

## How to view which tasks each role can do in NHS Jobs user guide

This guide gives you instructions for how to view which tasks each role can do in the NHS Jobs service.

The different NHS Jobs user roles are:

- 'Super user'
- 'Team manager'
- 'Recruitment administrator'
- 'Recruiting manager'

The different tasks, subject to the role are:

- search and view listings and applicants
- create and publish listings
- send for approval, approve, and reject listings
- manage a listing when it is live
- scoring and shortlisting applications
- create and manage interviews
- offers and checks
- contracts
- moving applicants between listings
- end recruitment and removing a listing early
- manage the account, users, documents and KPIs

The different job listing roles are:

- 'Approver'
- 'Recruiting manager'
- 'Interview lead'
- 'Shortlist lead'
- 'Shortlist panel member'

To add a job listing role, the user 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](#).

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## View roles and permissions

This page gives you instructions for how to view the roles and permissions.

**Important:** The employer dashboard is shown. Any NHS Jobs role in your organisations account can view this information.

To view the roles and permissions, complete the following step:

1. Select the '[Roles and permissions](#)' link.

The screenshot displays the NHS BSA Training Dashboard. At the top, it indicates the user is signed in as 'NHSBSA Training' and provides options to 'Change' or 'Sign Out'. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice states that feedback will help improve the service. The main content area is titled 'NHS BSA Training Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'All users' selected. The dashboard lists various recruitment stages with their respective counts and progress bars:

Stage	Count	On Track	Overdue
<a href="#">Draft</a>	91	18	73
<a href="#">Approvals</a>	2	0	2
<a href="#">Published</a>	12	10	2
<a href="#">Shortlisting</a>	52	19	33
<a href="#">Interviews</a>	23	1	22
<a href="#">Ready to offer</a>	9	5	4
<a href="#">Conditional offers</a>	5	3	2
<a href="#">Pre-employment checks</a>	2	1	1
<a href="#">Contracts</a>	15	7	8
<a href="#">End recruitment</a>	12	8	4

On the right side, there are three sections of navigation links:

- What you can do:**
  - [Create a job listing](#)
  - [Search for a listing](#)
  - [Search for an applicant](#)
- Manage the account:**
  - [Manage users](#)
  - [At risk applicants](#)
  - [Accredited logos](#)
  - [Key performance indicators \(KPIs\)](#)
  - [Approval settings](#)
  - [Departments](#)
  - [Criminal convictions and cautions](#)
  - [Welsh listings](#)
  - [Moving applicants to other accounts](#)
- Documents and templates:**
  - [Overview of your organisation](#)
  - [Supporting information library](#)
  - [Contract templates](#)
  - [Offer letter templates](#)
- Help and information:**
  - [The employer hub](#)
  - [Roles and permissions](#) 1

## Which tasks can each role do?

This page gives you instructions for how to view which tasks can each role do.

**Important:** In this example, the NHS Jobs role is a 'Super user'.


To view which tasks can each role do, complete the following steps:

1. Select the '[Search and view listings and applicants](#)' link.
  2. Select the '[Create and publish listings](#)' link.
  3. Select the '[Send for approval, approve and reject listings](#)' link.
  4. Select the '[Manage a listing when it is live](#)' link.
  5. Select the '[Scoring and shortlisting applications](#)' link.
  6. Select the '[Create and manage interviews](#)' link.
  7. Select the '[Offers and checks](#)' link.
  8. Select the '[Contracts](#)' link.
  9. Select the '[Moving applicants between listings](#)' link.
  10. Select the '[End recruitment and remove a listing early](#)' link.
  11. Select the '[Manage the account, users, documents and KPIs](#)' link.
- or
12. Select the '[Go back](#)' button to return to the employer dashboard.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NEBSA Training'. Below that, it says 'BETA Your feedback will help us to improve this service.' The main heading is 'Which tasks can each role do?' and it indicates 'You are a Super user.' There is a list of 12 tasks, each with a numbered icon and a plus sign in a blue circle, followed by the task name in a light blue box. The tasks are: 1. Search and view listings and applicants, 2. Create and publish listings, 3. Send for approval, approve and reject listings, 4. Manage a listing when it is live, 5. Scoring and shortlisting applications, 6. Create and Manage interviews, 7. Offers and checks, 8. Contracts, 9. Moving applicants between listings, 10. End recruitment and removing a listing early, 11. Manage the account, users, documents and KPIs, and 12. Go back (highlighted in a green box). At the bottom, there are links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs, along with a copyright notice.

## Search and view listings and applicants

This page shows which user with this role can search and view listings and applicants.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> <a href="#">Search and view listings and applicants</a></p> <p><input checked="" type="checkbox"/> Any user with this role will be able to do the task.</p> <p><input checked="" type="checkbox"/> Only the user who is the recruiting manager for that listing.</p> <p>* A recruiting manager assigned to a stage e.g. Shortlisting or Interviews will only be able to see the listing at that stage.</p>				
Search for a listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Search for an applicant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
View a job listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> *
View all job listings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Go to the ['Which tasks can each role do?'](#) page.

## Create and publish listings

This page shows which user with this role can create and publish listings.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<b>–</b> <a href="#">Create and publish listings</a>				
✓ Any user with this role will be able to do the task.				
Create a job listing	✓	✓	✓	✓
Reuse a job listing	✓	✓	✓	✓
Mark a listing as ready to publish				✓
Publish a job listing	✓	✓	✓	

Go to the ['Which tasks can each role do?'](#) page.

