How to manage the supporting information library in NHS Jobs user guide

This guide gives you instructions for how to manage your supporting information library in the NHS Jobs service.

You can add supporting documents and links to job adverts, job offers and contracts.

In your organisations account, you can add, change, and remove supporting documents and links from your library.

Once a document or link is added, it can be used by the applicable roles in your 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 the supporting information library in NHS Jobs user guide 1
Supporting information library 3
Your organisation's supporting information library 4
Do you want to add a document or link? 5
Add a supporting document 6
You have added a supporting document 7
Add a supporting link 8
You have added a supporting link 9
Manage your supporting information library 10
Change a supporting document 11
You have changed the supporting document details 12
Are you sure you want to remove the document? 13
You have removed the supporting document 14
Change a supporting link 15
You have changed the supporting link details 16
Are you sure you want to remove the link? 17
You have removed the supporting link 18

Copyright: © NHS Jobs

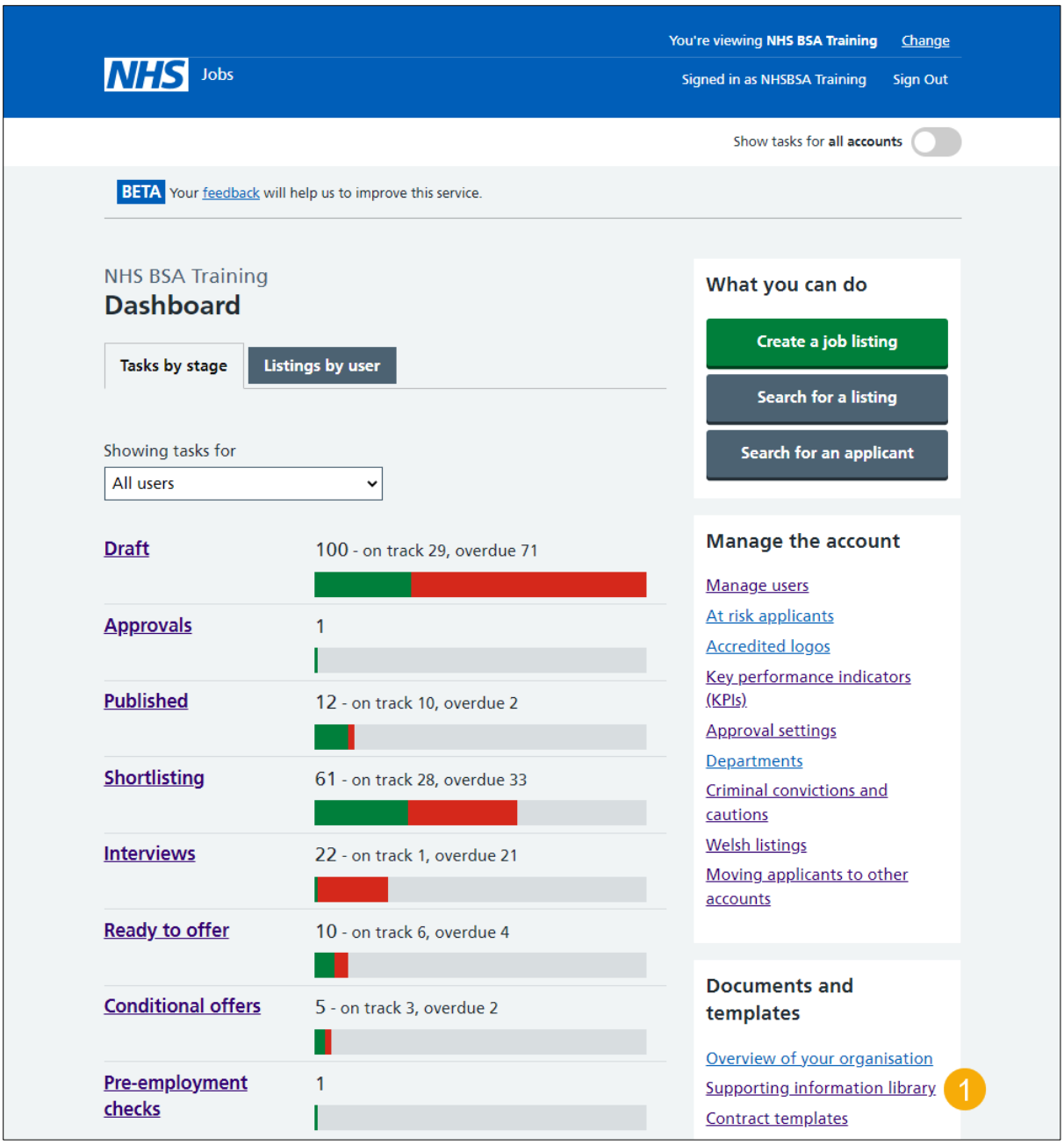
Supporting information library

This page gives you instructions for how to manage the supporting information library in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Supporting information library' link if you're an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' role for your organisations account.

To manage your supporting information library, complete the following step:

1. Select the 'Supporting information library' link.



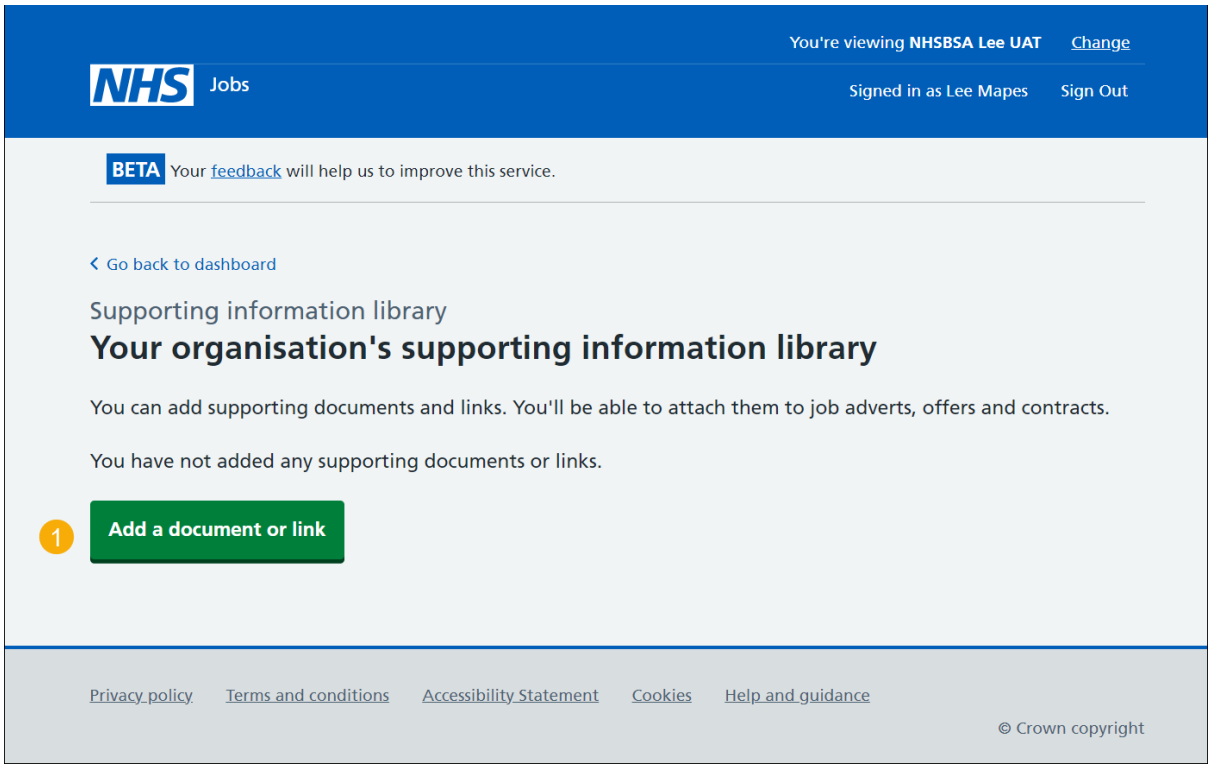
Copyright: © NHS Jobs

Your organisation's supporting information library

This page gives you instructions for how to add a supporting document or link.

