

## How to make applicant job offers in NHS Jobs user guide

This guide gives you instructions for how to make applicant job offers in NHS Jobs.

To do this, you will need to:

- have a job listing at the 'Ready to offer' stage.
- select your successful applicants.
- confirm the pay type, working pattern, contract duration, hours or sessions.
- confirm how to send the offer letter template and select any supporting information.
- check the job offer details and send them to the applicant.

To find out which roles can do this, go to 'Roles and permissions' in the employer dashboard.

# Contents

<a href="#">How to make applicant job offers in NHS Jobs user guide .....</a>	<a href="#">1</a>
<a href="#">Ready to offer.....</a>	<a href="#">3</a>
<a href="#">Select applicants to offer.....</a>	<a href="#">4</a>
<a href="#">Select your successful applicants .....</a>	<a href="#">5</a>
<a href="#">Manage offers .....</a>	<a href="#">6</a>
<a href="#">Ready to offer.....</a>	<a href="#">7</a>
<a href="#">How do you want to offer the pay? .....</a>	<a href="#">8</a>
<a href="#">What is the fixed pay? .....</a>	<a href="#">9</a>
<a href="#">What is the pay range?.....</a>	<a href="#">10</a>
<a href="#">What is the working pattern?.....</a>	<a href="#">11</a>
<a href="#">What is the contract duration?.....</a>	<a href="#">12</a>
<a href="#">How many hours or sessions will they work in a week? .....</a>	<a href="#">13</a>
<a href="#">How do you want to send the offer letter to the applicant? .....</a>	<a href="#">14</a>
<a href="#">Which offer letter template do you want to use? .....</a>	<a href="#">15</a>
<a href="#">Add an offer letter .....</a>	<a href="#">16</a>
<a href="#">Select the supporting information (optional) .....</a>	<a href="#">17</a>
<a href="#">Check the details of the offer.....</a>	<a href="#">18</a>
<a href="#">Email your job offer to the applicant.....</a>	<a href="#">19</a>
<a href="#">Job offer sent to the applicant .....</a>	<a href="#">20</a>

## Ready to offer

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

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

To do this, complete the following step:

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

The screenshot shows the NHS Jobs Training Dashboard. At the top, it indicates the user is signed in as Alex Me. A yellow banner states: "This is a training environment for employers - published adverts will not be visible to jobseekers." The main dashboard area is titled "NHS Jobs Training Dashboard" and has two tabs: "Tasks by stage" (selected) and "Listings by user". A dropdown menu shows "Showing tasks for All users".

Task Stage	Count
<a href="#">Draft</a>	10
<a href="#">Published</a>	21
<a href="#">Shortlisting</a>	0
<a href="#">Interviews</a>	0
<b>1</b> <a href="#">Ready to offer</a>	5
<a href="#">Conditional offers</a>	1
<a href="#">Pre-employment checks</a>	0
<a href="#">Contracts</a>	0
<a href="#">End recruitment</a>	0

On the right side, there are several utility sections:

- 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
- Help and information:**
  - The employer hub
  - Roles and permissions
  - Contact your super users
- Reporting:**
  - Run a report

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.

## Select applicants to offer

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

To do this, complete the following steps:

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

The screenshot shows the NHS Jobs Training Products 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 Jobs Training Products' with a 'Change' link, and 'Signed in as Alex Me' with a 'Sign Out' link. Below the header, there's a toggle for 'Show tasks for all accounts'. A 'BETA' badge with a feedback link is visible. The main content area is titled 'Ready to offer' and includes filters for 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All'). A table lists three tasks:

Job title	Deadline	Task	What needs doing next
<a href="#">Example advert</a> C1567-26-0001 INTERNAL	27 Jul 2026 ON TRACK	Applicants selected	<a href="#">Offer the job</a>
<a href="#">HR Administrator</a> C1567-26-0002 INTERNAL	27 Jul 2026 ON TRACK	Offers in progress	<a href="#">Offer to another applicant</a>
<a href="#">Example job advert</a> C1567-26-0003 INTERNAL	28 Jul 2026 ON TRACK	Ready to start offer	<a href="#">Select applicants to offer</a>

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer also includes '© Crown copyright'.

