

How to create a job listing in NHS Jobs user guide

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

To create a job listing, you'll need to add your:

- job advert including job overview, applicant skills and working for your organisation information
- job description with a summary of the key information
- person specification of qualifications, experience, and any additional criteria

Once you've created your listing, you'll preview it and publish it for jobseekers to apply.

If you're using online approvals, all approvers must approve the listing before it's published.

If you've published a job listing, you can:

- [change and republish a job listing](#)
- [reuse a published job listing](#)

You can create a job listing linked to [Electronic Staff Record \(ESR\) system](#) or an [Applicant Tracking System \(ATS\)](#).

You can check the [user roles and permissions](#) before creating a job listing.

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Create a job listing

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

Important: If you've published a job listing, you can reuse the information to create a new listing. Go to the [reuse a published job listing guide](#).

To create a new job listing, complete the following step:

1. Select the '[Create a job listing](#)' button.

The screenshot shows the NHS BSA Training Dashboard. 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' and 'Signed in as NHSBSA Training Sign Out'. Below the header, there's a yellow banner with a 'BETA' label and a message about service updates. The main content area is divided into two columns. The left column is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, there's a dropdown menu for 'Showing tasks for' set to 'All users'. The main part of the dashboard is a table with five rows: 'Draft' (16), 'Approvals' (4 - on track 0, due 4), 'Published' (4 - on track 2, overdue 2), 'Shortlisting' (26 - on track 10, due 10, overdue 6), and 'Interviews' (32 - on track 5, due 24, overdue 3). Each row has a horizontal bar chart with colored segments. The right column is titled 'What you can do' and contains three buttons: 'Create a job listing' (highlighted with a '1' in a yellow circle), 'Search for a listing', and 'Search for an applicant'. Below this is a 'Manage the account' section with a list of links: Users, At risk applicants, Accredited logos, Key performance indicators (KPIs), Supporting documents, Contract templates, Offer letter templates, Approval settings, Departments, and Welsh listings. At the bottom, there's 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.

Task Stage	Count	On Track	Due	Overdue
Draft	16	16	0	0
Approvals	4	4	0	0
Published	4	2	2	2
Shortlisting	26	10	10	6
Interviews	32	5	24	3

Publish a job listing

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

Read the information on the page and complete the following step:

1. Select the ['Start'](#) button.

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Publish a job listing

Use this service to create a job vacancy and then create the advert for it.

To create a vacancy, you'll enter details about the job, such as:

- the job title
- why you're advertising the role
- the type of contract
- the working pattern
- the pay
- where the job will be based

You should have the relevant information with you as you create the vacancy. You'll be able to view your vacancy and advert and make any changes you need to before you publish your job listing.

As you enter information for the advert, you'll be able to copy and paste from existing documents, if you have it. For example, you could copy and paste from a job description or information about your organisation.

1 [Start](#)

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Tip: You'll need the relevant job description and person specification documentation to help you enter the details about the job.

What's the job title?

This page gives you instructions for how to add the job title.

To add the job title, complete the following steps:

1. In the **Job title** box, enter the details.
2. Select the ['Save and continue'](#) button.

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Create a job advert

What's the job title?

Job title

1

2 [Save and continue](#)

[Save and come back later](#)

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Tip: You can select the 'Save and come back later' link or select the '< Go back' link.

Where will you advertise this job?

This page gives you instructions for how to confirm where you'll advertise this job.

Important: If you choose internally, you can advertise this job on your organisation's job board or by sharing the listing with someone. If you choose externally, this job is advertised on NHS Jobs where anyone can apply.

To confirm where to advertise this job, complete the following steps:

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

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Create a job advert

Where will you advertise this Administration assistant job?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Internally
Advertised on your organisation's job board or by sharing the advert with someone.

1 Externally
Advertised on NHS Jobs where anyone can apply.

2 [Save and continue](#)

[Save and come back later](#)

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Do you want to advertise this vacancy as a COVID-19 related job?

This page gives you instructions for how to confirm if you want to advertise this vacancy as a COVID-19 related job.

To confirm if this role is COVID-19 related, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

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Create a job advert

Do you want to advertise this vacancy as a COVID-19 related job?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

You can advertise this job as a high priority role if it's COVID-19 related. The advert will be flagged with an  icon to let jobseekers know that the job is COVID-19 related, and appear on a [list of Coronavirus related roles](#).

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Tip: You can select the 'list of Coronavirus related roles' link to view all COVID-19 roles.

Why are you advertising this role?

This page gives you instructions for how to confirm why you're advertising this role.

Important: This information is used for reporting purposes only and isn't shown to applicants.

To confirm why you're advertising this role, complete the following steps:

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

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Create a job advert

Why are you advertising this Administration assistant job?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Replacing someone who's leaving

1 Temporary position, includes maternity and sickness cover

This is a new job

2 [Save and continue](#)

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What type of contract is it?

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

Important: If you don't select a permanent contract type, go to the '[What's the contract duration?](#)' page.

To confirm the contract type, complete the following steps:

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

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Create a job advert

What type of contract is it?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Contract Type

- Permanent
- Fixed term
- Locum
- Training
- 1** Apprenticeship
- Secondment
- Voluntary
- Honorary
- Bank

2 [Save and continue](#)

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What's the contract duration?

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

Important: This page is only shown if you don't select a 'Permanent' contract type.

To confirm the contract duration, complete the following steps:

1. In the **Contract duration** box, enter a number.
2. Select an answer using the drop down menu.
3. Select the [Save and continue](#) button.

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Create a job advert

What's the contract duration?

Administration assistant **DRAFT**

Reference no: T1111-21-3315

1 days 2

3 [Save and continue](#)

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What's the working pattern?

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

Important: The 'Flexible working' working pattern is ticked by default. You can untick it if it's not suitable for this role. You can select more than one answer.

To confirm the working pattern, complete the following steps:

1. Select an answer(s).
2. Select the ['Save and continue'](#) button.

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Create a job advert

What's the working pattern?

Administration assistant **DRAFT**

Reference no: T1111-21-3315

▼ [More details about the working pattern](#)

If you would like to include further information about the job's working pattern in the advert, you can enter this when you come to create the job overview.

Working pattern

- Full-time
- Part-time
- Job share
- 1** Flexible working
- Home or remote working
- Compressed hours
- Term time hours
- Annualised hours

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Tip: You can select the 'more details about the working pattern' link for more information.

What's the pay scheme?

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

To confirm the pay scheme, complete the following steps:

1. Select an answer:
 - [‘Hospital medical and dental staff’](#)
 - [‘Agenda for Change’](#)
 - [‘Very senior manager \(VSM\)’](#)
 - [‘Other’](#)
2. Select the ‘Save and continue’ button.

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Create a job advert

What's the pay scheme?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Hospital medical and dental staff

1 Agenda for Change

Very senior manager (VSM)

Other

2 [Save and continue](#)

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What's the Hospital medical and dental staff band?

This page gives you instructions for how to confirm the hospital medical and dental staff band.

Important: This page is only shown if you've selected 'Hospital medical and dental staff'. Once you've selected the staff band, go to the ['How do you want to advertise the pay type?'](#) page.

To confirm the staff band, complete the following steps:

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

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Create a job advert

What's the hospital medical and dental staff band?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Specialty Doctor

Foundation Doctor

1 Consultant

Specialty registrar

Doctor - other

2 [Save and continue](#)

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What's the Agenda for Change band?

This page gives you instructions for how to confirm the Agenda for Change band.

Important: This page is only shown if you've selected 'Agenda for Change'. Once you've selected the staff band, go to the '[How do you want to advertise the pay type?](#)' page.

To confirm the band, complete the following steps:

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

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Create a job advert

What's the Agenda for Change band?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Band 2

Band 3

Band 4

Band 5

Band 6

1 Band 7

Band 8a

Band 8b

Band 8c

Band 8d

Band 9

2

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How do you want to advertise the pay type?

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

To confirm the pay type, complete the following steps:

1. Select an answer:
 - [‘Fixed pay’](#)
 - [‘Pay range’](#)
 - [‘Depending on experience’](#)
2. Select the ‘Save and continue’ button.

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Create a job advert

How do you want to advertise the pay?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Fixed pay

1 Pay range

Depending on experience

2 [Save and continue](#)

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What's the fixed pay?

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

Important: This page is only shown if you've selected 'Fixed pay'. Once you've entered the fixed pay, go to the '[Could the job be based at more than one location?](#)' page.

To confirm the fixed pay, complete the following steps:

1. In the **Pay amount** box, enter the details.
2. Select an answer using the drop-down menu.
3. 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, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is white and contains a '< Go back' link, the text 'Create a job advert', and the title 'What's the fixed pay?'. Below the title, it says 'Administration assistant' with a 'DRAFT' label. The reference number is 'T2020-21-1214'. The 'Pay amount' section has a text input field with a pound sign (£) and a dropdown menu set to 'a year'. The input field is marked with a '1' in a yellow circle, and the dropdown menu is marked with a '2' in a yellow circle. Below the input field, there is a green button labeled 'Save and continue' marked with a '3' in a yellow circle. At the bottom of the form, there is a link: '[Save and come back later](#)'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Tip: An example of a fixed pay is £30,000 a year.

What's the pay range?

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

Important: This page is only shown if you've selected 'Pay range'. Once you've entered the pay range, go to the '[Could the job be based at more than one location?](#)' page.

To confirm the pay range, complete the following steps:

1. In the **From** box, enter the details.
2. In the **To** box, enter the details.
3. Select an answer using the drop-down menu.
4. Select the '[Save and continue](#)' button.