To add a supporting document or link, complete the following step:

1. Select the '[Add a document or link]' button.



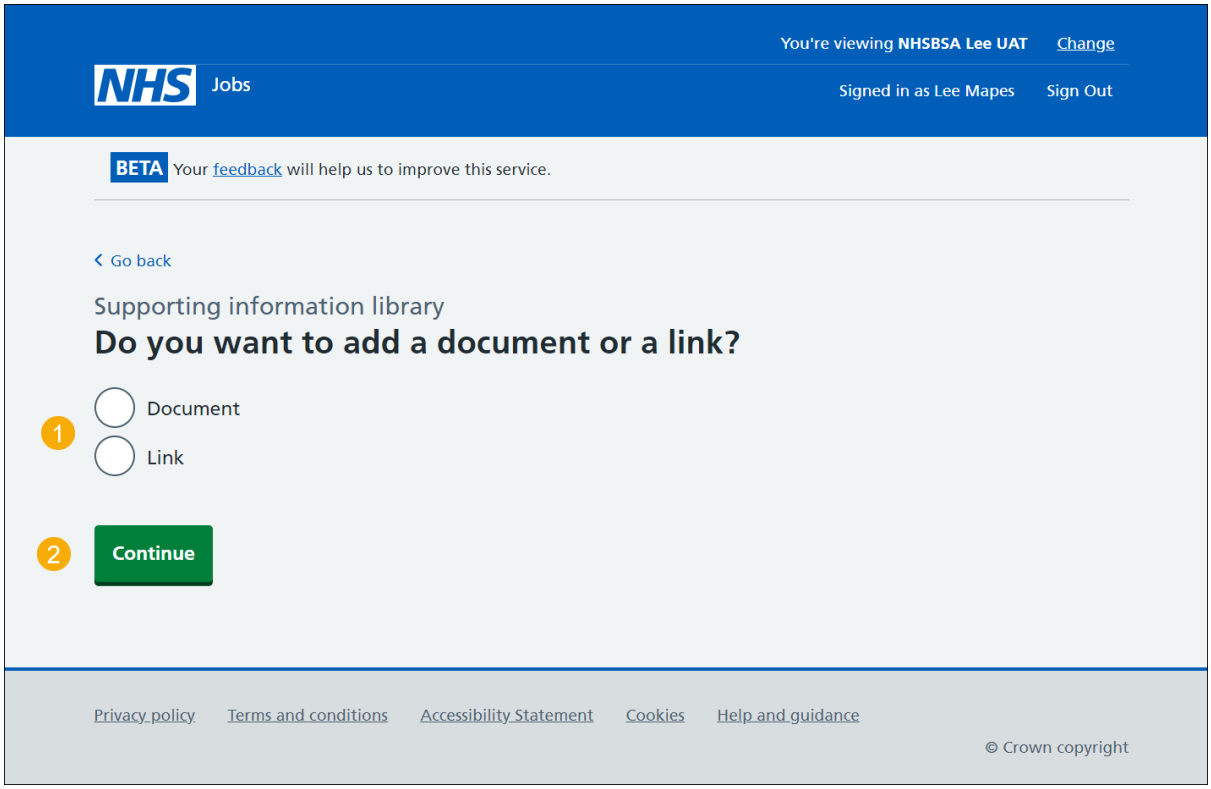
Copyright: © NHS Jobs

Do you want to add a document or link?

This page gives you instructions for how to confirm if you want to add a document or link.

To add a document or link, complete the following steps:

1. Select an answer:
   - ‘Document’
   - ‘Link’
2. Select the ‘Continue’ button.



Copyright: © NHS Jobs

Add a supporting document

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

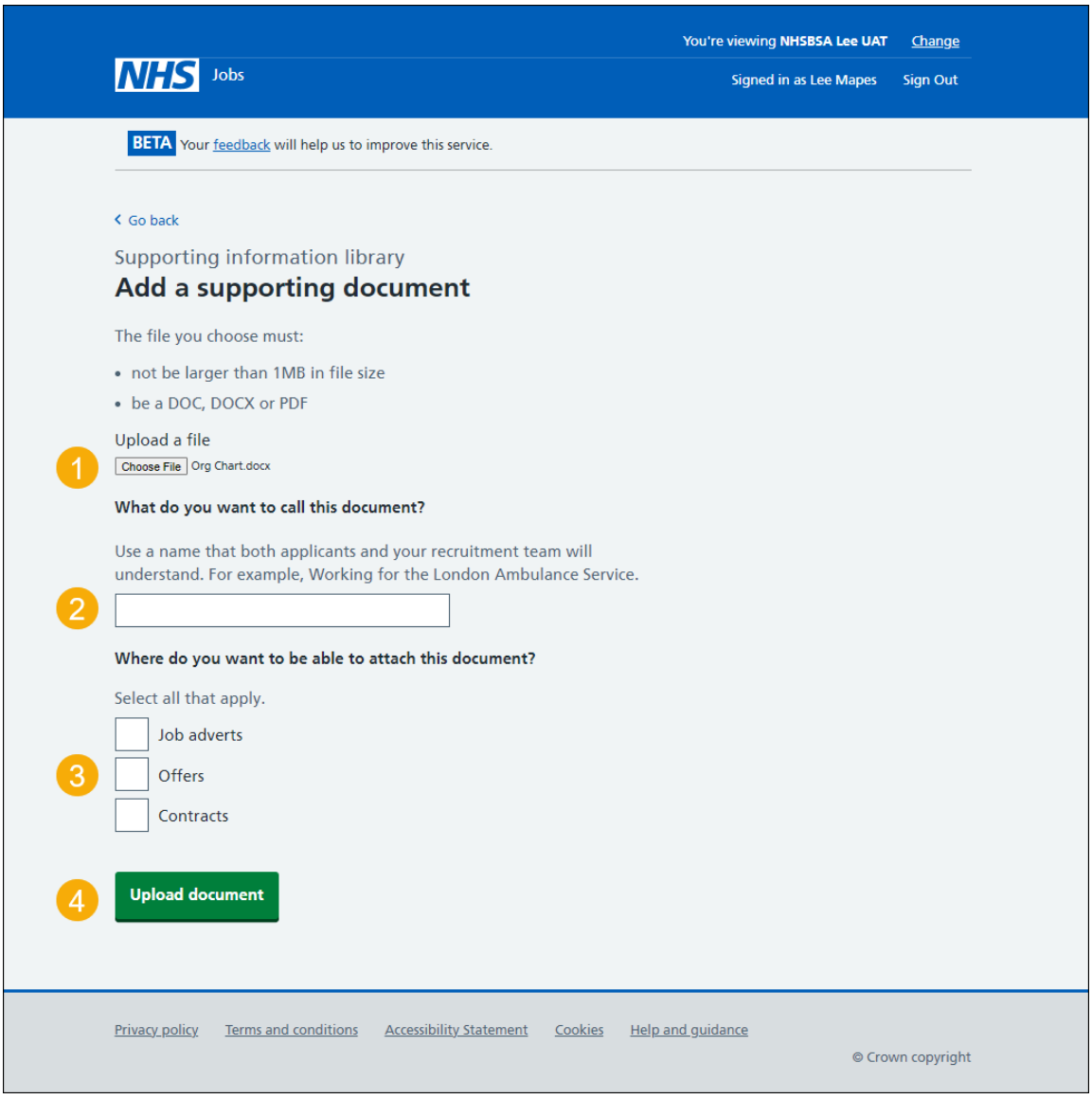
Important: You'll only see this page if you're adding a supporting document.

The file you choose must:

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

To add a supporting document, complete the following steps:

1. Select the 'Choose file' button.
2. In the **What do you want to call this document?** box, enter the details.
3. Select one or more options.
4. Select the 'Upload document' button.



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.

