

## How to create a job listing – Add the job title and reference number in NHS Jobs user guide

This guide gives you instructions for how to add the job title and reference number when creating a job listing in the NHS Jobs service.

To create a job listing, you'll need to add the job title and reference number.

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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## Create a job listing

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

To create a job listing, complete the following step:

1. Select the [‘Create a job listing’](#) button.

The screenshot shows the NHSBSA MW UAT Jobs dashboard. 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 MW UAT' with a 'Change' link, and 'Signed in as Michael Wardman' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A blue banner with 'BETA' and the text 'Your feedback will help us to improve this service.' is visible. The main content area is titled 'NHSBSA MW UAT Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays a table of tasks by stage with progress bars:

Stage	Count	Progress
<a href="#">Draft</a>	27 - on track 23, overdue 4	Progress bar (mostly green, some red)
<a href="#">Approvals</a>	2 - on track 0, due 1, overdue 1	Progress bar (mostly grey, some red)
<a href="#">Published</a>	4	Progress bar (mostly green)
<a href="#">Shortlisting</a>	22 - on track 11, overdue 11	Progress bar (mostly green, some red)
<a href="#">Interviews</a>	10 - on track 0, overdue 10	Progress bar (mostly red)

On the right side of the dashboard, there is a 'What you can do' section with three buttons: 'Create a job listing' (highlighted with a yellow circle and the number 1), 'Search for a listing', and 'Search for an applicant'. Below this is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Welsh listings', and 'Moving applicants to other accounts'.

**Tip:** To find out how to reuse a published job listing, go to the **‘How to reuse a published job listing in NHS Jobs’** user guide or video in the **‘Manage a job listing’** section of the [‘Help and support for employers’](#) webpage.

## Create a job listing information

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

**Important:** You'll need to create a job listing and publish the job advert using the NHS Jobs online service.

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

1. Select the '[Start](#)' 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 listing

Use this service to create a job listing and publish the job advert.

To create the listing, you'll enter details about the job, such as:

- the job title
- why you're advertising the role
- the type of contract
- the working pattern
- the pay
- where the job will be based

You should have the relevant information with you as you create the listing. You'll also be able to view the advert and make any changes you need to, before you publish it.

**1** [Start](#)

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

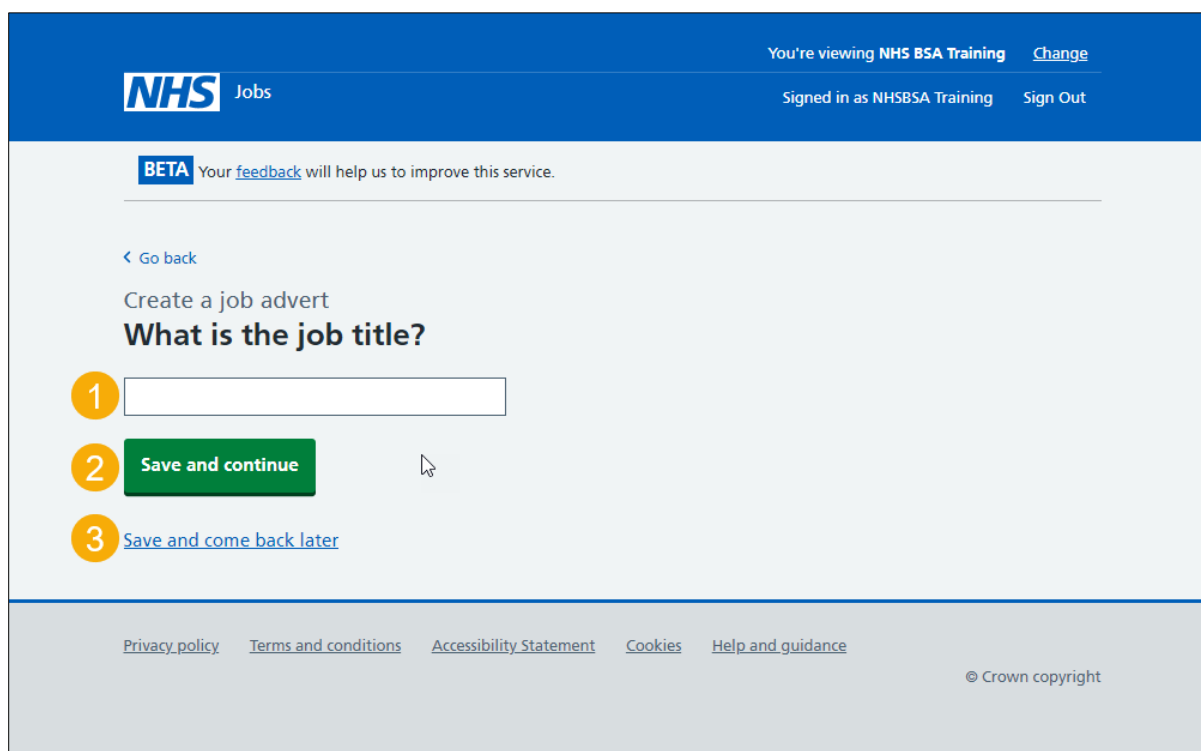
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## What is the job title?

