

How to manage the overview of your organisation template in NHS Jobs user guide

This guide gives you instructions for how to manage the overview of your organisation template in the NHS Jobs service.

You can use the overview of your organisation template to display on all your job listings you publish to jobseekers.

In your organisations account, you can:

- add organisation information
- change organisation information

This information will automatically show when creating new job listings. Your users can still edit it when they're creating a new listing.

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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Overview of your organisation

This page gives you instructions for how to manage your organisations overview information in your account.

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

To manage your organisations overview information, complete the following step:

1. Select the '[Overview of your organisation](#)' link.

You're viewing NHSBSA Lee UAT [Change](#)

NHS Jobs Signed in as Lee Mapes [Sign Out](#)

Show tasks for all accounts

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

NHSBSA Lee UAT
Dashboard

Tasks by stage Listings by user

Showing tasks for
All users

Draft	11
Published	2
Shortlisting	5 - on track 0, overdue 5
Interviews	8
Ready to offer	8 - on track 7, overdue 1
Conditional offers	13 - on track 3, overdue 10
Pre-employment checks	0
Contracts	3

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](#) **1**
- [Supporting information library](#)
- [Contract templates](#)
- [Offer letter templates](#)

Help and information

Add your overview of your organisation template (optional)

This page gives you instructions for how to add your overview of your organisation template.

Important: This template will automatically show when creating new job listings. Users can still edit it when they're creating a new listing. You have a limit of 1500 characters, including spaces.

To add your overview of your organisation template, complete the following step:

1. In the **Overview of your organisation** box, enter the details.
2. Select the ['Save template'](#) button.
- or
3. Select the ['Return to dashboard'](#) link.

The screenshot shows the 'Add your overview of your organisation template (optional)' page in the NHS Jobs system. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1 Sign Out'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Add your overview of your organisation template (optional)'. Below this, there is a blue vertical bar with the text: 'This template will automatically show when creating new job listings. Users can still edit it when they're creating a new listing.' The main content area contains the instruction: 'Introduce the team, the atmosphere, work ethic and benefits of working at your organisation. You have a limit of 1500 characters, including spaces.' Below this is a text input area with a rich text editor toolbar. A yellow circle with the number '1' is placed to the left of the input area. Below the input area, it says 'You have 1489 characters remaining'. At the bottom of the form area, there is a green button labeled 'Save template' with a yellow circle and the number '2' to its left, and a link labeled 'Return to dashboard' with a yellow circle and the number '3' to its left. 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'.

Tip: Introduce the team, the atmosphere, work ethic and benefits of working at your organisation.

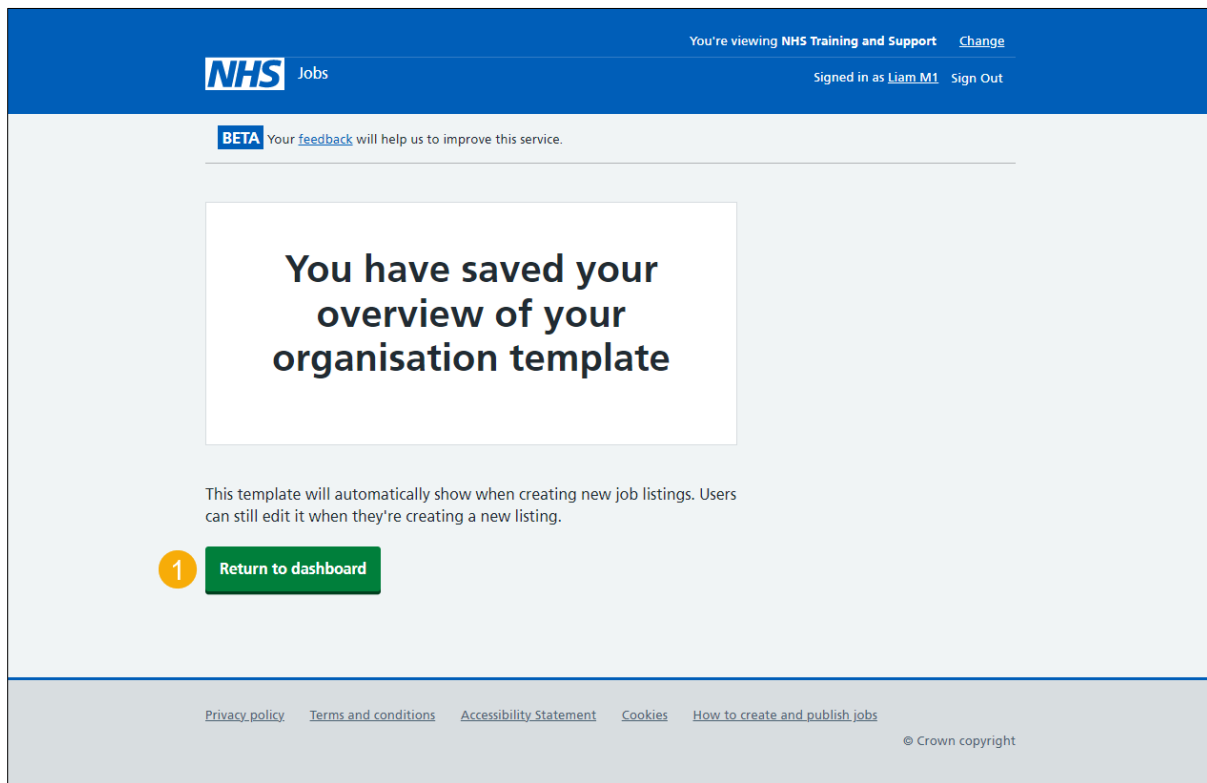
If you've selected 'Return to dashboard', you've reached the end of this user guide.

You've saved your overview of your organisation template

This page shows confirmation you've saved your overview of your organisation template.

To return to your dashboard, complete the following step:

1. Select the 'Return to your dashboard' button.



You've saved the overview of your organisation template and reached the end of this user guide.