Copyright: © NHS Jobs

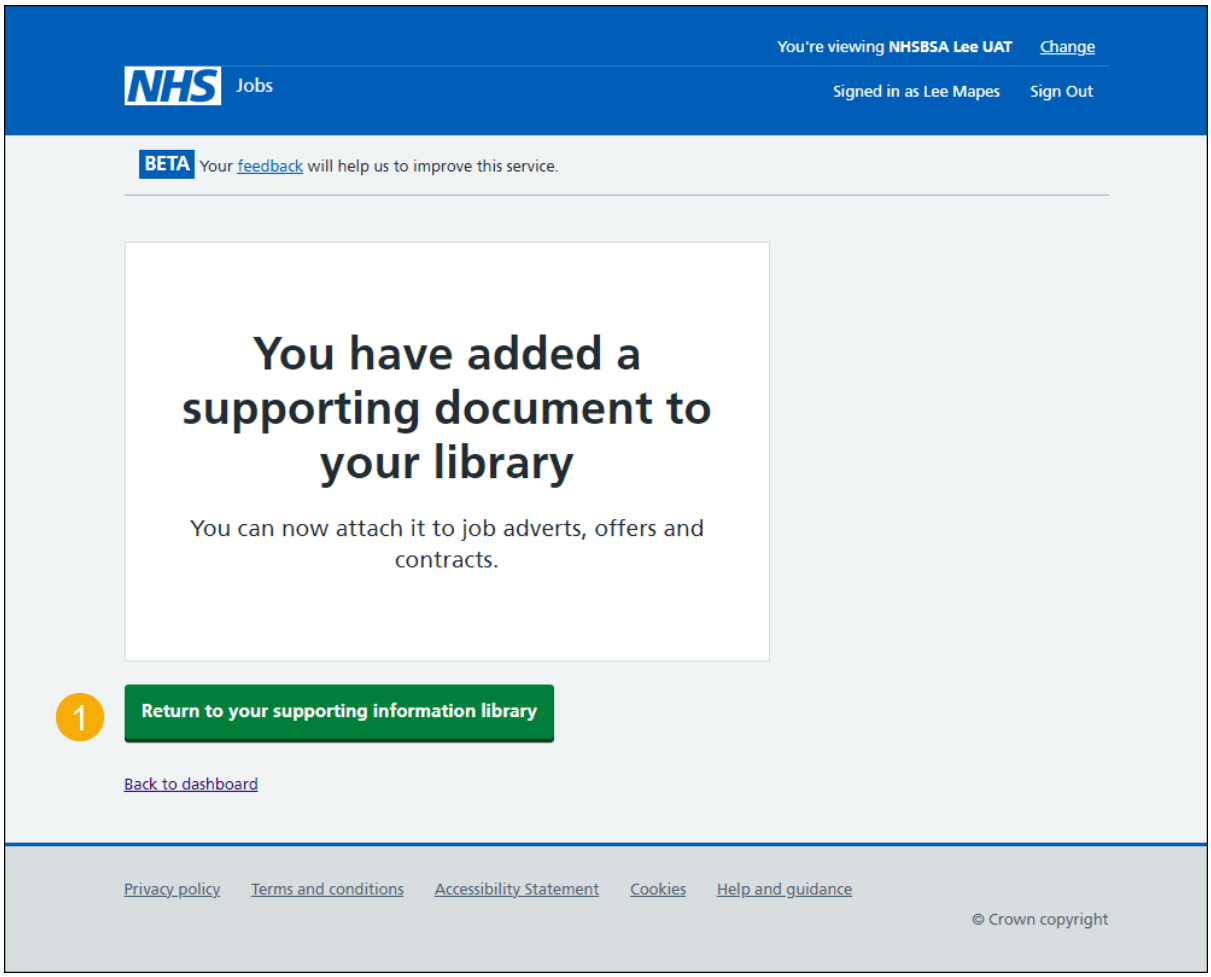
You have added a supporting document

This page shows confirmation you've added a supporting document to your library.

Important: You can now attach it to job adverts, job offers and contracts. Once a document is added, it can be used by the applicable roles in your organisation's account.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library]' button.



You've added a supporting document to your library and reached the end of this user guide.

Copyright: © NHS Jobs

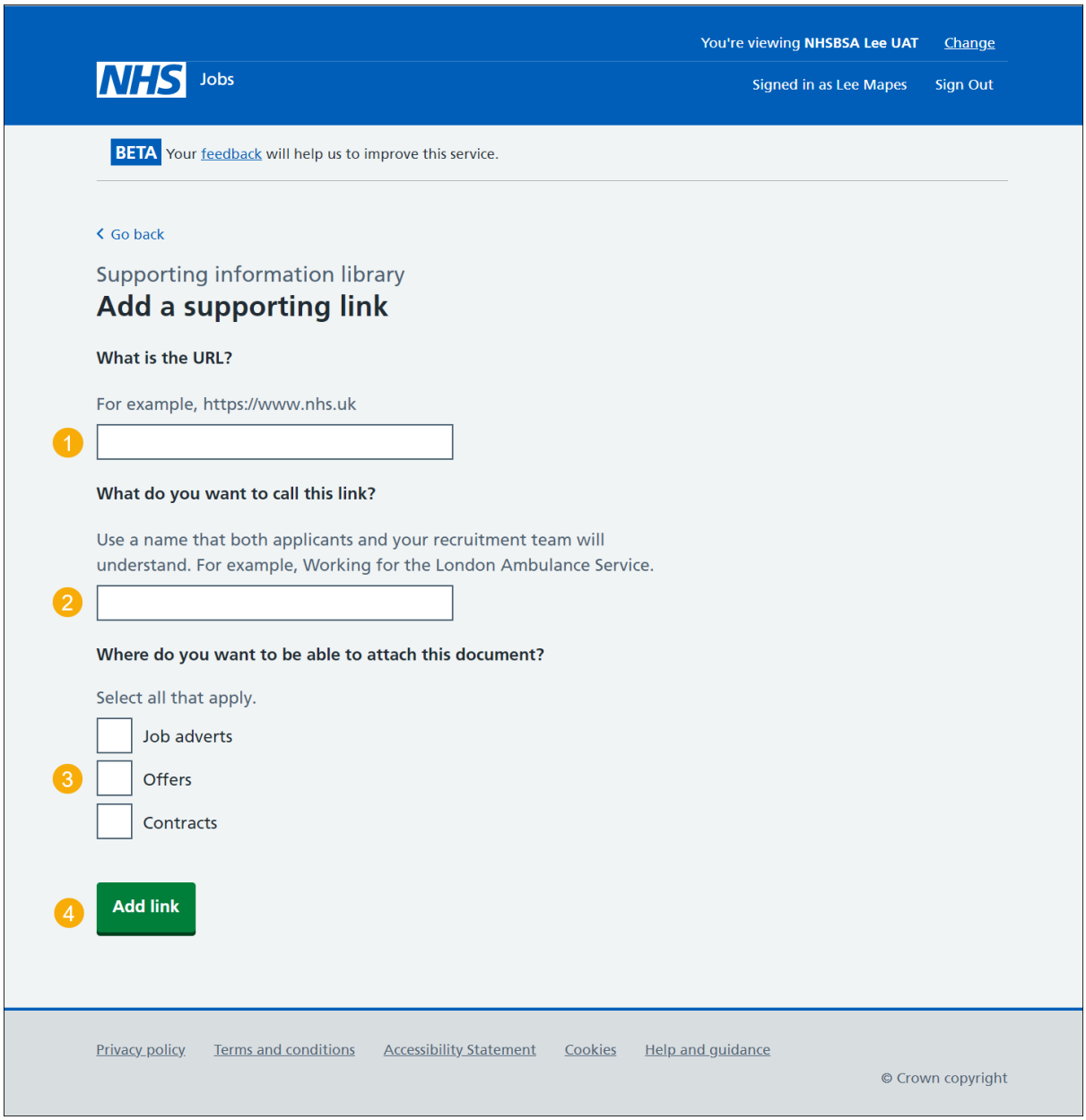
Add a supporting link

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

Important: You'll only see this page if you're adding a supporting link. When you add a URL, make sure you check the link works as expected. For example, https://www.nhs.uk

To add a supporting link, 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 one or more options.
4. Select the 'Add link' button.



