NHS Jobs

How to manage offer letter templates in NHS Jobs user guide

This guide gives you instructions for how to manage offer letter templates in the NHS Jobs service.

You can use offer letter templates when making an online job offer to an applicant.

In your organisations account, you can:

- create an offer letter template
- preview an offer letter template
- download an offer letter template
- change an offer letter template
- delete an offer letter template

Once a template is created, it can be used by the applicable roles in your account.

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.

Contents

Offer letter templates

This page gives you instructions for how to manage offer letter templates in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Offer letter templates' link if you are an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' for your organisations account.

To manage your offer letter templates, complete the following step:

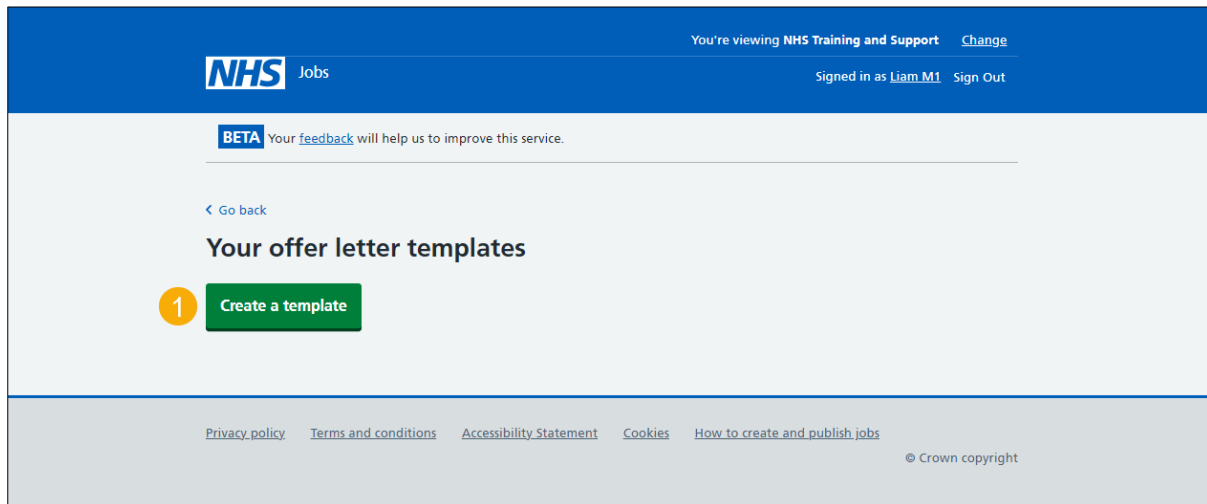1. Select the '<u>Offer letter templates</u>' link.

Your offer letter templates

This page gives you instructions for how to create a template.

Important: In this example, you have no offer letter templates.

To create a template, complete the following step:

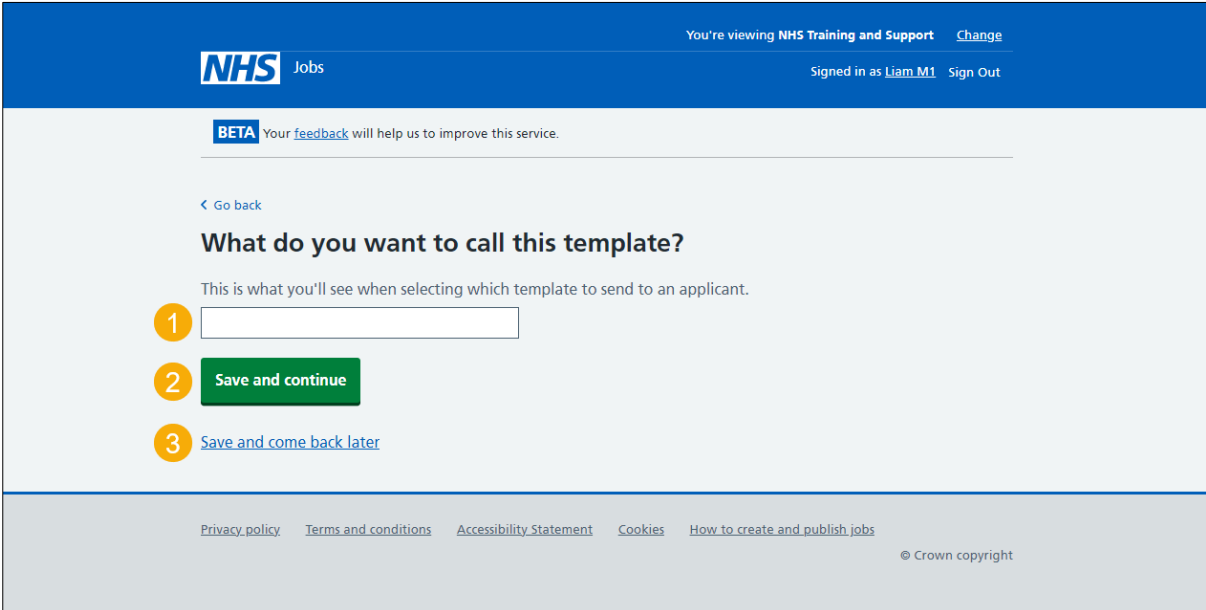1. Select the 'Create a template' button.

What do you want to call this template?

This page gives you instructions for how to add a template name.

<mark>Important:</mark> This is what you'll see when selecting which template to send to an applicant.

To add a template name, complete the following steps:

1. In the **Template name** box, enter the details.
2. Select the '<u>Save and continue</u>' button.
   or
3. Select the 'Save and come back later' link.

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

Add fixed term

This page gives you instructions for how to add fixed terms to your offer letter template.

Important: These are the terms that were entered into the job listing and appear as fixed terms at the top of the template you're creating. You can add more fixed terms. For example, the notice period or pension contributions.

To add another fixed term, complete the following steps:

1. Select the 'Add another' button.
   or
2. Select the 'Save and continue' button.

Add a fixed term

This page gives you instructions for how to add a fixed term.

<mark>Important:</mark> You'll only see this page if you're adding a fixed term to your offer letter template. For example, Notice period and 30 days.

To add a fixed term, complete the followings steps:

1. In the **Type of term** box, enter the details.
2. In the **Details of the term** box, enter the details.
3. Select the 'Save and continue' button.

Manage fixed term

This page gives you instructions for how to manage the fixed terms.

Important: In this example, a new fixed term is added: Notice period and 30 days.

To manage the fixed terms, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the 'Remove' link (optional).
3. Select the 'Add another' button (optional).
   or
4. Select the 'Save and continue' button.

Add more terms and conditions to the template

This page gives you instructions for how to add more terms and conditions to the template.

<mark>Important:</mark> Use the **How to format your template** section to add headings, bullets, and numbered information.

To add more terms and conditions to the template, complete the following steps:

1. In the **Add more terms and conditions** box, enter the details.
2. Select the 'Save and continue' button.

Check the details before creating the template

This page gives you instructions for how to check the details before creating the template.

Important: Preview the template before you create and save it. When you're satisfied that it's correct, you can save the details and create the template so it can be used to issue offer letters.

To check the details before creating the template, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the 'preview the template' link.
3. Select the 'download the template' link (optional).
4. Select the 'Create the template' 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

Check the details before creating the template

| Template name | NHS Jobs | Change |
| Additional principal terms | Notice period: 30 days | Change 1 |

Terms and conditions   Change

\# Enter the heading here

\#\# Enter the sub-heading here

* Enter the bullet information here

1. Enter the numbered information here

Save and create the template

When you're satisfied that they're correct, save these details and create the template so it can be used to issue an offer letter.

