

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 create a job listing linked to an ESR Position:

- you'll need an active ESR position, cost centre and position details
- you'll search for and select the correct ESR cost centre and position in NHS Jobs
- if a position is created or changed, this is available the following day after the overnight ESR refresh
- if you don't have an active position, contact your ESR team or your HR team

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

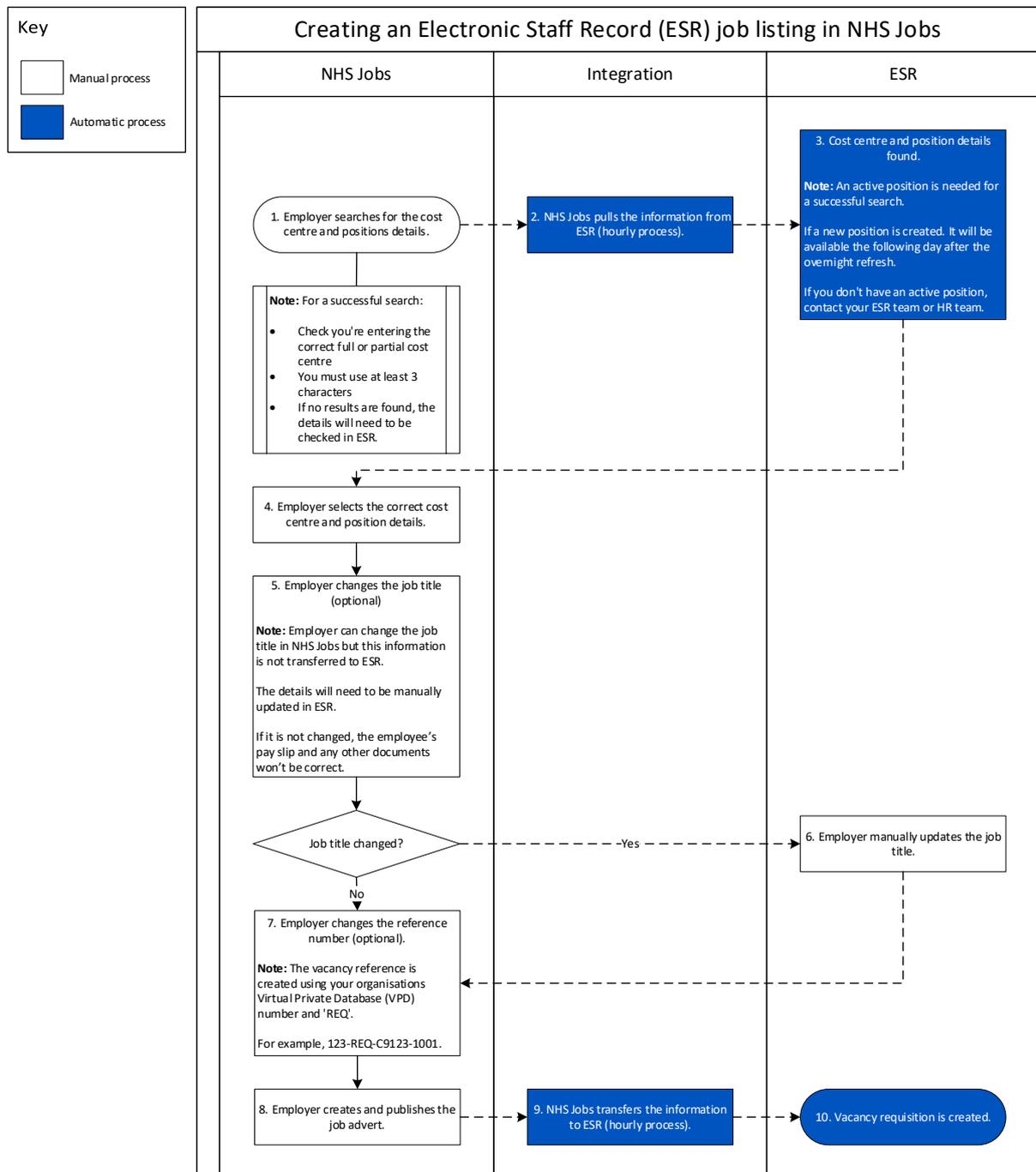
To find out which roles can do this, go to the **'Roles and permissions'** link in the **'Help and information'** section of the [employer dashboard](#).

