

## How to manage a contract in NHS Jobs user guide

Once you've issued a contract to an applicant, you can choose one of the following options:

- Accept the contract on the applicant's behalf.
- Edit and then resend contract.
- Withdraw the job offer and contract.
- Wait for the applicant to respond to the contract.

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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## Contracts

This page gives you instructions for how to manage a contract.

**Important:** You must have issued the applicant a contract of employment. In this example, there's 1 applicant at this stage.

To manage a contract, complete the following step:

1. Select the '[Contracts](#)' link.

The screenshot shows the NHSBSA Lee UAT Dashboard. At the top, it indicates the user is signed in as Lee Mapes. The dashboard is divided into several sections:

- Header:** NHS Jobs logo, user name 'Signed in as Lee Mapes', and a 'Sign Out' link.
- Navigation:** 'Tasks by stage' and 'Listings by user' tabs.
- Task Summary Table:**

Task Stage	Count	Progress
<a href="#">Draft</a>	11	100% (Green)
<a href="#">Published</a>	2	100% (Green)
<a href="#">Shortlisting</a>	5 - on track 0, overdue 5	0% (Red)
<a href="#">Interviews</a>	8	100% (Green)
<a href="#">Ready to offer</a>	8 - on track 7, overdue 1	87.5% (Green)
<a href="#">Conditional offers</a>	13 - on track 3, overdue 10	23% (Red)
<a href="#">Pre-employment checks</a>	0	0%
<b>1</b> <a href="#">Contracts</a>	3	100% (Green)
- What you can do:**
  - Create a job listing
  - Search for a listing
  - Search for an applicant
- Manage the account:**
  - [Manage users](#)
  - [At risk applicants](#)
  - [Accredited logos](#)
  - [Key performance indicators \(KPIs\)](#)
  - [Approval settings](#)
  - [Departments](#)
  - [Welsh listings](#)
- Documents and templates:**
  - [Overview of your organisation](#)
  - [Supporting information library](#)
  - [Contract templates](#)
  - [Offer letter templates](#)
- Help and information:**

## Manage contract

This page gives you instructions for how to manage a contract.

**Important:** In this example, you've sent a contract to the applicant.

Find the applicant and complete the following step:

1. Select the '[Manage 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' notice is present. 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
<a href="#">wayne Liddle</a> AR-220128-00002	<a href="#">Learning Consultant</a> T0111-22-0002	04 Jul 2022 <span>ON TRACK</span>	Contract sent	<a href="#">Manage Contract</a> <span>1</span>

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:** Select the 'Applicant' and 'Job title' links for more information. 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.

## Manage the applicant's contract

This page gives you instructions for how to manage the applicant's contract.

**Important:** If you accept the contract on the applicant's behalf, you're confirming that the applicant has agreed to all the terms and conditions in the contract.

To manage the applicant's contract, complete the following steps:

1. Select an answer:
  - ['Accept contract on applicant's behalf'](#)
  - ['Edit and resend contract'](#)
  - ['Withdraw job offer and contract'](#)
2. 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](#)

### Manage wayne Liddle's contract

You do not have to complete an action on this page, you can wait for the applicant to respond.

What would you like to do?

Accept contract on applicant's behalf  
You're confirming that the applicant has agreed to all the terms and conditions in the contract.

**1**  Edit and resend contract

Withdraw job offer and contract

**3**

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

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**Tip:** You do not have to complete an action on this page, you can wait for the applicant to respond. If you don't want to do any of the options, select the '< Go back' link.

If you don't want to do any of the options, you've reached the end of this user guide.

