

## How to create a job listing – Add the job advert in NHS Jobs user guide

This guide gives you instructions for how to add the job advert details when creating a job listing in the NHS Jobs service.

To add the details of the job, you'll add the:

- job overview including introducing the role, adding the main duties of the role, and giving an overview of your organisation
- job description
- person specification including qualifications, experience, and any additional criteria
- supporting information from your organisation's library (optional)

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

<a href="#">How to create a job listing – Add the job advert in NHS Jobs user guide.....</a>	<a href="#">1</a>
<a href="#">Job overview .....</a>	<a href="#">4</a>
<a href="#">Create the advert for your vacancy.....</a>	<a href="#">5</a>
<a href="#">Provide a job overview to create your advert.....</a>	<a href="#">6</a>
<a href="#">    Introduce the role .....</a>	<a href="#">6</a>
<a href="#">    Briefly describe the main duties of the role .....</a>	<a href="#">7</a>
<a href="#">    Give an overview of your organisation.....</a>	<a href="#">8</a>
<a href="#">Check and save the job overview .....</a>	<a href="#">9</a>
<a href="#">You've completed the job overview .....</a>	<a href="#">10</a>
<a href="#">Add the job description .....</a>	<a href="#">11</a>
<a href="#">Check and save the job description .....</a>	<a href="#">12</a>
<a href="#">You've completed the job description .....</a>	<a href="#">13</a>
<a href="#">Create a person specification to score your applications against.....</a>	<a href="#">14</a>
<a href="#">Enter qualifications criteria.....</a>	<a href="#">15</a>
<a href="#">List your qualifications criteria .....</a>	<a href="#">16</a>
<a href="#">    Essential criteria.....</a>	<a href="#">16</a>
<a href="#">    Desirable criteria .....</a>	<a href="#">17</a>
<a href="#">Enter experience criteria .....</a>	<a href="#">18</a>
<a href="#">List your experience criteria .....</a>	<a href="#">19</a>
<a href="#">    Essential criteria.....</a>	<a href="#">19</a>
<a href="#">    Desirable criteria .....</a>	<a href="#">20</a>
<a href="#">Enter additional criteria .....</a>	<a href="#">21</a>
<a href="#">Add additional criteria .....</a>	<a href="#">22</a>
<a href="#">    Criteria title .....</a>	<a href="#">22</a>
<a href="#">    Essential criteria.....</a>	<a href="#">23</a>
<a href="#">    Desirable criteria .....</a>	<a href="#">23</a>
<a href="#">Manage your person specification .....</a>	<a href="#">24</a>
<a href="#">Check and save the person specification.....</a>	<a href="#">25</a>
<a href="#">You've completed the person specification .....</a>	<a href="#">26</a>
<a href="#">Do you want to add supporting information to the advert? .....</a>	<a href="#">27</a>
<a href="#">Your advert's supporting information .....</a>	<a href="#">28</a>
<a href="#">Add from your organisation's library .....</a>	<a href="#">29</a>
<a href="#">    Documents .....</a>	<a href="#">29</a>
<a href="#">    Links.....</a>	<a href="#">30</a>

<a href="#">Add a new supporting document to the advert .....</a>	<a href="#">31</a>
<a href="#">Add a new supporting link to the advert .....</a>	<a href="#">32</a>
<a href="#">Manage the advert supporting information .....</a>	<a href="#">33</a>
<a href="#">Check and save your supporting information .....</a>	<a href="#">34</a>
<a href="#">You've completed the supporting information.....</a>	<a href="#">35</a>

## Job overview

This page gives you instructions for how to add the job overview.

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 add the job overview, complete the following steps:

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

You're viewing NHS BSA Training
Signed in as NHSBSA Training    Sign Out

---

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

---

NHS BSA Training  
**Training and Support Officer job listing**

**DRAFT**  
 Reference no: T1111-22-8930

**Job listing incomplete**  
 You have completed 4 of 12 sections.

**Add the job title**

<a href="#">Job title and reference number</a>	<b>COMPLETED</b>
--	------------------

**Add the details of the job**

<a href="#">About the job and pay</a>	<b>COMPLETED</b>
<a href="#">Location</a>	<b>COMPLETED</b>
<a href="#">Contact details and closing date</a>	<b>COMPLETED</b>

**Add the job overview, job description and person specification**

<b>1</b> <a href="#">Job overview</a>	NOT STARTED
<a href="#">Job description</a>	NOT STARTED
<a href="#">Person specification</a>	NOT STARTED
<a href="#">Supporting information</a>	NOT STARTED

## Create the advert for your vacancy

This page gives you instructions for how to create the advert for your vacancy.

