

How to delete a draft job listing in NHS Jobs user guide

This guide gives you instructions on how to delete a draft job listing in the NHS Jobs service.

You can delete a job listing if you don't want to publish it to jobseekers.

In your organisations account, you can only do this with a job listing in the 'Draft' recruitment stage.

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 delete a draft job listing in NHS Jobs user guide	1
Employer dashboard.....	3
Delete a draft listing.....	4
Are you sure you want to permanently delete this job listing?	5
Job listing deleted.....	6

Employer dashboard

This page gives you instructions for how to delete a job listing in your organisations account.

Important: The employer dashboard is shown. You can only delete a job listing in the 'Draft' recruitment stage. Any NHS Jobs role in your organisations account can do this.

To delete a job listing, complete the following step:

1. Select the '[Drafts](#)' link.

NHS Jobs

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

Signed in as NHSBSA Training [Sign Out](#)

Show tasks for all accounts

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

NHS BSA Training Dashboard

Tasks by stage | Listings by user

Showing tasks for: All users

1 Draft	100 - on track 29, overdue 71
Approvals	1
Published	12 - on track 10, overdue 2
Shortlisting	61 - on track 28, overdue 33
Interviews	21 - on track 1, overdue 20

What you can do

- [Create a job listing](#)
- [Search for a listing](#)
- [Search for an applicant](#)

Manage the account

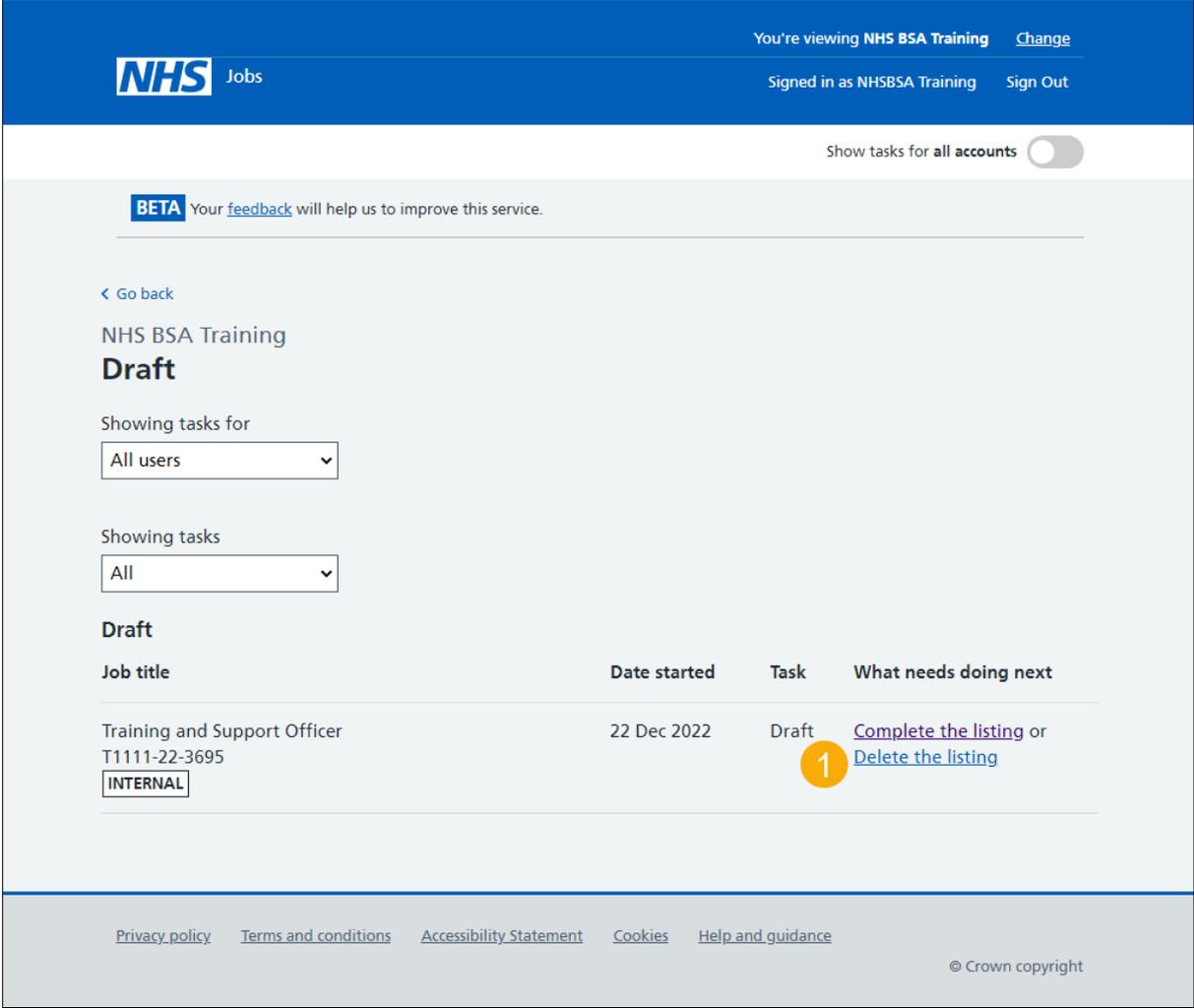
- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Approval settings](#)
- [Departments](#)
- [Criminal convictions and cautions](#)
- [Welsh listings](#)
- [Moving applicants to other accounts](#)