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Create a job advert

What's the pay range?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

from

1 £

to

2 £

3 a year

4 [Save and continue](#)

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Tip: An example of a pay range is £20,000 to £30,000 a year.

Could the job be based at more than one location?

This page gives you instructions for how to confirm if the job could be based at more than one location.

Important: If you enter more than one location, only the first location is searchable using the current NHS Jobs service.

To confirm if there's more than one location, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.

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Create a job advert

Could the job be based at more than one location?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Adding more than one location will allow more applicants to find the job advert.

1 Yes No

2 [Save and continue](#)

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Check job location address

This page gives you instructions for how to check if the job location address is correct.

Important: This page is only shown if the job isn't based at more than one location.

To confirm if the address is correct, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.

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Create a job advert

Is the job address correct?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

NHS BSA Training

Nhs B S A
Goldcrest Way
Newcastle Upon Tyne
NE15 8NY

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Find the job location address

This page gives you instructions for how to find the job location address.

Important: This page is only shown if the job location address isn't correct.

To find the job location address, complete the following steps:

1. In the **Job location postcode** box, enter the details.
2. Select the ['Find the address'](#) button.

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Create a job advert

Find the job location address

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Enter the postcode to find the address.

Job location postcode

1

2 [Find the address](#)

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Postcode results

This page gives you instructions for how to select the job location address from the search results.

To select the job location address, complete the following steps:

1. Select an answer:
 - [‘Address is shown’](#)
 - [‘Address is not shown’](#)
2. Select the ‘Continue’ button.

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Create a job advert

We found 1 results for NE1 6SN

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Select the correct job location.

1 Prescription Pricing Division, 152 Pilgrim Street, Newcastle Upon Tyne, NE1 6SN

or

It's not any of these - add an address

2 [Continue](#)

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Add a job location

This page gives you instructions for how to add a job location.

Important: This page is only shown if you can't find the job location address.

To add a new job location, complete the following steps:

1. In the **Address line 1** box, enter the details.
2. In the **Address line 2** box, enter the details (optional).
3. In the **Town or city** box, enter the details.
4. In the **County** box, enter the details (optional).
5. In the **Postcode** box, enter the details.
6. Select the '[Save and continue](#)' button.

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Create a job advert

Add a job location

Administration assistant **DRAFT**

Reference no: T2020-21-3343

NHS BSA Training

Address line 1

1

Address line 2 (optional)

2

Town or city

3

County (optional)

4

Postcode

5

6

[Save and come back later](#)

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Where else could the job be based?

This page gives you instructions for how to confirm if the job could be based elsewhere.

Important: This page is only shown if the job is based at more than one location.

To change, remove or add another location, complete the following steps:

1. Select the 'Change' or 'Remove' link (optional).
2. Select the 'Add another' button (optional).
3. Select the [Save and continue](#) button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Where else could the job be based?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

NHS BSA Training

Organisation address	Goldcrest Way Newcastle Upon Tyne NE15 8NY
Another address	152 Pilgrim Street Newcastle Upon Tyne NE1 6SN

[Change](#) or [Remove](#)

2 [Add another](#)

3 [Save and continue](#)

[Save and come back later](#)

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

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Choose the staff group

This page gives you instructions for how to confirm the staff group.

Important: You must select the correct staff group as it's used by to jobseekers searching for these types of roles.

To confirm the staff group, complete the following steps:

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

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Choose the staff group

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Select 1 from the list.

- Additional Clinical Services
- Additional Professional Scientific & Technical
- Administrative & Clerical
- Allied Health Professionals
- 1** Estates & Ancillary
- Healthcare Scientists
- Medical & Dental
- Nursing & Midwifery Registered
- Students

2 [Save and continue](#)

[Save and come back later](#)

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

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Choose the area of work

This page gives you instructions for how to choose the area of work.

To choose the area of work, complete the following steps:

1. In the **Area of work** box, select an answer using the drop-down menu.
2. 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, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is light blue and contains a '< Go back' link, the text 'Create a job advert', and the heading 'Choose the area of work'. Below this, it says 'Administration assistant' with a 'DRAFT' badge. The reference number 'T2020-21-3343' is displayed. The 'Area of work' section features a dropdown menu with the text 'Select from the list' and a small orange circle with the number '1' next to it. Below the dropdown is a green button with a white circle containing the number '2' and the text 'Save and continue'. A link 'Save and come back later' is positioned below the button. The footer is grey and contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Create the advert for your vacancy

This page gives you instructions for how to create the advert for your vacancy.

Important: You'll need the relevant job description and person specification documentation to help you enter the details about the job. You can copy and paste the information.

Read the information on the page and complete the following step:

1. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. Below the navigation bar is a BETA notice: "BETA Your feedback will help us to improve this service." A yellow banner below that states: "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" The main content area has a "Go back" link and the heading "Create a job advert". The main title is "Create the advert for your Administration assistant vacancy". Below this, it says "The information you enter will help jobseekers decide if they want to apply." and "To create your advert, you'll add brief information under 3 headings: 1. A job overview, 2. The main duties of the job, 3. Information about your organisation". There are sections for "Before you start" and "After you've published your listing". At the bottom of the main content area is a green button with a white "1" and the text "Continue". Below the button is a link: "Save and come back later". The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the copyright notice "© Crown copyright".

Tip: If you need to advertise the same job in the future, you can use and edit the information from your listing.

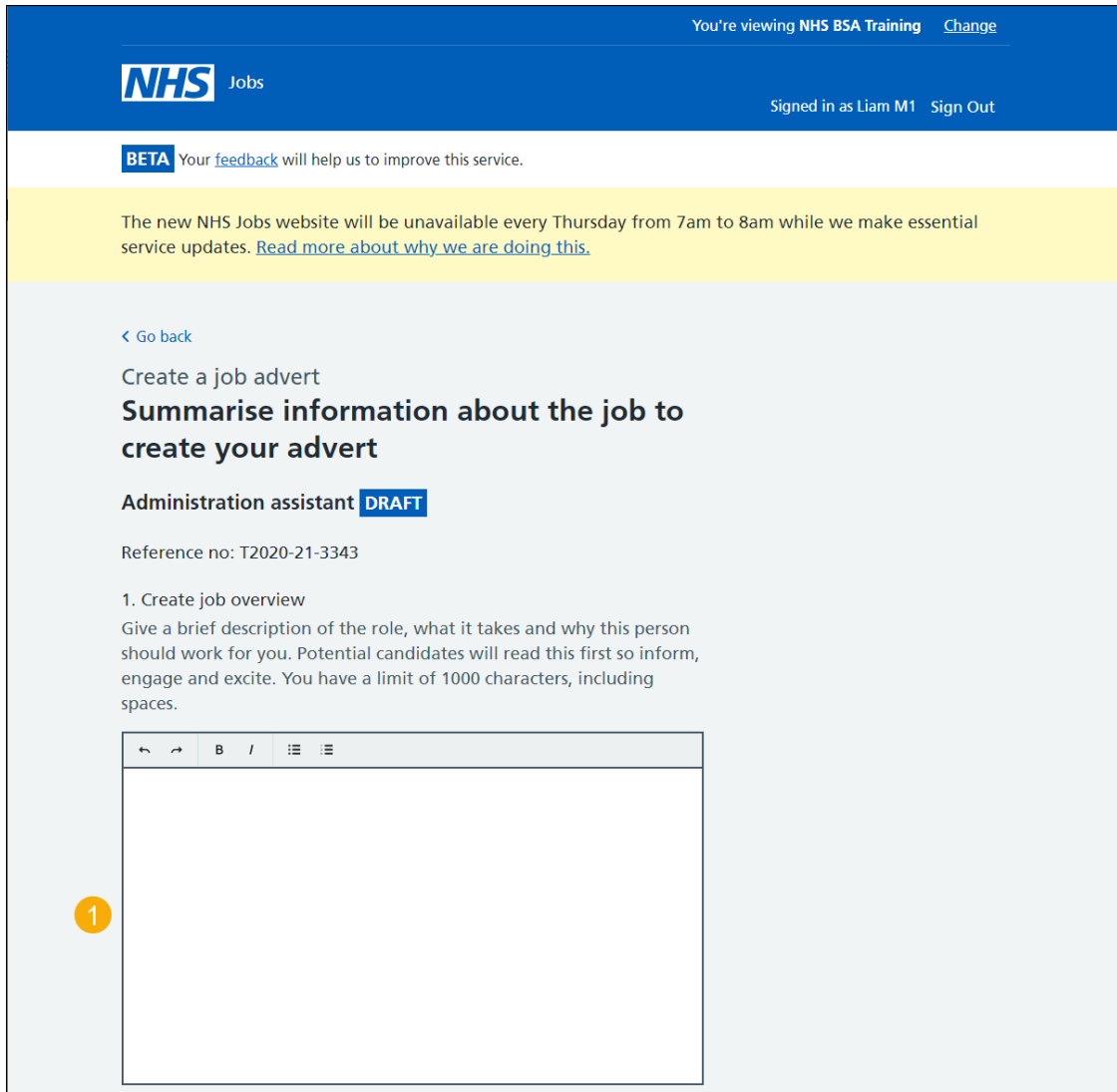
Job overview

This page gives you instructions for how to add the job overview.

Important: You should include a summary of the job overview. You can copy and paste the information from another document. The minimum character limit is 100 and the maximum is 1,000 in each box.

To add the job overview, complete the following step:

1. In the **Create job overview** box, enter the details.



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, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' tag and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link, followed by 'Create a job advert' and the heading 'Summarise information about the job to create your advert'. Below this, the role is 'Administration assistant' with a 'DRAFT' tag. The reference number is 'T2020-21-3343'. The first step is '1. Create job overview', with instructions: 'Give a brief description of the role, what it takes and why this person should work for you. Potential candidates will read this first so inform, engage and excite. You have a limit of 1000 characters, including spaces.' A text editor box is shown with a toolbar containing undo, redo, bold, italic, bulleted list, and numbered list icons. A yellow circle with the number '1' is placed to the left of the text editor box.