**Important:** You'll need the relevant job description and person specification documentation to help you enter the details about the job.

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

1. Select the '[Continue](#)' button.

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

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

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

[Go back](#)

Create a job advert

### Create the advert for your Training and Support Officer vacancy

The information you give will help jobseekers decide if they want to apply.

To create your advert, you'll start by adding information under 3 headings:

- introduce the role
- briefly describe the main duties of the role
- an overview of your organisation

#### Job description

You can then enter the full job description. You can copy and paste this from a document.

#### Person specification

You can add the criteria that you want to score against. You can enter essential or desirable qualifications, experience, and any other criteria.

Creating your advert this way means we can make sure all job listings will be displayed in the correct format.

#### After you have published your listing

If you need to advertise the same job in the future, you can reuse and edit this information for a new listing.

**1** [Continue](#)

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

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## Provide a job overview to create your advert

This page gives you instructions for how to provide a job overview to create your advert.

**Important:** You'll add your full job description, person specification and any supporting documents later.

### Introduce the role

This section gives you instructions for how to introduce the role.

**Important:** Give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage, and excite. You have a minimum limit of 100 characters and a maximum limit of 1500 characters, including spaces.

To introduce the role, complete the following step:

1. In the **Introduce the role** box, enter the details.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' and 'Signed in as NHS BSA Training'. The main heading is 'Provide a job overview to create your advert' for a 'Training and Support Officer' role in 'DRAFT' status. The reference number is A0090-22-6375. A text box for 'Introduce the role' is highlighted with a yellow circle containing the number 1. The text box contains a placeholder message: 'You'll add your full job description, person specification and any supporting documents later.' Below the text box, there is a character count: 'You have 1500 characters remaining'.

**Tip:** Use the characters remaining number to keep within the limit.

Go to the ['Briefly describe the main duties of the role'](#) section.

### Briefly describe the main duties of the role

This section gives you instructions for how to briefly describe the main duties of the role.

**Important:** This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert. You have a minimum limit of 100 characters and a maximum limit of 1500 characters, including spaces.

To briefly describe the main duties of the role, complete the following step:

2. In the **Main duties of the role** box, enter the details.

**Briefly describe the main duties of the role**

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

You have a limit of 1500 characters, including spaces.

← → B / ☰ ☷

2

You have 1500 characters remaining

**Tip:** Use the characters remaining number to keep within the limit.

Go to the '[Give an overview of your organisation](#)' section.



## Check and save the job overview

This page gives you instructions for how to check and save the job overview.

To check, change and save the job overview, complete the following steps:

1. Select the [‘Change’](#) link (optional).
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 overview

**Job overview**

**Job summary** [Change](#) 1

Give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage and excite.

**Main duties of the job**

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

**Overview of your organisation**

Introduce the team, the atmosphere, work ethic and benefits of working at your organisation. Let applicants know why they would want to work here.

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 overview

This page shows confirmation you've completed the job overview section.

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

To go to the next section of your task list, complete the following steps:

1. Select the '[Job description](#)' link to begin this section.  
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 page is divided into several sections, each with a list of tasks and their completion status. A blue header at the top contains the NHS logo and user information. A 'BETA' notice is also present.

Section	Task	Status
Add the job title	Job title and reference number	COMPLETED
	Add the details of the job	
	About the job and pay	COMPLETED
Add the details of the job	Location	COMPLETED
	Contact details and closing date	COMPLETED
	Add the job overview, job description and person specification	
Add the job overview, job description and person specification	Job overview	COMPLETED
	1 Job description	NOT STARTED
	Person specification	NOT STARTED
	Supporting information	NOT STARTED
Add pre-application and additional application questions	Pre-application questions	NOT STARTED
	Additional application questions	NOT STARTED
Add the internal documents	Internal documents	NOT STARTED
Add the recruitment team	Recruitment team	NOT STARTED
Add the Welsh (Cymraeg) translation for this advert	Welsh translation	CANNOT START YET
You need to complete all sections before you send it for approval.		
2	Save and come back later	

At the bottom of the page, there are links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance. A copyright notice for Crown copyright is also present.

