page gives you instructions for how to confirm how you want to send the offer letter to the applicant.

<mark>Important:</mark> The offer letter should include the terms and conditions of the offer including the salary and the reporting manager's name and title, as well as any benefits such as annual leave and pension that come with the job.

To confirm how you want to send the offer letter to the applicant, complete the following steps:

1. Select an answer:
    - 'Use a template in the NHS Jobs online service '
    - 'Upload an offer letter to send to the applicant online'
    - 'Offline outside the NHS Jobs online service'
2. Select the 'Save and continue' button.

Which offer letter template do you want to use?

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

<mark>Important:</mark> You'll only see this page if you're selecting an offer letter template in your organisations account. If the template you need is not displayed, 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.

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

1. Select an offer letter template.
2. Select the '<u>Save and continue</u>' button.
   or
3. Select the 'If the template you need is not displayed' link.

<mark>Tip:</mark> To find out how to manage offer letter templates, go to the '**How to manage offer letter templates in NHS Jobs**' user guide or video from the '**Manage your account**' section of the '<u>Help and support for employers</u>' webpage.

Add an offer letter

This page gives you instructions for how to add an offer letter.

<mark>Important:</mark> You'll only see this page if you're uploading an offer letter. The file must not exceed 1MB in file size and be a DOC, DOCX or PDF.

To add an offer letter, complete the following steps:

1. Select the 'Choose file' button.
2. Select the 'Upload' button.
3. Select the 'Save and continue' button.

Tip: To choose a file, you'll need to know where this is located.

Select supporting documents (optional)

This page gives you instructions for how to select the supporting documents.

Important: In this example, the 'NHS Jobs Organisation Chart' supporting document is available to select in your organisations account. If the document you need is not displayed, only those who manage your organisation's NHS Jobs account can add documents. You'll need to contact them and ask them to add one.

To select the supporting documents, complete the following steps:

1. Select a 'Document name link' to view the document (optional).
2. Select a supporting document (optional).
3. Select the '<u>Save and continue</u>' button.
   or
4. Select the 'If the document you need is not displayed' link.

Tip: The applicant will be able to download the document alongside the offer letter.

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Check the details of the offer

This page gives you instructions for how to check the details of the offer.

To check, change and confirm the details of the offer, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Continue' button.

Email your job offer to the applicant

This page gives you instructions for how to email your job offer to the applicant.

Important: Once the applicant receives this email, they will follow the link, sign into their NHS Jobs account, and then read and e-sign their documents.

To email your job offer to the applicant, complete the following steps:

1. Select the 'preview the offer letter' link.
2. Select the 'download the offer letter' link.
3. Select the 'Send offer to applicant' button.

Tip: The offer letter document is previewed and downloaded in a portable document format (PDF).
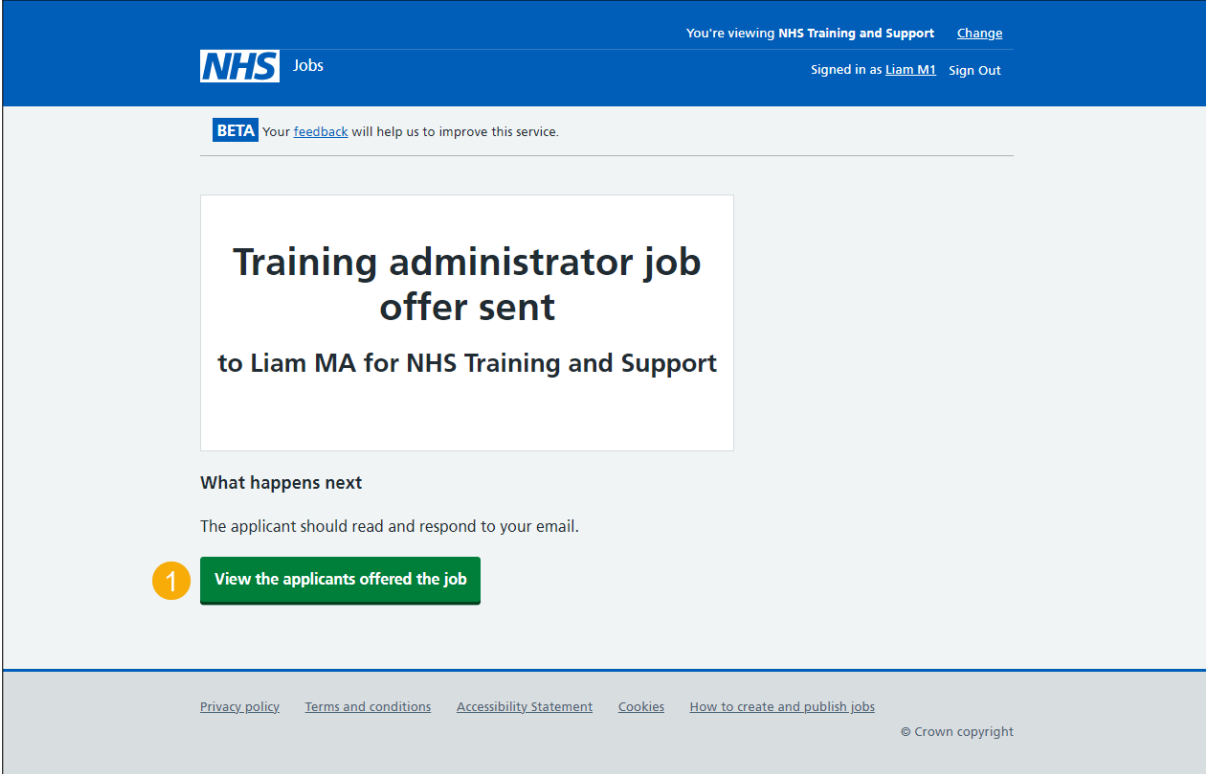
Job offer sent to the applicant

