NHS Jobs 2 user guide for GP's and CAS users

Create a vacancy

Prepared by the NHS Jobs Training and Support Manager
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Delivered by the NHS Business Services Authority

Contents

Overview

This guide explains how to create a vacancy, view, and sort and filter your vacancies.

Audience

This guide is aimed at GP's and CAS users.

Key

This table explains the purpose of key buttons and links in the NHS Jobs system.

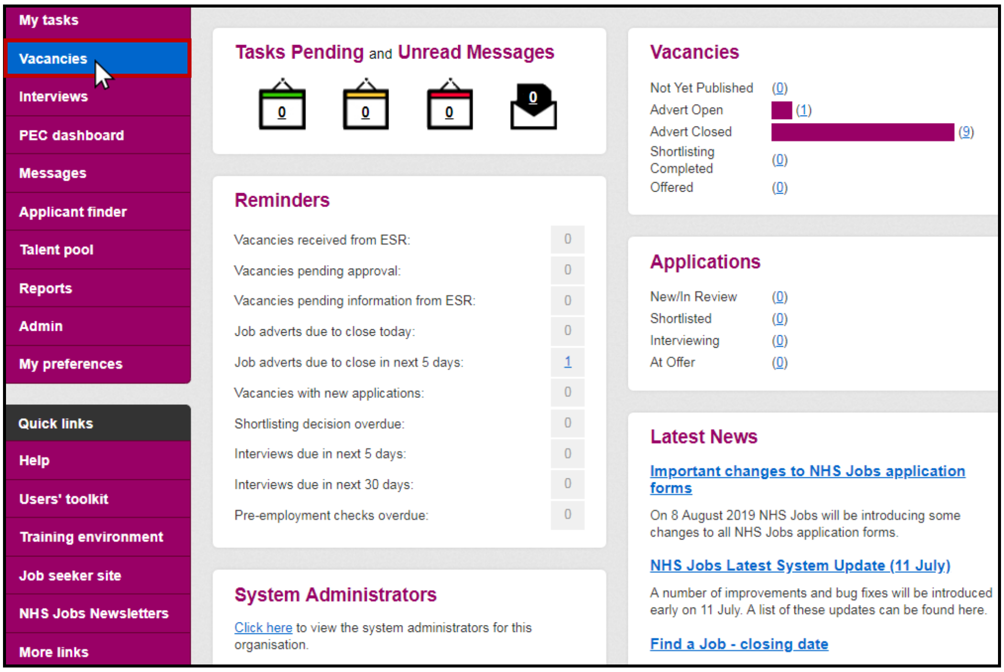
Button/Icon	Explanation
	Shows a list of options as a drop down menu.
	Shows a help menu of further information as a pop up.
	Shows a calendar.
*	This symbol means the question is mandatory.
BETA-B0001-19-2048	Select the vacancy reference number to view all details of a particular vacancy
Advert Open	Select the vacancy status to see the history of the vacancy
Actions	Select **Actions** to perform various tasks.
!	A **red triangle with an exclamation mark** highlights that the vacancy is overdue a change to its required status. Hover your cursor over the triangle to display the number of days that it is overdue.
	A **stop-watch** symbol shows that a change is not overdue.
	Select **Preview Advert** to view the job advert and to email vacancy details to all members of the vacancy team.

Create a vacancy

Vacancies page

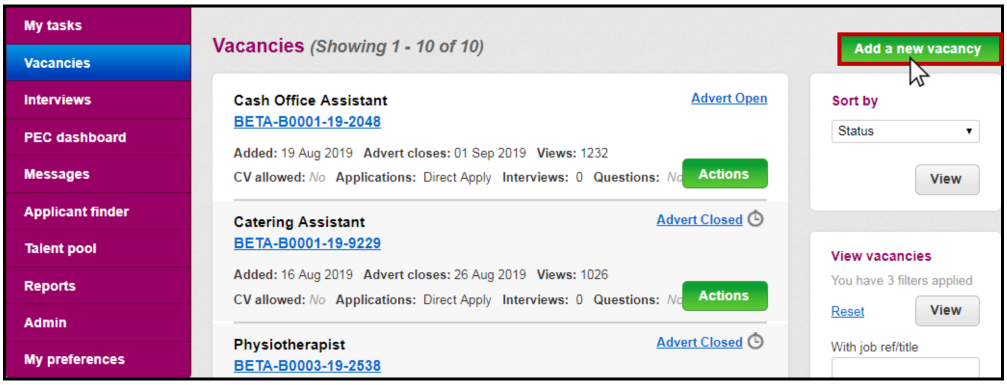
Use this section to manage your vacancies.