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

## Add the job description

This page gives you instructions for how to add the job description.

**Important:** You'll be able to upload the job description as a supporting file later on. Applicants find it useful to refer to these documents. You have a minimum limit of 100 characters and a maximum limit of 10000 characters, including spaces.

To add the job description, complete the following steps:

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

The screenshot shows the 'Add the Job Description' page for a 'Training and Support Officer' role. The page includes a header with the NHS logo, the role title, and a 'DRAFT' status. A 'BETA' notice is at the top. A 'Go back' link is present. The main heading is 'Add the Job Description'. Below this, the role title 'Training and Support Officer' is followed by 'DRAFT' and the reference number 'A0090-22-6375'. A tip states: 'Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format.' Another tip says: 'You'll be able to upload the job description as a supporting file later on. Applicants find it useful to refer to these documents.' A character limit notice reads: 'You have a limit of 10000 characters, including spaces.' A text area for the job description is shown with a '1' in a yellow circle next to it. Below the text area, it says 'You have 10000 characters remaining'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A link for 'Save and come back later' is also visible. 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'.

**Tip:** Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format. Use the characters remaining number to keep within the limit.

## Check and save the job description

This page gives you instructions for how to check and save the job description.

To check, change and save the job description, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs interface. At the top, there's 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's a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the job description'. Under 'Job description', there's a text input area with the instruction: 'Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format.' To the right of this text is a 'Change' link with a yellow circle containing the number '1'. Below the text input area is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. 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 completed the job description

This page shows confirmation you've completed the job description section.

To go to the next section of your task list, complete the following steps:

1. Select the '[Person specification](#)' link to begin this section.  
or
2. Select the 'Save and come back later' 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.

---

NHS BSA Training  
**Training and Support Officer job listing**

**DRAFT**  
Reference no: T1111-23-9573

**Job listing incomplete**  
You have completed 6 of 13 sections.

**Add the job title**

[Job title and reference number](#) COMPLETED

**Add the details of the job**

[About the job and pay](#) COMPLETED

[Location](#) COMPLETED

[Contact details and closing date](#) COMPLETED

**Add the job overview, job description and person specification**

[Job overview](#) COMPLETED

[Job description](#) COMPLETED

**1** [Person specification](#) NOT STARTED

[Supporting information](#) NOT STARTED

**Add pre-application and additional application questions**

[Pre-application questions](#) NOT STARTED

[Additional application questions](#) NOT STARTED

**Add the internal documents**

[Internal documents](#) NOT STARTED

**Add the recruitment team**

[Recruitment team](#) NOT STARTED

**Add the Welsh (Cymraeg) translation for this advert**

Welsh translation CANNOT START YET

You need to complete all sections before you send it for approval.

**2** [Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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

## Create a person specification to score your applications against

This page gives you instructions for how to create a person specification to score your applications against.

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

1. Select the ['Continue'](#) button.

The screenshot shows the NHS Jobs website 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' banner states 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Create a person specification to score your applications against'. The job title is 'Training and Support Officer' with a 'DRAFT' status. The reference number is 'A0090-22-6375'. The instructions state: 'Refer to your Person Specification for this job, and enter the essential criteria for:' followed by a bulleted list: 'Qualifications', 'Experience', and 'Additional criteria you want to score against'. It also mentions that desirable criteria can be included. A 'Continue' button with a '1' in a yellow circle is highlighted. 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'.

## Enter qualifications criteria

This page gives you instructions for how to enter the qualifications criteria.

To enter the qualifications criteria, complete the following step:

1. Select the '[Enter qualifications criteria](#)' 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.

[< Go back](#)

Create a job advert

### Add your person specification

**Training and Support Officer** **DRAFT**

Reference no: A0090-22-6375

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

#### Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

**1** [Enter qualifications criteria](#)

## List your qualifications criteria

This page gives you instructions for how to list your qualifications criteria.

**Important:** Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

## Essential criteria

This section gives you instructions for how to confirm the essential criteria.