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Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for creating a job listing.



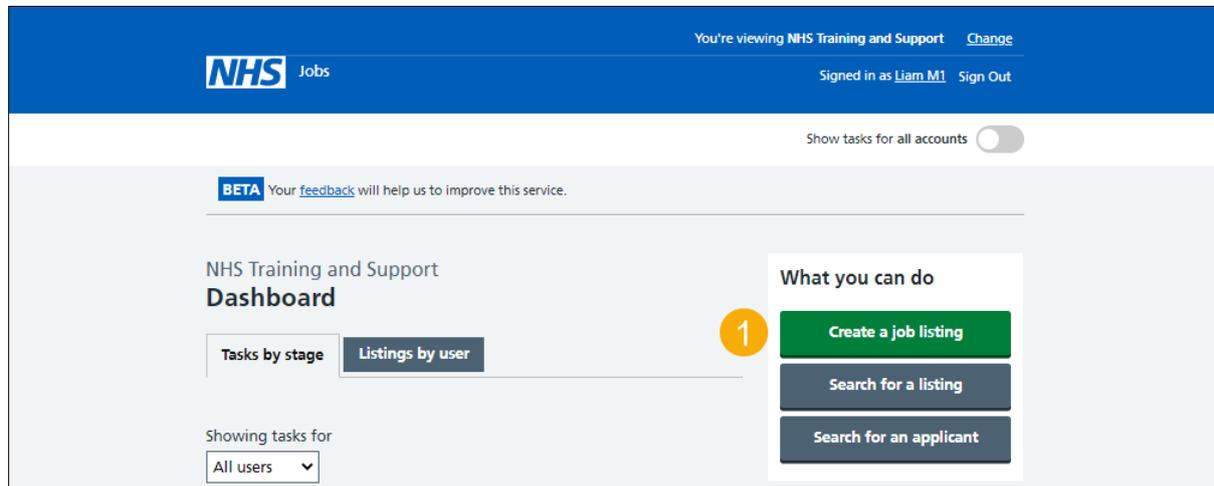
Go to the ['Create a job listing'](#) page.

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.



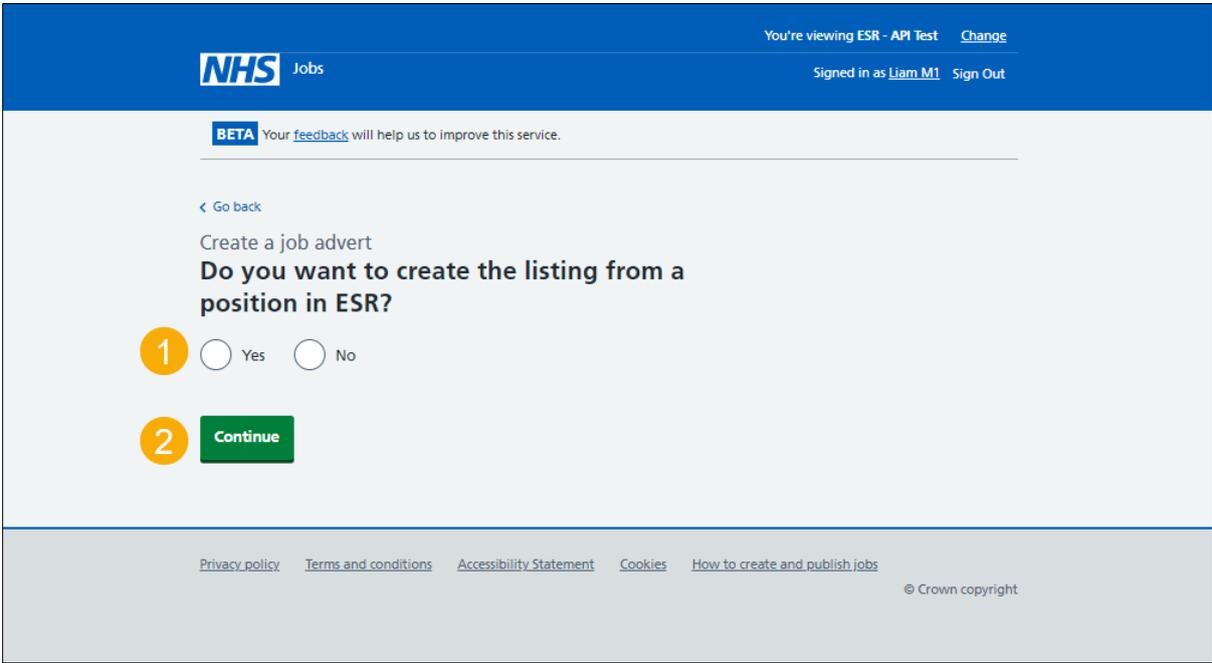
Do you want to create the listing from a position in ESR?