Go to the '[Candidate skills](#)' page.

Candidate skills

This page gives you instructions for how to add the candidate skills.

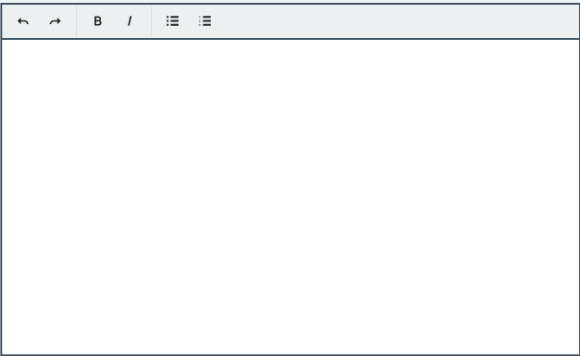
Important: You should include a summary of the candidate skills. You can copy and paste the information from another document. The minimum character limit is 100 and the maximum is 1,000 in each box.

To add the candidate skills, complete the following step:

2. In the **Candidate skills** box, enter the details.

2. Describe what the candidate will do and the skills you're looking for
This will help someone decide if they want to apply. Here you will need to include most important skills and qualities. You have a limit of 1000 characters, including spaces.

2

A screenshot of a text input field for candidate skills. The field is rectangular and contains a toolbar at the top with icons for undo, redo, bold, italic, bulleted list, and numbered list. Below the toolbar is a large empty text area. To the left of the text area, there is a yellow circle containing the number '2'. The entire input area is set against a light blue background.

Go to the ['Working for your organisation'](#) page.

Working for your organisation

This page gives you instructions for how to add working for your organisation information.

Important: You should include a summary of working for your organisation. You can copy and paste the information from another document. The minimum character limit is 100 and the maximum is 1,000 in each box.

To add working for your organisation information, complete the following steps:

3. In the **Working for your organisation** box, enter the details.
4. Select the ['Save and continue'](#) button.

3. Working for your organisation

Introduce the team, the atmosphere, the work ethic and the benefits.
You have a limit of 1000 characters, including spaces.

← → B / ☰ ☰

3

4 [Save and continue](#)

[Save and come back later](#)

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

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Add the job description

This page gives you instructions for how to add the job description.

Important: You should include a summary of the job description. You can copy and paste the information from another document. The minimum character limit is 100 and the maximum is 10,000 in the box.

To add the job description, complete the following steps:

1. In the **Job description** box, enter the details.
2. Select the [‘Save and continue’](#) button.

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[< Go back](#)

Create a job advert

Add the Job Description

Administration assistant **DRAFT**

Reference no: T2020-21-3343

You should have your Job Description ready to either refer to and type the information, or copy and paste it. Creating it this way means we can ensure all job listings will be displayed in the correct format.

There's the opportunity to upload your job description as a supporting document later. Once jobseekers start their application, they find it useful to download those documents to refer to.

Job description

1

2 **Save and continue**

[Save and come back later](#)

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

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Tip: You can upload your job description as a supporting document later to be downloaded by jobseekers.

Create a person specification to score your applications against

This page gives you instructions for how to create a person specification to score your applications against.

Important: You'll need to enter the qualifications, experience and any additional criteria details. This information is displayed to jobseekers before they apply for the role.

Read the information on the page and complete the following step:

1. Select the ['Continue'](#) button.

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[< Go back](#)

Create a job advert

Create a person specification to score your applications against

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Refer to your Person Specification for this job, and enter the essential criteria for:

- Qualifications
- Experience
- Additional criteria you want to score against

You'll be able to include any desirable criteria, if you need to.

You can type your criteria or you can copy and paste it. Creating your Person Specification this way means we can ensure all job listings will be displayed in the correct format.

1 [Continue](#)

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Qualifications

This page gives you instructions for how to add the qualifications criteria.

To add the qualifications criteria, complete the following step:

1. Select the ['Enter qualifications criteria'](#) button.

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. Below the navigation bar, there is a "BETA" notice: "Your feedback will help us to improve this service." A yellow banner below that states: "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" The main content area has a "Go back" link, "Create a job advert", and the title "Add your person specification". Below this is "Administration assistant" with a "DRAFT" tag. The reference number is "T2020-21-3343". The text instructs the user to refer to their Person Specification and type or copy and paste their criteria under Qualifications and Experience. It also advises to list only the criteria you want to see evidence of. Under the "Qualifications" heading, it says to list essential criteria and desirable criteria if any. At the bottom, a button labeled "1 Enter qualifications criteria" is highlighted with a yellow circle containing the number 1.

Tip: You can upload your person specification as a supporting document later to be downloaded by jobseekers.

Add your Qualifications criteria

This page gives you instructions for how to add your essential and any desirable qualification criteria.

To add your qualifications criteria, complete the following steps:

1. In the **Essential criteria**, enter the details.
2. In the **Desirable criteria**, enter the details (optional).
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below that, a yellow banner contains a BETA notice and a service update. The main content area is titled 'List your Qualifications criteria' for an 'Administration assistant' role (marked as DRAFT). It includes a reference number (T2020-21-3343) and instructions on how to score applications. There are two main sections for adding criteria: 'Essential criteria' and 'Desirable criteria'. Each section has an example list of criteria and a large text input field. A green button labeled 'Save and continue' is at the bottom, with a 'Save and come back later' link below it. Numbered callouts (1, 2, 3) are placed next to the input fields and the button respectively.

Tip: You can add desirable criteria if needed.

Experience

This page gives you instructions for how to add the experience criteria.

To add the experience criteria, complete the following step:

1. Select the '[Enter experience criteria](#)' button.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [User] Sign Out

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The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Add your person specification

Administration assistant **DRAFT**

Reference no: T1111-21-6301

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

Enter qualifications criteria

Experience

List your essential criteria. You can list desirable criteria, if you have any.

1 Enter experience criteria

Add your Experience criteria

This page gives you instructions for how to add your essential and any desirable experience criteria.

To add your experience criteria, complete the following steps:

1. In the **Essential criteria**, enter the details.
2. In the **Desirable criteria**, enter the details (optional).
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below that, a yellow banner contains a BETA notice and a service update. The main content area is titled 'List your Experience criteria' for an 'Administration assistant' role (marked as DRAFT). It includes a reference number (T2020-21-3343) and instructions on how to score applications. A tip box advises referring to the Person Specification. Below this, there are two sections: 'Essential criteria' and 'Desirable criteria'. Each section provides an example of criteria and a large text input field. A green button labeled 'Save and continue' is at the bottom, with a link to 'Save and come back later'. The footer contains various policy links and a copyright notice.

Tip: You can add desirable criteria if needed.

Additional criteria

This page gives you instructions for how to add any additional criteria.

Important: You can add more criteria to assess the applicant's suitability for the role. Once the criteria are added, you'll score them against it before confirming your shortlist for interview.

To add any additional criteria, complete the following steps:

1. Select the '[Enter more criteria](#)' button (optional).

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NHS Jobs

Signed in as Sign Out

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The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Add your person specification

Administration assistant **DRAFT**

Reference no: T1111-21-0927

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

Enter qualifications criteria

Experience

List your essential criteria. You can list desirable criteria, if you have any.

Enter experience criteria

Additional criteria

Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

1 Enter more criteria

Add additional criteria

This page gives you instructions for how to add additional criteria.

Important: This page is only shown if you're adding additional criteria.

To add additional criteria, complete the following steps:

1. In the **Criteria title** box, enter the details.
2. In the **Essential criteria**, enter the details.
3. In the **Desirable criteria**, enter the details (optional).
4. Select the '[Save and continue](#)' button.

The screenshot shows the 'Add additional criteria' page for an 'Administration assistant' role. The page includes a header with the NHS logo and user information, a beta notice, and a service update banner. The main content area contains instructions and a form with four numbered steps: 1. Criteria title (with an example 'Knowledge and skills'), 2. Essential criteria (with an example list), 3. Desirable criteria (with an example list), and 4. A 'Save and continue' button. A 'Save and come back later' link is also present. The footer contains various policy links and copyright information.

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[< Go back](#)

Create a job advert

Add additional criteria

Administration assistant **DRAFT**

Reference no: T2020-21-3343

You'll add a new title and then list the criteria the same way you did for Qualifications and Experience. This means you can add those from your Person Specification for this job. For example, Knowledge, Skills, Qualities are common in person specifications.

Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.

Criteria title
For example, Knowledge and skills

1

You can type your list or you can copy and paste it from an existing document. Press Enter or Return after each one to put them on a new line in your list.

Essential criteria

For example,

- Ability to provide quality care
- Good interpersonal and communication skills

2

Desirable criteria

For example,

- Basic IT skills
- Awareness of blood-borne viruses

3

4 [Save and continue](#)

[Save and come back later](#)

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Check your person specification

This page gives you instructions for how to check your person specification details.

To change, delete or enter more criteria, complete the following steps:

1. Select a 'Change' or 'delete' link (optional).
2. Select the 'Enter more criteria' button (optional).
3. Select the ['Save and continue'](#) button.

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BETA Your feedback will help us to improve this service.

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[< Go back](#)

Create a job advert

Add your person specification

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified to NVQ level 3	Change or delete 1

Experience

List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
Experience of working within a admin team.	Experience of working in the NHS.	Change or delete 1

Additional criteria

Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

Criteria	Essential	Desirable	Actions
Knowledge and skills	Good interpersonal and communication skills.	Excellent IT skills.	Change or delete 1

2 [Enter more criteria](#)

3 [Save and continue](#)

[Save and come back later](#)

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Do you want to upload any supporting documents to applicants?

