

## How to make a job offer in NHS Jobs user guide

This guide gives you instructions for how to make a job offer in the NHS Jobs service.

You must have a job listing at the 'Ready to offer' recruitment stage.

To make a job offer to an applicant, you can choose one of the following options:

- create or select an offer letter template in your organisations account
- upload an offer letter to send to the applicant
- manually create and send the offer letter offline outside the NHS Jobs online service

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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## Ready to offer


This page gives you instructions for how to make a job offer.

**Important:** You must have a job listing at the ready to offer recruitment stage.

To make a job offer, complete the following step:

1. Select the '[Ready to offer](#)' link.

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

<a href="#">Draft</a>	98 - on track 28, overdue 70	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green 28%, red 28%, red 70%);"></div>
<a href="#">Approvals</a>	1	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green 1%, red 1%, red 98%);"></div>
<a href="#">Published</a>	12 - on track 10, overdue 2	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green 10%, red 10%, red 92%);"></div>
<a href="#">Shortlisting</a>	60 - on track 27, overdue 33	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green 27%, red 27%, red 54%);"></div>
<a href="#">Interviews</a>	22 - on track 2, overdue 20	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green 2%, red 2%, red 98%);"></div>
<b>1</b> <a href="#">Ready to offer</a>	9 - on track 5, overdue 4	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green 5%, red 5%, red 94%);"></div>
<a href="#">Conditional offers</a>	5 - on track 3, overdue 2	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green 3%, red 3%, red 96%);"></div>
Pre-employment checks	0	<div style="width: 100%; height: 10px; background: linear-gradient(to right, green 0%, red 0%, red 100%);"></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](#)
- [Departments](#)
- [Criminal convictions and cautions](#)
- [Welsh listings](#)
- [Moving applicants to other accounts](#)

#### Documents and templates

- [Overview of your organisation](#)
- [Supporting information library](#)
- [Contract templates](#)
- [Offer letter templates](#)

## Select applicants to offer

This page gives you instructions for how to select the applicants to make a job offer.

Find the job title and complete the following steps:

1. Select the 'Job title' link to view the details (optional).
2. Select the '[Select applicants to offer](#)' link.

This is a training environment for employers - published adverts will not be visible to jobseekers.

[Go back](#)

Training Account 365  
**Ready to offer**

Showing tasks for  
All users

Showing tasks  
All

**Ready to offer**

Job title	Deadline	Task	What needs doing next
<a href="#">Smoke Test 21.11.24</a> A0365-24-0026 INTERNAL	19 Feb 2026 ON TRACK	Offers in progress	<a href="#">Offer to another applicant</a>
<b>1</b> <a href="#">Interview test</a> A0365-26-0000 INTERNAL	29 May 2026 ON TRACK	Ready to start offer	<a href="#">Select applicants to offer</a> <b>2</b>
<a href="#">Demo Listing</a> A0365-26-0001 INTERNAL	04 Jun 2026 ON TRACK	Offers in progress	<a href="#">Offer to another applicant</a>

## Select your successful applicants

This page gives you instructions for how to select applicants to offer the job to.

To select applicants to offer the job to, complete the following steps:

1. Select which applicants you wish to offer the job to.
2. Select the '[Continue to offer](#)' button.
3. Select the '[choose not to offer this job to any applicants](#)' link.
4. Select the download links to download individual or all applications (optional).

You're viewing Training Account 365 [Change](#)
NHS Jobs
Signed in as Lee Mapes [Sign Out](#)

This is a training environment for employers - published adverts will not be visible to jobseekers.

[< Go back](#)

Smoke Test 20/11/2025 job

## Select your successful applicants

The interview lead has added their feedback for all the applicants. You now need to select all applicants that you want to offer the job to.

Once you have chosen the successful applicants, select 'Continue to offer' to start the offer process.

You'll be able to find the remaining applicants in the ready to reject tab on the Manage offers page. You have the option to offer these applicants the job if you want to at a later stage.

