

How to create a job listing in NHS Jobs user guide – Add the job title and reference number

This guide gives you instructions for how to add the job title and reference number when creating a job listing in the NHS Jobs service.

To start creating a job listing, you'll need to:

- add the job title
- add or change the reference number

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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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.

The screenshot shows the NHS Business Services Authority Jobs dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS Business Services Authority Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays four categories with their respective counts and progress bars:

Category	Count	On Track	Overdue
Draft	101	17	84
Approvals	10	0	10
Published	3	0	0
Shortlisting	35	4	31

On the right sidebar, the 'What you can do' section contains three buttons: 'Create a job listing' (green, highlighted with a yellow '1' in a circle), 'Search for a listing' (grey), and 'Search for an applicant' (grey). The 'Manage the account' section contains several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.

To find out how to reuse a published job listing, go to the '**How to reuse a published job listing in NHS Jobs**' user guide or video in the '**Change, delete, remove and reuse a job listing**' section of the '[Help and support for employers](#)' webpage.

Start a job listing

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

Read the information on the page and complete the following step:

1. Select the [‘Start’](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue navigation bar with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the navigation bar, there is a 'BETA' notice: 'BETA Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Create a job listing'. Below this, there is a paragraph: 'Use this service to create a job listing and publish the job advert.' This is followed by another paragraph: 'To create the listing, you'll enter details about the job, such as:' and a bulleted list of details: 'the job title', 'why you're advertising the role', 'the type of contract', 'the working pattern', 'the pay', and 'where the job will be based'. Below the list, there is a paragraph: 'You should have the relevant information with you as you create the listing. You'll also be able to view the advert and make any changes you need to, before you publish it.' A green button with a white '1' in a yellow circle and the text 'Start' is highlighted. 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', and a copyright notice: '© Crown copyright'.

What is the job title?

This page gives you instructions for how to confirm the job title.

To add the job title, complete the following steps:

1. In the **Job title** box, enter the details.
2. Select the [‘Save and continue’](#) button.
or
3. Select the [‘Save and come back later’](#) link or the [‘< Go back’](#) link.

NHS Jobs

You're viewing [NHS BSA Training](#) [Change](#)

Signed in as [NHSBSA Training](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

What is the job title?

Training and Support Officer **DRAFT**

Reference no: T1111-22-1234

1

2 [Save and continue](#)

3 [Save and come back later](#)

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

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If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

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.

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 application interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Create a job advert' and 'Would you like to change the reference number?'. Below the title, it says 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons 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 text is '© Crown copyright'.

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 changing the reference number. The original reference number is shown in the reference number box. You'll need to replace this with the new reference number. The reference number must be 15 characters or less and can only contain numbers, letters, or hyphens.

To add the new reference number, complete the following steps:

1. In the **Reference number** box, enter the details.
2. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training' with a 'Sign Out' link is on the right. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by 'What is the new reference number?'. The job title is 'Training and Support Officer' with a 'DRAFT' tag. The current reference number is 'A0090-22-6375'. A form field is shown with '1 A0090-' followed by an empty box. Below the form is a '2 Save and continue' button. A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

Check and save the job title and reference number

This page gives you instructions for how to check and save the job title and reference number.

To check, change and save the job title and reference number, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Job title'](#)
 - ['Reference number'](#)
2. Select the ['Save and continue'](#) button.

NHS Jobs

You're viewing **NHS Business Services Authority** [Change](#)

Signed in as **NHS BSA Training** [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

Create a job advert

Check and save the job title and reference number

Job title	Training and Support Officer	Change
Reference number	A0090-22-6375	Change

2 [Save and continue](#)

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

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You've completed the job title and reference number

This page shows confirmation you've completed the job title and reference number section.

Important: You need to complete all sections before you can publish your listing.

The different statuses are:

- **NOT STARTED** – you haven't started the job listing section.
- **STARTED** – you've started the job listing section but it's incomplete.
- **COMPLETED** – you've completed the job listing section.
- **CANNOT START YET** – you need to complete all sections before this is available.

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 'Training and Support Officer job listing' page in a 'DRAFT' state. The reference number is T1111-22-8930. The user has completed 1 of 12 sections. The progress bar shows the following sections and their status:

- Job title and reference number:** COMPLETED
- About the job and pay:** NOT STARTED
- Location:** NOT STARTED
- Contact details and closing date:** NOT STARTED
- Job overview:** NOT STARTED
- Job description:** NOT STARTED
- Person specification:** NOT STARTED
- Supporting information:** NOT STARTED
- Pre-application questions:** NOT STARTED
- Additional application questions:** NOT STARTED
- Recruitment team:** NOT STARTED
- Add the Welsh (Cymraeg) translation for this advert:** CANNOT START YET

A 'Save and come back later' link is highlighted with a '2' in a yellow circle. The footer includes links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a Crown copyright notice.

To find out how to create 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.

You've added the job title and reference number and reached the end of this user guide.