This page gives you instructions for how to confirm if you want to upload any supporting documents to applicants.

Important: An example of a supporting document is a job description or person specification.

To confirm if you want to upload any supporting documents, complete the following steps:

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

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Do you want to upload any supporting documents that will give more information to applicants?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

This will help them decide whether to apply. It may also mean that you get more suitable applicants.

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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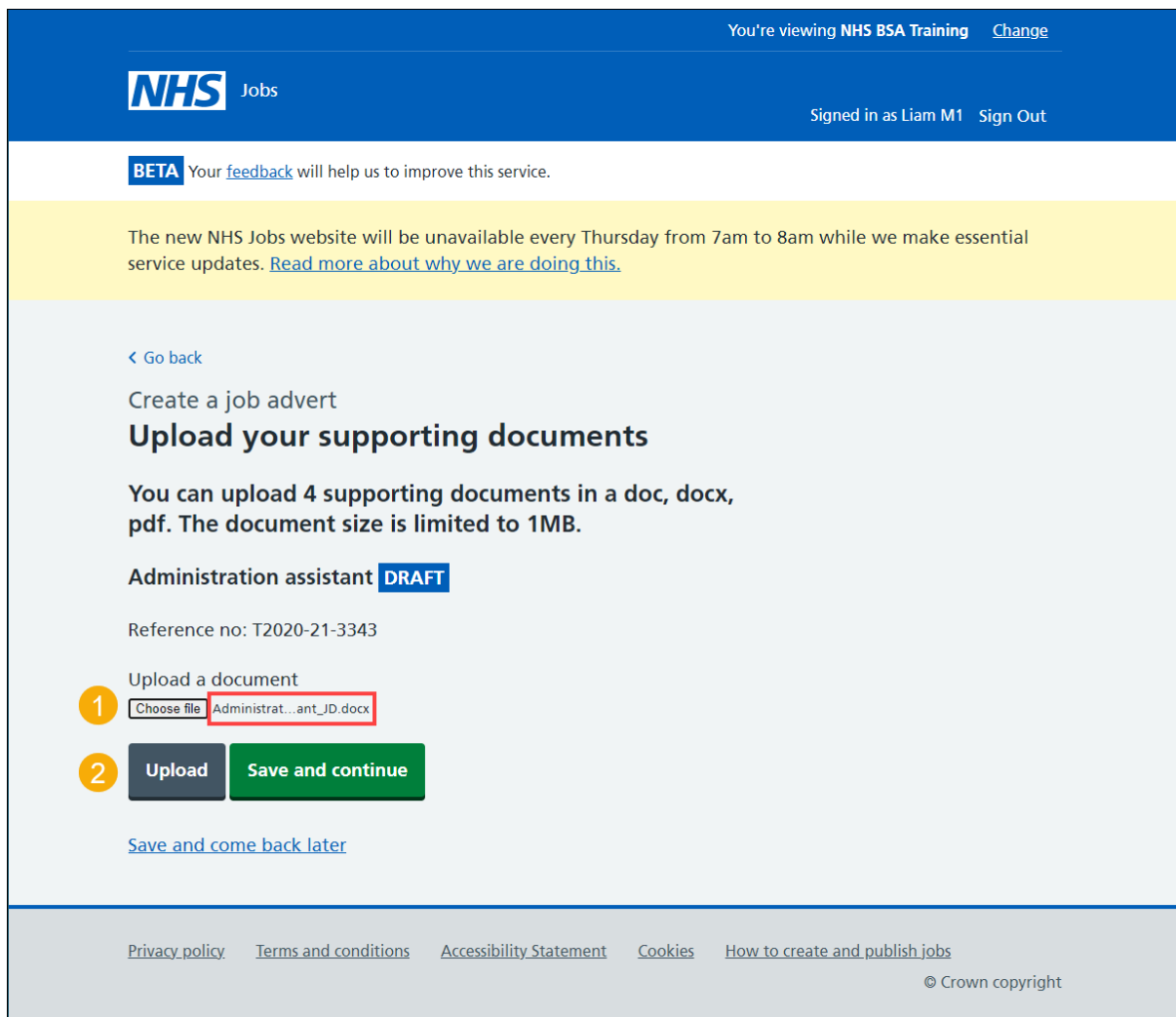
Upload your supporting documents

This page gives you instructions for how to upload your supporting documents.

Important: This page is only shown if you're uploading supporting documents. You can upload 4 supporting documents in a doc, docx, pdf format. The document size is limited to 1MB. In this example, the 'Administrator assistant' file is selected for upload.

To choose and upload a document, complete the following steps:

1. Select the 'Choose File' button.
2. Select the ['Upload'](#) button.



The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A blue banner with "BETA" and "Your feedback will help us to improve this service." is present. A yellow banner below it states: "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)"

The main content area has a "Go back" link and the heading "Create a job advert". Below this is the title "Upload your supporting documents" and the text: "You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB." The job title "Administration assistant" is shown with a "DRAFT" badge. The reference number "T2020-21-3343" is displayed.

Under "Upload a document", there is a "1" in a yellow circle next to a "Choose file" button. The selected file name "Administrat...ant_ID.docx" is shown in a red box. Below this are two buttons: "2" in a yellow circle next to a grey "Upload" button and a green "Save and continue" button.

A link "Save and come back later" is at the bottom of the main content area. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the copyright notice "© Crown copyright".

Tip: You'll need to know where the file is located to find and upload it.

Check your supporting documents

This page gives you instructions for how to check your supporting documents.

Important: In this example, the 'Administrator assistant' file is uploaded.

To view, remove or add your document, complete the following steps:

1. Select the file name link to view it (optional).
2. Select the 'Remove' link (optional).
3. Select the [Save and continue](#) button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

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Create a job advert

Upload your supporting documents

You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB.

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Upload a document

No file chosen

File name	Size	Action
1 Administrator_assistant_JD.docx	12 KB	Remove 2

3

[Save and come back later](#)

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Tip: To upload more supporting documents, go back to the [Upload supporting documents](#) page.

Does the job require applicants to be checked for any previous criminal convictions?

This page gives you instructions for how to confirm if you want to check applicants for any previous criminal convictions.

To confirm if you want to check applicants, complete the following steps:

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

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

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Create a job advert

Does the job require applicants to be checked for any previous criminal convictions?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

1 Yes No

▼ [Help with previous criminal convictions](#)

You should select YES if this post will be subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions. This information will be displayed on the job advert.

2 [Save and continue](#)

[Save and come back later](#)

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Tip: You can select the 'Help with previous criminal convictions' link for more information.

Add further questions around criminal convictions to the job application

This page gives you instructions for how to add further questions around criminal convictions to the job application.

To confirm if you want to check applicants, complete the following steps:

1. Select an answer (optional).
2. Select the [‘Save and continue’](#) button.

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Create a job advert

Add further questions around criminal convictions to the job application

Select application questions that will help you to decide on applicant's suitability for working with children and adults in your health organisation. This will ensure that vulnerable patients are protected under Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Select which questions apply.

1 Have you got any convictions that are not protected?

Have you got any cautions that are not protected?

2 **Save and continue**

[Save and come back later](#)

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

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Tip: You can select more than one answer.

Is the job open to applicants outside the EU and EEA?

This page gives you instructions for how to confirm if the job is open to applicants outside the EU and EEA.

To confirm if the job is open to applicants, complete the following steps:

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Is the job open to applicants outside the EU and EEA?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

1 Yes No

▼ [Help with applicants outside the EU/EEA](#)

You should select YES if the job applications from job seekers outside the [EU/EEA](#) who require [Tier 2 sponsorship](#) to work in the UK will be considered alongside all other applications. This information will be displayed on the job advert.

2 [Save and continue](#)

[Save and come back later](#)

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

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Tip: You can select the 'EU/EEA and Tier 2 sponsorship' links for more information.

Does the job require current UK professional registration?

This page gives you instructions for how to confirm if applicants require a current UK professional registration.

To confirm if the job requires a current UK professional registration, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

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[< Go back](#)

Create a job advert

Does the job require current UK professional registration?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

1 Yes No

▼ [Help with professional registration](#)

You should select YES if the job applicants must have current UK professional registration. Overseas job applicants for a post that requires professional registration, will need to register with the appropriate regulatory body. If applicants are registered in their home country but do not have UK registration, the employer might need to help them with this. This information will be displayed on the job advert.

2 [Save and continue](#)

[Save and come back later](#)

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

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Tip: You can select the ‘Help with professional registration’ link for more information.

