

How to create a job listing – ESR Position in NHS Jobs user guide

This guide gives you instructions for how to create an ESR job listing in the NHS Jobs service.

You'll need an active ESR position and cost centre. You'll need to know the cost centre to start your search. Once found, you'll then need to search for and select the correct ESR position in NHS Jobs.

Any new or change to a position will be available the following day after the overnight ESR refresh. If you don't have an active position, contact your ESR or HR team.

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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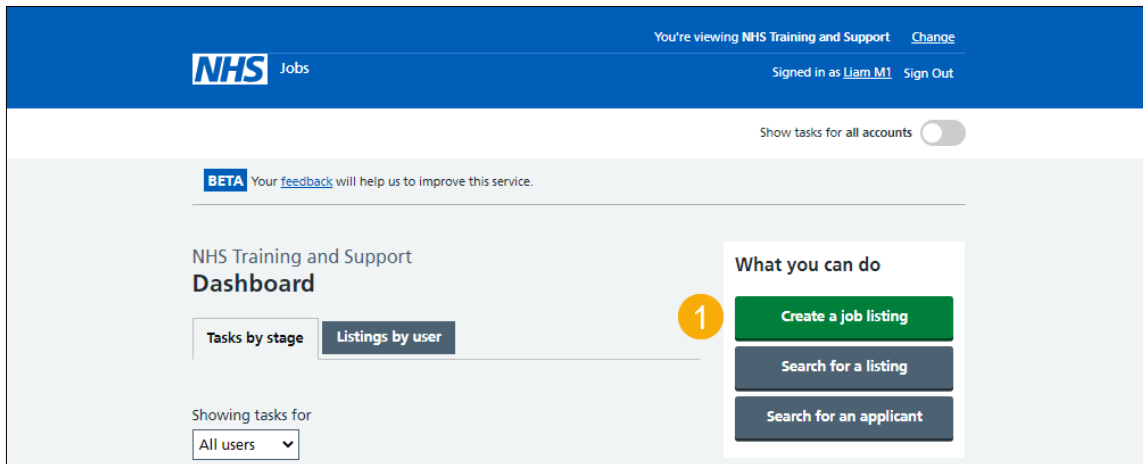
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Create a job listing

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.



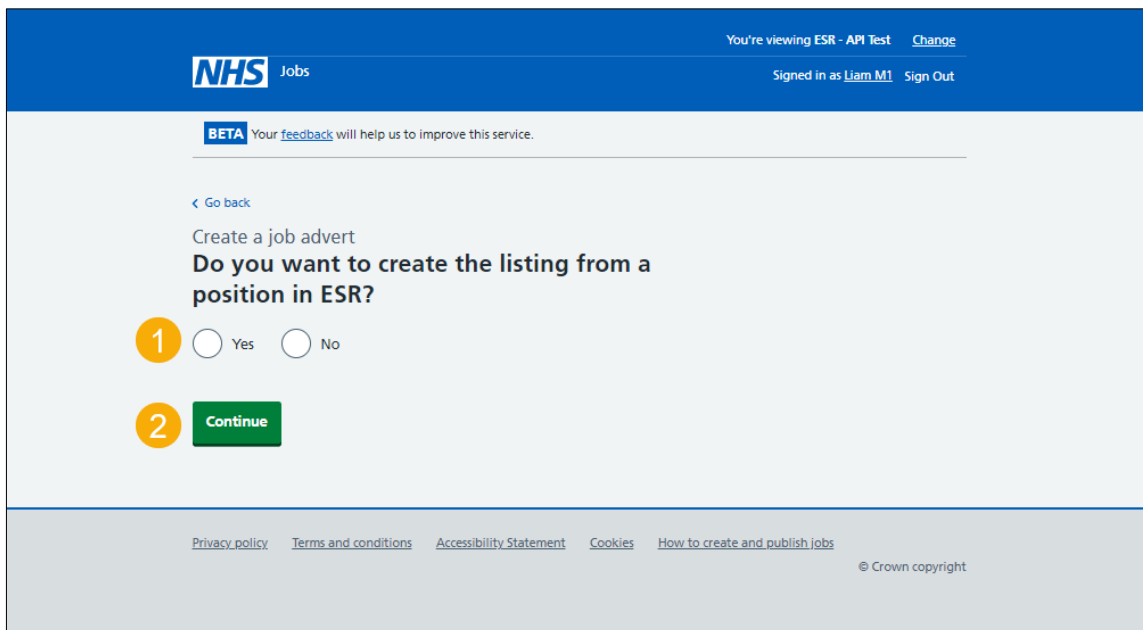
Do you want to create the listing from a position in ESR?