1. From your NHS Jobs dashboard, select **Vacancies** to navigate to the vacancies page.



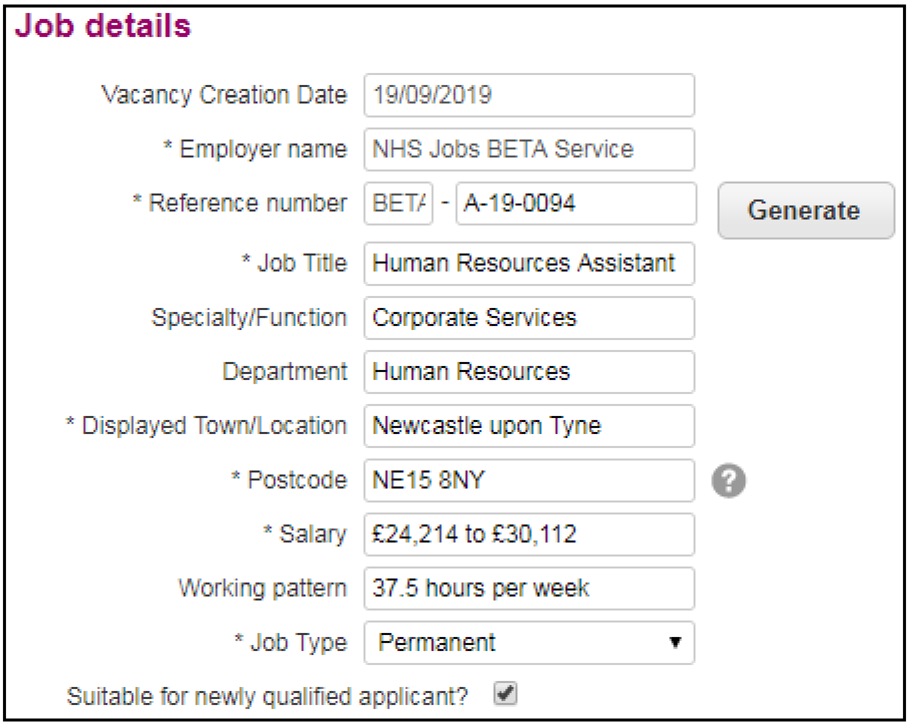
Add a new vacancy

2. On the vacancies page, select **Add a new vacancy**.

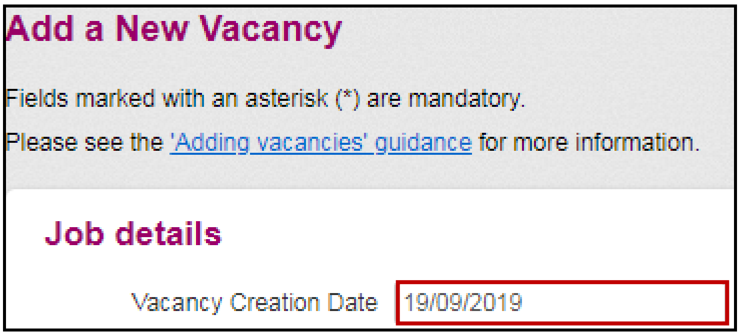


Job details

Use this section to create the specific vacancy details.



3. The **Vacancy Creation Date** field and ***Employer name** field are automatically completed. As a Central Advertising Service user the Employer name cannot be amended.



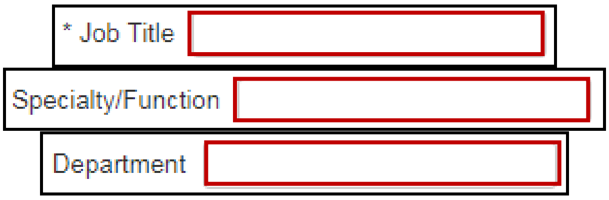
4. Each vacancy must have a unique reference number. Select **Generate** to add a unique value to the ***Reference number** field.

Alternatively, you can enter your own reference number.

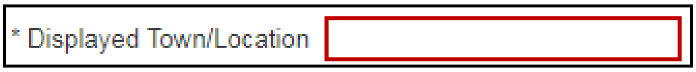
There is a three digit prefix that is automatically added to each reference number. This cannot be changed.

Once an advert has been published, the reference number cannot be changed.