## Select your successful applicants

This page gives you instructions for how to select your successful applicants.

**Important:** You can select one or more successful applicants.

To do this, complete the following steps:

1. Select the 'Download Individual' or 'Download All' applications link (optional).
2. Select the successful applicant boxes.
3. Select the ['Continue to offer'](#) button.
4. Select the 'choose not to offer this job to any applicants' link.

**NHS** Jobs You're viewing NHS Jobs Training Products [Change](#)  
Signed in as Alex Me [Sign Out](#)

**BETA** Your feedback will help us to improve this service.

[Go back](#)

### Example job advert 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**

- 1 [Download Individual Example job advert applications](#)
- [Download all Example job advert applications](#)

Select	Applicant	Immigration status	What you can do
<input type="checkbox"/>	<b>John Smith</b> AR-260320-16345 @nhsbsa.nhs.uk 075- <a href="#">View application</a>	British, Irish or dual citizen	<a href="#">View feedback</a>
<input type="checkbox"/>	<b>Joe Bloggs</b> AR-260320-16346 @nhsbsa.nhs.uk 075- <a href="#">View application</a>	British, Irish or dual citizen	<a href="#">View feedback</a>

3 [Continue to offer](#)

4 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.

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

© Crown copyright

## Manage offers

This page gives you instructions for how to manage applicant job offers.

To do this, complete the following steps:

1. Select the 'Ready to offer' tab.
2. Select the [Applicant name](#) link.
3. Select the [Create and send offer](#) link.

**NHS** Jobs

You're viewing **NHS Jobs Training Products** [Change](#)

Signed in as Alex Me [Sign Out](#)

**BETA** Your feedback will help us to improve this service.

[Go back](#)

Example job advert

### Manage Offers

**1** Ready to offer (1) **Ready to reject (1)**

#### Applicants moved to the offer stage

Applicant	What needs doing next
<b>2</b> <a href="#">John Smith</a> AR-260311-16324	<b>3</b> <a href="#">Create and send offer</a>

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

© Crown copyright

## Ready to offer

This page gives you instructions for how to offer the job or reject an applicant.

To do this, complete the following steps:

1. Select the [‘Offer the job’](#) button.
2. Select the [‘Reject applicant’](#) button.

The screenshot shows the NHS Jobs Training Products 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 Jobs Training Products' with a 'Change' link, and 'Signed in as Alex Me' with a 'Sign Out' link. Below the header, there is a 'BETA' banner with the text 'Your feedback will help us to improve this service.' and a 'Go back' link.

The main content area displays the applicant's name 'John Smith' and the status 'READY TO OFFER'. Below this, it shows the reference number 'AR-260311-16324' and the application for 'Example job advert' job listing C1567-26-0003. A 'What needs doing next' panel on the right contains two buttons: 'Offer the job' (green) and 'Reject applicant' (grey), with numbered callouts 1 and 2 respectively.

Below the application details, there are tabs for 'Application details', 'Shortlisting', and 'Interviewing'. The 'Application details' tab is active, showing the following information:

- Contact information:**
  - Email address: [redacted]@nhsbsa.nhs.uk
  - Contact preference: Email, text and telephone
  - Phone number: 075 [redacted]
- Right to work:**
  - British or Irish citizen?: Yes
- Qualifications, training and job history:**
  - Academic qualifications:
    - Subject studied: GCSE English

