

How to manage approval settings in NHS Jobs user guide

This guide gives you instructions for how to manage approval settings in the NHS Jobs service.

You can use approvals to approve or reject all your job listings before they're published to jobseekers.

In your organisations account, you can choose one of the following options:

- Online to use the NHS Jobs online service. You'll need your job listing approved by all approvers before you can publish it.
- Offline to use your ongoing process. You'll need your job listing approved by all approvers before you come back into the NHS Jobs online service and publish it. If you change this setting, it only applies to your new job listings.

The default setting is 'Offline' and If you change this setting, it only applies to new job listings you create.

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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Approval settings

This page gives you instructions for how to manage approval settings in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Approval settings' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your approval settings, complete the following step:

1. Select the ['Approval settings'](#) link.

NHS Jobs | You're viewing **NHSBSA Lee UAT** | [Change](#)
Signed in as Lee Mapes | [Sign Out](#)

Show tasks for **all accounts**

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

NHSBSA Lee UAT Dashboard

Tasks by stage | Listings by user

Showing tasks for:

| Task Stage | Count | Progress |
|------------------------------|-----------------------------|---|
| Draft | 13 | <div style="width: 100%; height: 10px; background-color: #2e7d32;"></div> |
| Approvals | 0 | <div style="width: 0%; height: 10px; background-color: #ccc;"></div> |
| Published | 1 | <div style="width: 100%; height: 10px; background-color: #ccc;"></div> |
| Shortlisting | 27 - on track 26, overdue 1 | <div style="width: 96%; height: 10px; background-color: #2e7d32; border: 1px solid #f44336;"></div> |
| Interviews | 15 - on track 12, overdue 3 | <div style="width: 80%; height: 10px; background-color: #2e7d32; border: 1px solid #f44336;"></div> |

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](#) 1
- [Departments](#)
- [Criminal convictions and cautions](#)
- [Welsh listings](#)
- [Moving applicants to other accounts](#)

How do you want your job listings approved?

This page gives you instructions to confirm how you want your job listings approved.

Important: You can select 'Online' to use the NHS Jobs online service. You'll need your job listing approved by all approvers before you can publish it. You can select 'Offline' to use your ongoing process. You'll need your job listing approved by all approvers before you come back into the NHS Jobs online service and publish it. The default option is 'Offline'. If you change this setting, it only applies to your new job listings.

To confirm how you want your job listings approved, complete the following steps:

1. Select an answer.
2. Select the ['Save changes'](#) button.

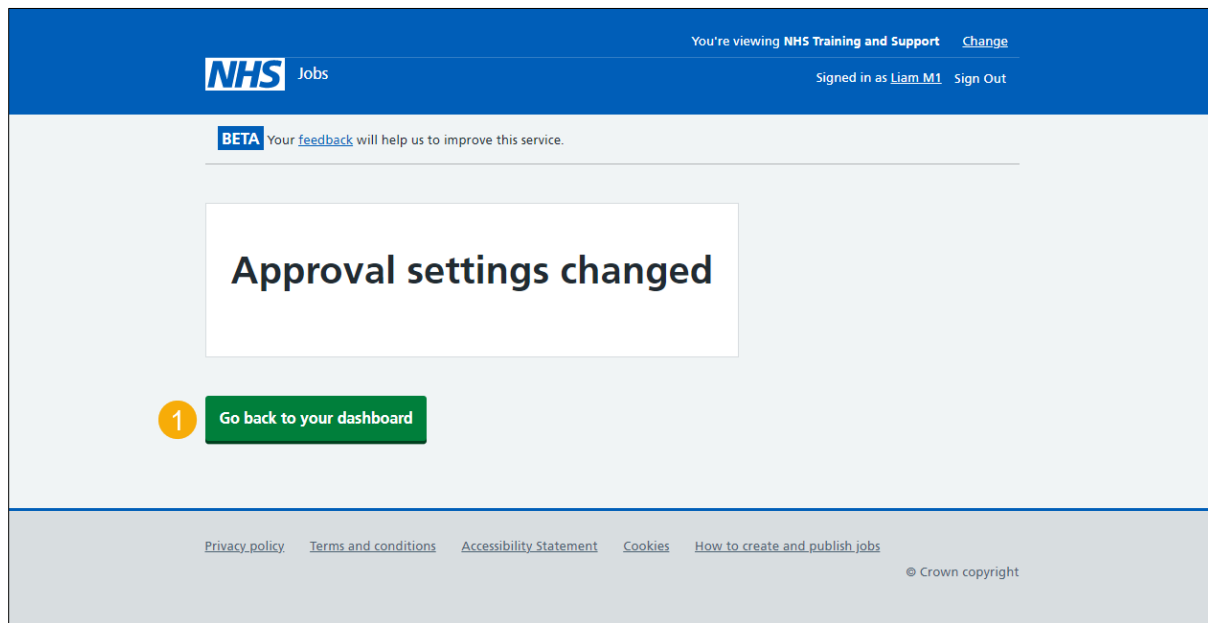
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and the text 'Jobs'. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Manage account' followed by 'How do you want your job listings approved?'. There are two radio button options: 'Online' (with a yellow circle containing '1') and 'Offline' (with a black dot). The 'Online' option description is: 'Use the NHS Jobs online service. You'll need your job listing approved by all approvers before you can publish it.' The 'Offline' option description is: 'Use your ongoing process. You'll need your job listing approved by all approvers before you come back into the NHS Jobs online service and publish it.' A green 'Save changes' button is highlighted with a yellow circle containing '2'. At the bottom, there is a footer with links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer also contains the text '© Crown copyright'.

Approval settings changed

This page shows confirmation you've changed the approval settings.

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

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



You've changed the approval settings and reached the end of this user guide.