To confirm the essential criteria, complete the following steps:

1. In the **Essential criteria** box, enter the details.

The screenshot shows the NHS Jobs interface for creating a job advert. At the top, it says 'You're viewing NHS Business Services Authority' and 'Signed in as NHS.BSA.Training'. The main heading is 'List your Qualifications criteria' for a 'Training and Support Officer' job in 'DRAFT' status. Below this, there's a reference number 'A0090-22-6375' and instructions on how to score applications. A tip box states: 'Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.' Under the 'Essential criteria' section, it provides an example: 'For example, • GCSE grade A to C in English and Maths • Qualified to NVQ level 2 in Health and Social Care'. At the bottom, there is a large text input area with a yellow circle containing the number '1' next to it, indicating where to enter the essential criteria.

**Tip:** An example of an essential criteria is GCSE grade A to C in English and Maths.

## Desirable criteria

This section gives you instructions for how to confirm any desirable criteria.

To confirm any desirable criteria, complete the following steps:

2. In the **Desirable criteria** box, enter the details (optional).
3. Select the '[Save and continue](#)' button.

### Desirable criteria

For example,

- Qualified in Phlebotomy
- Qualified to NVQ level 3

2

3 **Save and continue**

[Save and come back later](#)

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**Tip:** An example of a desirable criteria is Qualified to NVQ level 3.

## Enter experience criteria

This page gives you instructions for how to enter the experience criteria.

To enter the experience criteria, complete the following step:

1. Select the '[Enter experience criteria](#)' button.


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.

---

[< Go back](#)

Create a job advert

### Add your person specification

**Training and Support Officer** DRAFT

Reference no: A0090-22-6375

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

#### Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

**Qualifications, List your essential criteria. You can list desirable criteria, if you have any.**

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified in Phlebotomy	<a href="#">Change</a> or
Qualified to NVQ level 2 in Health and Social Care	Qualified to NVQ level 3	<a href="#">delete</a>

---

#### Experience

List your essential criteria. You can list desirable criteria, if you have any.

1 Enter experience criteria

## List your experience criteria

This page gives you instructions for how to list your experience criteria.

**Important:** Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

## Essential criteria

This section gives you instructions for how to confirm the essential criteria.

To confirm the essential criteria, complete the following steps:

1. In the **Essential criteria** box, enter the details.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below that, it says 'Signed in as NHS.BSA.Training' with a 'Sign Out' link. The main content area has a blue header with the NHS logo and 'Jobs'. A 'BETA' badge is present with the text '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 'List your Experience criteria'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. There is a paragraph explaining that when scoring applications, users tick boxes against criteria they give evidence of, which are then displayed in a high to low points list. Another paragraph states that listing only the criteria you want to see evidence of will make it easier to find the information and score it. A callout box contains the instruction: 'Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.' Below this is the 'Essential criteria' section, which includes the text 'For example,' followed by two bullet points: 'Experience of working within a nursing team' and 'Experience of dealing with vulnerable patients'. At the bottom, there is a large empty text box for entering criteria, with a yellow circle containing the number '1' next to it.

## Desirable criteria

This section gives you instructions for how to confirm any desirable criteria.

To confirm any desirable criteria, complete the following steps:

2. In the **Desirable criteria** box, enter the details (optional).
3. Select the [Save and continue](#) button.

### Desirable criteria

For example,

- Experience of working in primary care
- Experience of working in a GP practice

2

3 **Save and continue**

[Save and come back later](#)

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## Enter additional criteria

This page gives you instructions for how to enter any additional criteria (optional).

To enter any additional criteria, complete the following step:

1. Select the '[Enter more criteria](#)' button (optional).

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.

[Go back](#)

Create a job advert

### Add your person specification

**Training and Support Officer** DRAFT

Reference no: A0090-22-6375

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

#### Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

**Qualifications, List your essential criteria. You can list desirable criteria, if you have any.**

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified in Phlebotomy	<a href="#">Change</a> or
Qualified to NVQ level 2 in Health and Social Care	Qualified to NVQ level 3	<a href="#">delete</a>

#### Experience

List your essential criteria. You can list desirable criteria, if you have any.

