

## How to change a published job listing recruitment stage in NHS Jobs user guide

This guide gives you instructions for how to change a published job listing recruitment stage in the NHS Jobs service.

This will allow the recruitment that has begun outside of NHS Jobs to be continued inside the service without having to repeat previous recruitment stages.

You can change a published job listing with no applicants to the following recruitment stages:

- Shortlisting
- Interview
- Ready to offer

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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## Published job listing

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

To access a published job listing, complete the following step:

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

The screenshot shows the NHSBSA Lee UAT 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 NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts' which is currently turned off. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'NHSBSA Lee UAT Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The main content is a table of task stages with progress bars:

Task Stage	Count	Progress
<a href="#">Draft</a>	12	100% (Green)
<b>1</b> <a href="#">Published</a>	5	100% (Green)
<a href="#">Shortlisting</a>	25 - on track 24, overdue 1	96% (Green)
<a href="#">Interviews</a>	15 - on track 12, overdue 3	80% (Green)

On the right side of the dashboard, there are two sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; and 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Criminal convictions and cautions'.


## Select a job listing

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

**Important:** Check that the job listing has no applications to ensure the recruitment stage can be changed.

To select a job listing, complete the following step:

1. Select the '[Job title](#)' link.


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

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

Show tasks for all accounts

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

[Go back](#)

NHSBSA Lee UAT  
**Published**

Showing tasks for

Showing tasks

**Published**

Job title	Closing date	Applications in progress	Applications submitted
<a href="#">Ward Nurse</a> A0199-22-6666 INTERNAL	30 Dec 2022	0	1
<span style="background-color: orange; border-radius: 50%; padding: 2px 5px; font-weight: bold;">1</span> <a href="#">Administrator</a> A0199-22-8362 INTERNAL	31 Dec 2022	0	0

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## Change this listing's stage

This page gives you instructions for how to change this listing's stage.

**Important:** You can only change the stage of a listing that's in the 'Published' stage with no applications.

To change this listing's stage, complete the following step:

1. Select the '[Change this listing's stage](#)' link.

The screenshot shows the NHS Jobs interface for an Administrator listing. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' 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 content area shows 'NHSBSA Lee UAT Administrator listing' with a 'PUBLISHED' status and reference number 'A0199-22-8362'. There are three tabs: 'Job details', 'Team', and 'Applicant details'. Below the tabs, there are sections for 'The job title' and 'The details of the job'. On the right side, there is a 'What needs doing next' sidebar with two buttons: 'Score applications' (green) and 'Close early' (dark grey). Below the buttons are four links: 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Add Applicant', and 'Change this listing's stage' (which has a yellow notification badge with the number '1').

## What stage do you want to change the listing to?

This page gives you instructions for how to select what stage you want to change the listing to.

To select what stage you want to change the listing to, complete the following steps:

1. Select an option.
2. Select the 'Continue' button.

**NHS** Jobs

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

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

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

[Go back](#)

Change listing stage

### What stage do you want to change the listing to?

Shortlisting

**1**  Interviews

Ready to offer

**2** [Continue](#)

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## Are you sure you want to change the listing stage?

This page gives you instructions for how to confirm you want to change the listing stage.

**Important:** In this example, the listing is being changed to the 'Shortlisting' stage.

To confirm you want to change the listing stage, complete the following steps:

1. Select an option.
2. Select the '[Change stage](#)' button.

The screenshot shows a web interface for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes' on the right. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Change listing stage' followed by the question 'Are you sure you want to change the listing stage from Published to Shortlisting?'. Below this, there are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. A green 'Change stage' button is positioned below the options, with a '2' in a yellow circle next to it. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

## Listing stage changed

This page shows confirmation you've changed the listing's stage.

**Important:** In this example, the recruitment stage is changed from 'Published' to 'Shortlisting'.

To do a task, complete the following steps:

1. Select the 'Job title' link to view the listing (optional).
2. Select the 'Go to your dashboard' button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes' on the right. Below the header, a 'BETA' banner indicates that feedback will help improve the service. The main content area features a large white box with the heading 'Listing stage changed' and the text 'from Published to Shortlisting'. Below this, a section titled 'What happens next?' provides instructions: 'You can view the [Administrator listing \(A0199-22-8362\)](#).' A green button labeled 'Go to your dashboard' is prominently displayed, with a yellow circle containing the number '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

You've changed the stage of your listing and have reached the end of this user guide.