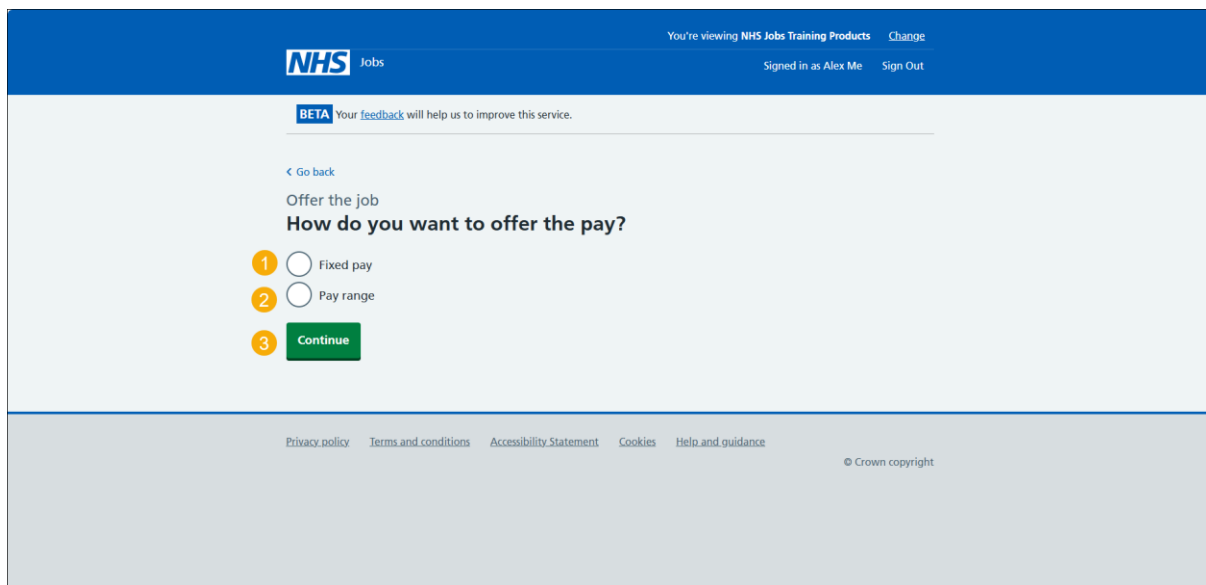
**Tip:** Go to the [‘How to reject applicant job offers in NHS Jobs’](#) user guide for more information.

## How do you want to offer the pay?

This page gives you instructions for how to offer the pay.

To do this, complete the following steps:

1. Select the ['Fixed pay'](#) option.  
or
2. Select the ['Pay range'](#) option.
3. 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. To the right, it says 'You're viewing NHS Jobs Training Products' with a 'Change' link, and 'Signed in as Alex Me' 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 is titled 'Offer the job' and 'How do you want to offer the pay?'. It features three numbered steps: 1. 'Fixed pay' with a radio button, 2. 'Pay range' with a radio button, and 3. 'Continue' with a green button. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

**Tip:** An example of a fixed pay is £25,000. And an example of a pay range is £20,000 to £30,000.

## What is the fixed pay?

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

**Important:** You will see this page if you have selected fixed pay.

To do this, 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.

You're viewing [NHS Jobs Training Products](#) [Change](#)
Signed in as [Alex Me](#) [Sign Out](#)

**NHS** Jobs

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

[Go back](#)

Offer the job

### What is the pay?

**Example job advert**  
NHS Jobs Training Products, 1 Street, Town

This was advertised as £27000 a year . You must now enter the actual pay that's on offer for this job.

For example, £27500

Pay amount    Timeframe

1    £     a year    2

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](#)

© Crown copyright

## What is the pay range?

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

**Important:** You will see this page if you have selected pay range.

To do this, 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 Jobs Training Products](#) [Change](#)
Signed in as [Alex Me](#) [Sign Out](#)

**NHS** Jobs

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

[Go back](#)

Offer the job

### What is the pay?

**Example job advert**  
NHS Jobs Training Products, 1 Street, Town

This was advertised as £27000 a year . You must now enter the actual pay that's on offer for this job.