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.

Copyright: © NHS Jobs

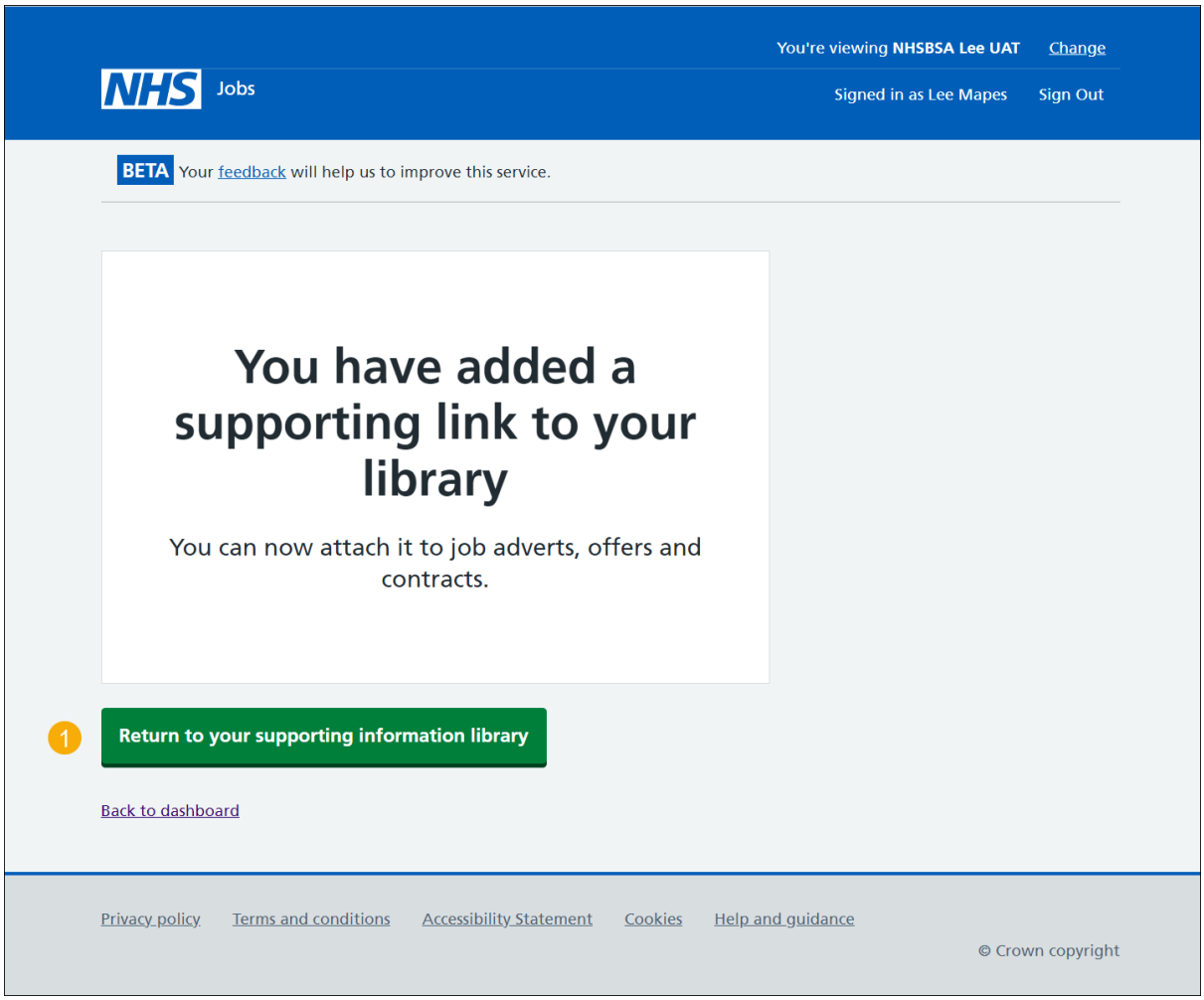
You have added a supporting link

This page shows confirmation you've added a supporting link to your library.

Important: You can now attach it to job offers, job adverts and contracts. Once a link is added, it can be used by the applicable roles in your organisation's account.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library]' button.



You've added a supporting link to your library and reached the end of this user guide.

Copyright: © NHS Jobs

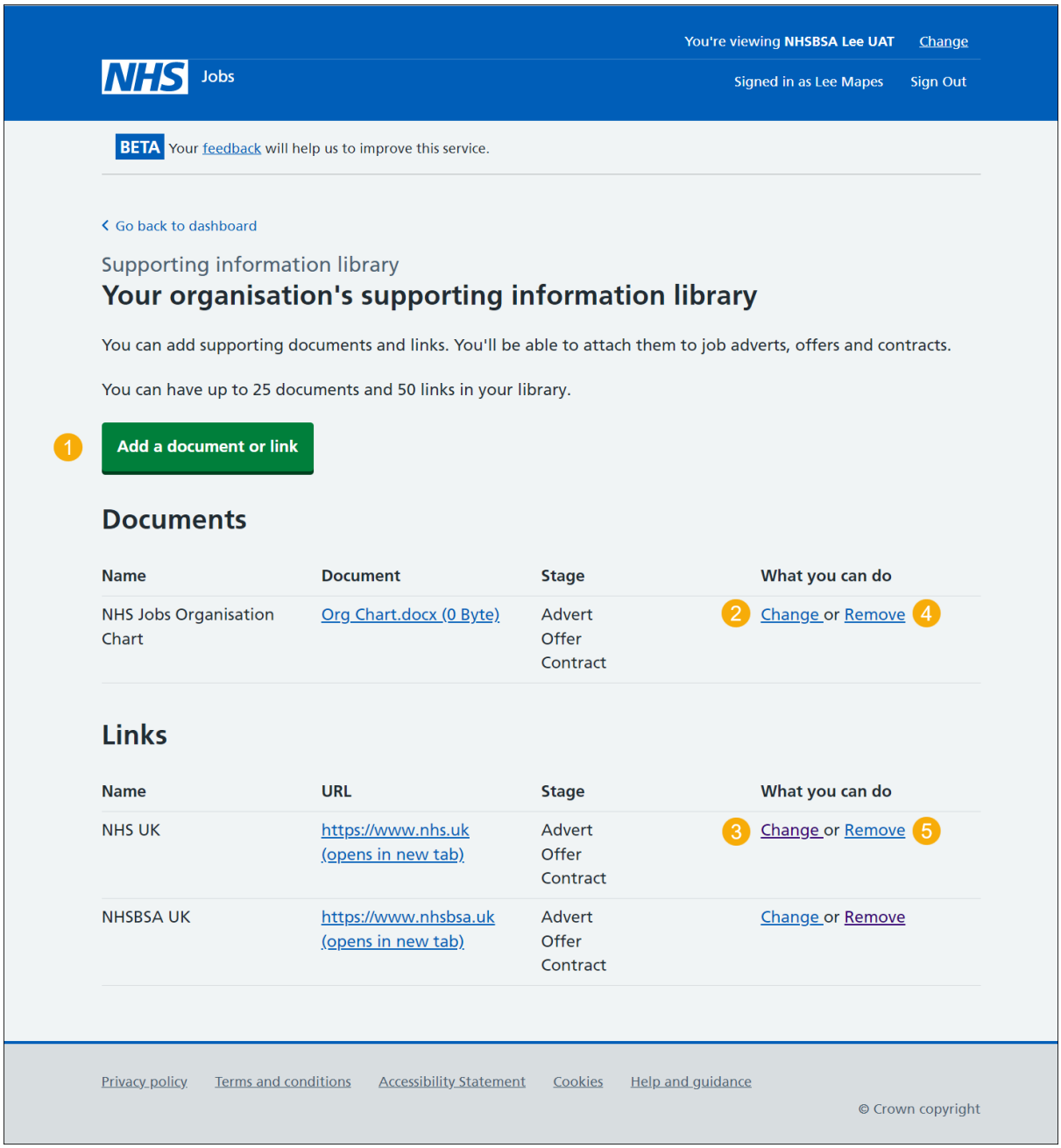
Manage your supporting information library

This page gives you instructions for how to manage your supporting information library.