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 interface. At the top, it says 'You're viewing ESR - API Test' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as Liam M1' with a 'Sign Out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by the question 'Do you want to create the listing from a position in ESR?'. Step 1 shows two radio buttons for 'Yes' and 'No'. Step 2 shows a green 'Continue' button. 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 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.

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 cost centre

Enter the full cost centre code if possible. Partial codes will return more results.

1

2 [Find cost centre](#)

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

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Tip: For a successful search, check you're entering the full or partial cost centre and at least 3 characters. If no results are found, the details will need to be checked in ESR.

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, 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 content area is titled 'Create a job advert' and 'Is this the correct cost centre?'. Below this, there is a list of cost centres: '979M1000AM7' and '979M1000AM7', with the first one highlighted by 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 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 contains the text '© Crown copyright'.

Find the position in ESR

This page gives you instructions for how to find the position 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 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: For a successful search, check you're entering the full or partial job title and at least 3 characters. If no results are found, the details will need to be checked in ESR.

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 is 'Position 8629369 25221729' and is pulled from ESR. 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 heading is 'Create a job advert' followed by '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 box are two radio buttons: '1 Yes' (selected) and 'No'. Below the radio buttons is a green button labeled '2 Save and continue'. At the bottom, 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 at the bottom right.

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: In this example, the job title is '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 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 content area has the heading 'Do you need to change the job title?' followed by 'Position 8629368 DRAFT' and 'Reference no: T0979-22-1356'. Below this, there is a vertical bar with the text 'Position 8629368'. Underneath, there are two radio button options: '1 Yes' and 'No'. A green 'Continue' button is located below the radio buttons, with a '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', along with a copyright notice: '© 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 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' 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 vertical blue bar highlights the following text: '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 this, there are two radio buttons: '1 Yes' and '1 No'. A green 'Continue' button is labeled '2'. At the bottom, 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 at the bottom right.

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.

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](#)

Change the job title

Position **8629368** **DRAFT**

Reference no: T0979-22-1356

1

2 [Save and continue](#)

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

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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 reference number is based on the vacancy reference, your organisations Virtual Private Database (VPD) number and 'REQ' pulled from ESR. 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.' A 'Go back' link is visible. The main content area is titled 'Create a job advert' and 'Would you like to change the reference number?'. Below this, it says 'Administrator DRAFT' and 'Reference no: T0979-22-1356'. There are two radio buttons: 'Yes' and 'No'. A 'Continue' button is highlighted with a green background and a yellow circle containing the number '2'. 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.

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 adding 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?'. Below this, it says 'Administrator' with a 'DRAFT' badge. The reference number is 'T0979-22-1356'. A red box highlights the '22-1356' part of the reference number in an input field, with a '1' in a yellow circle next to it. Below the input field is a green 'Save and continue' button with a '2' in a yellow circle next to it. There is also a link for 'Save and come back later'. 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'.

