

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.

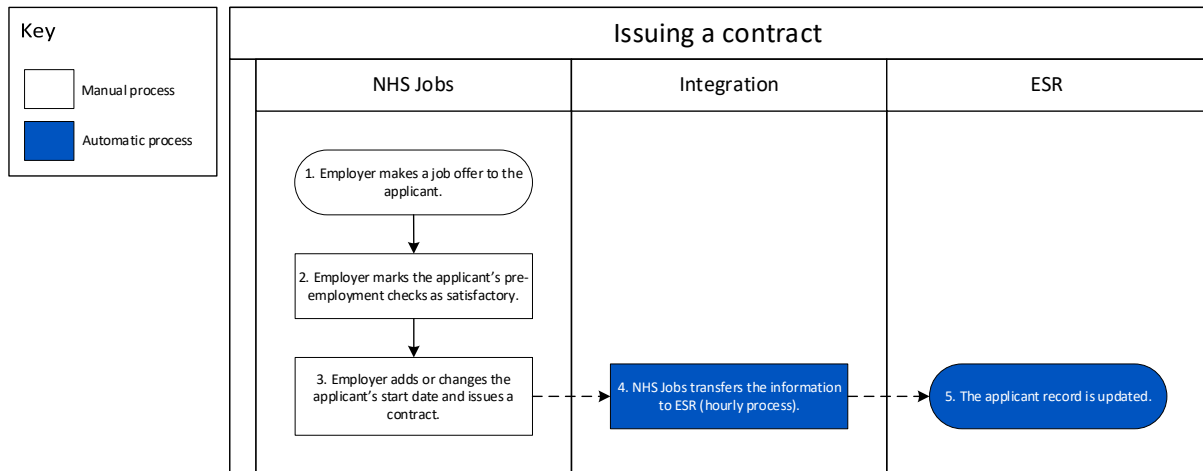
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for issuing a contract.



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.

The screenshot shows the NHS Jobs dashboard with the following data:

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

The dashboard also includes navigation options like 'Tasks by stage' and 'Listings by user', a search bar, and various utility links such as 'Create a job listing', 'Search for a listing', and 'Manage the account'.

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 Contracts page. 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 toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area has a 'Go back' link and the title 'NHS Training and Support Contracts'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below these is a table of contracts:

Applicant	Job title	Deadline	Task	What needs doing next
wayne Liddle AR-220127-00002	Learning Consultant T0111-22-1458	30 Jun 2022 ON TRACK	Issue contract	Create and issue contract

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 includes the copyright notice '© 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 displays 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, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. 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 located below the second option. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Tip: To find out how to complete pre-employment checks, go to a user guide or video in the '**Complete 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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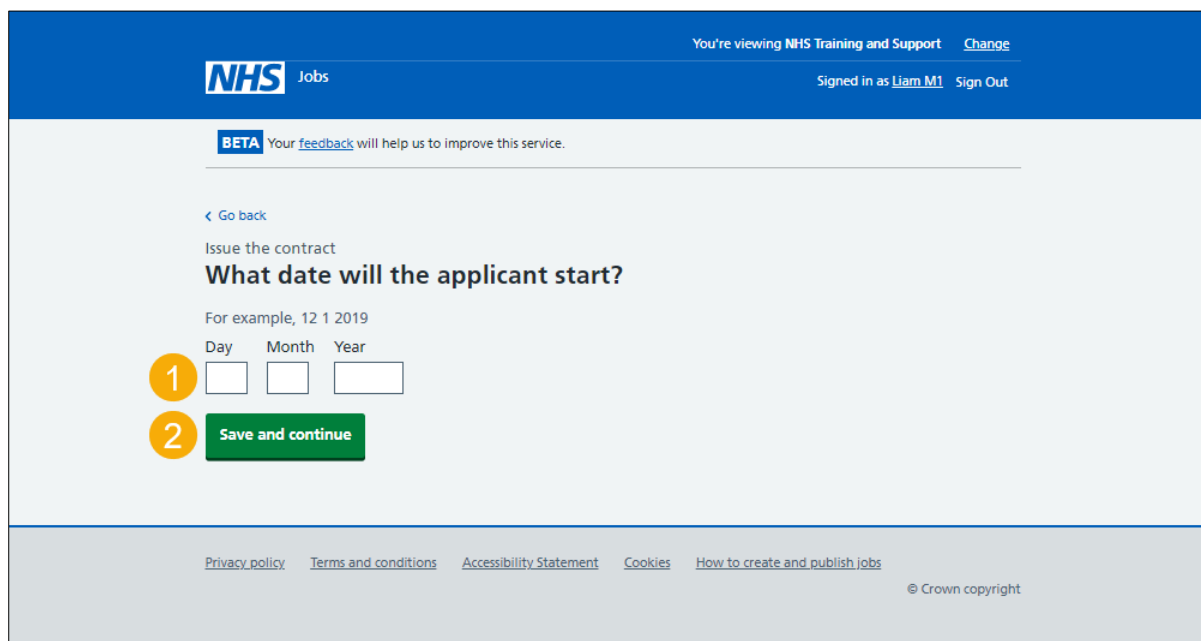
What date will the applicant start?

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' notice: '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, an example date '12 1 2019' is shown. There are three input fields labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day field. Below the input fields is a green button labeled 'Save and continue' with a yellow circle containing the number '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'. 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.