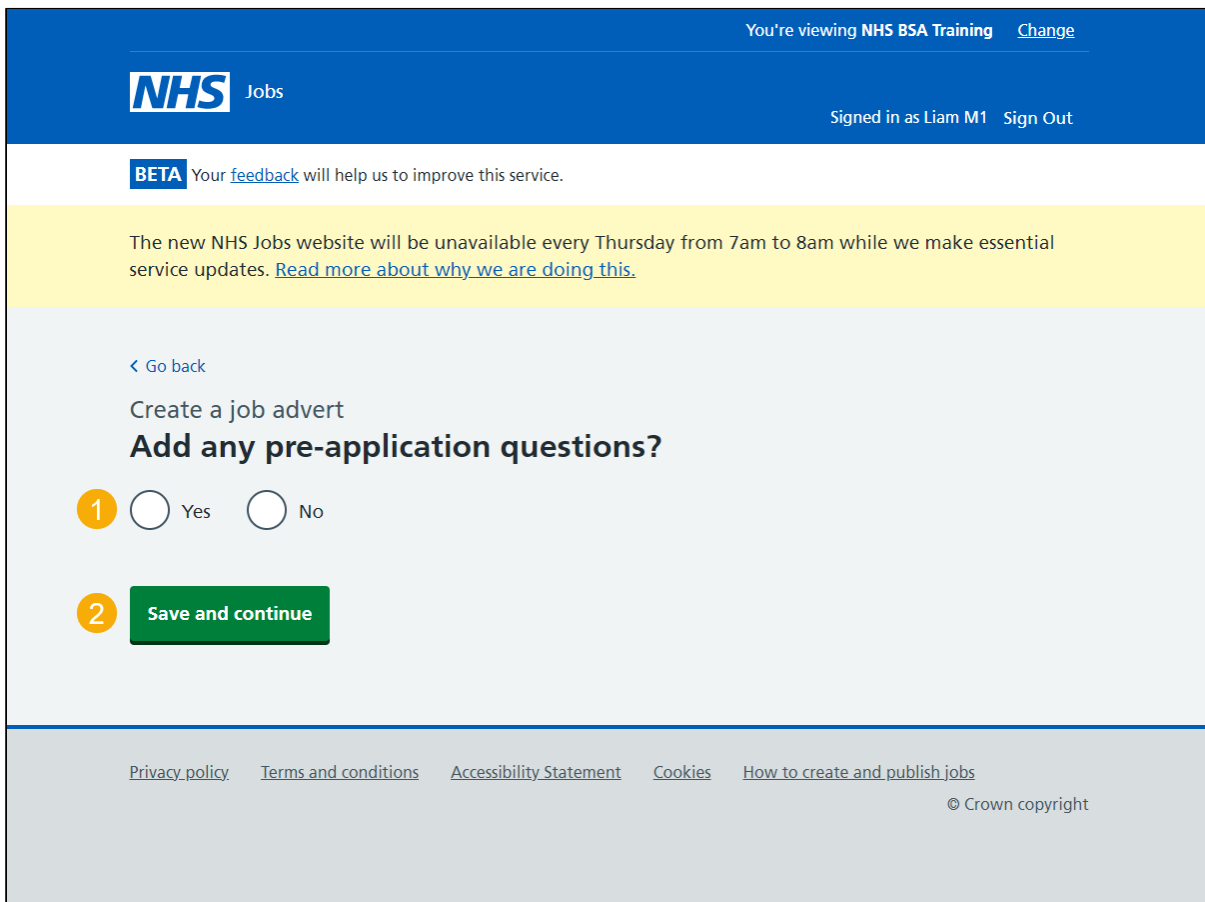
Add any pre-application questions?

This page gives you instructions for how to confirm if you want to add any pre-application questions.

Important: If you use pre-application questions and the applicant selects 'No', their application will end.

To confirm if pre-application questions are needed, complete the following steps:

1. Select an answer.
2. 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, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is light blue and contains a '< Go back' link, the text 'Create a job advert', and the heading 'Add any pre-application questions?'. Below this heading are two radio button options: '1' Yes and '2' No. A green button labeled '2 Save and continue' is positioned below the 'No' option. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the text '© Crown copyright'.

Select your pre-application questions

This page gives you instructions for how to select your pre-application questions.

Important: This page is only shown if you're adding pre-application questions. You can select more than one answer.

To confirm the pre-application questions, complete the following steps:

1. Select an answer:
 - '[Do you possess qualification or equivalent?](#)' (optional).
 - '[Do you possess registration?](#)' (optional).
2. Select the 'Save and continue' button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Select your pre-application questions

Your questions need to be appropriate to your job criteria and person specification. This will stop anyone applying who do not match your essential criteria.

You should agree your questions with your organisation's HR team before using them. This will make sure they do not breach employment legislation.

If you're unsure, read about [how to use the pre-application questions](#).

Select all that apply

- Do you possess [enter the name] qualification or equivalent?
- Do you possess [enter the name] registration?
- 1** Have you passed PLAB 2?
- Have you passed the International Qualifying Exam (IQE) or Overseas Registration Exam (ORE)?
- Are you currently employed by the Employer advertising this vacancy?

2 [Save and continue](#)

[Save and come back later](#)

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

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Tip: You can select the 'Help to use pre-application questions' link for more information.

Enter the name of the qualification

This page gives you instructions for how to enter the name of the qualification.

Important: This page is only shown if you're adding a qualification.

To enter your qualification or equivalent name, complete the following steps:

1. In the **Enter the name** box, enter the details.
2. Select the ['Save and continue'](#) button.

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

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Create a job advert

Enter the name of the qualification

Enter the name 1

Have you got a qualification or the equivalent?

2 [Save and continue](#)

[Save and come back later](#)

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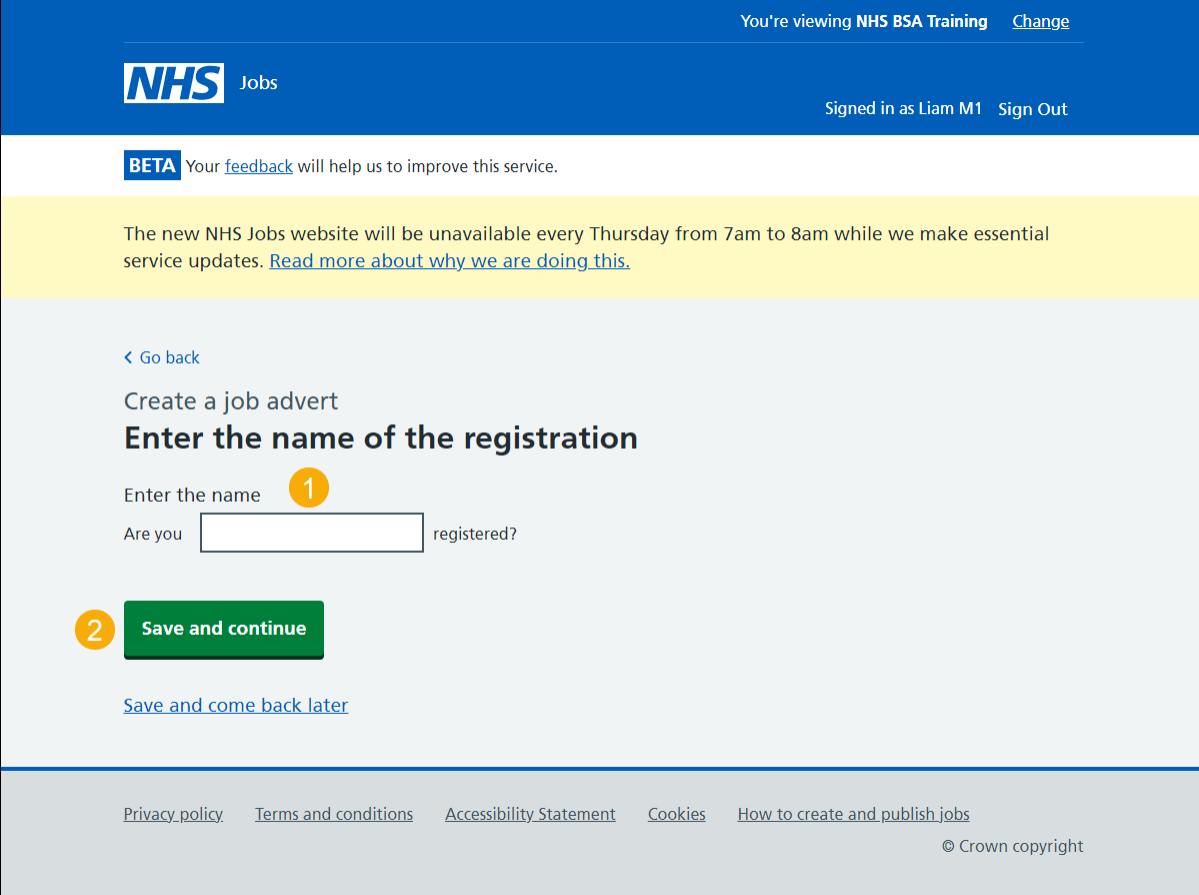
Enter the name of the registration

This page gives you instructions for how to enter the name of the registration.

Important: This page is only shown if you're adding a registration.

To enter the name of the registration, complete the following steps:

1. In the **Enter the name** box, enter the details.
2. 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, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link, followed by 'Create a job advert' and the title 'Enter the name of the registration'. Below this is the instruction 'Enter the name' with a yellow circle containing the number '1' next to it. There is a text input field with the placeholder text 'Are you [] registered?'. Below the input field is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. Underneath the button is a blue link that says 'Save and come back later'. At the bottom of the page, there is a grey footer with several links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© Crown copyright'.

Tip: An example is a Nursing and Midwifery Council (NMC).

How will jobseekers apply?

This page gives you instructions for how jobseekers will apply.

Important: If you select 'CV application', applicants are given a blank box to add their information. If you select 'Online application form', applicants are given questions to answer.

To confirm how jobseekers will apply, complete the following steps:

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

How will jobseekers apply?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

1 CV application

2 Online application form

2 [Save and continue](#)

[Save and come back later](#)

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

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Do you need to add fitness to practise questions?

This page gives you instructions for how to confirm if you need to add fitness to practise questions.

Read the information on the page and complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Do you need to add fitness to practise questions?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Applicants will confirm if:

- they're currently subject to a fitness to practise investigation or proceedings by a regulatory or licensing body
- they've been removed from the register
- they've had conditions or sanctions placed on their registration
- they've ever had restrictions placed on their clinical practise as a part of the revalidation process

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Add contact details

This page gives you instructions for how to add the contact details for applicants to use.