This page gives you instructions for how to confirm if you want to create the listing from a position in ESR.

Important: You'll only see this page if you're setup with NHS Jobs and ESR integration.

To confirm if you want to create the listing from a position in ESR, complete the following steps:

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



The screenshot shows the NHS Jobs interface. 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 ESR - API Test' 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 'Create a job advert' and asks 'Do you want to create the listing from a position in ESR?'. Below this question, there are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons, there is a yellow circle with the number '2' next to 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'. A copyright notice '© Crown copyright' is also present.

Tip: To find out how to create and publish a job listing. Go to the '**Create and publish a job listing**' section of the '[Help and support for employers](#)' webpage.

Find the cost centre in ESR

This page gives you instructions for how to find the cost centre in ESR.

Important: If there are no results for the cost centre. Check you're entering the full or partial cost centre and entering at least 3 characters. If there are still no results, check the details in ESR.

To find the cost centre in ESR, complete the following steps:

1. In the **Cost centre** box, enter the details.
2. Select the '[Find cost centre](#)' button.

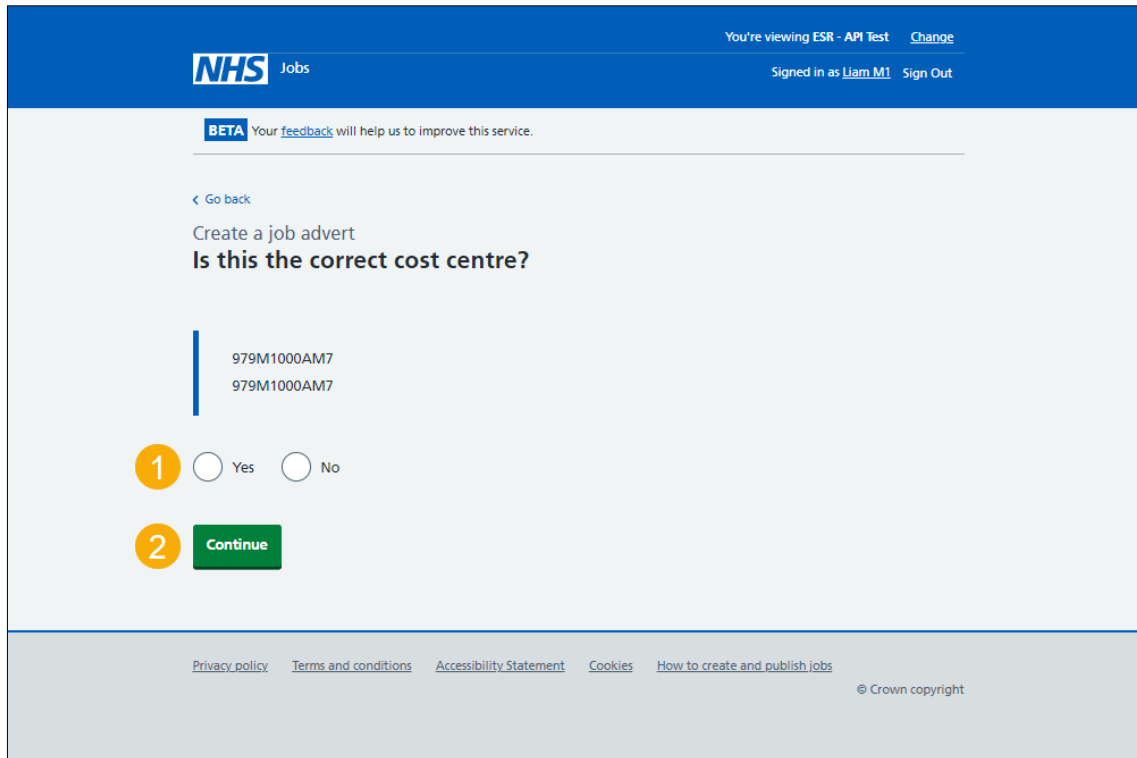
The screenshot shows the NHS Jobs interface for finding a cost centre. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, 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 'Create a job advert' and 'Find the cost centre'. Below this, there is a text input field with a yellow circle and the number 1 next to it. Below the input field is a green button with a yellow circle and the number 2 next to it, labeled 'Find cost centre'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Is this the correct cost centre?

This page gives you instructions for how to confirm if this is the correct cost centre.

