

How to manage departments in NHS Jobs user guide

This guide gives you instructions for how to manage departments in the NHS Jobs service.

You can use departments and users to organise your recruitment tasks.

In your organisations account, you can create, change, and delete a department and its users. To add a user to a department, they must have a user account in your organisation's 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

How to manage departments in NHS Jobs user guide	1
 Departments	3
 Add a new department.....	4
 What is the name of the department?	5
 Add a user to the department.....	6
 Who do you want to add to the department?.....	7
 Manage your departments	8
 Are you sure you want to remove the user from the department?	9
 Are you sure you want to delete the department?	10

Departments

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

Important: The employer dashboard is shown. You'll only see the 'Departments' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your departments, complete the following step:

1. Select the [Departments](#) link.

The screenshot displays the NHS Jobs dashboard for NHSBSA Lee UAT. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'NHSBSA Lee UAT Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The 'Tasks by stage' section includes a table with the following data:

Stage	Count	Progress
Draft	13	Progress bar (green)
Approvals	0	Progress bar (grey)
Published	1	Progress bar (green)
Shortlisting	27 - on track 26, overdue 1	Progress bar (green with red end)

The right sidebar contains 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' (highlighted with a yellow circle containing the number 1), and 'Criminal convictions and cautions'.

Add a new department

This page gives you instructions for how to add a new department.

Important: When you create a department, all users in it can view their own tasks and the tasks for their department.

To add a new department, complete the following step:

1. Select the '[Add a new department](#)' button.

NHS Jobs

You're viewing NHS Training and Support [Change](#)

Signed in as Liam.M1 [Sign Out](#)

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

[< Go back](#)

Manage account

Manage your departments

When you create a department, all users in it can view their own tasks and the tasks for the department.

1 [Add a new department](#)

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

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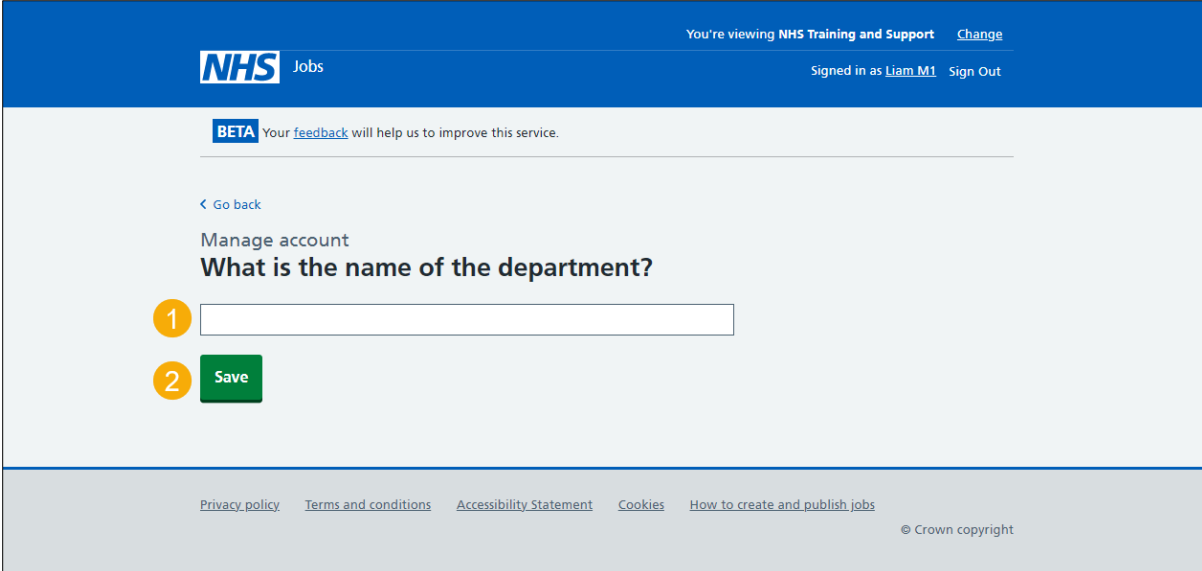
What is the name of the department?

This page gives you instructions for how to add the name of the department.

Important: This is what you'll see when selecting which department to use.

To add the name of the department, complete the following steps:

1. In the **Department name** box, enter the details.
2. Select the **'Save'** button.



The screenshot shows the NHS Jobs 'Manage account' page. 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 NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Manage account' followed by 'What is the name of the department?'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green 'Save' button with a '2' in a yellow circle next to it. 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'.

Add a user to the department

This page gives you instructions for how to add a user to the department.

Important: When you create a department, all users in it can view their own tasks and the tasks for their department.

To add a user to the department, complete the following steps:

1. Select the 'Change name' link (optional).
2. Select the '[Add a user to the department](#)' link.

Jobs

You're viewing Training Account 365

Signed in as Lee Mapes SU Sign Out

[Go back](#)

Manage account

Manage your departments

When you create a department, all users in it can view their own tasks and the tasks for the department.

NHS Jobs [Change name](#) 1

2 [Add a user to the NHS Jobs department](#)

Add a new department Delete a department

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

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Who do you want to add to the department?

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

Important: To get someone added to the list you need to contact a superuser for your organisation.

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

1. Select an option.
2. Select the [‘Save’](#) button.
- or
3. Select the ‘The person I want is not on the list’ link.


You're viewing **Training Account 365**

Signed in as Lee Mapes SU
Sign Out

[< Go back](#)

Manage account

Who do you want to add to the NHS Jobs department?