### Actions

- [Download Individual Smoke Test 20/11/2025 applications](#)
- [Download all Smoke Test 20/11/2025 applications](#)

Select	Applicant	Immigration status	What you can do
<input type="checkbox"/>	<b>Lee Mapes</b> AR-260120-07622 lee.mapes@nhsbsa.nhs.uk <a href="#">View application</a>	British, Irish or dual citizen	<a href="#">View feedback</a>
<input type="checkbox"/>	<b>Lee Mapes+1</b> AR-260120-07623 lee.mapes+1@nhsbsa.nhs.uk <a href="#">View application</a>	British, Irish or dual citizen	<a href="#">View feedback</a>

**1**

**2** [Continue to offer](#)

**3** You can [choose not to offer this job to any applicants](#). If so, you should contact applicants directly to let them know they've been unsuccessful.

**4**

[Privacy policy](#)   [Terms and conditions](#)   [Accessibility Statement](#)   [Cookies](#)   [Help and guidance](#)

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## Manage offers

This page gives you instructions for how to manage your offers.

To manager your offers, complete the following steps:

1. Select the tab with the applicant you wish to manage an offer for.
2. Select the applicant to view their contact and application details (optional).
3. Select the ['Create and send offer'](#) link.

This is a training environment for employers - published adverts will not be visible to jobseekers.

[Go back](#)

Demo Listing

### Manage Offers

1 Ready to offer (1) Offered (1) Ready to reject (1)

#### Applicants moved to the offer stage

Applicant	What needs doing next
2 <a href="#">Lee Mapes</a> AR-260116-07569	<a href="#">Create and send offer</a> 3

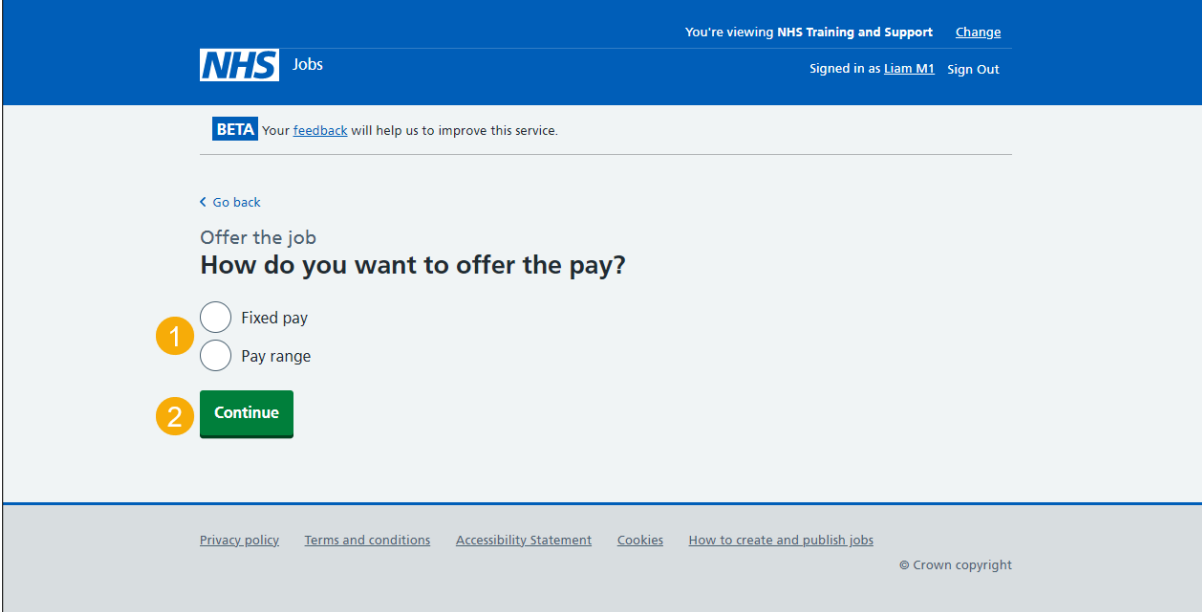
**Tip:** You can offer the job to more than one applicant, if applicable.

## How do you want to offer the pay?

This page gives you instructions for how to confirm the pay type.

To add the pay type, complete the following steps:

1. Select an answer:
  - [‘Fixed pay’](#)
  - [‘Pay range’](#)
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, 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 content area is titled 'Offer the job' and 'How do you want to offer the pay?'. There are two radio button options: 'Fixed pay' and 'Pay range'. A yellow circle with the number '1' is next to the 'Fixed pay' option. Below these options 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', along with a copyright notice: '© Crown copyright'.