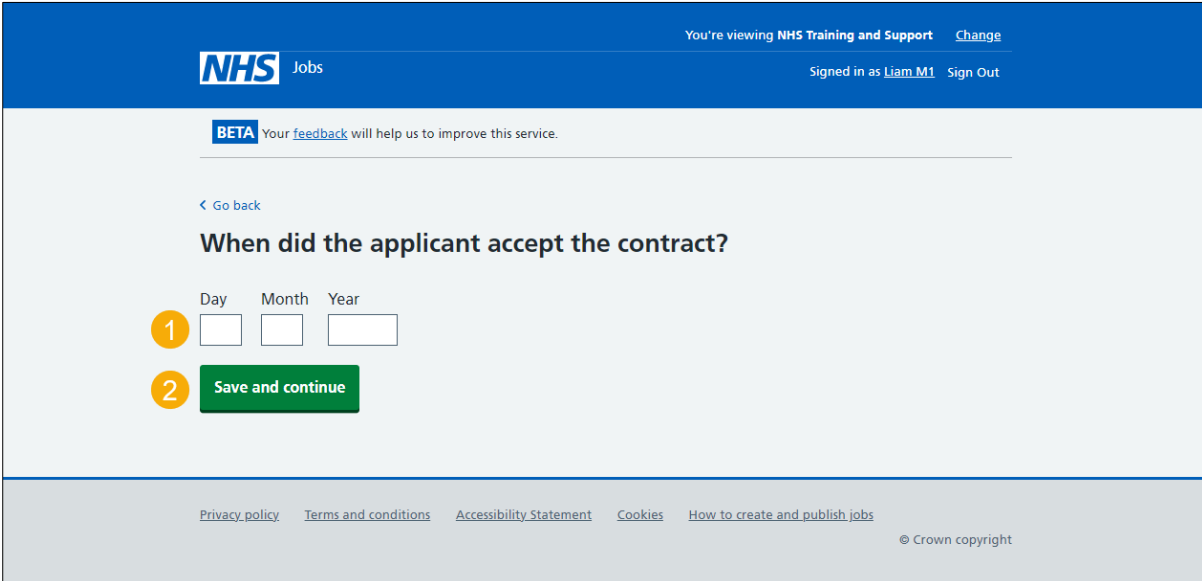
## When did the applicant accept the contract?

This page gives you instructions for how to confirm when the applicant accepted the contract.

**Important:** This page is only shown if you're accepting the contract on behalf of the applicant.

To add when the applicant accepted the contract, 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 application 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 'When did the applicant accept the contract?'. Below this, there are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. 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', followed by '© Crown copyright'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 12 01 2019.

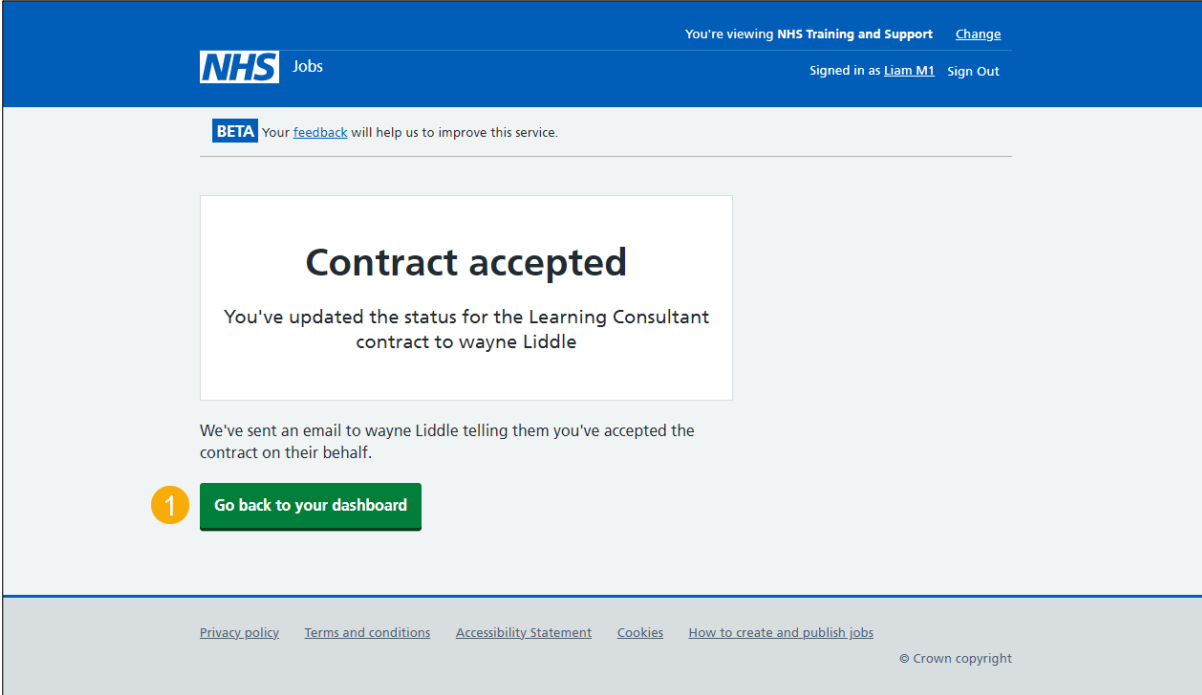
## Contract accepted on behalf of the applicant

This page shows confirmation you've accepted the contract on behalf of the applicant.

