How to create a job listing – Add the recruitment team in NHS Jobs user guide

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

To add the recruitment team, you'll need to:

- assign the recruiting manager
- assign the recruitment administrator (optional)
- manage any approvers (optional)
- assign the department (optional)
- assign the shortlisting lead
- manage the shortlisting panel (optional)
- choose online or offline shortlisting

To add a user to your recruitment team, they must have an account in your organisations 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

Add the recruitment team

This page gives you instructions for how to add the recruitment team to your job 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 add the recruitment team to your job listing, complete the following step:

1. Select the 'Recruitment team' link.

Are you the recruiting manager for this listing?

This page gives you instructions for how to confirm if you're the recruiting manager for this listing.

To confirm if you're the recruiting manager for this listing, 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

Are you the recruiting manager for this listing?

Training and Support Officer DRAFT

Reference no: A0090-22-1950

1 ◯ Yes   ◯ No

2 **Save and continue**

Save and come back later

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Who do you want to add as the recruiting manager?

This page gives you instructions for how to confirm who you want to add as the recruiting manager.

Important: You'll only see this page if you're not the recruiting manager for this listing. If the person you want is not on the list, you need to contact a super user for your organisation.

To confirm who you want to add as the recruiting manager, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '<u>Save and continue</u>' button.
   or
3. Select 'The person I want is not on the list' link.

Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

Do you know who the recruitment administrator will be for this listing?

This page gives you instructions for how to confirm if you know who the recruitment administrator will be for this listing.

To confirm if you know who the recruitment administrator will be for this listing, 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 know who the recruitment administrator will be for this listing?

Training and Support Officer DRAFT

Reference no: A0090-22-1950

1 ◯ Yes   ◯ No

2 **Save and continue**

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Who do you want to add as the recruitment administrator?

This page gives you instructions for how to confirm who you want to add as the recruitment administrator.

<mark>Important:</mark> You'll only see this page if you're adding the recruitment administrator for this listing. If the person you want is not on the list, you need to contact a super user for your organisation.

To confirm who you want to add as the recruitment administrator, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '<u>Save and continue</u>' button.
   or
3. Select 'The person I want is not on the list' link.

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Create a job advert
Who do you want to add as the recruitment administrator?

Training and Support Officer DRAFT

Reference no: T1111-22-1234

To mark as unassigned, search for 'unassigned'

1 [   ]

3 ▼ <u>The person I want is not on the list</u>

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue]

<u>Save and come back later</u>

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<mark>Tip:</mark> Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

If you're using online approvals, go to the '<u>Approvers</u>' page.

If you're not using online approvals, go to the '<u>Departments</u>' page.

How do you want the approvers to approve your job listings?

This page gives you instructions for how to confirm how you want the approvers to approve your job listings.

Important: You'll only see this page if you're using online approvals in your organisation's account. You can select 'All at the same time' for all approvers to approve the listing at the same time. You can select 'In a set order' for approvers to approve the listing in the order that you decide.

To confirm how you want the approvers to approve your job listings, complete the following steps:

1. Select an answer.
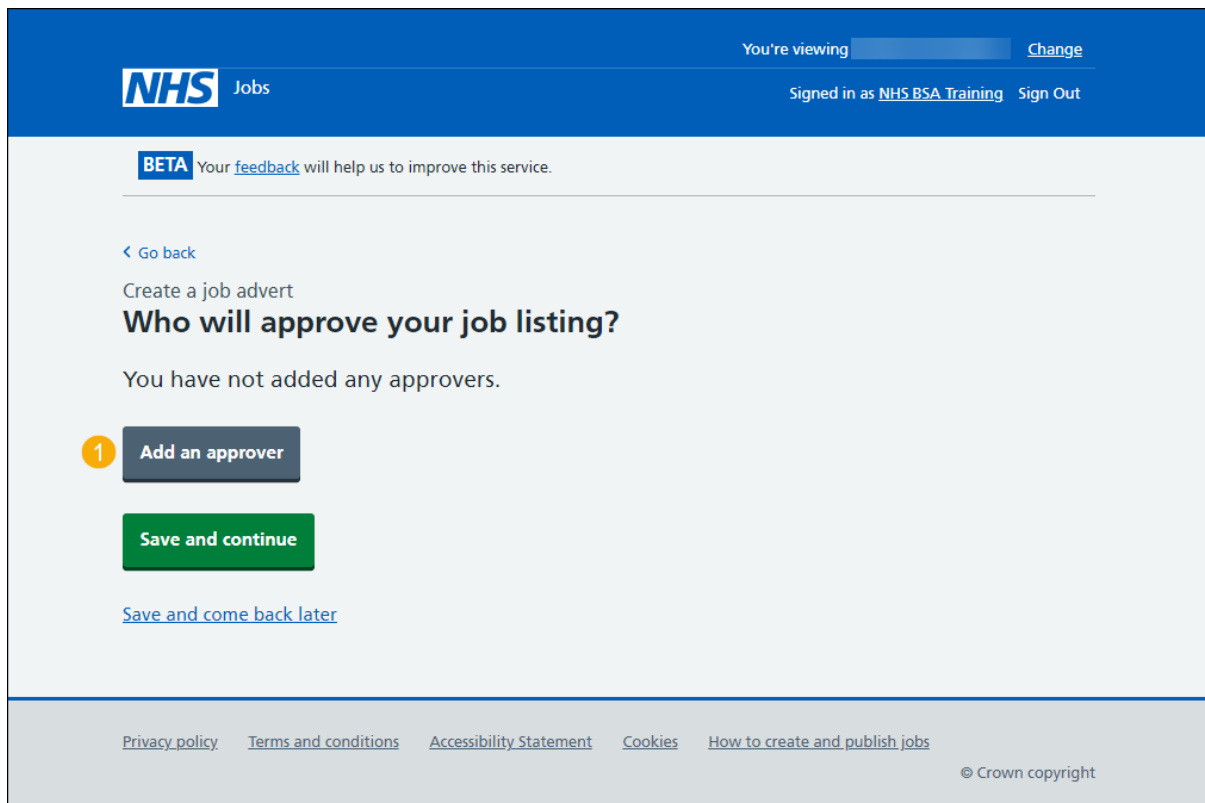2. Select the 'Save and continue' button.

Who will approve your job listing?

This page gives you instructions for how to confirm who will approve your job listing.

Important: You'll only see this page if you're using online approvals in your organisation's account.

To confirm who will approve your job listing, complete the following steps:

1. Select the 'Add an approver' button.

Who do you want to add as an approver?

This page gives you instructions for how to confirm who you want to add as an approver.

Important: You'll only see this page if you're using online approvals in your organisation's account. If the person you want is not on the list. You need to contact a super user for your organisation.

To confirm who you want to add as an approver, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the 'Save and continue' button.
   or
3. Select 'The person I want is not on the list' link.

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Create a job advert

Who do you want to add as the approver?

Who do you want to add as the approver?

1

3 ▼ The person I want is not on the list

To get someone added to the list you need to contact a super user for your organisation.

2 **Save and continue**

Save and come back later

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Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

Manage your approvers

This page gives you instructions for how to manage your approvers.

<mark>Important:</mark> You'll only see this page if you're using online approvals in your organisation's account. All approvers need to approve your listing in NHS Jobs before you can publish it.

To manage your approvers, complete the following steps:

1. Select the '<u>Remove</u>' link (optional).
2. Select the '<u>Add an approver</u>' button (optional).
3. Select the '<u>Save and continue</u>' button.

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Create a job advert

Who will approve your job listing?

All approvers need to approve your listing in NHS Jobs before you can publish it.

1   Ashleigh   Training and Support Officer   Remove   **1**

2 Add an approver

3 Save and continue

Save and come back later

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Select the department for the listing

This page gives you instructions for how to select the department for the listing.

<mark>Important:</mark> You'll only see this page if you're using departments in your organisation's account. If the person you want is not on the list. You need to contact a super user for your organisation.

To select the department for the listing, complete the following steps:

1. Select an option.
2. Select the 'Save and continue' button.
   or
3. Select 'The department I want is not on the list' link.

If you're not using departments, go to the 'Will you be the shortlisting lead?' page.