You can also:
preview the template (PDF, 4 KB). 2 or
download the template (PDF, 4 KB). 3

4 **Create the template**

Save and come back later

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Tip: If you preview or download the template, it uses a portable document format (PDF).
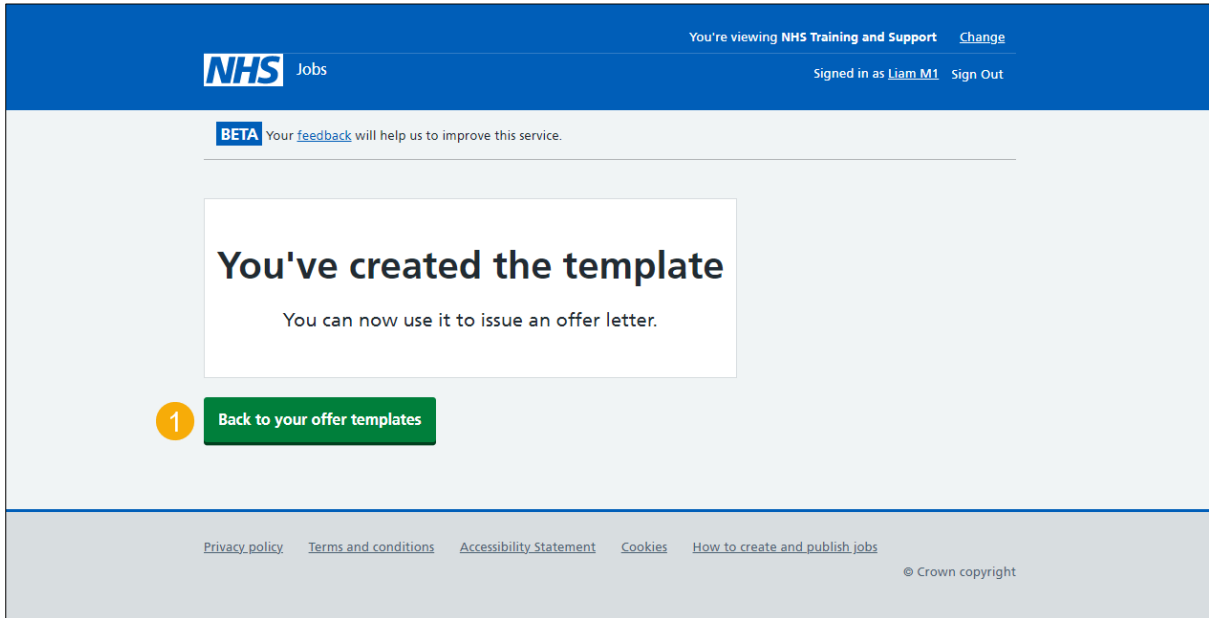
You've created the template

This page shows confirmation you've created the template.

<mark>Important:</mark> You can now use it to issue an offer letter.

To go back to your offer letter templates, complete the following step:

1. Select the 'Back to your offer letter templates' button.

You've created the offer letter template. If you don't want to view your offer letter templates, you've reached the end of this user guide.
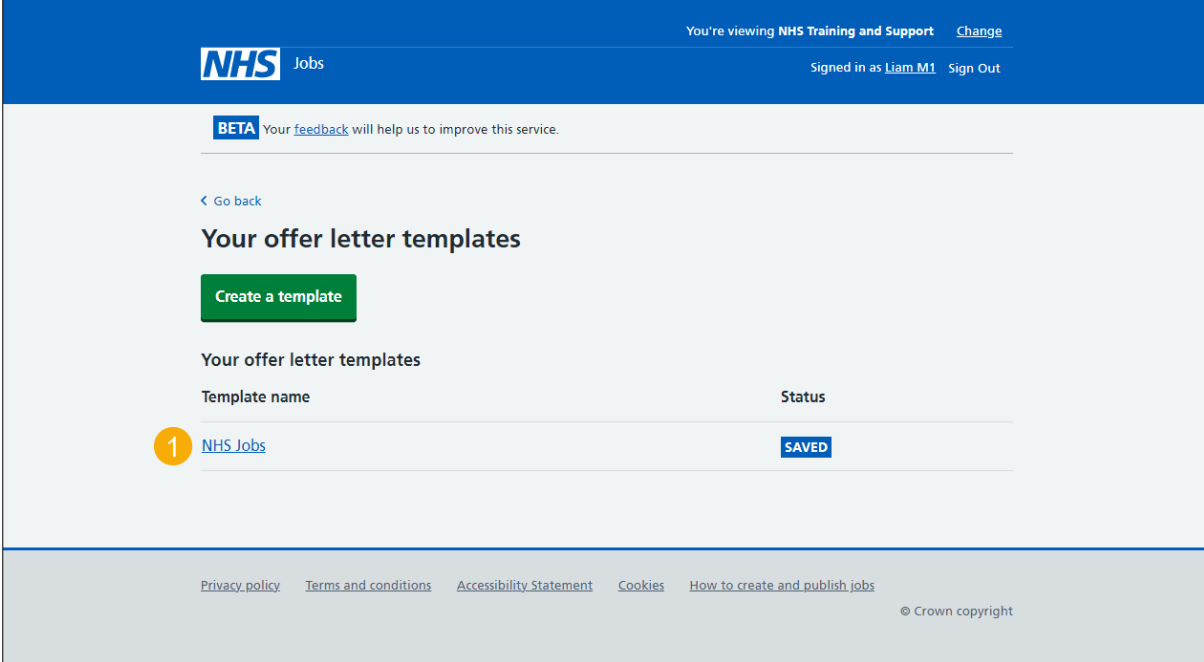
View your offer letter templates

This page gives you instructions for how to view your offer letter templates.

<mark>**Important:**</mark> In this example, the 'NHS Jobs' template is saved.

To view your offer letter template, complete the following step:

1. Select the 'template name' link.

Manage your offer letter template

This page gives you instructions for how to manage your offer letter template.

To manage your offer letter template, complete the following steps:

1. Select the '<u>Change</u>' link (optional).
2. Select the '<u>Delete</u>' link (optional).
3. Select the 'preview the template' link (optional).
4. Select the 'download the template' link (optional).

Tip: If you preview or download the template, it uses a portable document format (PDF).

If you don't want to change or delete your offer letter template, you've reached the end of this user guide.
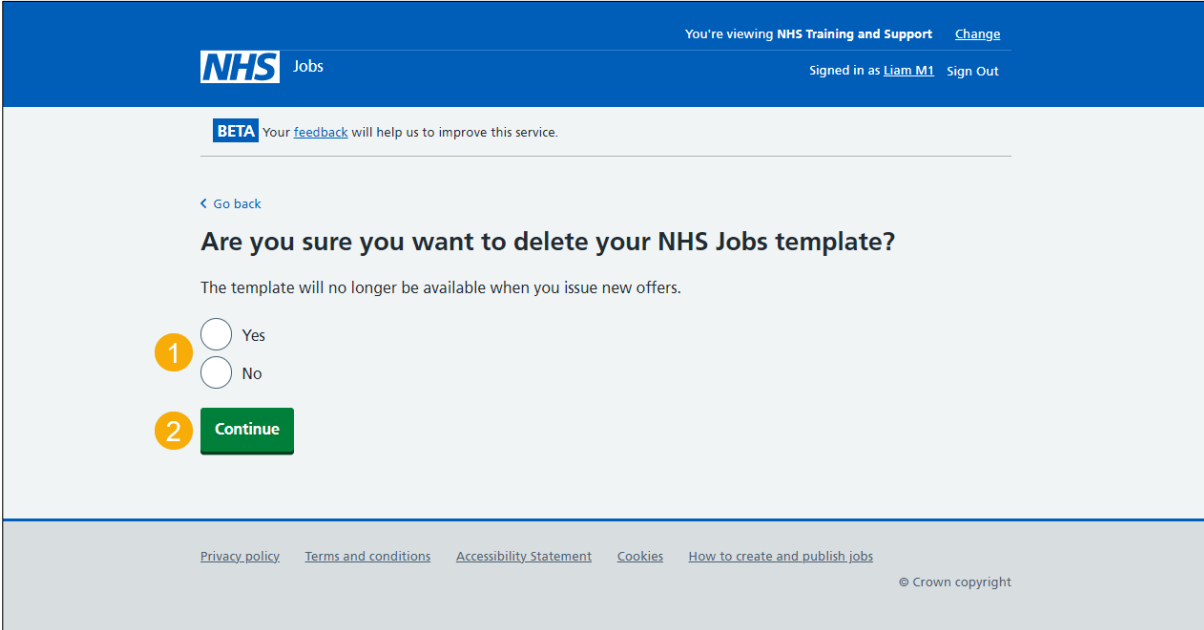
Are you sure you want to delete your template?