**Experience, List your essential criteria. You can list desirable criteria, if you have any.**

Essential	Desirable	Actions
Experience of working within a nursing team	Experience of working in primary care	<a href="#">Change</a> or
Experience of dealing with vulnerable patients	Experience of working in a GP practice	<a href="#">delete</a>

#### Additional criteria

Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

1 Enter more criteria

If you don't want to add additional criteria, go to the '[Add your person specification](#)' page.

## Add additional criteria

This page gives you instructions for how to add any additional criteria.

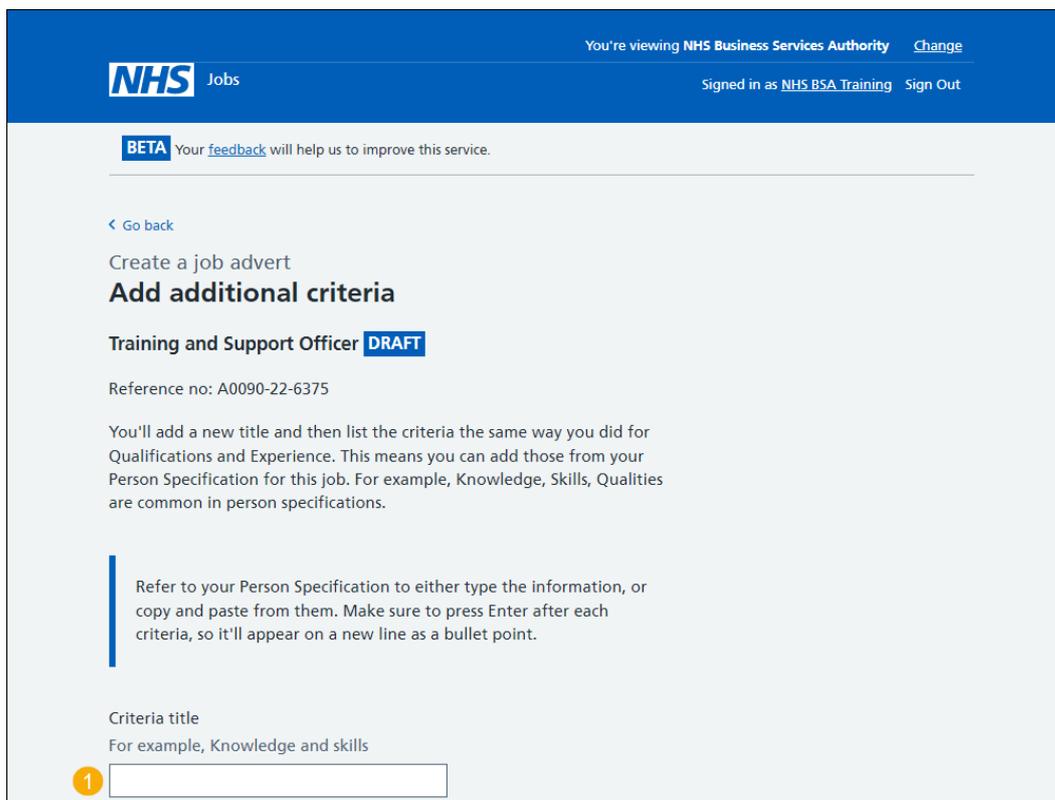
**Important:** You'll only see this page if you're adding additional criteria. Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

### Criteria title

This section gives you instructions for how to add the criteria title.

To add the criteria title, complete the following steps:

1. In the **Criteria title** box, enter the details.



The screenshot shows the NHS Jobs interface. At the top, 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 this is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Create a job advert' followed by 'Add additional criteria'. The job title is 'Training and Support Officer' with a 'DRAFT' status. The reference number is 'A0090-22-6375'. The instructions state: 'You'll add a new title and then list the criteria the same way you did for Qualifications and Experience. This means you can add those from your Person Specification for this job. For example, Knowledge, Skills, Qualities are common in person specifications.' A callout box repeats the instruction: 'Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.' At the bottom, there is a 'Criteria title' label with the example 'For example, Knowledge and skills' and a text input field with a '1' icon next to it.

Go to the ['Essential criteria'](#) page.

## Essential criteria

This section gives you instructions for how to add the essential criteria.