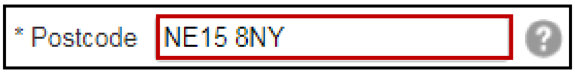
5. Complete the ***Job Title**, **Speciality/Function** and **Department** fields. The department name is your name of your organisation/general practice.



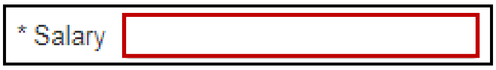
6. Use the ***Displayed Town/Location** field to input the location of the vacancy for applicants.



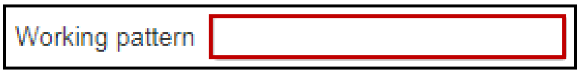
7. The postcode for your organisations head office will automatically appear in the ***Postcode** field. If this is incorrect, you can overwrite this information.



8. You can use the ***Salary** field to enter the salary (e.g. £24,214 to £30,112), or non-numerical information (e.g. negotiable/depending on experience). Should you opt to insert non-numerical information please note your advert will not get displayed on 'Find a Job' (Government website).



9. Complete the **Working pattern** field (e.g. 37.5 hours per week). This field can be used to describe the working days, hours, or times.

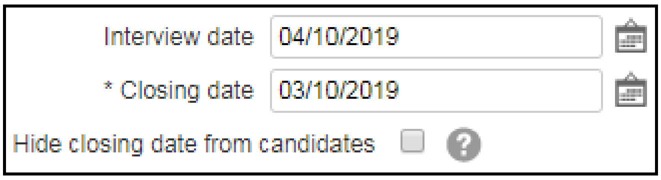


10. In the ***Job Type** field use the drop down menu to select the job type (e.g. Permanent or temporary). An optional field, Fixed term contract length, will appear where relevant.

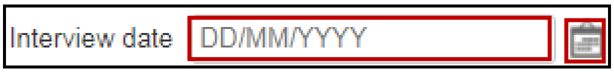
11. Use the **Suitable for newly qualified applicant?** tick box to indicate whether you want your vacancy to be visible to applicants that search for newly qualified jobs.

Key dates

Use this section to add an optional interview date and mandatory closing date for the vacancy.



12. Complete the **Interview date**. You can enter the date or select it from the calendar.

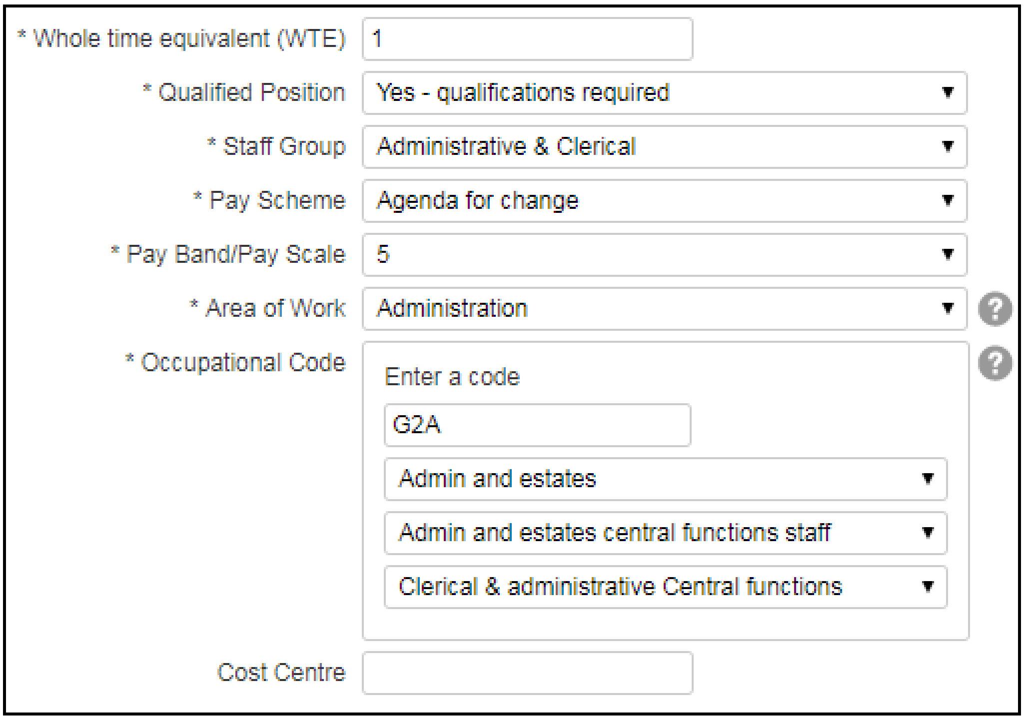


13. The ***Closing date** field will be automatically completed. However, you can change this date the date by entering a new date or selecting it form the calendar.