For example, from £15000 to £25000

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 [Save and continue](#)

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

© Crown copyright

## What is the working pattern?

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

To do this, complete the following steps:

1. Select a 'Working pattern' option.
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 NHS Jobs Training Products' with a 'Change' link, and 'Signed in as Alex Me' 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 'What is the working pattern?'. Underneath, the section is titled 'Working pattern' and lists several options with radio buttons: 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 list is a green 'Continue' button with a yellow circle and the number '2' 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 'Help and guidance', along with a copyright notice: '© Crown copyright'.

## What is the contract duration?

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

**Important:** You will see this page if you have not selected a permanent contract.

To do this, complete the following steps:

1. In the **Duration** box, enter the details.
2. From the **Units** drop-down, select an option.
3. Select the [Continue](#) button.

The screenshot shows the NHS Jobs 'Offer the job' page. 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 Jobs Training Products' with a 'Change' link, and 'Signed in as Alex Me' 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 is titled 'Offer the job' and 'What is the contract duration?'. It features two input fields: 'Duration' (a text box with a '1' in a yellow circle next to it) and 'Units' (a dropdown menu with 'days' selected and a '2' in a yellow circle next to it). Below these fields is a green 'Continue' button with a '3' 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 'Help and guidance', followed by '© Crown copyright'.

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

This page gives you instructions for how to add the number of hours or sessions the applicant will work in a week.

To do this, complete the following steps:

1. In the **Number** box, enter the details.
2. From the **Hours or sessions a week** drop-down, select an option.
3. Select the [‘Save and 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 NHS Jobs Training Products' with a 'Change' link, and 'Signed in as Alex Me' 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' and 'Hours or sessions a week'. The 'Number' field is a text box with a '1' in a yellow circle next to it. The 'Hours or sessions a week' field is a dropdown menu with 'hours a week' selected and a '2' in a yellow circle next to it. Below these fields is a green 'Save and continue' button with a '3' 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 'Help and guidance', 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 send the offer letter to the applicant.

To do this, complete the following steps:

1. Select the '[Use a template in the NHS Jobs online service](#)' option.  
or
2. Select the '[Upload an offer letter to send to the applicant online](#)' option.  
or
3. Select the '[Offline outside the NHS Jobs online service](#)' option.
4. Select the 'Save and 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 NHS Jobs Training Products' and 'Change', and 'Signed in as Alex Me' and 'Sign Out'. 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 do you want to send the offer letter to the applicant?'. Below this, there is a paragraph: 'The 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.' There are three radio button options: 1. 'Use a template in the NHS Jobs online service' (selected), 2. 'Upload an offer letter to send to the applicant online', and 3. 'Offline outside the NHS Jobs online service'. Below these is a green button labeled '4 Save and continue'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

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

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

**Important:** You will see this page if you have selected use a template. If the template you need is not shown, you will need to contact your organisation's super user.

To do this, complete the following steps:

1. Select an offer letter template box.
2. Select the 'If the template you need is not displayed' link.
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 side of the header, it says 'You're viewing NHS Jobs Training Products' with a 'Change' link, and 'Signed in as Alex Me' 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 'Offer the job' text. The title is 'Which offer letter template do you want to use?'. There are three numbered steps: 1. 'Offer letter example' with a radio button; 2. 'If the template you need is not displayed' with a dropdown arrow; 3. 'Save and continue' with a green button. Below step 2, there is a text box explaining that only those who manage the organisation's NHS Jobs account can create and edit templates. 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'.

## Add an offer letter

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

**Important:** You will see this page if you have selected to add and upload an offer letter. The file must not exceed 1MB in file size and be a DOC, DOCX or PDF.