To add the essential criteria, complete the following step:

2. In the **Essential criteria**, enter the details.

You can type your list or you can copy and paste it from an existing document. Press Enter or Return after each one to put them on a new line in your list.

**Essential criteria**

For example,

- Ability to provide quality care
- Good interpersonal and communication skills

2

**Tip:** An example of an essential criteria is good interpersonal and communication skills.

## Desirable criteria

This section gives you instructions for how to add any desirable criteria.

To add any desirable criteria, complete the following steps:

3. In the **Desirable criteria**, enter the details (optional).
4. Select the [Save and continue](#) button.

**Desirable criteria**

For example,

- Basic IT skills
- Awareness of blood-borne viruses

3

4 **Save and continue**

[Save and come back later](#)

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**Tip:** An example of a desirable criteria is basic IT skills.

## Manage your person specification

This page gives you instructions for how to manage your person specification.

**Important:** If you delete any information, you'll not be able to recover this.

To manage your person specification, complete the following steps:

1. Select a '[Change](#)' link (optional).
2. Select a '[Delete](#)' link (optional).
3. Select the '[Enter more criteria](#)' button (optional).
4. Select the '[Save and continue](#)' button.

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Create a job advert

### Add your person specification

**Training and Support Officer** DRAFT

Reference no: A0090-22-1614

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

#### Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

**Qualifications, List your essential criteria. You can list desirable criteria, if you have any.**

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified in digital training	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px;">1</span>
Qualified to NVQ level 2 in Training and Support		<a href="#">delete</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px;">2</span>

#### Experience

List your essential criteria. You can list desirable criteria, if you have any.

**Experience, List your essential criteria. You can list desirable criteria, if you have any.**

Essential	Desirable	Actions
Experience of working within a digital team	Experience of working in the NHS	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px;">1</span>
Experience of dealing with training requirements	Experience of working in an office environment	<a href="#">delete</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px;">2</span>

#### Additional criteria

Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

**Additional criteria, Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.**

Criteria	Essential	Desirable	Actions
Knowledge and skills	Ability to create quality care	Good interpersonal and communication skills	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px;">1</span> <a href="#">delete</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px;">2</span>

3 Enter more criteria

4 Save and continue

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## Check and save the person specification

This page gives you instructions for how to check and save the person specification.

To check, change and save the person specification, complete the following steps:

1. Select a '[Change](#)' link (optional).
2. Select the '[Save and continue](#)' button.

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Create a job advert

### Check and save the person specification

<b>Qualifications</b>	<p><b>Essential criteria</b> <span style="float: right;"><a href="#">Change</a> 1</span></p> <p>GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support</p> <p><b>Desirable criteria</b></p> <p>Qualified in digital training</p>
<b>Experience</b>	<p><b>Essential criteria</b> <span style="float: right;"><a href="#">Change</a> 1</span></p> <p>Experience of working within a digital team Experience of dealing with training requirements</p> <p><b>Desirable criteria</b></p> <p>Experience of working in the NHS Experience of working in an office environment</p>
<b>Knowledge and skills</b>	<p><b>Essential criteria</b> <span style="float: right;"><a href="#">Change</a> 1</span></p> <p>Ability to create quality care Good interpersonal and communication skills</p>

2
Save and continue

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## You've completed the person specification

This page shows confirmation you've completed the person specification section.

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

To go to the next section of your task list, complete the following steps:

1. Select the '[Supporting documents](#)' link to begin this section.  
or
2. Select the 'Save and come back later' link.

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NHS BSA Training  
**Training and Support Officer job listing**

**DRAFT**  
Reference no: T1111-23-9573

**Job listing incomplete**  
You have completed 7 of 13 sections.

**Add the job title**

[Job title and reference number](#) **COMPLETED**

**Add the details of the job**

[About the job and pay](#) **COMPLETED**

[Location](#) **COMPLETED**

[Contact details and closing date](#) **COMPLETED**

**Add the job overview, job description and person specification**

[Job overview](#) **COMPLETED**

[Job description](#) **COMPLETED**

[Person specification](#) **COMPLETED**

**1** [Supporting information](#) **NOT STARTED**

**Add pre-application and additional application questions**

[Pre-application questions](#) **NOT STARTED**

[Additional application questions](#) **NOT STARTED**

**Add the internal documents**

[Internal documents](#) **NOT STARTED**

**Add the recruitment team**

[Recruitment team](#) **NOT STARTED**

**Add the Welsh (Cymraeg) translation for this advert**

[Welsh translation](#) **CANNOT START YET**

You need to complete all sections before you send it for approval.