Important: In this example, supporting documents and links have been added.

To manage your supporting documents and links, complete the following steps:

1. Select the 'Add a document or link' button (optional).
2. Select the 'Change' link to change a document (optional).
3. Select the 'Change' link to change a link (optional).
4. Select this 'Remove' link to remove a document (optional).
5. Select this 'Remove' link to remove a link (optional).



Copyright: © NHS Jobs

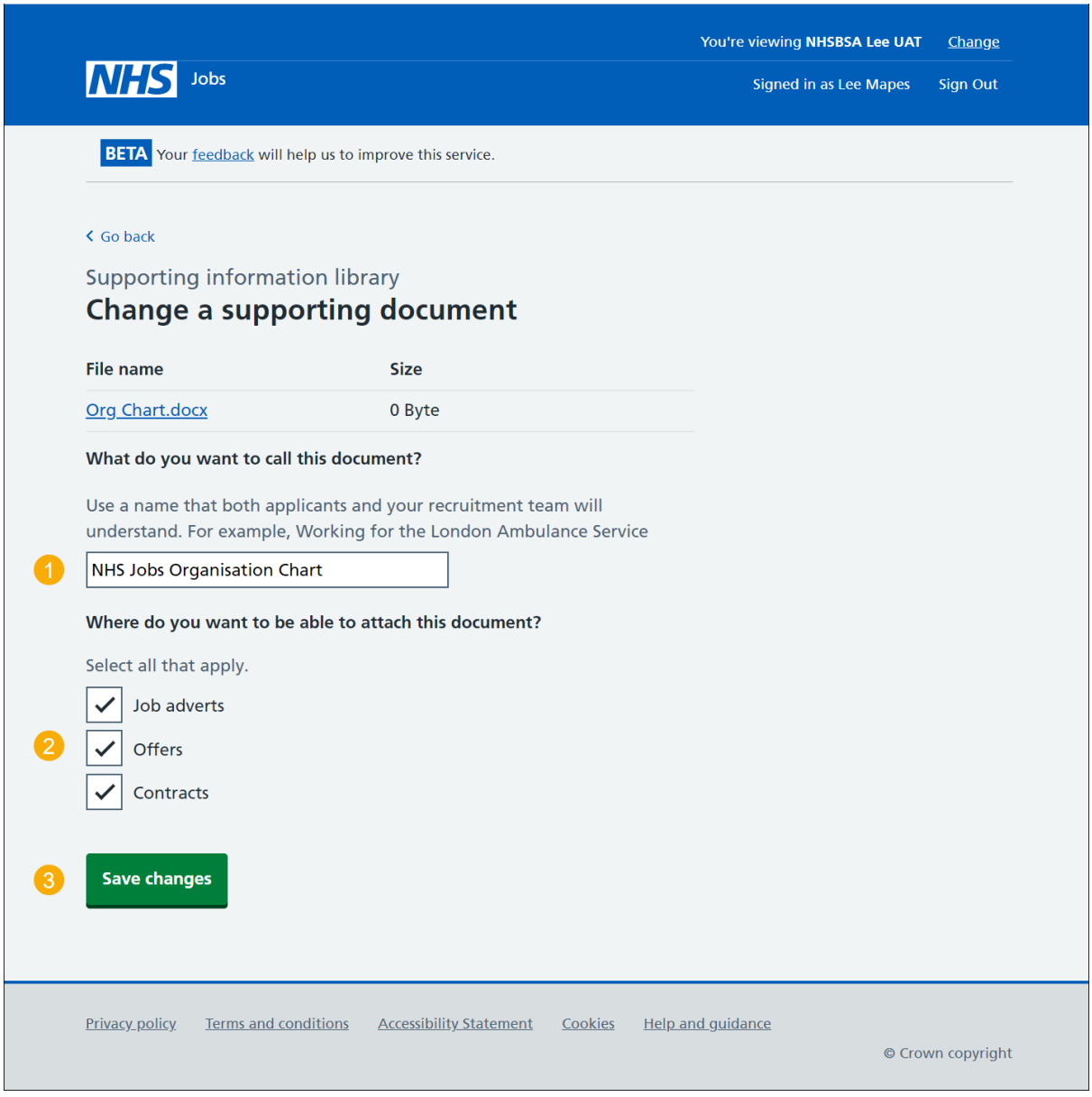
Change a supporting document

This page gives you instructions for how to change a supporting document.

Important: You'll only see this page if you're changing a supporting document.

To change a supporting document, complete the following steps:

1. In the **What do you want to call this document?** box, enter the details.
2. Select one or more options.
3. Select the '[Save changes]' button.



Tip: When completing step 1. Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

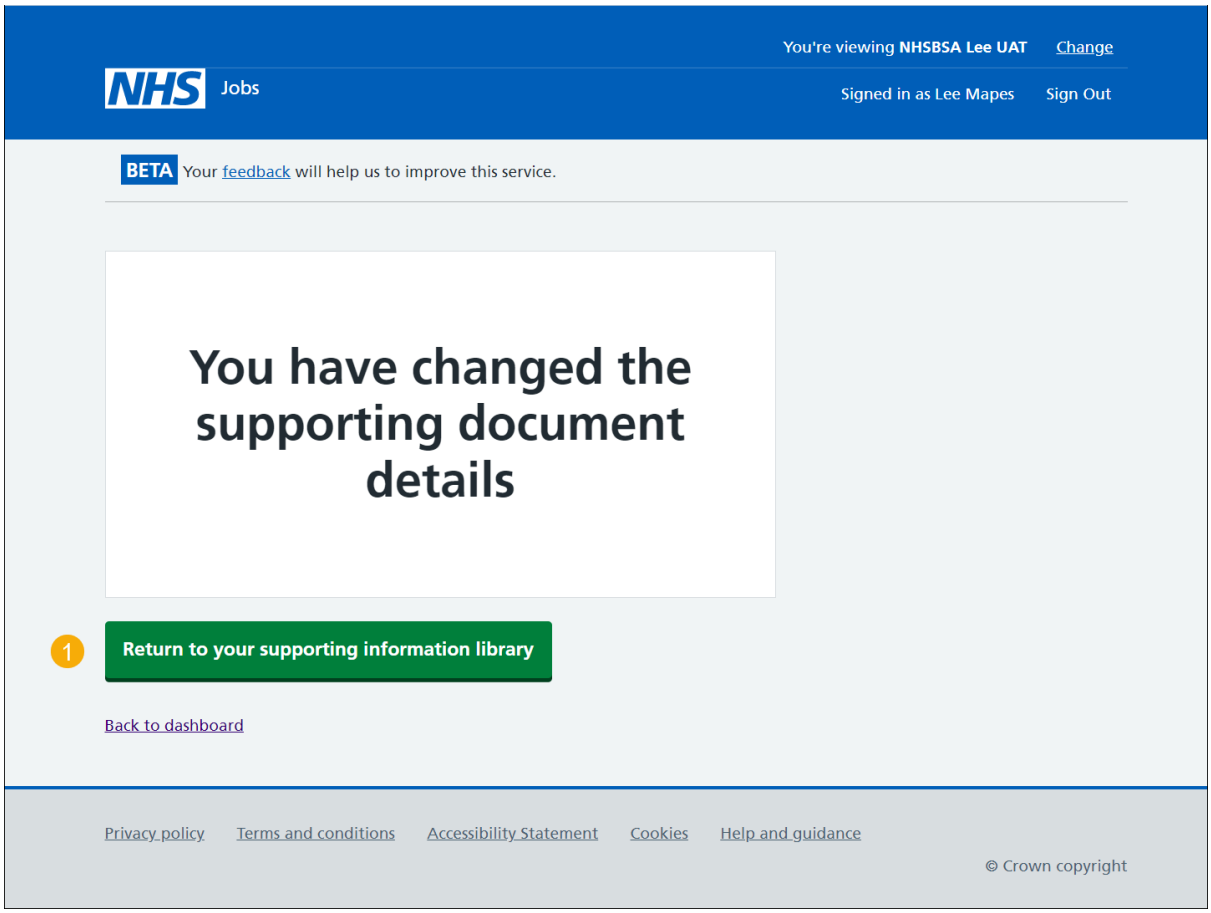
Copyright: © NHS Jobs

You have changed the supporting document details

This page shows confirmation you've changed the supporting document details.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library]' button.