Delete a draft listing

This page gives you instructions for how to delete a draft job listing.

Find the listing and complete the following step:

1. Select the '[Delete the listing](#)' link.



The screenshot shows the NHS BSA Training 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, there's a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area shows a 'Draft' listing for 'NHS BSA Training'. There are two drop-down menus: 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All'). Below these is a table with columns: 'Job title', 'Date started', 'Task', and 'What needs doing next'. The table contains one row for a 'Training and Support Officer' listing, with a yellow circle containing the number '1' highlighting the 'Delete the listing' link in the 'What needs doing next' column. 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: If you've got a lot of job listings, you can use the '**Showing tasks for**' and '**Showing tasks**' drop-down menu to filter and reduce the number of listings on the page.

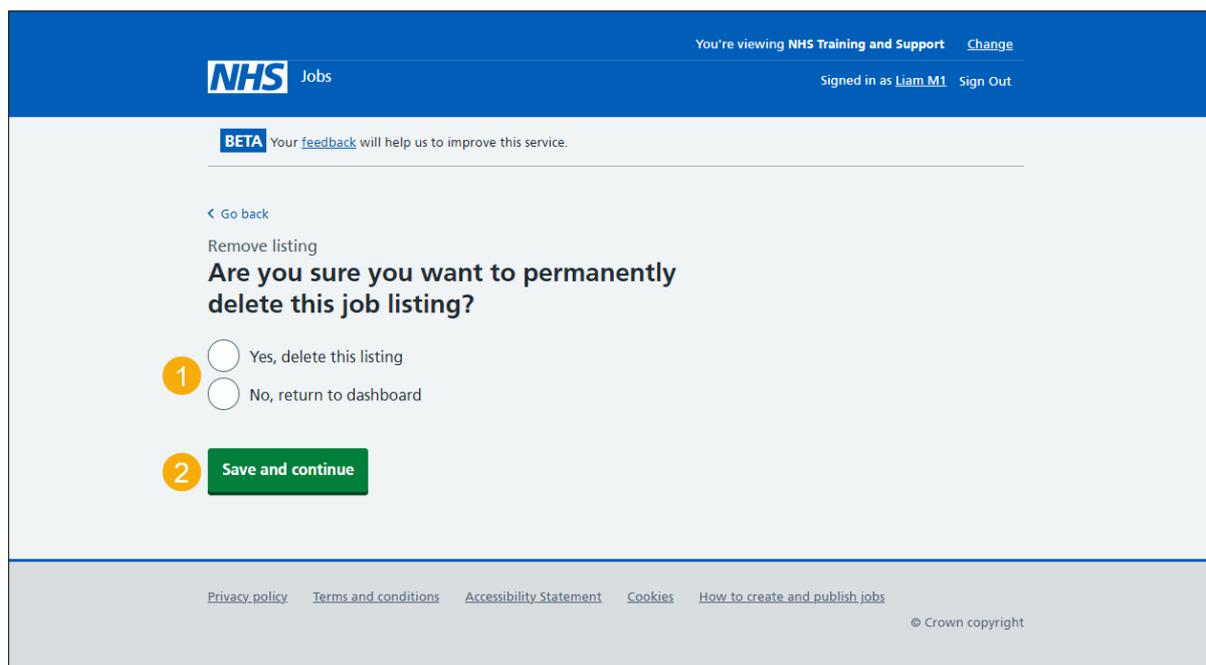
Are you sure you want to permanently delete this job listing?