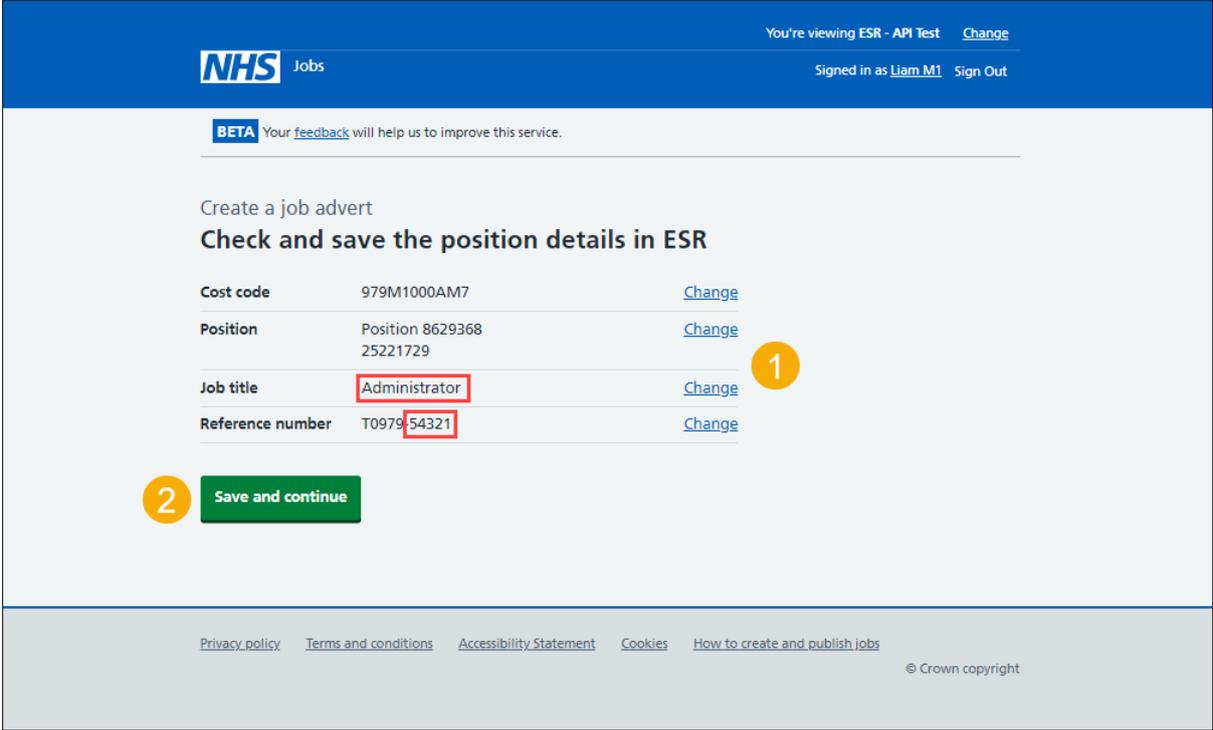
Check and save the position details in ESR

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.



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' and 'Change'. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the position details in ESR'. It displays a table of job details with 'Change' links for each row. The 'Job title' and 'Reference number' fields are highlighted with red boxes, and a yellow circle with the number '1' is next to the 'Change' link for the job title. Below the table is a green button labeled 'Save and continue' with a yellow circle and the number '2' 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'. The footer contains the text '© Crown copyright'.

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

2 [Save and continue](#)

[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. At the top, it says 'NHS Jobs' and 'You're viewing ESR - API Test'. Below that, it indicates 'Signed in as Liam M1' and 'Sign Out'. A 'BETA' notice is present. The main heading is 'Administrator job listing' with a 'DRAFT' status and reference number 'T0979-54321'. It states 'Job listing incomplete' and 'You have completed 1 of 11 sections.' The 'Find the position within ESR' section shows 'ESR position' as 'COMPLETED'. The 'Add the details of the job' section includes 'About the job and pay' (NOT STARTED), '1 Location' (NOT STARTED), and 'Contact details and closing date' (NOT STARTED). The 'Add the job overview, job description and person specification' section includes 'Job overview' (NOT STARTED), '1 Job description' (NOT STARTED), 'Person specification' (NOT STARTED), and 'Supporting documents' (NOT STARTED). The 'Add pre-application and additional application questions' section includes '1 Pre-application questions' (NOT STARTED) and 'Additional application questions' (NOT STARTED). The 'Add the recruitment team' section includes '1 Recruitment team' (NOT STARTED). A note at the bottom says 'You need to complete all sections before you send it for approval.' and a '2 Save and come back later' link is provided. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

Tip: To find out how to create and publish a job listing, go to a user guide or video from the '**Create and publish 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.