- Lee Mapes TM
Team Manager
- Lee Mapes RA
Recruitment Administrator
- Lee Mapes SU
Super User
- Lee Mapes
Backup SU

1

3 [▼ The person I want is not on the list](#)

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

2

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

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Tip: You can add one or more users to the department.

Manage your departments

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

Important: When you create a department, all users in it can view their own tasks and the tasks for their department. In this example, the user 'Lee Mapes' is added to your department.

To manage your departments, complete the following steps:

1. Select the '[Change name](#)' link (optional).
2. Select the '[Remove](#)' link (optional).
3. Select the '[Add a user to the department](#)' link.
4. Select the '[Add a new department](#)' button (optional).
5. Select the '[Delete a department](#)' button (optional).

The screenshot shows the 'Manage your departments' page in the NHS Jobs system. The page header includes the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT', 'Signed in as Lee Mapes', and 'Sign Out'. A 'BETA' banner is also present. The main content area shows a list of departments: 'NHS Jobs' and 'Lee Mapes'. The 'Change name' link for 'NHS Jobs' is marked with a yellow circle containing the number 1. The 'Remove' link for 'Lee Mapes' is marked with a yellow circle containing the number 2. Below the list, there is a link 'Add a user to the NHS Jobs department' marked with a yellow circle containing the number 3. At the bottom, there are two buttons: 'Add a new department' (green) marked with a yellow circle containing the number 4, and 'Delete a department' (dark grey) marked with a yellow circle containing the number 5. The page footer includes links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

If you don't want to do any of these tasks, you've reached the end of this user guide.

Are you sure you want to remove the user from the department?

This page gives you instructions to confirm if you're sure you want to remove the user from the department.

Important: You'll only see this page if you're removing a user from the department.

To confirm if you're sure you want to remove the user from the department, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save' button.

The screenshot shows the NHS Jobs user management interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Manage account' and asks 'Are you sure you want to remove Joe Bloggs3 from the NHS Jobs department?'. There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a green 'Save' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is at the bottom right.

If you don't want to remove the user from the department, you've reached the end of this user guide.

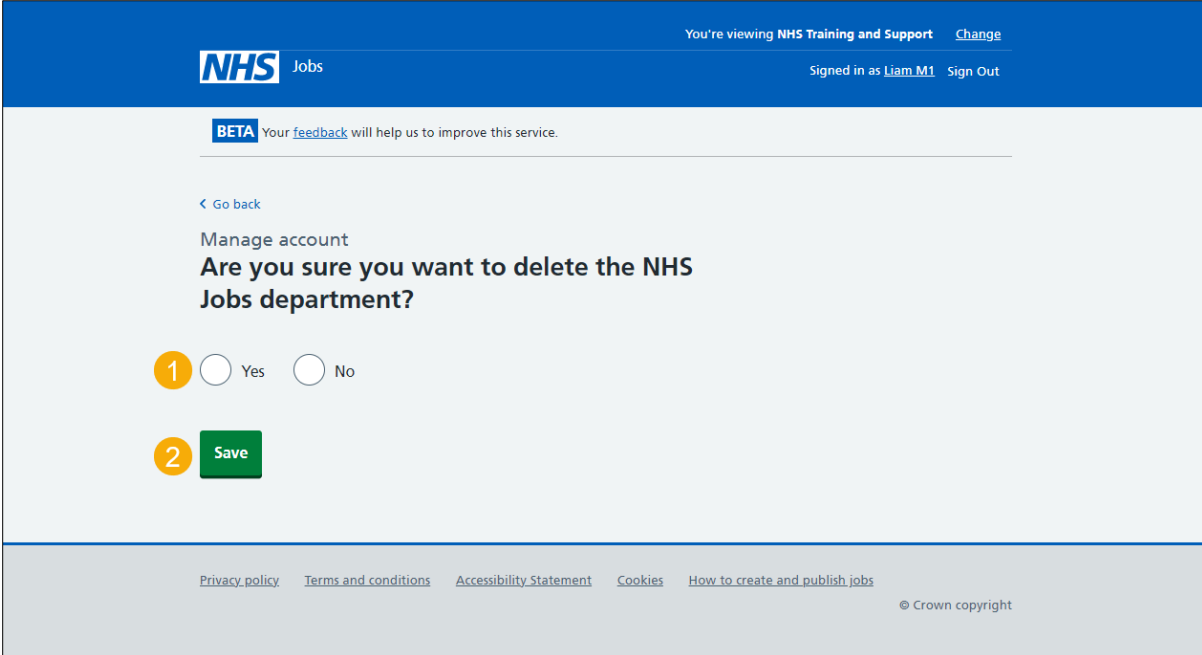
Are you sure you want to delete the department?

This page gives you instructions to confirm if you're sure you want to delete the department.

Important: You'll only see this page if you're deleting a department.

To confirm if you're sure you want to delete the department, complete the following steps:

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



The screenshot shows a web page with a blue header. On the left is the NHS logo and 'Jobs'. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header is a 'BETA' badge and a feedback message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area has the heading 'Manage account' followed by 'Are you sure you want to delete the NHS Jobs department?'. There are two radio buttons: 'Yes' (with a '1' in a yellow circle) and 'No'. Below the radio buttons is a green 'Save' button with a '2' in a yellow circle. 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 reached the end of this user guide.