**Tip:** For example, a fixed pay is £25,000 and a pay range is £20,000 to £30,000.

## What is the fixed pay?

This page gives you instructions for how to confirm the fixed pay.

**Important:** You'll only see this page if you've selected a fixed pay. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the fixed pay, complete the following steps:

1. In the **Pay amount** box, enter the details.
2. From the **Timeframe** drop-down menu, select an option.
3. In the **More details about the pay** box, enter the details (optional).
4. Select the '[Save and continue](#)' button.

Jobs

You're viewing [NHS BSA Training](#) [Change](#)  
Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[< Go back](#)

Offer the job

### What is the pay?

**Team Manager**  
NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne

This was advertised as depending on experience. . You must now enter the actual pay that's on offer for this job.

Pay amount

1 £

Timeframe

a year

More details about the pay (optional)  
For example, includes high cost area supplements (HCAS) or plus inner London HCAS

3

4 [Save and continue](#)

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[Help and guidance](#)

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## What is the pay range?

This page gives you instructions for how to confirm the pay range.

**Important:** You'll only see this page if you've selected a pay range. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the pay range, complete the following steps:

1. In the **From pay** box, enter the details.
2. In the **To pay** box, enter the details.
3. From the **Timeframe** drop-down menu, select an option.
4. In the **More details about the pay** box, enter the details (optional).
5. Select the '[Save and continue](#)' button.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

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

---

[< Go back](#)

Offer the job

### What is the pay?

**Training and Support Officer**  
NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne

This was advertised as depending on experience. . You must now enter the actual pay that's on offer for this job.

From

1

To

2

Timeframe

3

More details about the pay (optional)

For example, includes high cost area supplements (HCAS) or plus inner London HCAS

4

5

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 [Terms and conditions](#)  
 [Accessibility Statement](#)  
 [Cookies](#)  
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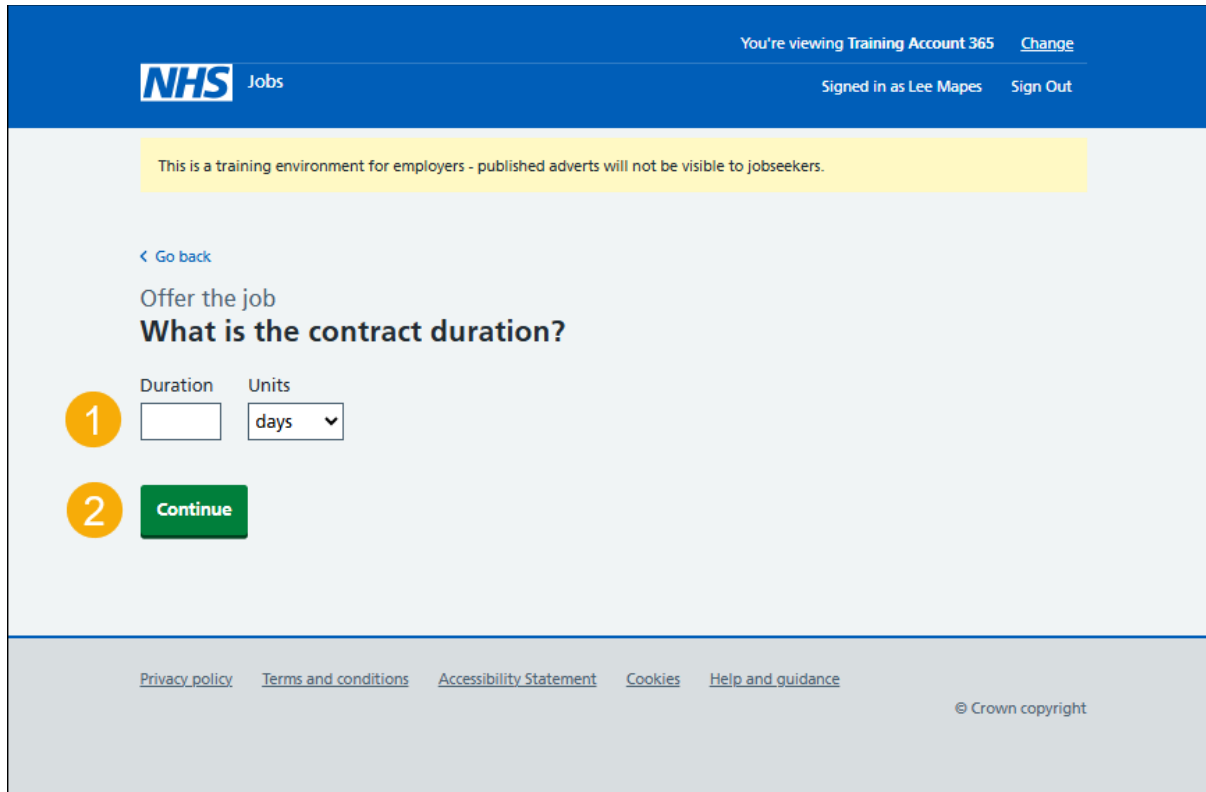
## What is the contract duration?