To do this, 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 Jobs Training Products' with a 'Change' link, and 'Signed in as Alex Me' 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 breadcrumb trail: '< Go back' followed by 'Offer the job' and 'Add an offer letter'. Below this, it says 'The file you choose must:' followed by a bulleted list: 'not exceed 1MB in file size' and 'be a DOC, DOCX or PDF'. Underneath, it says 'Upload a file' and shows a 'Choose File' button with the text 'No file chosen' next to it. Below the 'Choose File' button are two numbered steps: '2 Upload' and '3 Save and continue'. The 'Save and continue' button is highlighted in green. At the bottom of the page, 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'.

## Select the supporting information (optional)

This page gives you instructions for how to add any supporting information.

**Important:** If the document or link you need is not shown, you will need to contact your organisation's super user.

To do this, complete the following steps:

1. Select a 'What you can do' link to view the document or link.
2. Select any document or link boxes.
3. Select the '[Save and continue](#)' button.
4. Select the '[If the document or link you need is not shown](#)' link.

You're viewing [NHS Jobs Training Products](#) [Change](#)
NHS Jobs
Signed in as Alex Me [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
2 <input type="checkbox"/>	NHS Pensions Benefits	1 <a href="#">Download document</a> (PDF, 599 KB)

**Links**

Select	Link	What you can do
<input type="checkbox"/>	NHS Pensions Employer Toolkit	<a href="https://media.nhsbsa.nhs.uk/press-releases/a2fa3cb9-ac26-409a-bd1c-c09f3e5a23d0/nhs-pensions-employer-toolkit">https://media.nhsbsa.nhs.uk/press-releases/a2fa3cb9-ac26-409a-bd1c-c09f3e5a23d0/nhs-pensions-employer-toolkit</a> (opens in new tab)

4 [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.

Liam M1 [@nhsbsa.nhs.uk](mailto:liam.m1@nhsbsa.nhs.uk)  
 Alex Me [@nhsbsa.nhs.uk](mailto:alex.me@nhsbsa.nhs.uk)  
 Uzma Ma [@nhsbsa.nhs.uk](mailto:uzma.ma@nhsbsa.nhs.uk)  
 Janine Ro [@nhsbsa.nhs.uk](mailto:janine.ro@nhsbsa.nhs.uk)  
 Michael Wa [@nhsbsa.nhs.uk](mailto:michael.wa@nhsbsa.nhs.uk)  
 Marc Ta [@nhsbsa.nhs.uk](mailto:marc.ta@nhsbsa.nhs.uk)  
 Lee Ma [@nhsbsa.nhs.uk](mailto:lee.ma@nhsbsa.nhs.uk)

3 [Save and continue](#)

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

© Crown copyright

## Check the details of the offer

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

To do this, complete the following steps:

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

You're viewing [NHS Jobs Training Products](#) [Change](#)
Signed in as Alex Me [Sign Out](#)

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

[Go back](#)

Offer the job

### Check the details of the offer

Applicant name	John Smith	
Telephone number	075 [REDACTED]	
Job title	Example job advert	
Job location	1 Street Town AA1 1AA	<a href="#">Change</a>
Contract type	Permanent	<a href="#">Change</a>
Working pattern	Flexible working	<a href="#">Change</a> <span style="background-color: orange; border-radius: 50%; padding: 2px;">1</span>
Number of hours or sessions a week	1 Hours a week	<a href="#">Change</a>
Pay Scheme	Agenda for Change	
Band	Band 3	
Pay	£1 - £2 a year (pro-rata) eeee	<a href="#">Change</a>
Send offer	Use a template in the NHS Jobs online service	<a href="#">Change</a>
Offer letter template	Offer letter example	<a href="#">Change</a>
Supporting Information	No supporting Information added	<a href="#">Change</a>
Contact	John Smith john.smith@nhs.nhs	<a href="#">Change</a>

2 Continue

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

© Crown copyright

## Email your job offer to the applicant

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

**Important:** The applicant will follow the link, sign into their NHS Jobs account, and then read and e-sign their documents.