You've changed the supporting document details and reached the end of this user guide.

Copyright: © NHS Jobs

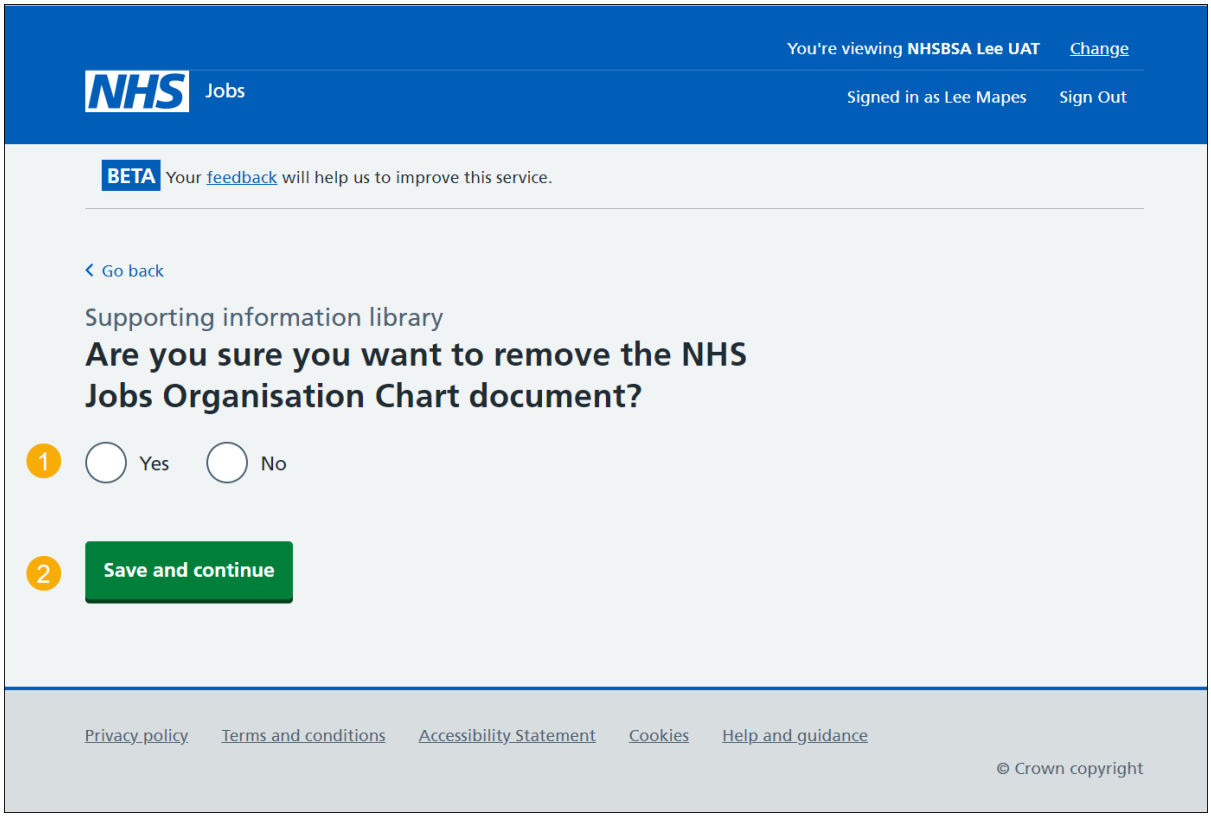
Are you sure you want to remove the document?

This page gives you instructions for how to confirm if you're sure you want to remove the document.

Important: You'll only see this page if you're removing a document. In this example, the 'NHS Jobs Organisation Chart' document is used. This will permanently remove the document from your library.

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

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



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

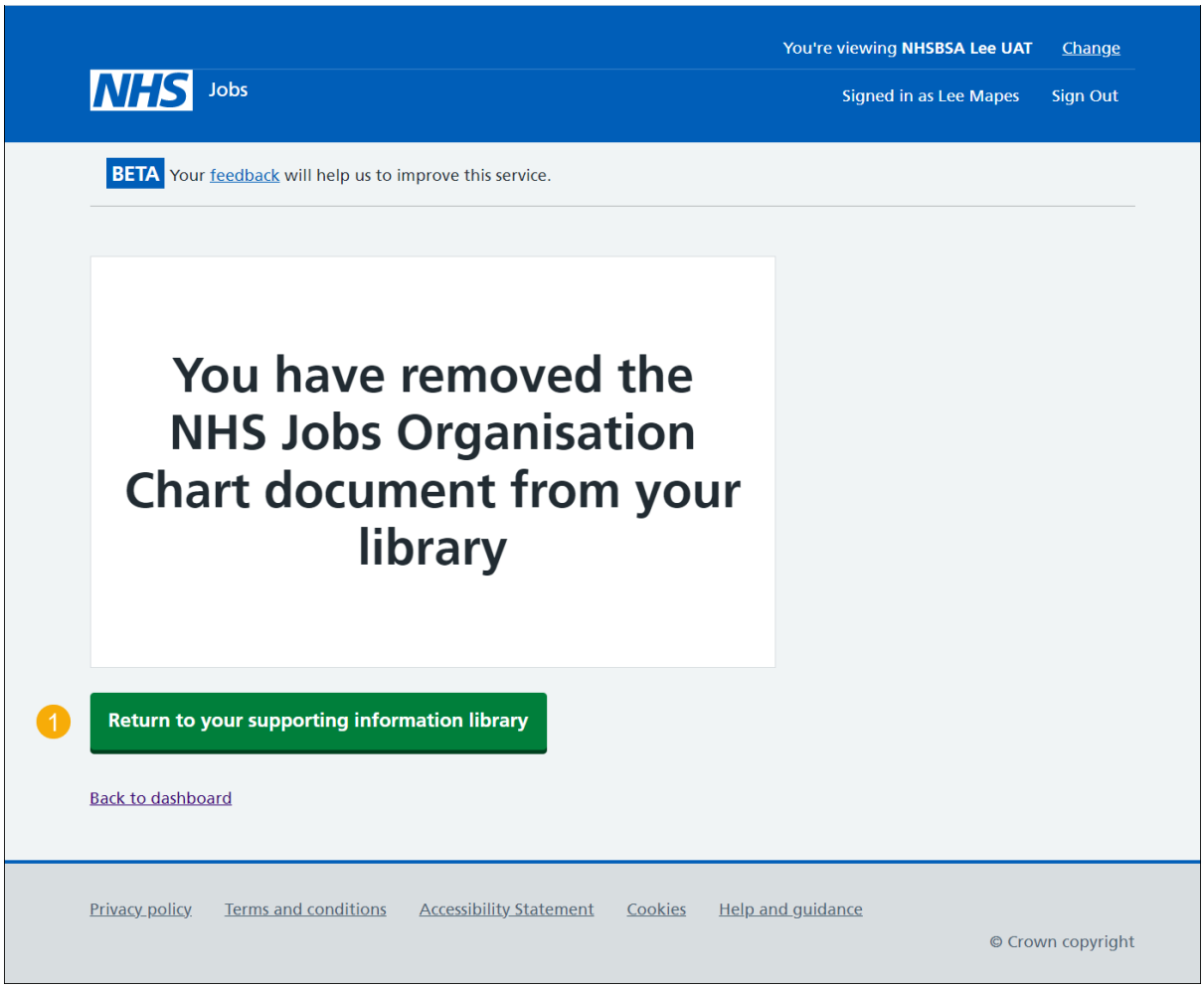
Copyright: © NHS Jobs

You have removed the supporting document

This page shows confirmation you've removed the supporting document.