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 is the pay for this contract?

This was £40057 to £45839 in the conditional offer.

Pay amount Timeframe

1 £ a year 2

More details about the pay (optional)
For example, includes high cost area supplements (HCAS) or plus inner London HCAS

3

4 [Save and continue](#)

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

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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 has a 'Go back' link and the heading 'Issue the contract' followed by '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 'Save and continue' button. 3. A link 'If the template you need is not displayed' with a dropdown arrow. Below this link, there's a text box explaining that only those who manage the organisation's NHS Jobs account can create and edit templates, and that users need to contact 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 '© Crown copyright' notice.

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 organisations 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	Change
Working pattern	Full-time	Change 1
Number of hours or sessions a week	37.5 hours a week	Change
Pay scheme	Agenda for Change	
Band	Band 7	
Pay	£40057 a year	Change
Start date	05 February 2022	Change
Type of agreement	An addendum to an existing contract	Change
Contract template	NHS Jobs test	Change

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).

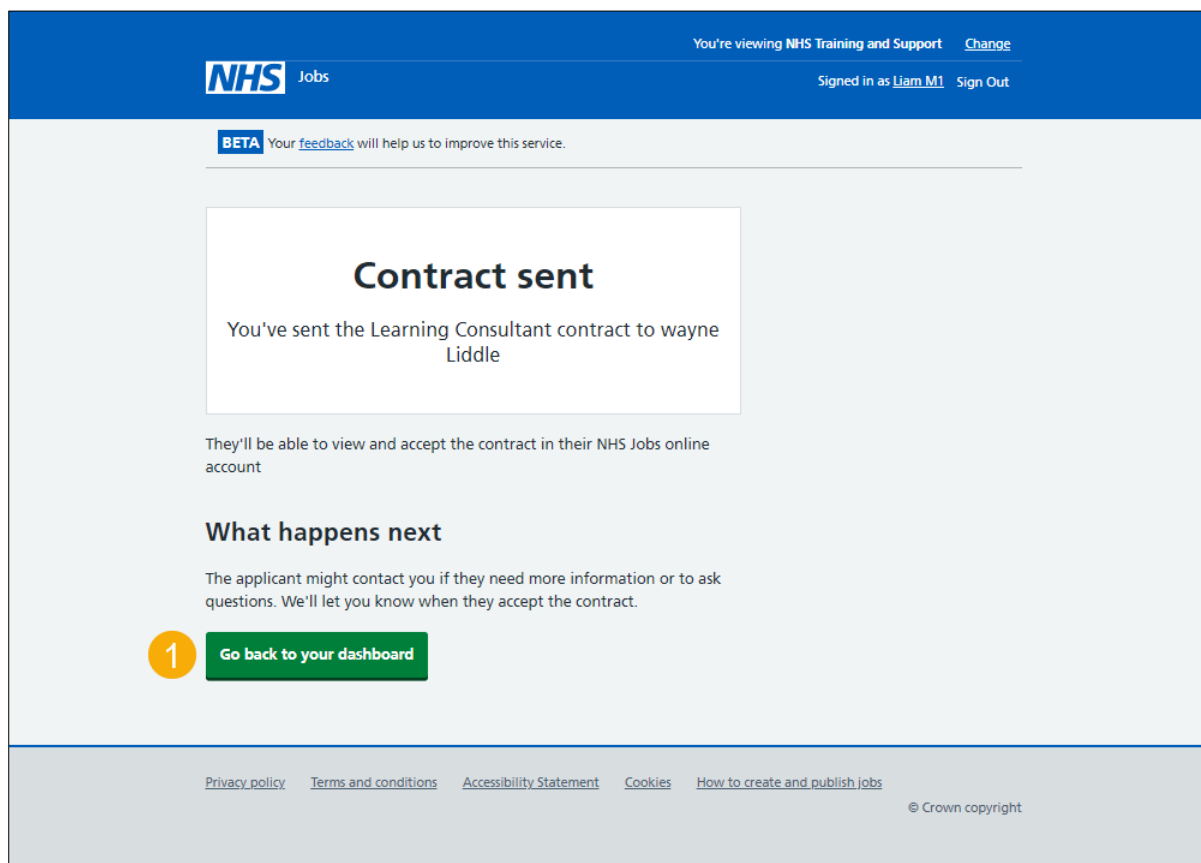
Contract sent

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 'Contract sent' confirmation page. At the top, there is 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 is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area features a large 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 information. 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 and manage 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 interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam.M1' with 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 shows 'Recruitment Activity' as '504-Matron01', 'Organization' as '504 Ward 9', 'Job' as 'Nursing and Midwifery Registered', 'Grade' as 'NHS|XR08|Review Body Band 8', and 'Status' as 'Offer Accepted'. The 'Vacancy' section shows 'Vacancy' as '504-Matron01', 'Group' as 'Default Home||', 'Position' as '79761|Matron Band 8a - Ward 9|', and 'Location' as '504 TEST LOCATION'. The 'Recruiter' section shows 'Name' as 'Anton25, Ms. Gloria' and 'Number' as '20006894'. The 'Effective Dates' section shows 'From' as '01-JAN-2019' and 'To' as an empty field. The interface 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.