This page gives you instructions to confirm if you're sure you want to delete your template.

Important: The template will no longer be available when you issue new offers.

To confirm if you're sure you want to delete your template, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
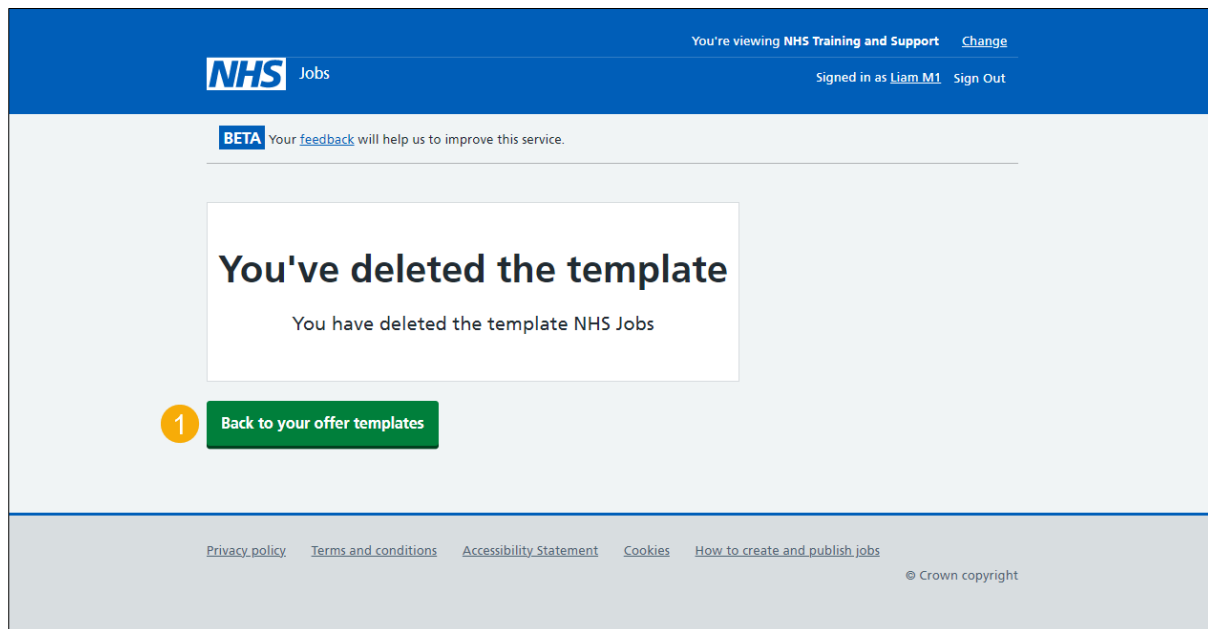2. Select the 'Continue' button.

If you don't want to delete your offer letter template, you've reached the end of this user guide.

You've deleted the template

This page shows confirmation you've deleted the template.

To go back to your offer templates, complete the following step:

1. Select the 'Back to your offer templates' button.

You've deleted the offer letter template and reached the end of this user guide.