Important: You must add an email address or telephone number or both.

To add the contact details, complete the following steps:

1. In the **Name** box, enter the details.
2. In the **Contact job title** box, enter the details (optional).
3. In the **Email address** box, enter the details.
4. In the **Telephone number** box, enter the details.
5. Select the '[Save and continue](#)' button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

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Create a job advert

Add contact details

This is someone who'd be available to talk on the phone or answer emails from applicants about the job. You can list the department if there's no one that applicants can contact directly.

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Name

Job title (optional)

You can enter an email address, telephone number, or both

Email address

Telephone number

Save and continue

[Save and come back later](#)

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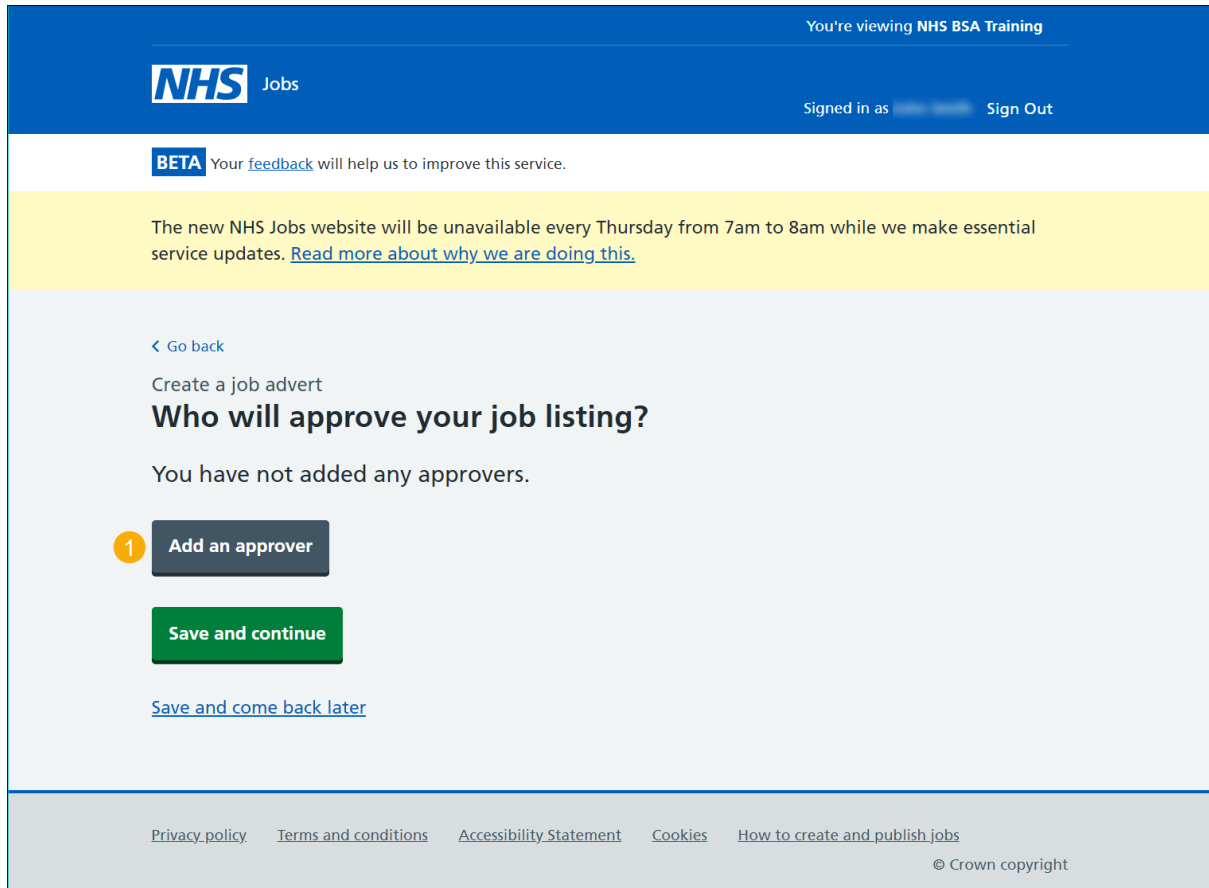
Who'll approve your job listing?

This page gives you instructions for how to add an approver.

Important: This page is only shown if you're using online approvals.

To add an approver, complete the following steps:

1. Select the '[Add an approver](#)' 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 NHS BSA Training' on the right. Below the header, there is a 'Signed in as' section with a profile picture and a 'Sign Out' button. A yellow banner below the header contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a message states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background and contains a '< Go back' link, the text 'Create a job advert', and the heading 'Who will approve your job listing?'. Below the heading, it says 'You have not added any approvers.' There are two buttons: a dark grey button labeled 'Add an approver' with a yellow circle containing the number '1' to its left, and a green button labeled 'Save and continue'. Below the buttons is a link: '[Save and come back later](#)'. 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', followed by the text '© Crown copyright'.

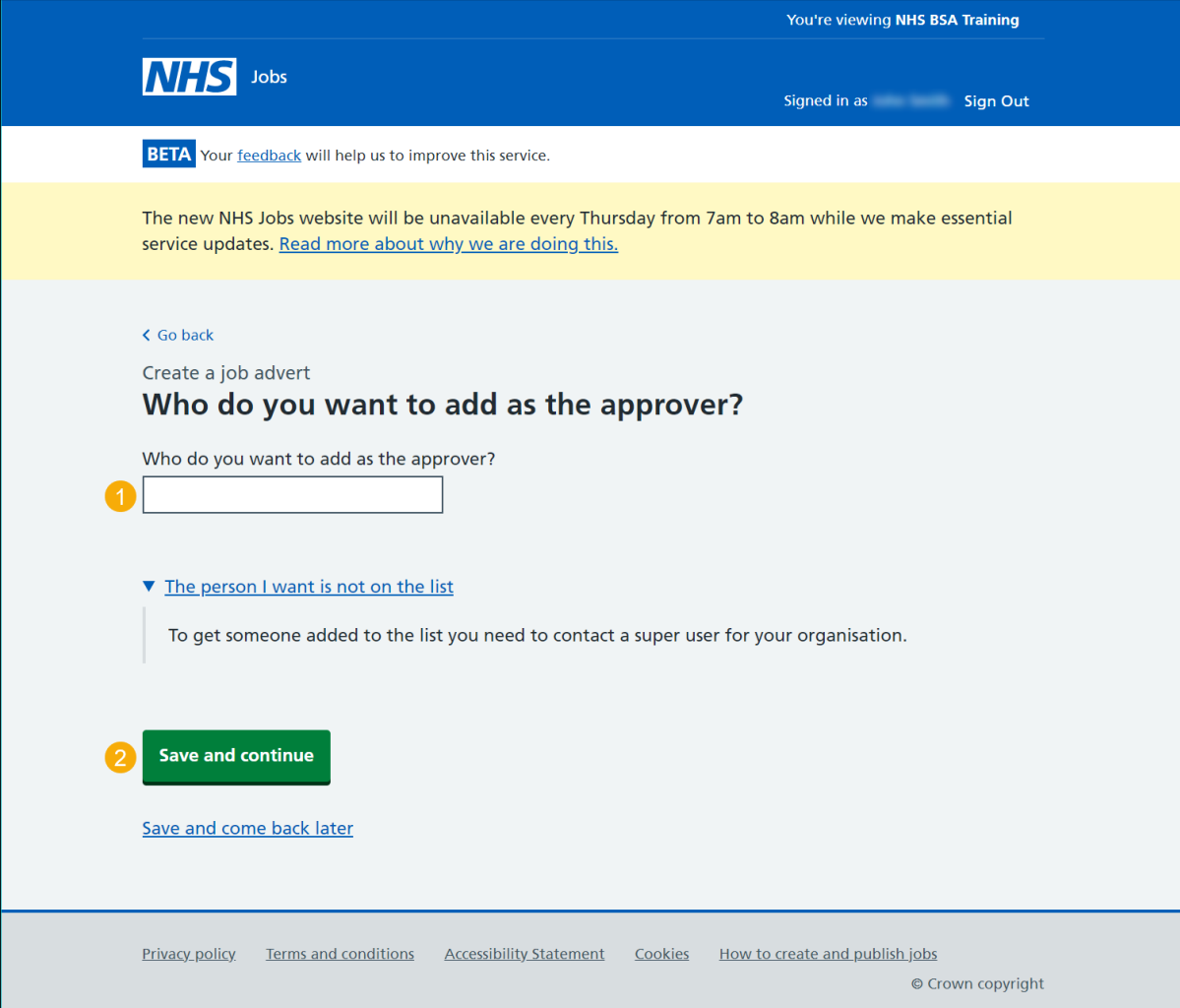
Who do you want to add as the approver?

This page gives you instructions for how to select who you want to add as the approver.

Important: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add an approver(s), complete the following steps:

1. In the **Search** box, enter the details.
2. 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. To the right, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a yellow box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is light blue and contains a '< Go back' link, 'Create a job advert', and the title 'Who do you want to add as the approver?'. Below the title, there is a question 'Who do you want to add as the approver?' followed by a search box with a '1' icon. Below the search box, there is a dropdown menu with the text 'The person I want is not on the list'. Below the dropdown, there is a message: 'To get someone added to the list you need to contact a super user for your organisation.' Below the message, there is a green 'Save and continue' button with a '2' icon. Below the button, there is a link: 'Save and come back later'. 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', and a copyright notice: '© Crown copyright'.

Tip: If the person is not on the list, you'll need to contact your organisations super user.