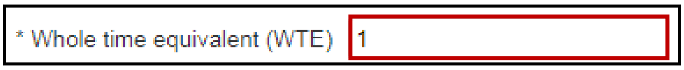
14. You can also use the **Hide closing date from applicants** tick box if you do not want the closing date to appear on your vacancy. If you choose to hide the closing date your advert will not get displayed on Find a Job’ (Government website).

Reporting

Use this section for reporting purposes nationally.

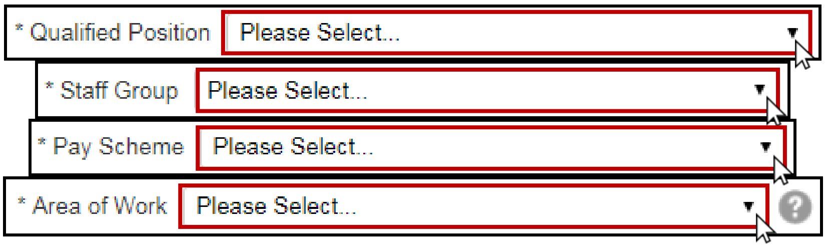


15. Enter a value in the ***Whole time equivalent (WTE)** field

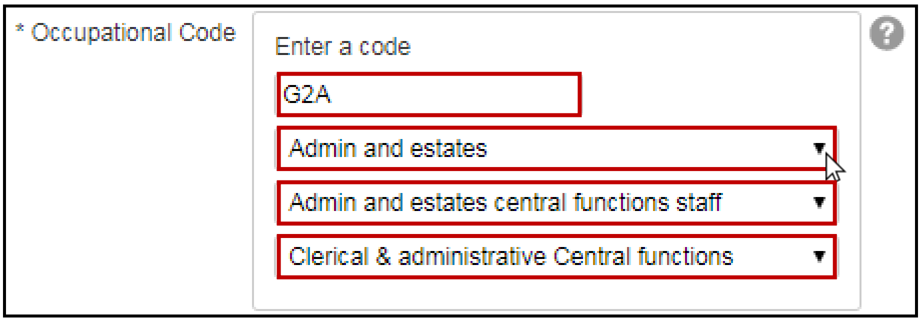


16. Use the drop down menus to complete the next fields including:

- ***Qualified Position**
- ***Staff Group** (e.g. Administrative & Clerical)
- ***Pay Scheme** (e.g. Agenda for change)
- ***Area of Work** (e.g. Administration)



17. Complete the ***Occupational Code** field (if known) or use the drop down menu to select it from a list. If you do not know the 'Occupational code' please select 'Not supplied' 3 times.



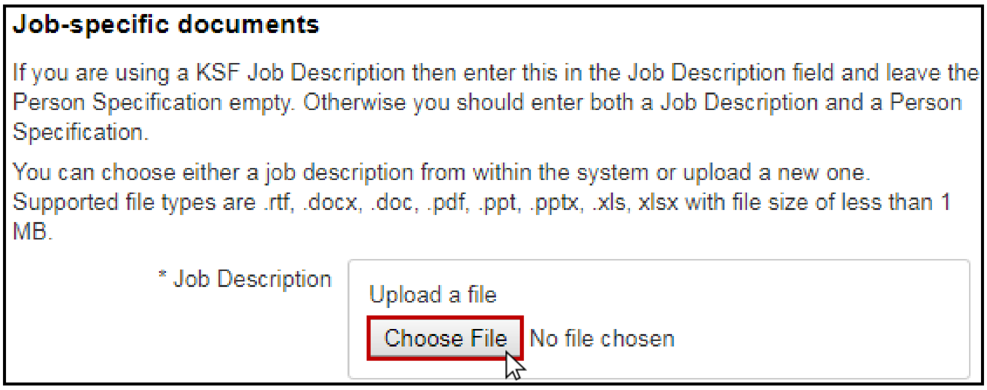
18. Enter a value in the **Cost Centre** field (if applicable)

Job specific documents

Use this section to add documents as attachments.