This page gives you instructions for how to confirm if you're sure you want to permanently delete this job listing.

Important: If you delete a job listing, you'll not be able to recover this information.

To confirm if you're sure you want to permanently delete this job listing, complete the following steps:

1. Select an answer:
 - ['Yes, delete this listing'](#)
 - 'No, return to dashboard'
2. Select the 'Save and 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, 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.' The main content area has a 'Go back' link and the text 'Remove listing'. The central question is 'Are you sure you want to permanently delete this job listing?'. There are two radio button options: 'Yes, delete this listing' (marked with a '1' in a yellow circle) and 'No, return to dashboard'. Below these is a green 'Save and continue' button (marked with a '2' in a yellow circle). At the bottom, 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'.

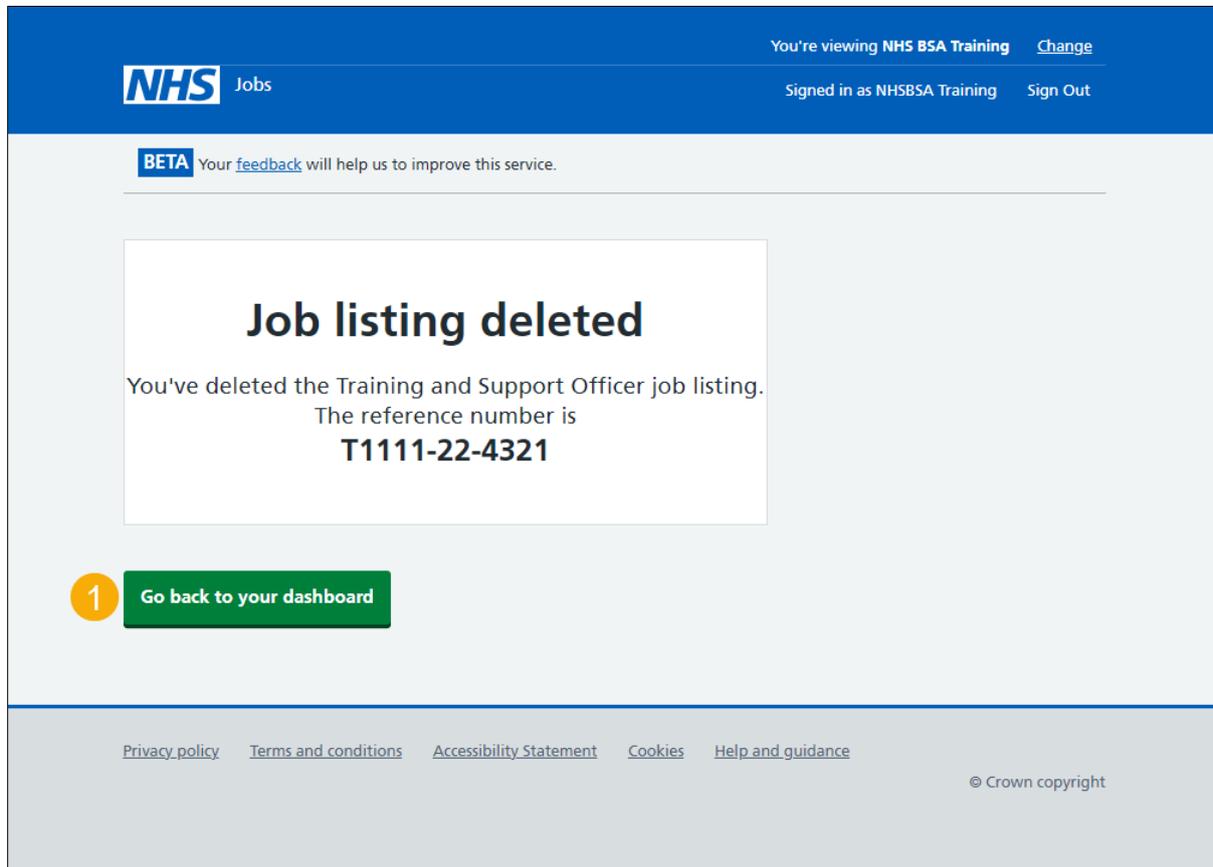
If you don't want to delete this job listing, you've reached the end of this user guide.

Job listing deleted

This page shows confirmation the job listing is deleted.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' button.



You've deleted a job listing and reached the end of this user guide.