This page gives you instructions for how to confirm the contract duration.

**Important:** You'll only see this page if you selected something other than 'Permanent' contract type when creating the listing.

To confirm the contract duration, complete the following steps:

1. Enter the duration of the contract.
2. Select the [Continue](#) button.



The screenshot shows the NHS Jobs interface for setting contract duration. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing Training Account 365' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header is a yellow banner with the text: 'This is a training environment for employers - published adverts will not be visible to jobseekers.' The main content area has a '< Go back' link, followed by 'Offer the job' and the title 'What is the contract duration?'. There are two numbered steps: Step 1 is a text input field for 'Duration' and a dropdown menu for 'Units' (currently set to 'days'). Step 2 is a green 'Continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

## What's the working pattern?

This page gives you instructions for how to confirm the working pattern.

To add the working pattern, complete the following steps:

1. Select an answer.
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, 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 content area is titled 'Offer the job' and 'What is the working pattern?'. Under 'Working pattern', there are eight radio button options: Full-time, Part-time, Job share, Flexible working, Home or remote working, Compressed hours, Term time hours, and Annualised hours. A yellow circle with the number '1' is next to the 'Flexible working' option. Below the options is a green 'Continue' button with a yellow circle and 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', followed by '© Crown copyright'.

## How many hours or sessions will they work in a week?

This page gives you instructions for how to confirm how many hours or sessions they will work in a week.

To add how many hours or sessions they will work in a week, complete the following steps:

1. In the **Number** box, enter the details.
2. From the **Hours or sessions a week** drop-down menu, select an option.
3. 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.' A 'Go back' link is visible. The main heading is 'Offer the job' followed by 'How many hours or sessions will they work a week?'. Below this, there are two input fields: 'Number' (with a '1' in a yellow circle next to it) and 'Hours or sessions a week' (with a '2' in a yellow circle next to it). The 'Hours or sessions a week' field is a dropdown menu currently showing 'hours a week'. Below these fields is a green 'Save and continue' button with a '3' in a yellow circle next to it. 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'.

## How do you want to send the offer letter to the applicant?

This page gives you instructions for how to confirm how you want to send the offer letter to the applicant.

**Important:** The offer letter should include the terms and conditions of the offer including the salary and the reporting manager's name and title, as well as any benefits such as annual leave and pension that come with the job.

To confirm how you want to send the offer letter to the applicant, complete the following steps:

1. Select an answer:
  - [‘Use a template in the NHS Jobs online service’](#)
  - [‘Upload an offer letter to send to the applicant online’](#)
  - [‘Offline outside the NHS Jobs online service’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs online service 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.' A 'Go back' link is visible. The main content area is titled 'Offer the job' and 'How do you want to send the offer letter to the applicant?'. Below the title, there is a paragraph explaining that the letter should include terms and conditions, salary, reporting manager's name and title, and benefits. There are three radio button options: 'Use a template in the NHS Jobs online service', 'Upload an offer letter to send to the applicant online', and 'Offline outside the NHS Jobs online service'. The second option is highlighted with a yellow circle containing the number '1'. Below the options is a green button labeled 'Save and continue' with a yellow circle containing the number '2'. 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'.

## Which offer letter template do you want to use?

This page gives you instructions for how to confirm the offer letter template you want to use.

