

How to create a job listing – Publish the job advert in NHS Jobs user guide

This guide gives you instructions for how to publish the job advert in the NHS Jobs service.

Before you publish the job advert, you can:

- check the job listing information is correct
- send the job listing for approval (optional)
- publish the job advert

You must complete all sections of the job listing task list before you can publish the job advert.

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

<u>How to create a job listing – Publish the job advert in NHS Jobs user guide</u>	<u>1</u>
<u>Check the job advert.....</u>	<u>3</u>
<u>Send for approval</u>	<u>4</u>
<u>Job listing sent for approval</u>	<u>5</u>
<u>Publish job advert.....</u>	<u>6</u>
<u>Job advert published</u>	<u>7</u>

Check the job advert

This page gives you instructions for how to check the job advert.

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 preview and change the job advert, complete the following steps:

1. Select the '[Preview the job advert](#)' link.
2. Select a 'Change' link (optional).

NHS Jobs You're viewing NHSBSA MW UAT [Change](#)
Signed in as Michael Wardman [Sign Out](#)

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

NHSBSA MW UAT
Training and Support Officer job listing

READY TO PUBLISH
Reference no: A0201-22-4879

Job listing complete
You have completed 13 of 13 sections.

Add the job title

2 [Job title and reference number](#) **COMPLETED**

Add the details of the job

2 [About the job and pay](#) **COMPLETED**
2 [Location](#) **COMPLETED**
2 [Contact details and closing date](#) **COMPLETED**

Add the job overview, job description and person specification

2 [Job overview](#) **COMPLETED**
2 [Job description](#) **COMPLETED**
2 [Person specification](#) **COMPLETED**
2 [Supporting information](#) **COMPLETED**

Add pre-application and additional application questions

2 [Pre-application questions](#) **COMPLETED**
2 [Additional application questions](#) **COMPLETED**

Add the internal documents

2 [Internal documents](#) **COMPLETED**

Add the recruitment team

2 [Recruitment team](#) **COMPLETED**

Add the Welsh (Cymraeg) translation for this advert

2 [Welsh translation](#) **COMPLETED**

Make sure all details are correct before publishing. You can also [preview the job advert \(opens in a new tab\)](#) **1**

If you're using online approvals, go to the '[Send for approval](#)' page.

If you're not using online approvals, go to the '[Publish job advert](#)' page.

Send for approval

This section gives you instructions for how to send the job listing for approval.

Important: You'll only see the 'Send for approval' button if you're using online approvals in your organisation's account. It is only available once you've completed all sections of the job listing. You can change the approvers if they're incorrect.

To change approvers and send the job listing for approval, complete the following steps:

1. Select the 'Recruitment team' link (optional).
2. Select the [Send for approval](#) button.

Add the recruitment team

1 [Recruitment team](#) **COMPLETED**

Add the Welsh (Cymraeg) translation for this advert

[Welsh translation](#) **COMPLETED**

Make sure the details are correct before sending it for approval. You can also [preview the job advert \(opens in a new tab\)](#)

2 **Send for approval**

[Save and come back later](#)

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

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Tip: To find out how to change the approvers, go to the **'How to create a job listing in NHS Jobs - Add the recruitment team'** user guide or video from the **'Create a job listing'** section of the [Help and support for employers](#) webpage.