**Important:** An email is sent to the applicant telling them you've accepted the contract on their behalf.

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 white box with the heading 'Contract accepted' and the message 'You've updated the status for the Learning Consultant contract to wayne Liddle'. Below this, it states 'We've sent an email to wayne Liddle telling them you've accepted the contract on their behalf.' 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 the copyright notice '© Crown copyright'.

You've accepted the contract on behalf of the applicant and reached the end of this user guide.

## 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:** This page is only shown if you're editing and resending the contract. 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	<a href="#">Change</a>
Working pattern	Full-time	<a href="#">Change</a>
Number of hours or sessions a week	37.5 hours a week	<a href="#">Change</a> 1
Pay scheme	Agenda for Change	
Band	Band 7	
Pay	£40000 a year	<a href="#">Change</a>
Start date	01 March 2022	<a href="#">Change</a>
Type of agreement	An addendum to an existing contract	<a href="#">Change</a>
Contract template	NHS Jobs test	<a href="#">Change</a>

**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).

To find out how to change the contract, go to the '**How to issue a contract in NHS Jobs**' user guide or video from the '**Issue a contract**' section of the '[Help and support for employers](#)' webpage.



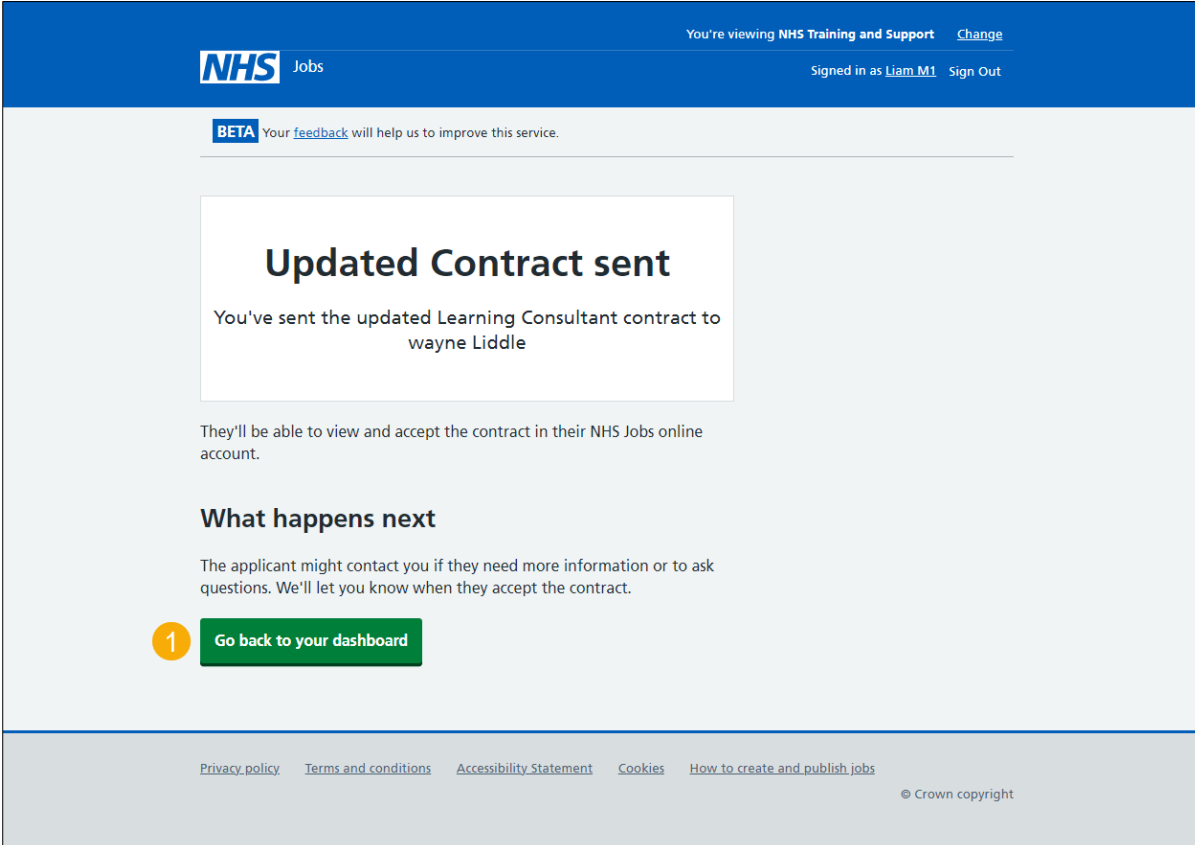
## Updated contract sent

This page shows confirmation you've sent the updated 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 interface. At the top, there is a blue header with the NHS logo and 'Jobs' text 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 white box with the heading 'Updated Contract sent' and the message 'You've sent the updated 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'.