**Important:** You'll only see this page if you're selecting an offer letter template in your organisation's account. If the template you need is not displayed, only those who manage your organisation's NHS Jobs account can create and edit templates. You'll need to contact them and ask them to create one.

To add the offer letter template you want to use, complete the following steps:

1. Select an offer letter template.
2. Select the '[Save and continue](#)' button.  
or
3. Select the 'If the template you need is not displayed' link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main heading is 'Which offer letter template do you want to use?'. There are two radio button options: '1 NHS Jobs' and '3 If the template you need is not displayed'. A green button labeled '2 Save and continue' is visible below the options. 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'.

**Tip:** To find out how to manage offer letter templates, go to the '**How to manage offer letter templates in NHS Jobs**' user guide or video from the '**Documents and templates**' section of the '[Help and support for employers](#)' webpage.

## Add an offer letter

This page gives you instructions for how to add an offer letter.

**Important:** You'll only see this page if you're uploading an offer letter. The file must not exceed 1MB in file size and be a DOC, DOCX or PDF.

To add an offer letter, complete the following steps:

1. Select the 'Choose file' button.
2. Select the 'Upload' button.
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface for adding an offer letter. 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' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Offer the job' and 'Add an offer letter'. It states 'The file you choose must:' followed by two bullet points: 'not exceed 1MB in file size' and 'be a DOC, DOCX or PDF'. Below this, there is a section 'Upload a file' with three numbered steps: 1. 'Choose File' (with 'No file chosen' text), 2. 'Upload' (a dark grey button), and 3. 'Save and continue' (a green 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', along with a copyright notice '© Crown copyright'.

**Tip:** To choose a file, you'll need to know where this is located.

## Select supporting information (optional)

This page gives you instructions for how to select the supporting information.

**Important:** In this example, the 'NHS Jobs Organisation Chart' supporting document is available to select in your organisations account. If the supporting information you need is not displayed, only those who manage your organisation's NHS Jobs account can add supporting information. You'll need to contact them and ask them to add one.

To select the supporting information, complete the following steps:

1. Select a 'Document name link' to view the document (optional).
  2. Select a supporting document (optional).
  3. Select the [Save and continue](#) button.
- or
4. Select the 'If the document or link you need is not shown' link.

**NHS** Jobs

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

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

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

[Go back](#)

Offer the job

### Select the supporting information (optional)

Select which supporting documents or links to send with the offer. The applicant will be able to access them alongside the offer.

#### Documents

Select	Document	What you can do
<input type="checkbox"/>	NHS Jobs organisation chart	<a href="#">Download document (DOCX, 12 KB)</a>

#### Links

No links have been added

[If the document or link you need is not shown](#)

Documents and links can be added to the organisation's supporting information from the dashboard by users with access. If you do not have access, you'll need to contact a super user.

NHS BSA Training [redacted]  
 NHSBSA Training [redacted]  
 Vasudev [redacted]  
 Jane Doe [redacted]  
 Jen [redacted]

[Save and continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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**Tip:** The applicant will be able to download the document alongside the offer letter.

## Check the details of the offer

This page gives you instructions for how to check the details of the offer.

To check, change and confirm the details of the offer, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Continue](#)' button.

You're viewing **NHS BSA Training** [Change](#)
Signed in as **NHSBSA Training** [Sign Out](#)

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

[Go back](#)

Offer the job

### Check the details of the offer

<b>Applicant name</b>	[REDACTED]	<a href="#">Change</a>
<b>Telephone number</b>		
<b>Job title</b>	Team Manager	
<b>Job location</b>	Nhs Property Services Ltd Goldcrest Way Newcastle Upon Tyne NE15 8NY	<a href="#">Change</a>
<b>Contract type</b>	Permanent	<a href="#">Change</a>
<b>Working pattern</b>	Full-time	<a href="#">Change</a>
<b>Number of hours or sessions a week</b>	30 Hours a week	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold;">1</span>
<b>Pay Scheme</b>	Other	
<b>Pay</b>	£25,000 a year	<a href="#">Change</a>
<b>Send offer</b>	Use a template in the NHS Jobs online service	<a href="#">Change</a>
<b>Offer letter template</b>	Training & Support	<a href="#">Change</a>
<b>Supporting Information</b>	NHS Jobs organisation chart	<a href="#">Change</a>
<b>Contact</b>	Ashleigh [REDACTED] ashleigh.[REDACTED]	<a href="#">Change</a>

2
Continue

[Privacy policy](#)   [Terms and conditions](#)   [Accessibility Statement](#)   [Cookies](#)   [Help and guidance](#)

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## Email your job offer to the applicant

This page gives you instructions for how to email your job offer to the applicant.