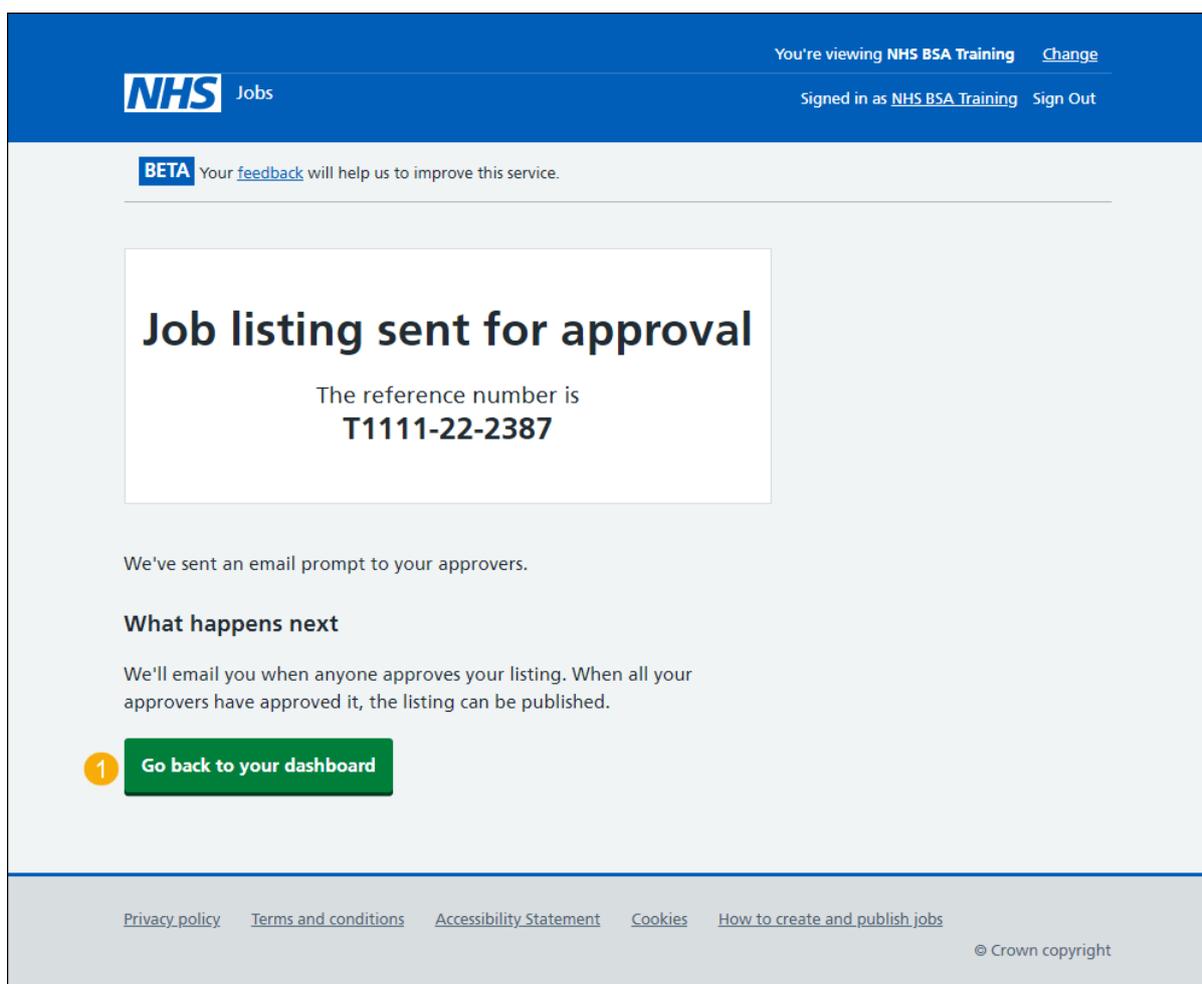
Job listing sent for approval

This page shows confirmation the job listing is sent for approval.

Important: An email is sent to your approvers, and you'll receive an email once they respond. Once all approvers have approved it, the job advert can be published.

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

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



The screenshot shows the NHS Jobs portal 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 NHS BSA Training' on the right. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Job listing sent for approval' and the reference number 'T1111-22-2387'. Below this, a message states 'We've sent an email prompt to your approvers.' A section titled 'What happens next' explains that an email will be sent when the listing is approved. A green button with a yellow '1' icon and the text 'Go back to your dashboard' is prominently displayed. 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'.

Go to the '[Publish job advert](#)' page.

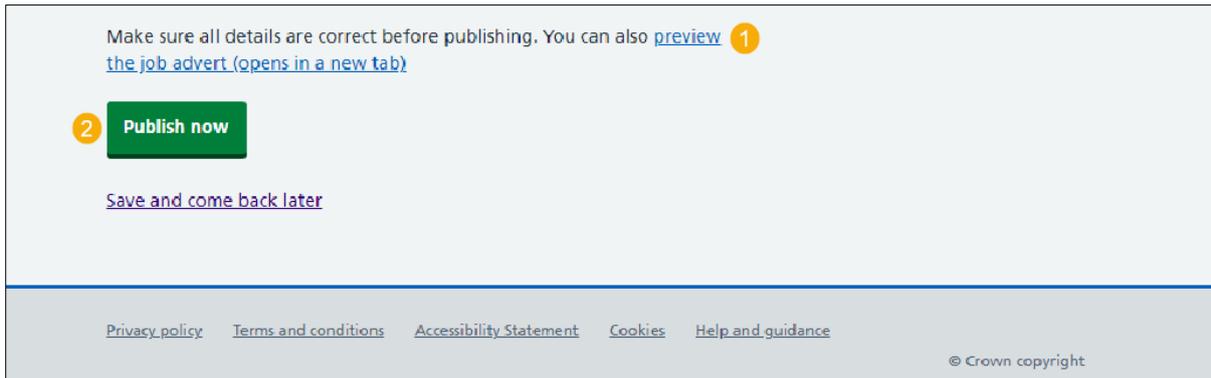
Publish job advert

This section gives you instructions for how to publish the job advert.

Important: Once you've published the job advert, jobseekers can find and apply for the role.

To preview and publish the job advert, complete the following step:

1. Select the ['Preview the job advert'](#) link.
2. Select the ['Publish now'](#) button.



Tip: If you need to make changes to the job listing, go to the **'How to change and republish a job listing in NHS Jobs'** user guide or video from the **'Change, delete, remove and reuse a job listing'** section of the ['Help and support for employers'](#) webpage.

Job advert published

This page shows confirmation the job advert is published.

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

1. Select the sharing link to view the advert as seen by an applicant (optional).
2. Select the 'Go back to your dashboard' 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 left, and 'You're viewing Dan Moore training account', 'Signed in as Dan Moore', and 'Sign Out' on the right. The main content area is light grey and contains a white box with the heading 'Job advert published'. Below this, it states 'You have created a job advert for New test. The reference number is A5008-23-0028'. Further down, it says 'Your advert is now published to your organisation's job board.' and 'You can share the link to the advert:'. There are two numbered steps: step 1 is a blue link 'http://training.beta.jobs.nhs.uk/candidate/jobadvert/A5008-23-0028' with '(Opens in a new tab)' below it; step 2 is a green button labeled 'Go back to your dashboard'. Below this, there is a section titled 'How could we improve NHS Jobs service?' with a link 'Give feedback' and the text 'about this service.'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', and a copyright notice '© Crown copyright'.

You've published the job advert and reached the end of this user guide.