This page gives you instructions for how to confirm the job title.

To confirm the job title, complete the following steps:

1. In the **Job title** box, enter the details.
2. Select the [‘Save and continue’](#) button.  
or
3. Select the [‘Save and come back later’](#) link (optional).



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 NHS BSA Training' and 'Signed in as NHSBSA Training' on the right. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Create a job advert' followed by 'What is the job title?'. Below this, there are three numbered steps: 1. A text input field for the job title. 2. A green 'Save and continue' button. 3. A blue link 'Save and come back later'. 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'.

**Tip:** To visit the previous page, select the [‘< Go back’](#) link.

If you select the [‘Save and come back later’](#) link, you’ve reached the end of this user guide.

## Would you like to change the reference number?

This page gives you instructions for how to confirm if you would like to change the reference number.

To confirm if you would like to change the reference number, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Continue’ 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 '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' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area is titled 'Create a job advert' and 'Would you like to change the reference number?'. Below the title, it says 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. There are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons is a green 'Continue' button. 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'.

## What is the new reference number?

This page gives you instructions for how to confirm the new reference number.

**Important:** You'll only see this page if you're changing the reference number. The original reference number is shown in the reference number box. You'll need to replace this with the new reference number. The reference number must be 15 characters or less and can only contain numbers, letters, or hyphens.

To confirm the new reference number, complete the following steps:

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

The screenshot displays the NHS Jobs interface for editing a job advert. At the top, the NHS logo and 'Jobs' are on the left, while 'You're viewing NHS BSA Training' and 'Change' are on the right. Below the header, a blue bar contains 'Signed in as NHSBSA Training' and 'Sign Out'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area shows a 'Go back' link, 'Create a job advert', and the title 'What is the new reference number?'. The job title is 'Training and Support Officer' with a 'DRAFT' status. The current reference number is 'T1111-23-9573'. A text input field is pre-filled with 'T1111-23-9573' and is highlighted with a yellow circle and the number '1'. Below the input field is a green 'Save and continue' button highlighted with a yellow circle and the number '2'. A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

## Check and save the job title and reference number

This page gives you instructions for how to check and save the job title and reference number.

To check, change and save the job title and reference number, complete the following steps:

1. Select a 'Change' link (optional):
  - '[Job title](#)'
  - '[Reference number](#)'
2. Select the '[Save and continue](#)' 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 Business Services Authority' with a 'Change' link on the right. Below the header, it says 'Signed in as NHS BSA Training' 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 is titled 'Create a job advert' and 'Check and save the job title and reference number'. It displays two rows of information: 'Job title' with the value 'Training and Support Officer' and a 'Change' link; and 'Reference number' with the value 'A0090-22-6375' and a 'Change' link. A yellow circle with the number '1' is positioned to the right of the 'Change' link for the reference number. Below this, there is a green button labeled 'Save and continue' with a yellow circle and the number '2' to its left. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.



## You've completed the job title and reference number

This page shows confirmation you've completed the job title and reference number section.

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

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 go to the next 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.

The screenshot shows the NHS Jobs interface for a 'Training and Support Officer' job listing. At the top, it indicates the user is signed in as Michael Wardman. The page title is 'Training and Support Officer job listing' and it is currently in 'DRAFT' status with reference number A0201-22-4879. A progress indicator shows 'Job listing incomplete' with 1 of 13 sections completed. The 'Job title and reference number' section is highlighted as 'COMPLETED'. Other sections are marked as 'NOT STARTED' and are numbered 1, indicating they are the next steps. At the bottom, there is a 'Save and come back later' link marked with a 2. The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice for Crown copyright.

**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 title and reference number and reached the end of this user guide.