

## 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, 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.

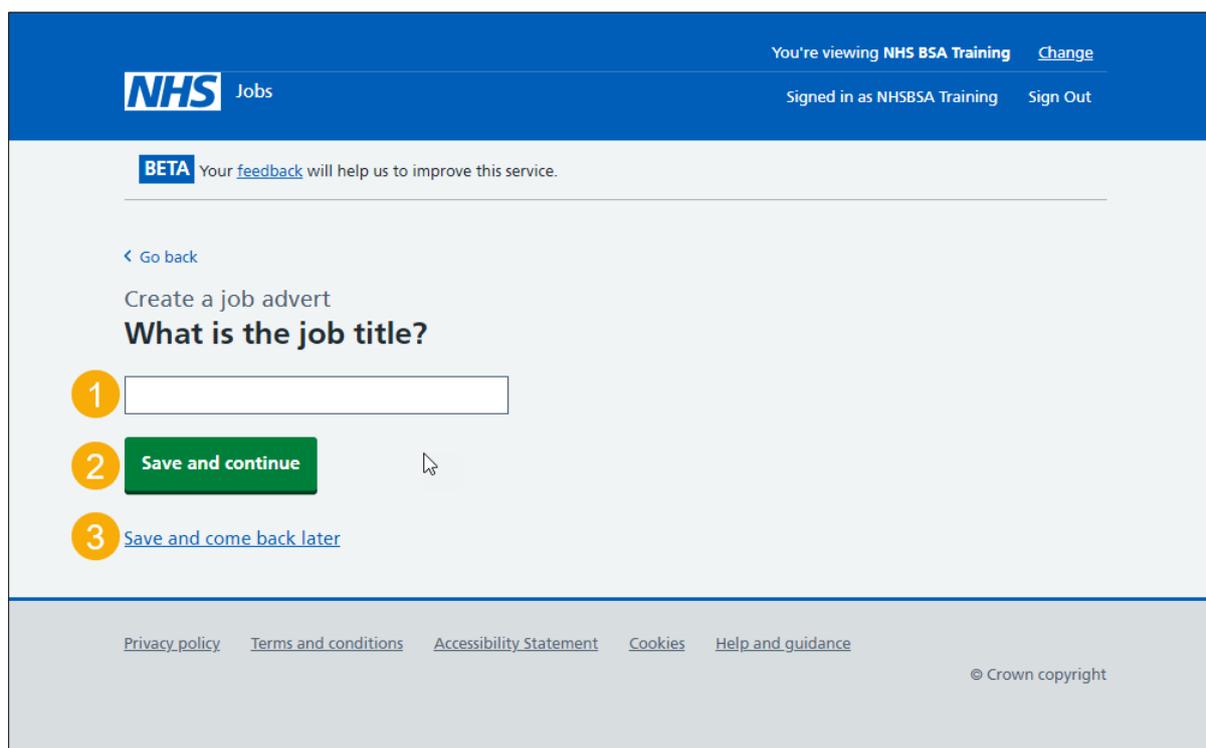
The screenshot shows the NHS Jobs website interface. At the top, there's a blue navigation bar with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the navigation bar, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Create a job listing'. Below this, the text reads: 'Use this service to create a job listing and publish the job advert.' This is followed by: 'To create the listing, you'll enter details about the job, such as:' and a bulleted list: 'the job title', 'why you're advertising the role', 'the type of contract', 'the working pattern', 'the pay', and 'where the job will be based'. Below the list, it says: '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.' At the bottom left of the main content area, there is a green button with a white '1' in a yellow circle and the word 'Start' in white. 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'.

## 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 'Go back' link is visible. The main content area is titled 'Create a job advert' and 'What is the job title?'. It features three numbered steps: 1. A text input field for the job title. 2. A green 'Save and continue' button. 3. A blue link for 'Save and come back later'. The footer contains 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 the NHS Jobs application 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, 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 shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and 'Create a job advert' text. The title is 'What is the new reference number?'. Below that, it says 'Training and Support Officer' with a 'DRAFT' badge. The 'Reference no:' is 'T1111-23-9573'. A text input field contains '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 visible. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer says '© 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.

**NHS** Jobs

You're viewing **NHS Business Services Authority** [Change](#)

Signed in as **NHS BSA Training** [Sign Out](#)

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

Create a job advert

### Check and save the job title and reference number

Job title	Training and Support Officer	<a href="#">Change</a>
Reference number	A0090-22-6375	<a href="#">Change</a>

**2** [Save and continue](#)

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

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## 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 displays the 'Training and Support Officer job listing' page on the NHS Jobs portal. At the top, it indicates the user is viewing a draft listing (A0201-22-4879) and is signed in as Michael Wardman. The page shows a progress bar for 'Job listing incomplete' with 1 of 13 sections completed. The 'Job title and reference number' section is marked as 'COMPLETED'. Other sections like 'About the job and pay', 'Location', 'Contact details and closing date', 'Job overview', 'Job description', 'Person specification', 'Supporting information', 'Pre-application questions', 'Additional application questions', 'Internal documents', 'Recruitment team', and 'Wales translation' are marked as 'NOT STARTED'. A 'Save and come back later' link is marked with a '2' in a yellow circle. The footer includes links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a Crown copyright notice.

**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.