**Important:** Once the applicant receives this email, they will follow the link, sign into their NHS Jobs account, and then read and e-sign their documents.

To email your job offer to the applicant, complete the following steps:

1. Select the 'preview the offer letter' link.
2. Select the 'download the offer letter' link.
3. Select the '[Send offer to applicant](#)' button.

The screenshot shows the NHS Jobs interface for sending a job offer. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam MA'. The main heading is 'Email your job offer to Liam MA'. Below this, it states 'You'll send an automated email offering the job:'. The email preview includes:

- Greeting: Dear Liam MA
- Confirmation: We're pleased to confirm our conditional offer for the Training and Support Officer job here at NHS Training and Support. You'll find details of the offer in your NHS Jobs account.
- Recommendation: We recommend that you do not give notice on your current job until we're satisfied with your pre-employment checks.
- Section: **What happens next**
- Instructions: You'll give us referees who can cover your previous employment, education or training history. You'll do this by signing in to your NHS Jobs account.
- Link: [sign-in](#)
- Section: **If you've got any questions**
- Contact: You can contact: Joe Bloggs, joebloggs@nhs.net
- Closing: Regards, NHS Training and Support

Below the email preview, it says 'What happens next' and 'The applicant will follow the link in this email, sign in to their NHS Jobs account, and then read and e-sign their documents.' There are two links for the offer letter: '1 preview the offer letter (PDF, 4 KB)' and '2 download the offer letter (PDF, 4 KB)'. At the bottom, there is a green button '3 Send offer to applicant'.