To go back to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library]' button.



You've removed the supporting document and reached the end of this user guide.

Copyright: © NHS Jobs

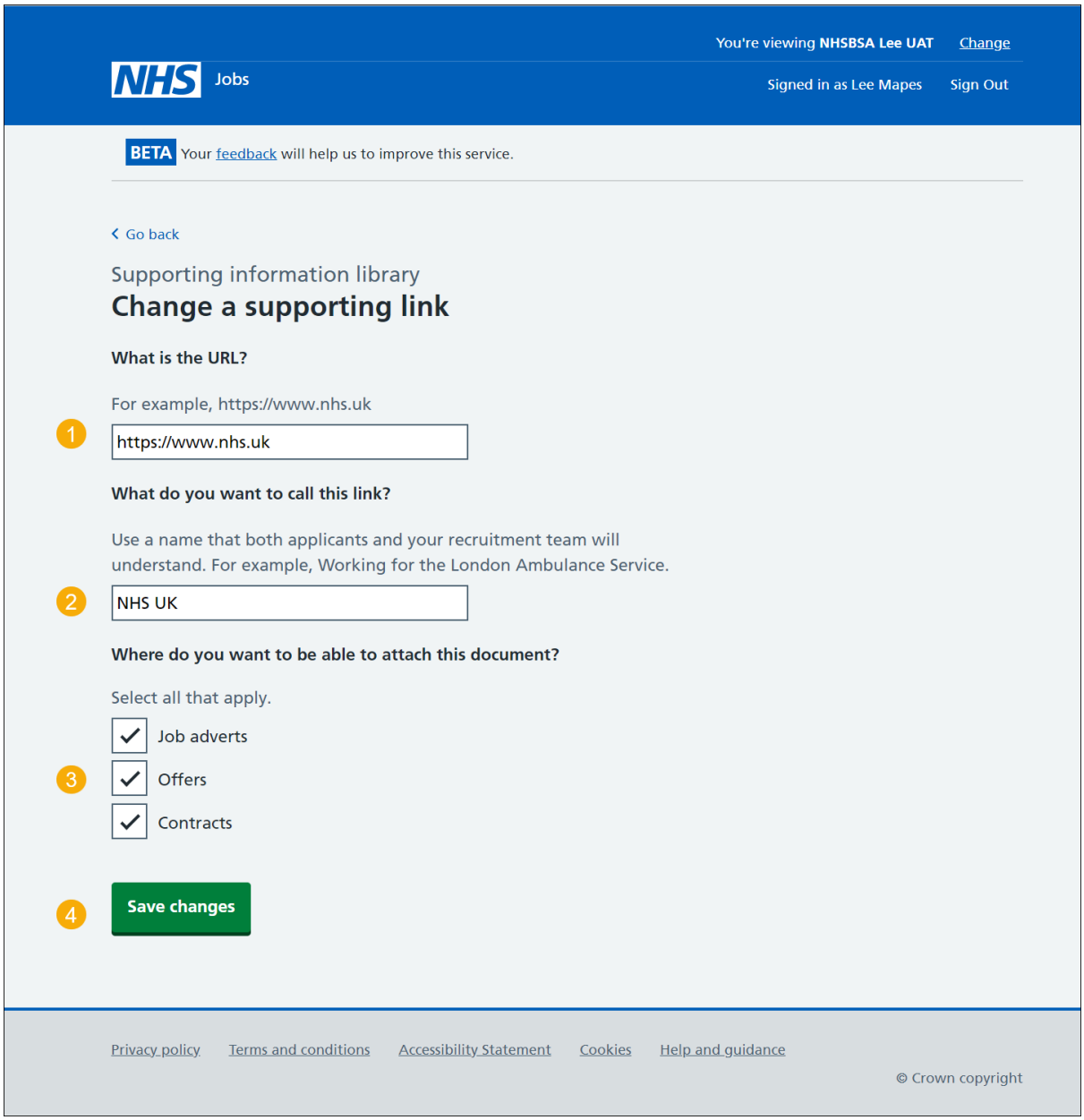
Change a supporting link

This page gives you instructions for how to change a supporting link.

Important: You'll only see this page if you're changing a supporting link. When you change a URL, make sure you check the link works as expected. For example, https://www.nhs.uk

To change a supporting link, 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 one or more options.
4. Select the 'Save changes' button.



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.

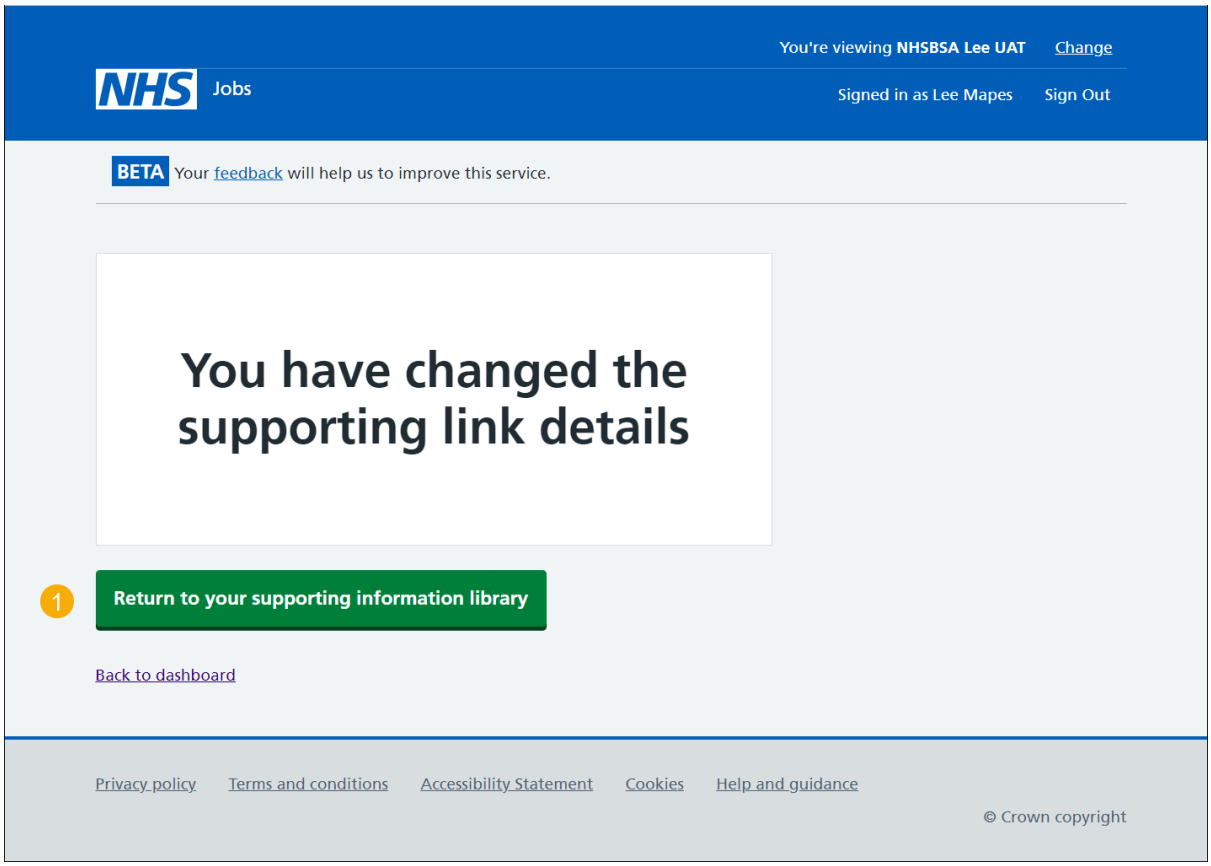
Copyright: © NHS Jobs

You have changed the supporting link details

This page shows confirmation you've changed the supporting link details.