To do this, 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.

You're viewing NHS Jobs Training Products [Change](#)
Signed in as Alex Me [Sign Out](#)

**NHS** Jobs

**BETA** Your feedback will help us to improve this service.

[Go back](#)

Offer the job

### Email your job offer to John Smith

You'll send an automated email offering the job:

Dear John Smith

We're pleased to confirm our conditional offer for the Example job advert job here at NHS Jobs Training Products. You'll find details of the offer in your NHS Jobs account.

We recommend that you do not give notice on your current job until we're satisfied with your pre-employment checks.

**What happens next**

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:

[sign-in](#)

**If you've got any questions**

You can contact:  
John Smith  
john.smith@nhs.nhs

Regards,  
NHS Jobs Training Products

**What happens next**

The applicant will follow the link in this email, sign in to their NHS Jobs account, and then read and e-sign their documents.

You can also:

[preview the offer letter \(PDF, 17 KB\)](#) 1 or

[download the offer letter \(PDF, 17 KB\)](#) 2

3 [Send offer to applicant](#)

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

© Crown copyright

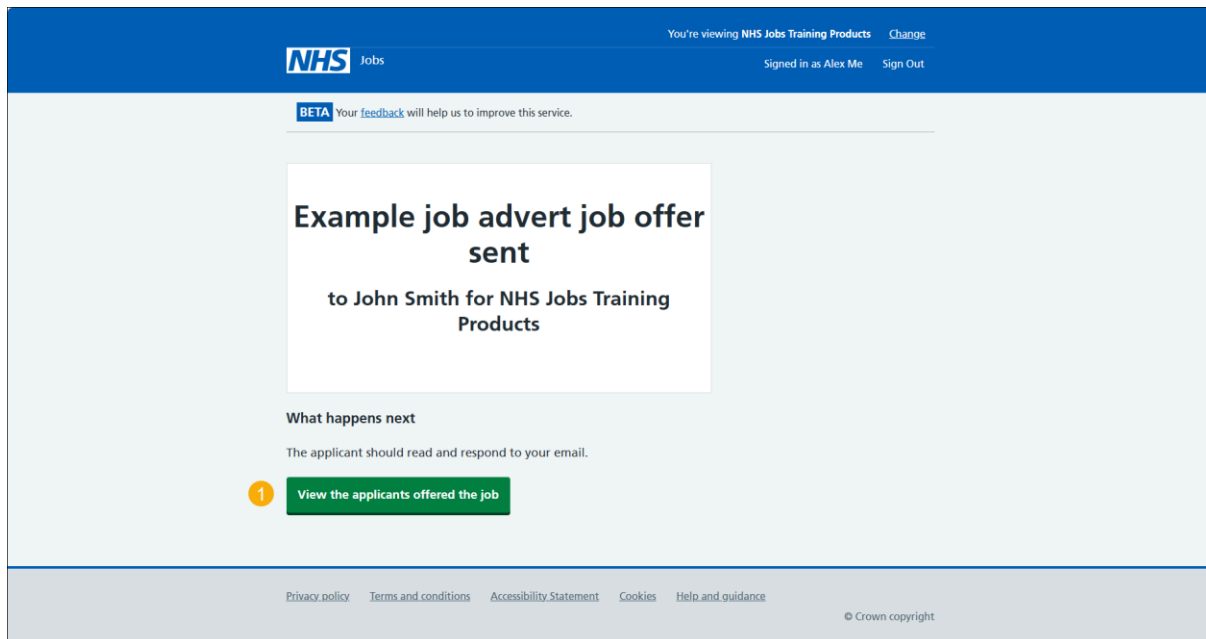
## Job offer sent to the applicant

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

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

To go to the next stage of the recruitment, complete the following step:

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



Go to the '[How to manage applicant job offers in NHS Jobs](#)' user guide for more information.

**You have reached the end of this user guide.**