**Tip:** The offer letter document is previewed and downloaded in a portable document format (PDF).

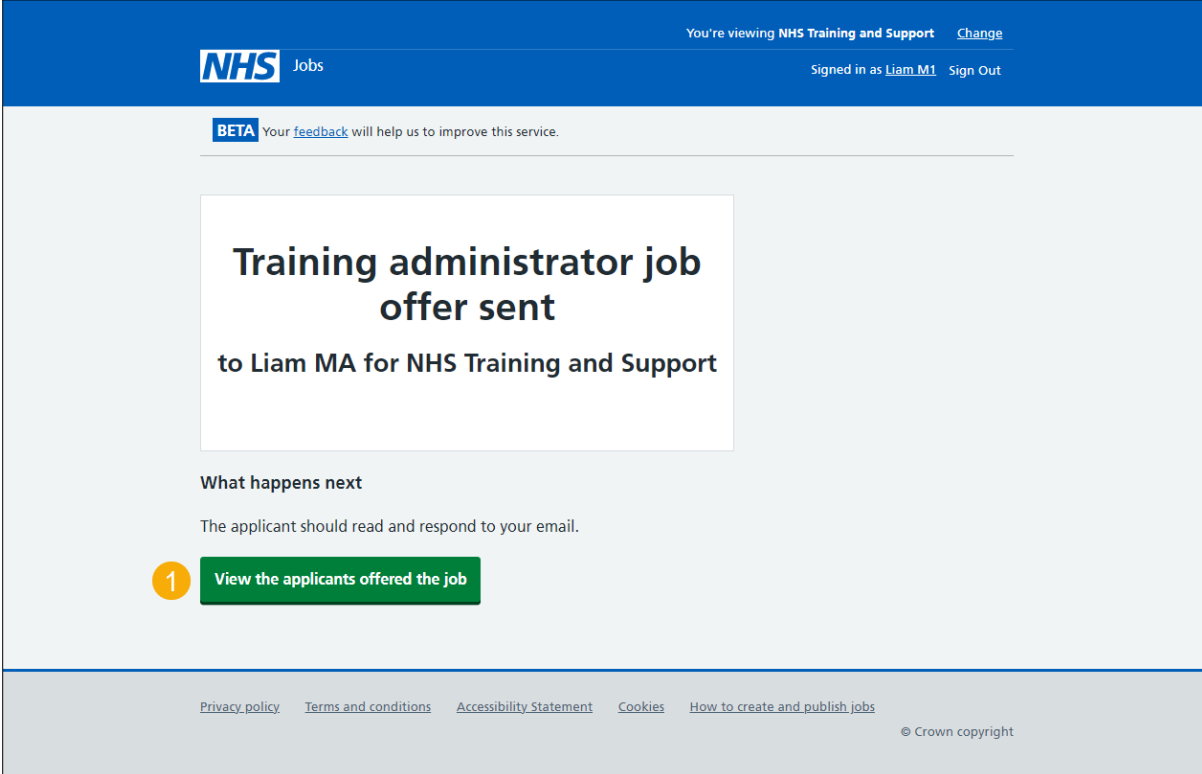
## Job offer sent to the applicant

This page shows confirmation the job offer is sent to the applicant.

**Important:** The applicant should read and respond to your email.

To view the applicants offered the job, complete the following step:

1. Select the '[View the applicants offered the job](#)' button.



The screenshot displays the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, a 'Signed in as Liam.M1' notification with a 'Sign Out' link is visible. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area features a white box with the heading 'Training administrator job offer sent to Liam MA for NHS Training and Support'. Below this, a section titled 'What happens next' explains that the applicant should read and respond to the email. A prominent green button with a yellow circle containing the number '1' is labeled 'View the applicants offered the job'. 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'.

## Ready to reject

This page shows all applicants you have decided to reject.

To reject applicants, complete the following steps:

1. Select the '[Send rejection to all applicants](#)' button.
2. Select the '[Choose which applicants to reject](#)' button.
3. View the details of the rejected applicants (optional).

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing Training Account 365' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as Lee Mapes' with a 'Sign Out' link is on the right. A yellow banner states: 'This is a training environment for employers - published adverts will not be visible to jobseekers.' Below this, there's a 'Go back' link and the page title 'Demo Listing Manage Offers'. Two tabs are visible: 'Offered (2)' and 'Ready to reject (1)'. The 'Ready to reject' tab is active. The main content area is titled 'Applicants who have been unsuccessful' and explains that these applicants are ready to be rejected. It lists two options: 'reject all applicants' and 'choose which applicants you would like to reject'. A callout box titled 'What you can do' shows two buttons: 'Send rejection to all applicants' (labeled 1) and 'Choose which applicants to reject' (labeled 2). Below this, a list of applicants is shown, with the first one labeled 3: 'Lee Mapes+1' with ID 'AR-260116-07570'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

## Select the applicants you want to reject

This page lets you select which applicants you want to reject.

To reject an applicant, complete the following steps:

1. Select the applicants you want to reject.
2. Select the [Continue](#) button.

You're viewing Training Account 365 [Change](#)

**NHS** Jobs Signed in as Lee Mapes [Sign Out](#)

This is a training environment for employers - published adverts will not be visible to jobseekers.

[Go back](#)

### Demo Listing

## Select the applicants you want to reject

Select all applicants that you do not want to offer the job to.

These applicants will be sent an individual email letting them know they have been unsuccessful with their application.

Once you reject the applicants you will not be able to return and offer them the job at a later stage.

Select	Applicant
<b>1</b> <input type="checkbox"/>	<a href="#">Lee Mapes+1</a> AR-260116-07570

**2** [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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## Are you sure you want to reject all applicants?

This page gives you instructions for how to confirm rejecting all applicants.

**Important:** You will only see this page if you selected the 'choose not to offer this job to any applicants' link on the '[Select your successful applicants](#)' page.

To reject all applicants complete the following steps:

1. Select an option:
  - '[Yes, reject all applicants](#)'
  - '[No, return to review applicants](#)'
2. Select the 'Continue' 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 right side of the header, it says 'You're viewing Training Account 365' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header is a yellow banner that reads 'This is a training environment for employers - published adverts will not be visible to jobseekers.' The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Smoke Test 20/11/2025' followed by the main heading 'Are you sure you want to reject all applicants?'. A vertical blue bar is on the left of a text block that says 'You should contact applicants offline first to tell them they have been unsuccessful and give them feedback.' Below this is another text block: 'Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.' There are two radio button options: '1 Yes, reject all applicants' and '2 No, return to review applicants'. Below the options is a green 'Continue' button. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. On the far right of the footer, it says '© Crown copyright'.