Manage your approvers

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

To remove, add or confirm the approver, complete the following steps:

1. Select the ['Remove'](#) link (optional).
2. Select the ['Add an approver'](#) button (optional).
3. Select the ['Save and continue'](#) button.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [User] Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Who will approve your job listing?

All approvers need to approve your listing in NHS Jobs before you can publish it.

Joe Bloggs UAT [Remove](#) 1

2 **Add an approver**

3 **Save and continue**

[Save and come back later](#)

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

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Select the department for this listing

This page gives you instructions for how to select the department for this listing.

Important: This page is only shown if you're using departments in your organisations account.

To select a department, complete the following steps:

1. Select an answer.
2. 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, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is white and contains a 'Go back' link, the text 'Create a job advert', and the heading 'Select the department for the listing'. There are three radio button options: 'Hiring's Department', 'Other Department', and 'Mark as unassigned'. A yellow circle with the number '1' is next to the 'Other Department' option. Below these options is a link: 'The department I want is not on the list'. A text box explains: 'To get a department added to the list you need to contact a super user for your organisation.' At the bottom of the form, there is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. Below the button is a link: 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Tip: To get a department added to the list, you'll need to contact your organisations super user.

Are you the recruiting manager for this listing?

This page gives you instructions for how to confirm if you're the recruiting manager for this listing.

To confirm if you're the recruiting manager for this listing, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Are you the recruiting manager for this listing?

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Who do you want to add as the recruiting manager?

This page gives you instructions for how to add the recruiting manager for this listing.

Important: This page is only shown if you're not the recruiting manager for this listing. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add the recruiting manager, complete the following steps:

1. In the **Search** box, enter the details.
2. 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, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a 'Go back' link and the text 'Create a job advert'. The title is 'Who do you want to add as the recruiting manager?'. There is a search box with a '1' icon next to it. Below the search box, there is a dropdown menu with the text 'The person I want is not on the list'. Below the dropdown, there is a text box with the text 'To get someone added to the list you need to contact a super user for your organisation.' Below the text box, there is a green button with the text '2 Save and continue'. Below the button, there is a link 'Save and come back later'. 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'. On the right side of the footer, it says '© Crown copyright'.

Tip: If the person is not on the list, you'll need to contact your organisations super user.

Do you know who the recruitment administrator will be for this listing?

This page gives you instructions for how to confirm if you know the recruitment administrator for this listing.

To confirm if you know the recruitment administrator, complete the following steps:

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

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Do you know who the recruitment administrator will be for this listing?

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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

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Who do you want to add as the recruitment administrator?

This page gives you instructions for how to add the recruitment administrator for this listing.

Important: This page is only shown if you're adding the recruitment administrator for this listing. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add the recruitment administrator, complete the following steps:

1. In the **Search** box, enter the details.
2. Select the ['Save and continue'](#) button.

You're viewing NHS BSA Training

NHS Jobs Signed in as [user] Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

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Create a job advert

Who do you want to add as the recruitment administrator?

To mark as unassigned, search for 'unassigned'

1

▼ [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

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

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Tip: The default person is 'Unassigned'. If the person is not on the list, you'll need to contact your organisations super user.

Will you be the shortlisting lead?

This page gives you instructions for how to confirm if you'll be the shortlisting lead.

To confirm if you're the shortlisting lead, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and continue' button.

You're viewing NHS BSA Training

NHS Jobs Signed in as [redacted] Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Will you be the shortlisting lead?

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Who do you want to add as the shortlisting lead?

This page gives you instructions for how to add the shortlisting lead for this listing.

Important: This page is only shown if you're not the shortlisting lead for this listing. Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add the shortlisting lead, complete the following steps:

1. In the **Search** box, enter the details.
2. 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 BSA Training', 'Signed in as [user]', and 'Sign Out'. Below the header, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link and 'Create a job advert' text. The main heading is 'Who do you want to add as the shortlisting lead?'. Below this is a search input field with a '1' in a yellow circle next to it. Underneath the search field is a dropdown menu with the text 'The person I want is not on the list'. Below the dropdown is a text box containing the message: 'To get someone added to the list you need to contact a super user for your organisation.' Below this is a green button with a '2' in a yellow circle and the text 'Save and continue'. At the bottom of the main content area is a link: '[Save and come back later](#)'. The footer of the page is grey and contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Tip: If the person is not on the list, you'll need to contact your organisations super user.

Do you want to add more people to the shortlisting panel?

This page gives you instructions for how to confirm if you want to add more people to the shortlisting panel.

Important: You can't change your decision once the job listing is published.

To confirm if you want to add more people to the shortlisting panel, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. 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, it says 'You're viewing NHS BSA Training' and 'Signed in as [redacted] Sign Out'. Below the header, there is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area is light blue and contains a 'Go back' link, the text 'Create a job advert', and the question 'Do you want to add more people to the shortlisting panel?'. Below the question, it says 'You cannot change this decision once this job listing is published.' There are two radio buttons: '1 Yes' (selected) and 'No'. Below the radio buttons is a green button labeled '2 Save and continue'. At the bottom of the form area is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Who will be on the shortlisting panel?

This page gives you instructions for how to add people to the shortlisting panel.

Important: This page is only shown if you're adding people to the shortlisting panel. In this example, you have not added anyone.

To add to your shortlisting panel, complete the following steps:

1. Select the '[Add a person](#)' button.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [redacted] Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job vacancy

Who will be on the shortlisting panel?

You have not added anyone.

1 [Add a person](#)

[Save and continue](#)

[Save and come back later](#)

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

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Who do you want to add to the shortlist panel?

This page gives you instructions for how to add people to the shortlisting panel.

Important: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results.

To add people to the shortlist panel, complete the following steps:

1. In the **Search** box, enter the details.
2. 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 BSA Training' and 'Signed in as [user] Sign Out'. Below the header, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Create a job vacancy' followed by the heading 'Who do you want to add to the shortlist panel?'. There is a search input field with a '1' in a yellow circle next to it. Below the input field is a dropdown menu with the text 'The person I want is not on the list'. Underneath this is a text box containing the instruction: 'To get someone added to the list you need to contact a superuser for your organisation.' Below the text box is a green button with a '2' in a yellow circle and the text 'Save and continue'. At the bottom of the main content area is a link: 'Save and come back later'. The footer of the page is grey and contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Tip: If the person is not on the list, you'll need to contact your organisations super user.

Who will be on the shortlisting panel?

This page gives you instructions for how to select who will be on the shortlisting panel.

Important: In this example, you've added a person.

To remove, add or confirm your shortlisting panel, complete the following steps:

1. Select the [Remove](#) link (optional).
2. Select the [Add a person](#) button (optional).
3. 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 the word 'Jobs'. To the right of the logo, it says 'You're viewing NHS BSA Training'. Further right, it says 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header is a white banner with a blue 'BETA' icon and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with the text: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Create a job vacancy' and the main heading 'Who will be on the shortlisting panel?'. Underneath is the text 'You can add up to 10 people.' There is a blurred name followed by a 'Remove' link with a yellow circle containing the number '1'. Below this are three buttons: a grey 'Add a person' button with a yellow circle containing the number '2', a green 'Save and continue' button with a yellow circle containing the number '3', and a blue link 'Save and come back later'. At the bottom of the page is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer is the text '© Crown copyright'.

How do you want to do your shortlisting?

This page gives you instructions for how you want to do your shortlisting.

Important: If you select online, you'll score applicants using the service. If you select offline, you'll score applicants outside of the service. You can't change your decision once the job is published.

To confirm how you want to shortlist, complete the following steps:

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

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

How do you want to do your shortlisting?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

You cannot change this decision after you publish the advert.

Online using NHS Jobs
Score your applications by ticking a box next to the criteria you listed in your person specification.

1

Offline on paper
Print your applications and score them manually against the criteria you listed in your person specification.

2 [Save and continue](#)

[Save and come back later](#)

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What's the closing date for applications?

This page gives you instructions for how to confirm the closing date for applications.

Important: Applications will close at 11:59pm on the date you choose.

To confirm the closing date, complete the following steps:

1. In the **Closing date** boxes, enter the details.
2. Select the '[Save and continue](#)' button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go Back](#)

Create a job advert

What's the closing date for applications?

Administration assistant **DRAFT**

Reference no: T2020-21-3343

Enter closing date
For example, 12 1 2019

Day Month Year

1

Applications for this job will close at 11:59pm on the date you choose.

2 [Save and continue](#)

[Save and come back later](#)

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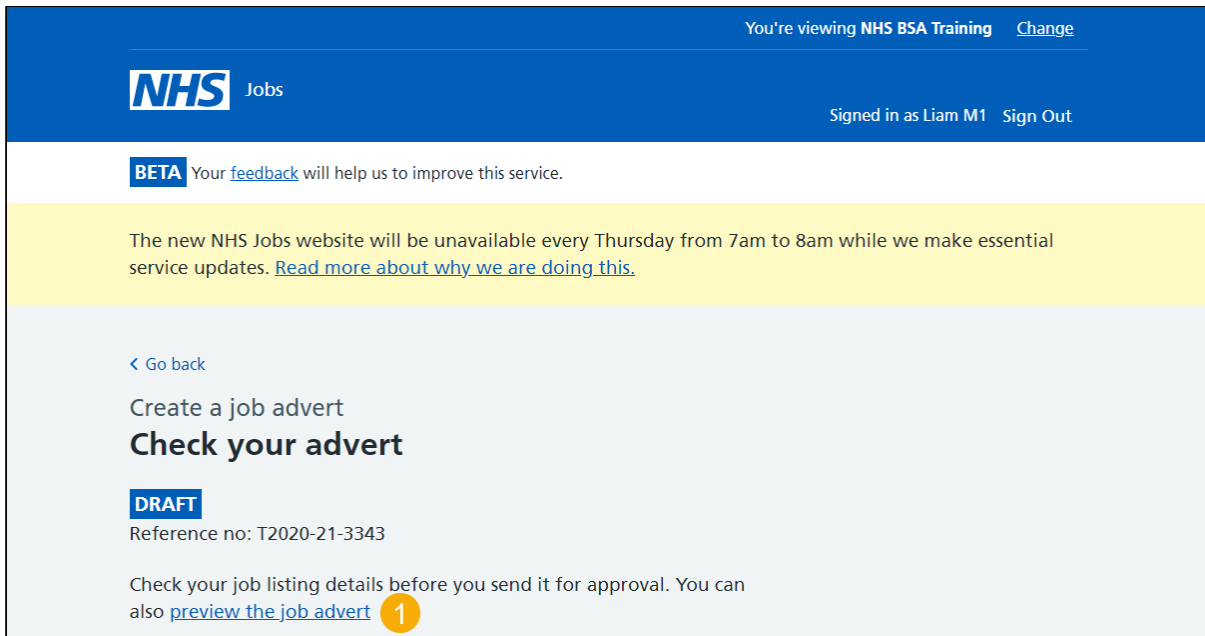
Tip: You must enter the date in the DD-MM-YYYY format. For example, 12 1 2019.