To confirm if this is the correct cost centre, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs interface. 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 ESR - API Test' 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 'Create a job advert' followed by 'Is this the correct cost centre?'. Below this, there are two identical cost centre codes: '979M1000AM7'. Underneath the codes, there are two radio buttons: 'Yes' and 'No'. A '1' in a yellow circle is positioned to the left of the 'Yes' radio button. Below the radio buttons, there is a '2' in a yellow circle next to a green 'Continue' button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Find the position in ESR

This page gives you instructions for how to find the position in ESR.

Important: If there are no results for the position. Check you're entering the full or partial position and entering at least 3 characters. If there are still no results, check the details in ESR.

To find the position in ESR, complete the following steps:

1. In the **Position** box, enter the details.
2. Select the '[Find position](#)' button.

The screenshot shows the NHS Jobs website interface for finding a position in ESR. 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 ESR - API Test' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' banner that says 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link, followed by 'Create a job advert' and the heading 'Find the position in ESR'. Below this, it says 'Enter the full or partial job title as it is in ESR'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green button labeled 'Find position' with a '2' in a yellow circle next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Is this the correct position in ESR?

This page gives you instructions for how to confirm if this is the correct position in ESR.

Important: If the job title is not right, you can change it later.

To confirm if this is the correct position in ESR, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs ESR interface. 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 ESR - API Test' 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 'Create a job advert' and 'Is this the correct position in ESR?'. Below this, it says 'If the job title is not right you can change it later.' There is a vertical line on the left side of the main content area. To the right of the line, the text 'Position 8629368' and '25221729' is displayed. Below this, there are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons, there is a green button labeled 'Save and continue' with a '2' in a yellow circle to its left. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Do you need to change the job title?

This page gives you instructions for how to confirm if you need to change the job title.

To confirm if you need to change the job title, 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 right side of the header, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a grey bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Do you need to change the job title?'. Below this, it says 'Position 8629368' with a 'DRAFT' badge and 'Reference no: T0979-22-1356'. There is a vertical bar next to the position number. Below this, there are two radio buttons: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons, there is a '2' in a yellow circle next to 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'. On the far right, it says '© Crown copyright'.

Are you sure you need to change the job title?

This page gives you instructions for how to confirm if you're sure you need to change the job title.

Important: You'll only see this page if you're changing the job title. You can change the job title in NHS Jobs, but this information is not changed in ESR.

To confirm if you're sure you need to change the job title, complete the following steps:

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

The screenshot shows the NHS Jobs interface. 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 ESR - API Test' 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 'Are you sure you need to change the job title?'. Below this, it shows 'Position 8629368 DRAFT' and 'Reference no: T0979-22-1356'. A vertical blue bar highlights a warning message: 'This will only change the job title in the NHS Jobs service. It will not automatically change it in ESR. Make sure contact your ESR team or HR team to change the job title in ESR. If it is not changed in ESR the employee's pay slip and any other documents will not be correct.' Below the warning, there are two radio buttons: '1 Yes' and 'No'. A green 'Continue' button is highlighted with a '2' in a yellow circle. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains '© Crown copyright'.

Change the job title

This page gives you instructions for how to change the job title.

To change the job title, complete the following steps:

1. In the **Job title** box, enter the details.
2. Select the [‘Save and continue’](#) button.

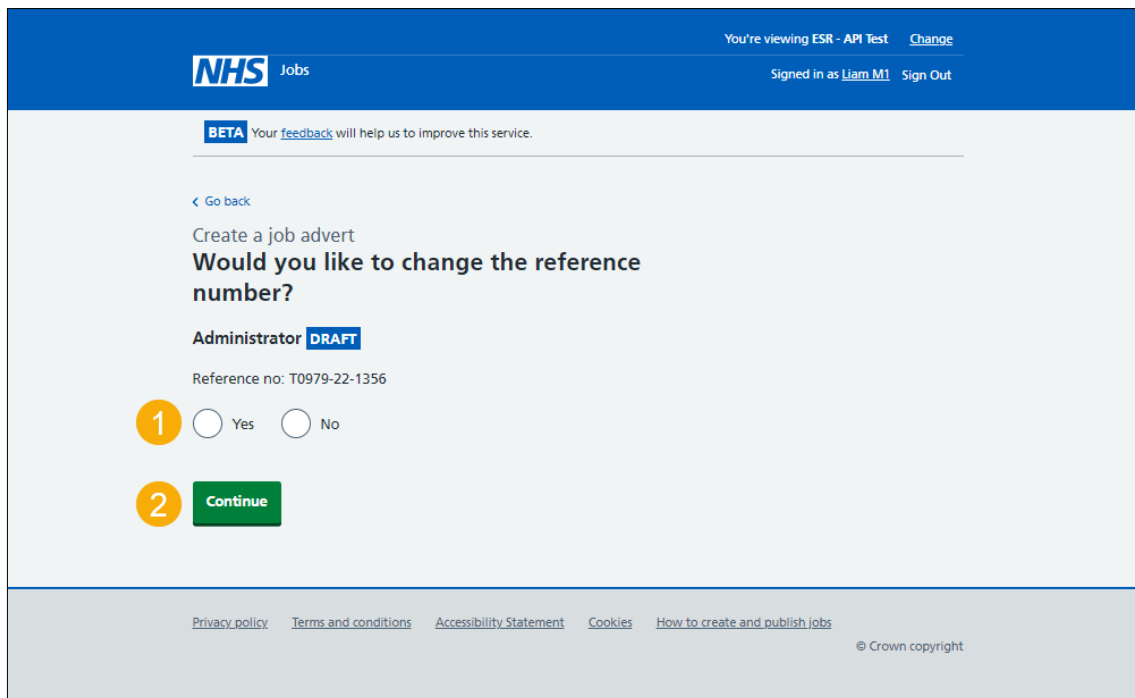
The screenshot shows the NHS Jobs interface for editing a job title. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Change the job title'. Below it, the position is identified as 'Position 8629368' with a 'DRAFT' status. The reference number is 'Reference no: T0979-22-1356'. A numbered list indicates the steps: '1' points to an empty text input field for the job title, and '2' points to a green 'Save and continue' button. 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 '© Crown copyright'.

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 website interface. 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 ESR - API Test' 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 'Create a job advert' and 'Would you like to change the reference number?'. Below this, it says 'Administrator DRAFT' and 'Reference no: T0979-22-1356'. There are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons is a green 'Continue' button with a yellow circle containing the number '2' 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 also includes '© 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 creating a new reference number.

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 ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Create a job advert' followed by 'What is the new reference number?'. Below this, it says 'Administrator DRAFT' and 'Reference no: T0979-22-1356'. A text input field contains 'T0979-22-1356' and is highlighted with a '1' in a yellow circle. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A 'Save and come back later' link is also visible. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer says '© Crown copyright'.

Check and save the position details in ESR

This page gives you instructions for how to check and save the position details in ESR.

To check, change and save the position details in ESR, complete the following steps:

1. Select a 'Change' link (optional).
 - [Cost code](#)
 - [Position](#)
 - [Job title](#)
 - [Reference number](#)
2. Select the '[Save and continue](#)' button.

NHS Jobs You're viewing ESR - API Test [Change](#)
Signed in as [Liam M1](#) [Sign Out](#)

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

Create a job advert

Check and save the position details in ESR

Cost code	979M1000AM7	Change
Position	Position 8629368 25221729	Change
Job title	Administrator	Change
Reference number	T0979-54321	Change

2 [Save and continue](#)

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

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Check the ESR position status in NHS Jobs

This page gives you instructions for how to check the ESR position status in NHS Jobs.

Important: 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.

The screenshot shows the 'Administrator job listing' page in NHS Jobs. At the top, it says 'You're viewing ESR - API Test' and 'Signed in as [redacted] Sign Out'. Below the NHS logo, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' The main heading is 'Administrator job listing' with a 'DRAFT' status and reference number 'T0979-23-6560'. A message states 'Job listing incomplete. You have completed 1 of 12 sections.' The progress bar shows 'Find the position within ESR' as 'COMPLETED'. Other sections are marked 'NOT STARTED': 'Add the details of the job' (with sub-sections 'About the job and pay', 'Location', and 'Contact details and closing date'), 'Add the job overview, job description and person specification' (with sub-sections 'Job overview', 'Job description', 'Person specification', and 'Supporting information'), 'Add pre-application and additional application questions' (with sub-sections 'Pre-application questions' and 'Additional application questions'), 'Add the internal documents', and 'Add the recruitment team'. At the bottom, a note says 'You need to complete all sections before you send it for approval.' and a 'Save and come back later' link is highlighted with a '2' in a yellow circle. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

Tip: To find out how to create and publish a job listing. Go to the 'Create and publish a job listing' section of the '[Help and support for employers](#)' webpage.

You've completed the ESR position section and reached the end of this user guide.