**2** [Save and come back later](#)

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

## Do you want to add supporting information to the advert?

This page gives you instructions for how to confirm if you want to add any supporting information to the advert.

**Important:** You can add supporting documents and links to this advert. These could help applicants decide whether to apply.

To confirm if you want to add any supporting information to the advert, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Save and continue’ button.

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Create a job advert

### Do you want to add supporting information to the advert?

Training and Support Officer **DRAFT**

Reference no: T1111-22-8930

You can add supporting documents and links to this advert. These could help applicants decide whether to apply.

1  Yes  No

2 [Save and continue](#)

[Save and come back later](#)

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## Your advert's supporting information

This page gives you instructions for how to add supporting information to your advert.

To add supporting information to your advert, complete the following steps:

1. Select the '[Add from your organisation's library](#)' button (optional).
2. Select the '[Add new document](#)' button (optional).
3. Select the '[Add new link](#)' button (optional).

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Create a job advert

### Your Training and Support Officer advert's supporting information

Training and Support Officer DRAFT

Reference no: T1111-22-8930

1
Add from your organisation's library

#### Documents

You can add up to 4 documents to the job advert.

No documents have been added yet.

2
Add new document

#### Links

You can add up to 10 links to the job advert.

No links have been added yet.

3
Add new link

Save and continue

[Save and come back later](#)

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## Add from your organisation's library

This page gives you instructions for how to add supporting information from your organisation's library.

**Important:** You'll only see this page if you're adding supporting information from your organisation's library.

### Documents

This section gives you instructions for how to add a document from your organisation's library.

To add a document from your organisation's library, complete the following steps:

1. Select a document box (optional).
2. Select the 'Download document' link to view the document (optional).

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Create a job advert

## Add from your organisation's library

Training and Support Officer **DRAFT**

Reference no: T1111-22-8930

### Documents

Select up to 4 documents to add to the job advert

Select	Document	What you can do
<input type="checkbox"/>	Working for the NHSBSA	<a href="#">Download document (DOCX, 12 KB)</a>

Go to the [Links](#) page.

## Links

This section gives you instructions for how to add a link from your organisation's library.

To add a link from your organisation's library, complete the following steps:

3. Select a link box (optional).
4. Select a link to view the webpage link (optional).
5. Select the '[Save and continue](#)' button.

### Links

Select up to 10 links to add to the job advert

Select	Link	What you can do
3 <input type="checkbox"/>	Working for the NHSBSA	<a href="https://www.nhsbsa.nhs.uk/">https://www.nhsbsa.nhs.uk/</a> (opens in new tab) 4

[▼ Adding documents and links to your organisation's library](#)

Documents and links can be added to the organisation's library from the dashboard by users with access. If you do not have access, you'll need to contact a super user:

- NHS BSA Training
- Ashleigh
- NHSBSA Training
- Vasudev
- Jane
- Jen

5

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**Tip:** To find out which users from your organisation's account can do this, select the 'Adding document and links to your organisation's library'.

## Add a new supporting document to the advert

This page gives you instructions for how to add a new supporting document to the advert.

**Important:** You'll only see this page if you're adding a new document. You can add up to 4 documents. The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

In this example, the 'Training and Support Officer' document is selected for upload.

To add a new supporting document to the advert, complete the following steps:

1. Select the 'Choose file' button to find the file.
2. In the 'What do you want to call this document?' box, enter the details.
3. Select the 'Upload document' button.

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---

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Create a job advert

## Add a new supporting document to the advert

**Training and Support Officer** DRAFT

Reference no: T1111-22-8930

The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

1  Training an...Officer.docx

**What do you want to call this document?**

Use a name that applicants will understand. For example, Working for the London Ambulance Service

2

3 Upload document

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**Tip:** When completing step 2. Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

## Add a new supporting link to the advert

This page gives you instructions for how to add a new supporting link to the advert.