## Send for approval, approve, and reject listings














This page shows which user with this role can send for approval, approve, and reject listings.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> <a href="#">Send for approval, approve and reject listings</a></p> <p><input checked="" type="checkbox"/> Any user with this role will be able to do the task.</p> <p><input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing.</p> <p><input checked="" type="checkbox"/> Only the users who are approvers for that listing.</p>				
Send a job listing for approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve, reapprove or reject a job listing				
Edit a listing rejected by approvers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Send an edited listing for reapproval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Withdraw a listing rejected by approvers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change an approver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Publish a job listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Go to the ['Which tasks can each role do?'](#) page.

## Manage a listing when it is live

This page shows which user with this role can manage a listing when it is live.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> <a href="#">Manage a listing when it is live</a></p> <p> Any user with this role will be able to do the task.</p> <p> Only the users who are the shortlist lead or on the panel for that listing.</p>				
Change a published listing				
View and score applications when the listing is live				
Close a listing early				

Go to the ['Which tasks can each role do?'](#) page.



## Scoring and shortlisting applications


This page shows which user with this role can score and shortlist applications.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p><a href="#">← Scoring and shortlisting applications</a></p> <ul style="list-style-type: none"> <li>✔ Any user with this role will be able to do the task.</li> <li>⊙ Only the user who is the Recruiting manager for that listing.</li> <li>👤 Only the users who are the shortlist lead or on the panel for that listing.</li> <li>👤 Only the user who is the shortlist lead for that listing.</li> </ul>				
View applicant details prior to shortlisting	✔			
View and score applications	👤	👤	👤	👤
Change the shortlisting lead	✔	✔	✔	⊙
Add a user to the shortlisting panel	✔	✔	✔	⊙
See Disability Confident scheme applicants	👤	👤	👤	👤
See Guaranteed Interview scheme applicants	👤	👤	👤	👤
See at risk applicants	👤	👤	👤	👤
Choose a shortlist to invite to interview	👤	👤	👤	👤
Confirm a shortlist to invite to interview	👤	👤	👤	👤
Select if a reserve list is needed and choose the reserve list	✔	✔	✔	⊙
Email unsuccessful applicants	✔	✔	✔	⊙
See applicants that have declared safeguarding or fitness to practise	✔	✔	✔	⊙
Download applications including personal data	✔	✔	✔	⊙

Go to the ['Which tasks can each role do?'](#) page.

## Create and manage interviews


This page shows which user with this role can create and manage interviews.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> <a href="#">Create and Manage interviews</a></p> <p><input checked="" type="checkbox"/> Any user with this role will be able to do the task.</p> <p><input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing.</p> <p><input checked="" type="checkbox"/> Only the users who are the interview lead or on the panel for that listing.</p> <p><input checked="" type="checkbox"/> Only the user who is the interview lead for that listing.</p>				
Create interviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invite shortlist to interview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View interviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Manage interviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Lock interview schedule early	<input checked="" type="checkbox"/>			
Download applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Change interview lead or panel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Add interview feedback	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Go to the ['Which tasks can each role do?'](#) page.

## Offers and checks

This page shows which user with this role can make job offers and complete pre-employment checks.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p> <a href="#">Offers and checks</a></p> <p><input checked="" type="checkbox"/> Any user with this role will be able to do the task.</p> <p><input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing.</p>				
Create offers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View offers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Send offers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Reject offer on behalf of a candidate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage pre-employment checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
View pre-employment checks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Go to the ['Which tasks can each role do?'](#) page.

## Contracts

This page shows which user with this role can manage contracts.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p><b>Contracts</b></p> <ul style="list-style-type: none"> <li>Any user with this role will be able to do the task.</li> <li>Only the user who is the Recruiting manager for that listing.</li> </ul>				
Create, send and change contracts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
View contracts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Go to the ['Which tasks can each role do?'](#) page.

## Moving applicants between listings

This page shows which user with this role can move applicants between listings.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<p><a href="#">← Moving applicants between listings</a></p> <p><input checked="" type="checkbox"/> Any user with this role will be able to do the task.</p> <p><input checked="" type="checkbox"/> Only the user who is the Recruiting manager for that listing.</p>				
Transferring applicants from a published listing to a copy of the listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Transferring applicants from a listing at shortlisting to a copy of the listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Copying applicants to another listing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Moving applicants to another listing in another account (if enabled for the account)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Adding an offline applicant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Go to the ['Which tasks can each role do?'](#) page.

## End recruitment and remove a listing early
















This page shows which user with this role can end recruitment and remove a listing early.

	Super user	Team manager	Recruitment administrator	Recruiting manager
<b>End recruitment</b>	✔	✔	✔	
<b>Remove a job listing</b>	✔	✔	✔	✔

Go to the ['Which tasks can each role do?'](#) page.

## Manage the account, users, documents and KPIs

This page shows which user with this role can manage the account, users, documents and KPIs.

 <a href="#">Manage the account, users, documents and KPIs</a>				
 Any user with this role will be able to do the task.				
	Super user	Team manager	Recruitment administrator	Recruiting manager
Manage supporting information and templates				
Manage team workload				
Run reports				
Manage the account				
Manage organisation's overview				
Add users				
Change user details				
Change KPI's				

Go to the ['Which tasks can each role do?'](#) page.

You've viewed which tasks each role can do and reached the end of this user guide.