Will you be the shortlisting lead?

This page gives you instructions for how to confirm if you will be the shortlisting lead.

To confirm if you will be the shortlisting lead, 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
Will you be the shortlisting lead?

1 ◯ Yes   ◯ No

2 **Save and continue**

Save and come back later

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Who do you want to add as the shortlisting lead?

This page gives you instructions for how to confirm who you want to add as the shortlisting lead.

<mark>Important:</mark> You'll only see this page if you're not the shortlisting lead for the listing. If the person you want is not on the list. You need to contact a super user for your organisation.

To confirm who you want to add as the shortlisting lead, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '<u>Save and continue</u>' button.
   or
3. Select 'The person I want is not on the list' link.

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Create a job advert
Who do you want to add as the shortlisting lead?

Training and Support Officer DRAFT

Reference no: T1111-22-8270

1. [   ]

3. ▼ <u>The person I want is not on the list</u>

To get someone added to the list you need to contact a super user for your organisation.

2. **Save and continue**

<u>Save and come back later</u>

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<mark>Tip:</mark> Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

Do you want to add more people to the shortlisting panel?

This page gives you instructions for how to confirm if you want to add more people to the shortlisting panel.

<mark>Important:</mark> You cannot change this decision once this job listing is published.

To confirm if you want to add more people to the shortlisting panel, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
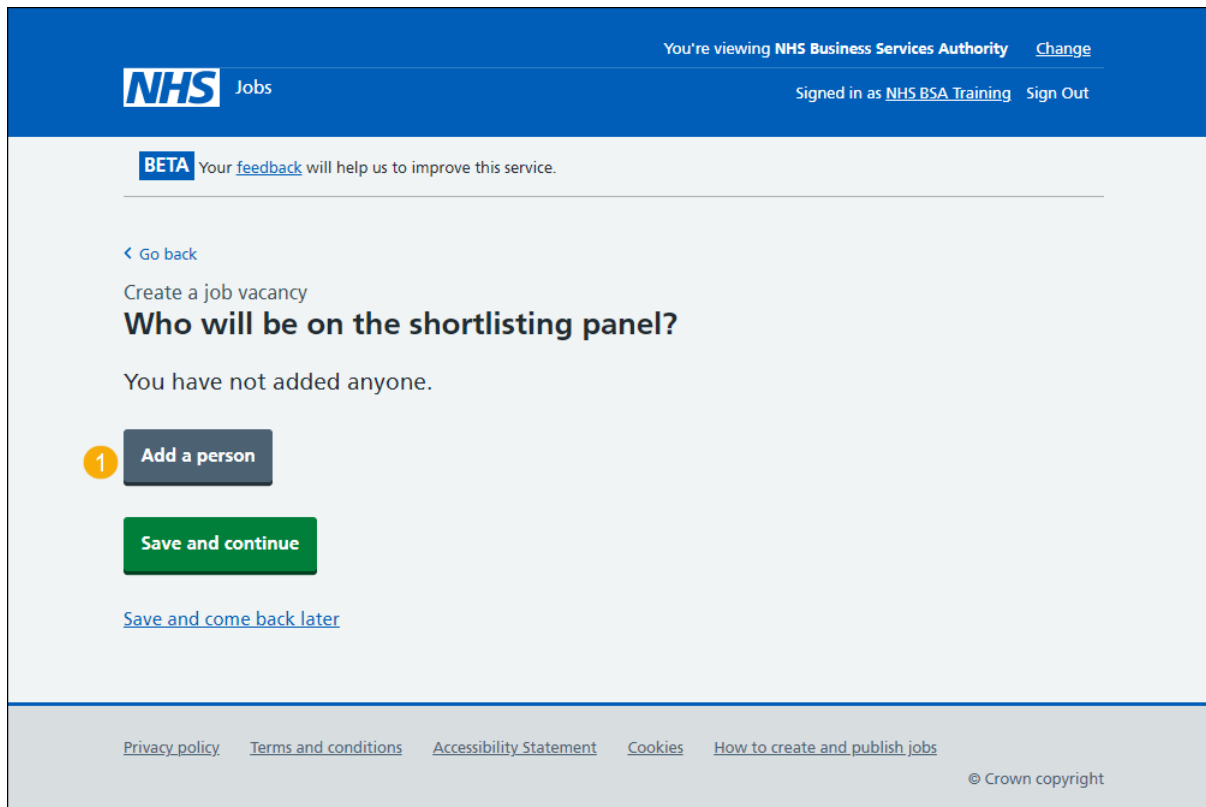2. Select the 'Save and continue' button.