Preview your advert

This page gives you instructions for how to preview your advert.

To preview your advert, complete the following step:

1. Select the '[preview the job advert](#)' link.



The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as Liam M1" with a "Sign Out" link. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" Below the banners, there is a "Go back" link. The main heading is "Create a job advert" followed by "Check your advert" in a larger font. Below this, there is a "DRAFT" label and the reference number "T2020-21-3343". At the bottom, it says "Check your job listing details before you send it for approval. You can also [preview the job advert](#)" with a yellow circle containing the number "1" next to the link.

Tip: Your advert preview will open a new webpage browser.

Change your advert

This page gives you instructions for how to change your advert.

Important: If you're using online approvals, go to the ['Send for approvals'](#) page. If you're using 'offline approvals, go to the ['Publish now'](#) page.

To change your advert, complete the following step:

1. Select a 'Change' link (optional).

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Create a job advert

Check your advert

DRAFT
Reference no: T2020-21-3343

Check your job listing details before you send it for approval. You can also [preview the job advert](#)

Job Details

Job title	Administration assistant	Change
COVID-19 related	Yes	Change
Why it's being advertised	This is a new job	Change
Where it's being advertised	Externally	Change
Contract type	Permanent	Change
Working pattern	Full-time, Flexible working	Change 1
Working hours		Change
Payscheme	Agenda for Change	Change
Band	Band 2	Change
Salary	£18005 to £19337 a year	Change
Staff group	Administrative & Clerical	Change
Area of work	Administration	Change

Tip: You can make multiple changes and you'll be taken to the question in the job listing to change its details.

Send for approval

This page gives you instructions for how to send your for job listing for approval.

Important: You can change the approvers if they're incorrect.

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

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

Approvers

Who are the approvers?	Liam M2 Training and Support Officer	1 Change
------------------------	---	---------------------------------

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: The 'Send for approval' button is located at the bottom of the 'Check your answers' page.

Job listing sent for approval

This page shows confirmation your 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 listing can be published. Once your job listing is approved, go to the '[Publish your listing](#)' page.

To view your job listings, complete the following step:

1. Select the 'Go back to your job listings' button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

Job listing sent for approval

The reference number is
T2020-21-3343

We've sent an email prompt to your approvers.

What happens next

We'll email you when anyone approves your listing. When all your approvers have approved it, the listing can be published.

1 [Go back to your job listings](#)

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

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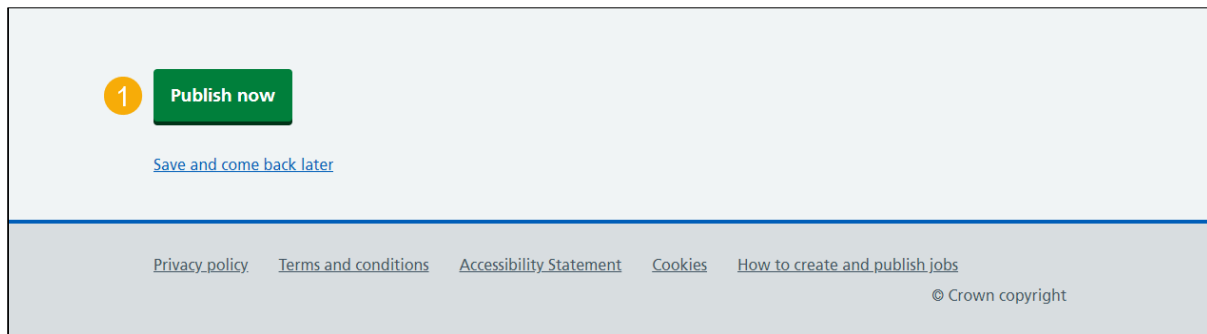
Publish your job listing

This page gives you instructions for how to publish your job listing.

Important: Once you've published the job listing, jobseekers can find it and apply for the role. If you need to make any changes, go to the [change and republish a job listing guide](#).

To publish your job listing, complete the following step:

1. Select the '[Publish now](#)' button.



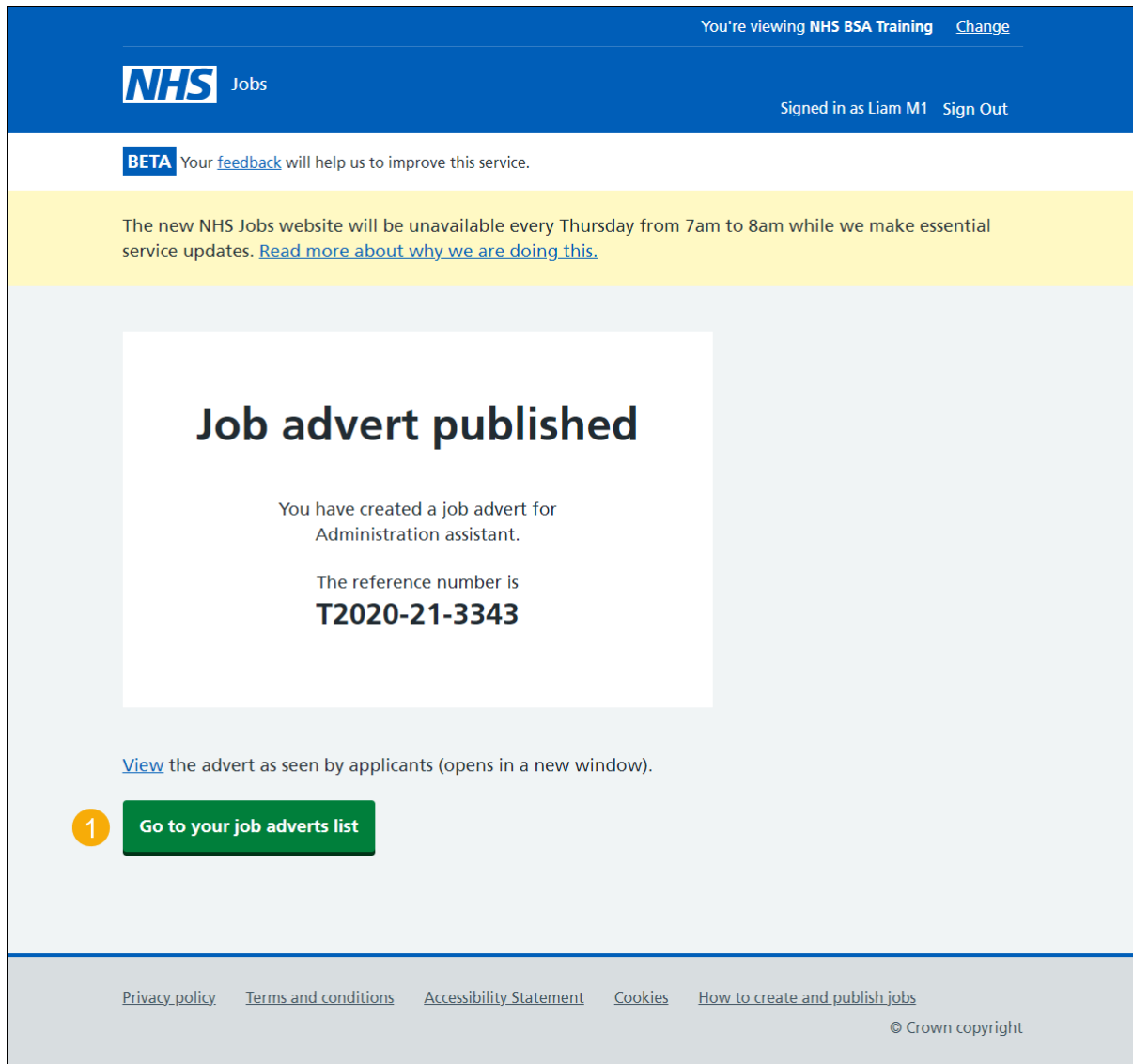
Tip: The 'Publish now' button is located at the bottom of the 'Check your answers' page.

Job advert published

This page shows confirmation your job advert is published.

To view your job adverts, complete the following step:

1. Select the 'Go to the job listings list' 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 BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background and features a white box with the heading 'Job advert published'. Below the heading, it says 'You have created a job advert for Administration assistant.' and 'The reference number is **T2020-21-3343**'. A link says 'View the advert as seen by applicants (opens in a new window)'. Below this is a green button with a yellow circle containing the number '1' and the text 'Go to your job adverts list'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

You've reached the end of this user guide as you've created and published a job advert.