## Do you want to provide an email address for unsuccessful applicants to get feedback?

This page gives you instructions for how to confirm if you want to provide an email address for unsuccessful applicants to get feedback.

**Important:** Unsuccessful applicants may want to contact you to get feedback about their interview.

To confirm if you want to provide an email address for unsuccessful applicants to get feedback, complete the following steps:

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

The screenshot shows a web interface for NHS Jobs. 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 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 content area is titled 'Training administrator' and contains the question: 'Do you want to provide an email address for unsuccessful applicants to get feedback?'. Below the question, it says 'Unsuccessful applicants may want to contact you to get feedback about their interview.' There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green 'Continue' button with a '2' in a yellow circle 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 text reads '© Crown copyright'.

## Give an email address for applicant feedback

This page gives you instructions for how to give an email address for applicant feedback.

**Important:** You'll only see this page if you're adding an email address for applicant feedback. This will be included in the email that will be sent to unsuccessful applicants.

To give an email address for applicant feedback, complete the following steps:

1. In the **Email address** box, enter the details.
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 left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam.M1' and a 'Sign Out' link. The main content area has a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The title of the page is 'Training administrator Give an email address for applicant feedback'. A sub-header explains: 'This will be included in the email that will be sent to unsuccessful applicants.' There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green 'Continue' button with a '2' in a yellow circle 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 text is '© Crown copyright'.

## Send email to unsuccessful applicants

This page gives you instructions for how to send an email to unsuccessful applicants.

**Important:** You'll only see this page if you're sending an email to unsuccessful applicants. If you have not contacted any applicants offline to let them know they have been unsuccessful you should do that first.

To send an email to unsuccessful applicants, complete the following step:

1. Select the [Send rejection](#) button.

NHS Jobs

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

Signed in as [Liam.M1](#) [Sign Out](#)

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

[Go back](#)

Training administrator

### Send email to unsuccessful applicants

If you have not yet contacted them offline to let them know they have been unsuccessful you should do that first.

Dear [applicant full name],

Thank you for taking the time to interview for the Training administrator job at NHS Training and Support.

On this occasion, you've been unsuccessful. The employer will not be continuing with your application.

If the employer has not provided you with feedback yet, you can contact [joe.bloggs@nhs.net](mailto:joe.bloggs@nhs.net).

We wish you well in your job search.

Kind regards,

The NHS Jobs Team

**1** [Send rejection](#)

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

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## You have rejected the unsuccessful applicants

This page shows confirmation that you have rejected the unsuccessful applicants.

On this page you can:

1. Select the '[Manage offers](#)' button to return to the 'Manage offers' page.
2. Select the 'Return to dashboard' link to return to the dashboard.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left. On the right, it says 'You're viewing Training Account 365' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header is a yellow banner with the text: 'This is a training environment for employers - published adverts will not be visible to jobseekers.' The main content area has a large white box with the heading 'You have rejected the unsuccessful applicants'. Below this, under the heading 'What happens next', it states: 'The applicant will receive the automated email to let them know they have been unsuccessful.' There are two numbered steps: '1' next to a green 'Manage offers' button, and '2' next to a blue 'Return to dashboard' link. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

## You did not offer the job to any applicants

This page shows confirmation you did not offer the job to any applicants.

To do a task, complete the following steps:

1. Select the 'Reuse this listing' link (optional).
2. Select the 'Remove this listing' button (optional).
3. Select the 'Return to your dashboard' link.

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 right side of the header, 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 features a large white box with the heading 'You did not offer the job to any applicants' and the text 'Training administrator, reference T0111-22-3348'. Below this, a section titled 'What you can do next' provides instructions: 'You can reuse this Training administrator listing.' with a circled '1' next to the link, and 'You can remove this listing from your dashboard.' Below these instructions are three numbered options: '2' next to a green button labeled 'Remove this listing', and '3' next to a link labeled 'Return to your dashboard'. 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'.

You did not offer the job to any applicants and you've reached the end of this user guide.