To return to your supporting information library, complete the following step:

1. Select the 'Return to your supporting information library' button.



You've changed the supporting link details and reached the end of this user guide.

Copyright: © NHS Jobs

Are you sure you want to remove the link?

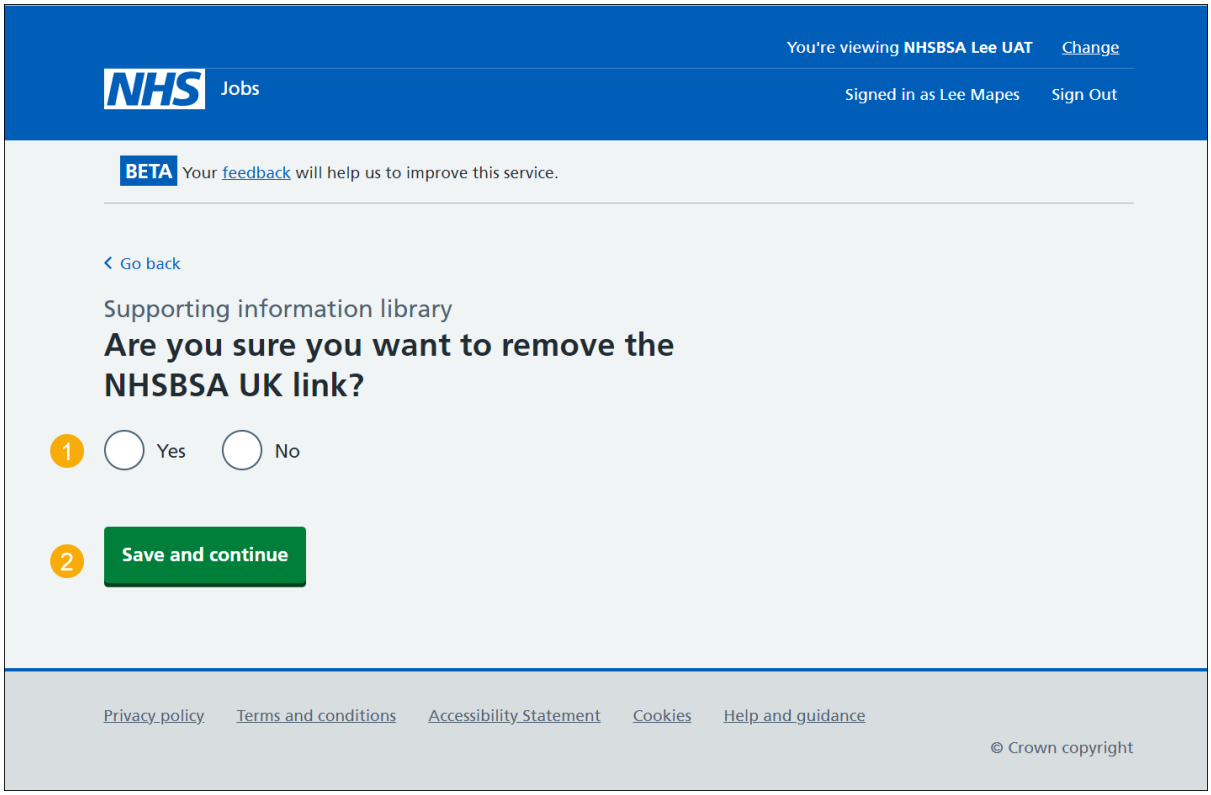
This page gives you instructions to confirm if you're sure you want to remove the link.

Important: You'll only see this page if you're removing a link. In this example, the 'NHSBSA UK' link is used. This will permanently remove the link from your library.

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

1. Select an answer:
   - 'Yes'
   - 'No'

Select the 'Save and Continue' button.



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

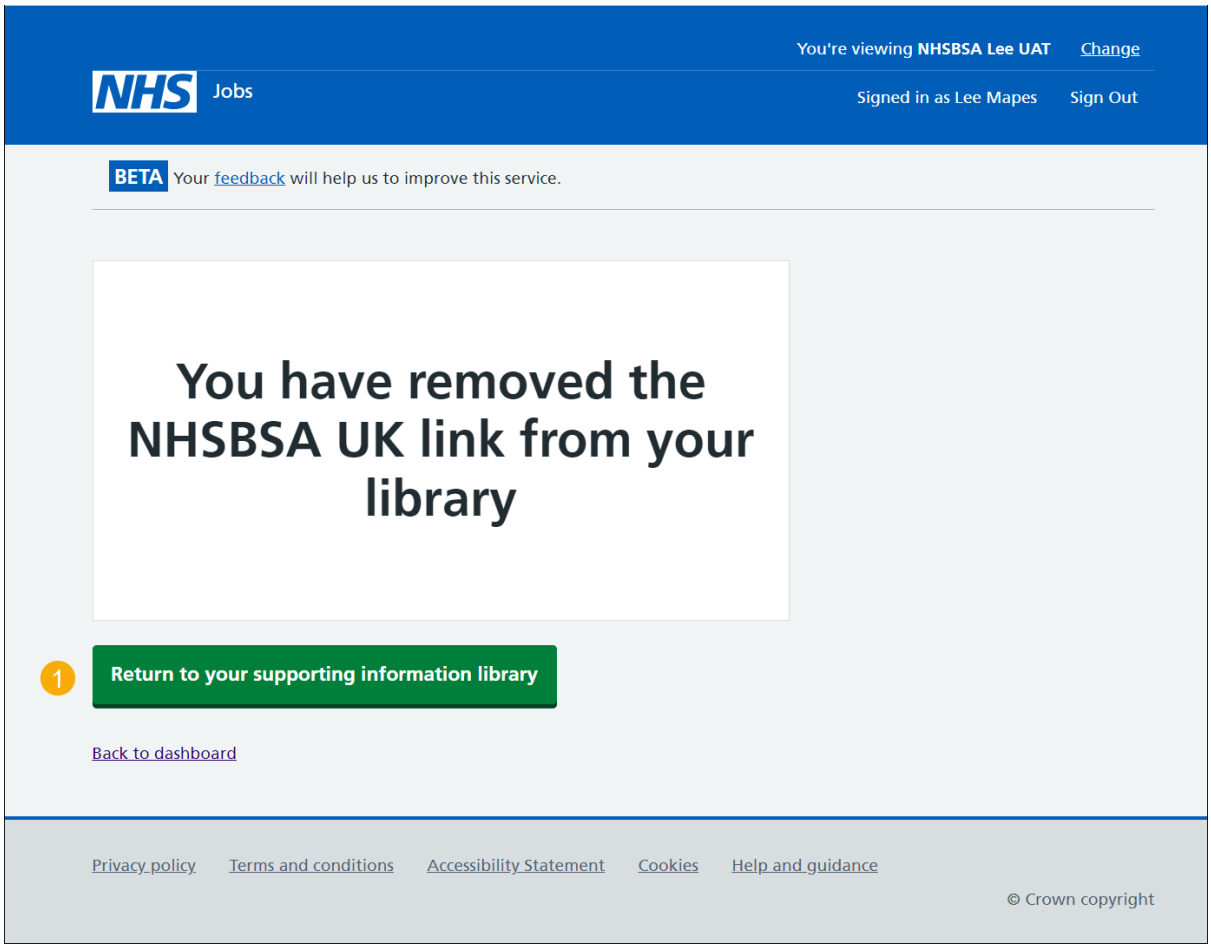
Copyright: © NHS Jobs

You have removed the supporting link

This page shows confirmation you've removed the supporting link.

To go back to your supporting information library, complete the following step:

1. Select the 'Return to your supporting information library' button.



You've removed your supporting link and reached the end of this user guide.

Copyright: © NHS Jobs