This page shows confirmation the job offer is sent to the applicant.

Important: The applicant should read and respond to your email.

To view the applicants offered the job, complete the following step:

1. Select the 'View the applicants offered the job' button.

Applicants you've offered the job to

This page gives you instructions for how to view the applicants you've offered the job to.

Important: In this example, you have sent offers to all available applicants. There are no other applicants you can offer the job to.

To do a task, complete the following steps:

1. Select the 'Respond for the applicant' button (optional).
2. Select the 'Return to dashboard' button.

Tip: To find out how to manage a job offer, go to the '**How to manage a job offer in NHS Jobs**' user guide or video from the '**Make a job offer**' section of the 'Help and support for employers' webpage.

You've offered the job to an applicant and reached the end of this user guide.

Are you sure you want to reject all applicants?

This page gives you instructions for how to confirm if you're sure you want to reject all applicants.

Important: You'll only see this page if you're not offering the job to any applicants. You should contact applicants offline first to tell them they have been unsuccessful and give them feedback.

To confirm if you're sure you want to reject all applicants, complete the following steps:

1. Select an answer:
   - 'Yes, reject all applicants'
   - 'No, return to review applicants'
2. Select the 'Continue' button.

Tip: Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.

Do you want to provide an email address for unsuccessful applicants to get feedback?

This page gives you instructions for how to confirm if you want to provide an email address for unsuccessful applicants to get feedback.

<mark>**Important:**</mark> Unsuccessful applicants may want to contact you to get feedback about their interview.

To confirm if you want to provide an email address for unsuccessful applicants to get feedback, complete the following steps:

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

Give an email address for applicant feedback

This page gives you instructions for how to give an email address for applicant feedback.

<mark>Important:</mark> You'll only see this page if you're adding an email address for applicant feedback. This will be included in the email that will be sent to unsuccessful applicants.

To give an email address for applicant feedback, complete the following steps:

1. In the **Email address** box, enter the details.
2. Select the 'Continue' button.

Send email to unsuccessful applicants

This page gives you instructions for how to send an email to unsuccessful applicants.

<mark>Important:</mark> You'll only see this page if you're sending an email to unsuccessful applicants. If you have not contacted any applicants offline to let them know they have been unsuccessful you should do that first.

To send an email to unsuccessful applicants, complete the following step:

1. Select the '<u>Send rejection</u>' button.

You did not offer the job to any applicants

This page shows confirmation you did not offer the job to any applicants.

To do a task, complete the following steps:

1. Select the 'Reuse this listing' link (optional).
2. Select the 'Remove this listing' button (optional).
3. Select the 'Return to your dashboard' link.

You did not offer the job to any applicants and you've reached the end of this user guide.