Who will be on the shortlisting panel?

This page gives you instructions for how to confirm who will be on the shortlisting panel.

Important: You'll only see this page if you're adding more people to the shortlisting panel.

To confirm who will be on the shortlisting panel, complete the following steps:

1. Select the 'Add a person' button.

Who do you want to add to the shortlisting panel?

This page gives you instructions for how to confirm who you want to add to the shortlisting panel.

Important: You'll only see this page if you're adding more people to the shortlisting panel. If the person you want is not on the list. You need to contact a super user for your organisation.

To confirm who you want to add to the shortlisting panel, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the 'Save and continue' button.
   or
3. Select 'The person I want is not on the list' link.

Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

Manage your shortlisting panel

This page gives you instructions for how to manage your shortlisting panel.

Important: You can add up to 10 people to a shortlisting panel.

To manage your shortlisting panel, complete the following steps:

1. Select the 'Remove' link (optional).
2. Select the 'Add a person' button (optional).
3. Select the 'Save and continue' button.

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Create a job vacancy

Who will be on the shortlisting panel?

You can add up to 10 people.

Remove **1**

2 Add a person

3 Save and continue

Save and come back later

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How do you want to do your shortlisting?

This page gives you instructions to confirm how you want to do your shortlisting.

Important: You can select 'Online using NHS Jobs' to score your applications by ticking a box next to the criteria you listed in your person specification. You can select 'Offline on paper' to print your applications and score them manually against the criteria you listed in your person specification. You cannot change your decision once the job is published.

To confirm how you want to do your shortlisting, complete the following steps:

1. Select an answer.
2. Select the 'Save and continue' button.

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Create a job advert
How do you want to do your shortlisting?

Training and Support Officer DRAFT

Reference no: A0090-22-1950

You cannot change this decision after you publish the advert.

○ **Online using NHS Jobs**
Score your applications by ticking a box next to the criteria you listed in your person specification.

○ **Offline on paper**
Print your applications and score them manually against the criteria you listed in your person specification.

Save and continue

Save and come back later

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Check and save the recruitment team

This page gives you instructions for how to check and save the recruitment team.

To check, change and save the recruitment team, complete the following steps:

1. Select a 'Change' link (optional):
   - 'Recruiting manager'
   - 'Recruitment administrator'
   - 'Approval method'
   - 'Approvers'
   - 'Department'
   - 'Shortlisting lead'
   - 'Are there additional people on the shortlisting panel?'
   - 'Shortlisting method'
2. Select the 'Save and continue' button.

You're viewing NHSBSA MW UAT   Change

NHS Jobs   Signed in as Michael Wardman   Sign Out

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Create a job advert
Check and save the recruitment team

Recruiting manager	Michael Wardman (Super User)	Change **1**
Recruitment administrator		Change **1**
Approval Method	All at the same time	Change **1**
Approvers	Michael Wardman (Recruitment Administrator)	Change **1**
Department	Unassigned	Change **1**
Shortlisting lead	Michael Wardman (Super User)	Change **1**
Are there additional people on the shortlisting panel?	Yes	Change **1**
Shortlisting panel	Michael Wardman (Team Manager)	Change **1**
Shortlisting method	Online using NHS Jobs	Change **1**

2 Save and continue

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You've completed the recruitment team

This page shows confirmation you've completed the recruitment team section.

<mark>Important:</mark> 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 a link to begin a section of the task list.
   or
2. Select the 'Save and come back later' link.

Tip: To find out how to create a job listing, go to a user guide or video from the '**Create and publish a job listing'** section of the '<u>Help and support for employers'</u> webpage.

You've added the recruitment team and reached the end of this user guide.