**Important:** You'll only see this page if you're adding a new link. You can add up to 10 links. When you add a URL, make sure you check the link works as expected. For example, <https://www.nhs.uk>

To add a new supporting link to the advert, complete the following steps:

1. In the **'What is the URL?'** box, enter the details.
2. In the **'What do you want to call this link?'** box, enter the details.
3. Select the **'Add link'** button.

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Create a job advert

### Add a new supporting link to the advert

**Training and Support Officer** DRAFT

Reference no: T1111-22-8930

**What is the URL?**

For example, <https://www.nhs.uk>

**1**

**What do you want to call this link?**

Use a name that applicants will understand. For example, Working for the London Ambulance Service.

**2**

**3** Add link

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**Tip:** When completing step 2. Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

## Manage the advert supporting information

This page gives you instructions for how to manage the advert supporting information.

To manage the advert supporting information, complete the following steps:

1. Select the '[Add from your organisation's library](#)' button (optional).
2. Select the document 'File name' to view the document (optional).
3. Select the document '[Change](#)' or 'Remove' link (optional).
4. Select the '[Add new document](#)' button (optional).
5. Select the 'URL' to view the webpage (optional).
6. Select the link '[Change](#)' or 'Remove' link (optional).
7. Select the '[Add new link](#)' button (optional).
8. Select the '[Save and continue](#)' button.

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Create a job advert

### Your Training and Support Officer advert's supporting information

Training and Support Officer DRAFT

Reference no: T1111-22-8930

1 Add from your organisation's library

#### Documents

You can add up to 4 documents to the job advert.

Name	Document	What you can do
Training and Support Officer	<a href="#">Training and Support Officer.docx (DOCX, 12 KB)</a>	<a href="#">Change</a> or <a href="#">Remove</a>

4 Add new document

#### Links

You can add up to 10 links to the job advert.

Name	URL	What you can do
Working for the NHS	<a href="https://www.nhs.uk">https://www.nhs.uk (opens in new tab)</a>	<a href="#">Change</a> or <a href="#">Remove</a>

7 Add new link

8 Save and continue

[Save and come back later](#)

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## Check and save your supporting information

This page gives you instructions for how to check and save your supporting information.

To check, change and save the supporting information, complete the following steps:

1. Select a 'Change' link (optional):
  - ['Do you want to add supporting information to the advert?'](#)
  - ['Supporting documents'](#)
  - ['Supporting links'](#)
2. Select the ['Save and continue'](#) button.


You're viewing NHS BSA Training

Signed in as NHSBSA Training
Sign Out

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

Create a job advert

### Check and save the supporting information

Do you want to add supporting information to the advert?	Yes	<a href="#">Change</a>
Supporting documents	Training and Support Officer	<a href="#">Change</a>
Supporting links	Working for the NHS	<a href="#">Change</a>

2

Save and continue

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## You've completed the supporting information

This page shows confirmation you've completed the supporting information section.

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

To go to a new 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.

**NHS** Jobs

You're viewing NHSBSA MW UAT [Change](#)  
Signed in as Michael Wardman [Sign Out](#)

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

NHSBSA MW UAT  
**Training and Support Officer job listing**

**DRAFT**  
Reference no: A0201-22-4879

**Job listing incomplete**  
You have completed 8 of 13 sections.

**Add the job title**

[Job title and reference number](#) **COMPLETED**

**Add the details of the job**

[About the job and pay](#) **COMPLETED**  
[Location](#) **COMPLETED**  
[Contact details and closing date](#) **COMPLETED**

**Add the job overview, job description and person specification**

[Job overview](#) **COMPLETED**  
[Job description](#) **COMPLETED**  
[Person specification](#) **COMPLETED**  
[Supporting information](#) **COMPLETED**

**Add pre-application and additional application questions**

**1** [Pre-application questions](#) **NOT STARTED**  
**1** [Additional application questions](#) **NOT STARTED**

**Add the internal documents**

**1** [Internal documents](#) **NOT STARTED**

**Add the recruitment team**

**1** [Recruitment team](#) **NOT STARTED**

**Add the Welsh (Cymraeg) translation for this advert**

[Welsh translation](#) **CANNOT START YET**

You need to complete all sections before you send it for approval.

**2** [Save and come back later](#)

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**Tip:** 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 advert and reached the end of this user guide.