You've edited and resent the contract and reached the end of this user guide.

## Withdraw your job offer and contract

This page gives you instructions for how to withdraw your job offer and contract.

**Important:** This page is only shown if you're withdrawing the job offer and contract.

To add a reason and withdraw your contract, complete the following steps:

1. In the **Withdraw reason** box, enter the details.
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](#)

### Withdraw your job offer and contract?

Describe why you're withdrawing the job offer and contract. This is only for internal use.

1

2 [Save and continue](#)

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

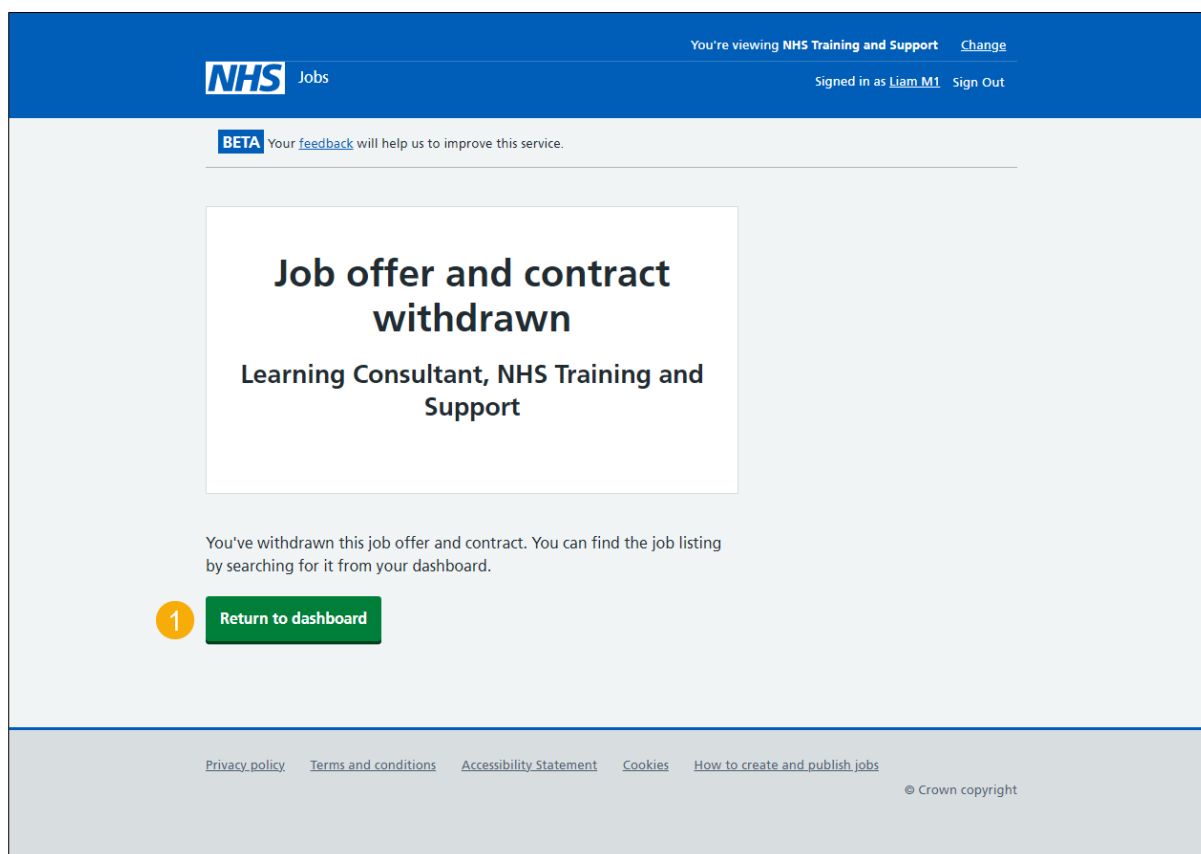
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## Job offer and contract withdrawn

This page shows confirmation you've withdrawn the job offer and contract.

To return to your dashboard, complete the following step:

1. Select the 'Return to dashboard' button.



To find out how to issue a contract to another applicant, go to the **'How to issue a contract in NHS Jobs'** user guide or video from the **'Issue a contract'** section of the ['Help and support for employers'](#) webpage.

To find out how to end the recruitment, go to the **'How to end a recruitment in NHS Jobs'** user guide or video from the **'End a recruitment'** section of the ['Help and support for employers'](#) webpage.

You've withdrawn the job offer and contract and reached the end of this user guide.