19. To upload a file, select **Choose File** in the relevant box. You can add documents including:

- ***Job Description**
- **Person Specification**
- **Risk Assessment**
- **Additional vacancy specific document**

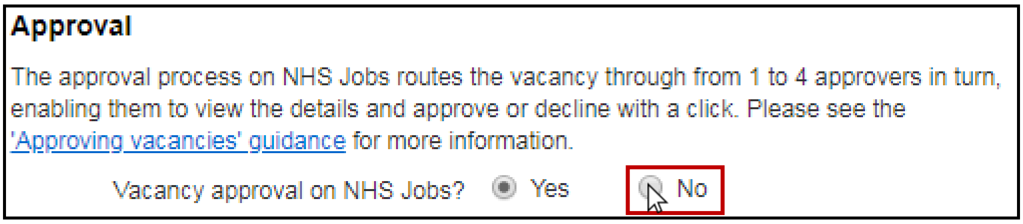


Please avoid uploading attachments in Word **docx** format as applicants who use certain electronic devices are unable to open docx attachments.

Approval Decision

This section is not available to users who have access to Central Advertising Service accounts.

20. Tick the **No** box.



Vacancy team

Use this section to add your vacancy team members.

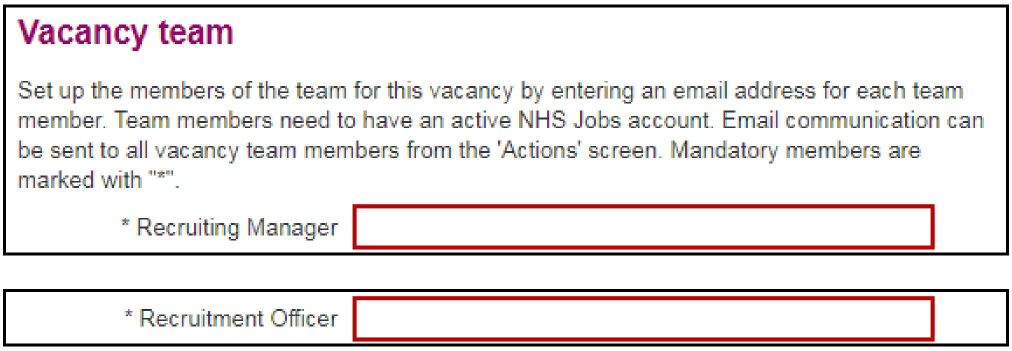
21. Enter the email addresses of the:

- **Recruiting Manager**
- **Recruitment Officer**

When you start typing an email address, the system will automatically display a list of users in your organisation to choose from. Contact your System Administrator if you are unable to find the correct person, as they may need to change their permissions.

This information is not visible to the applicant.

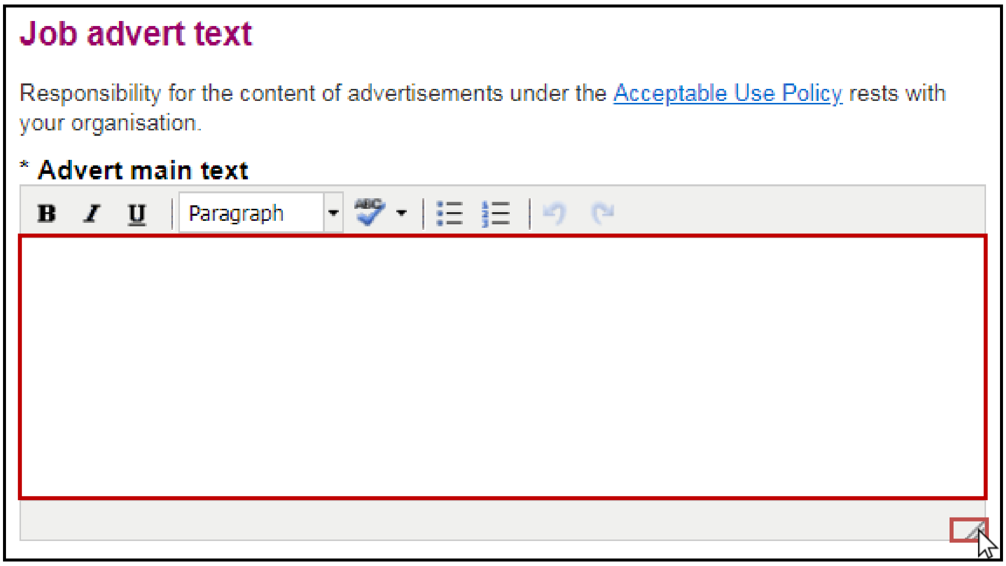
22. Select **Add reviewer** to add up to 10 reviewers.



Job advert text

Use this section to create the key information that will be presented to potential applicants.

23. Enter a summary and description of the job in the ***Advert main text** box. Remember to include the full name of your organisation/general practice.

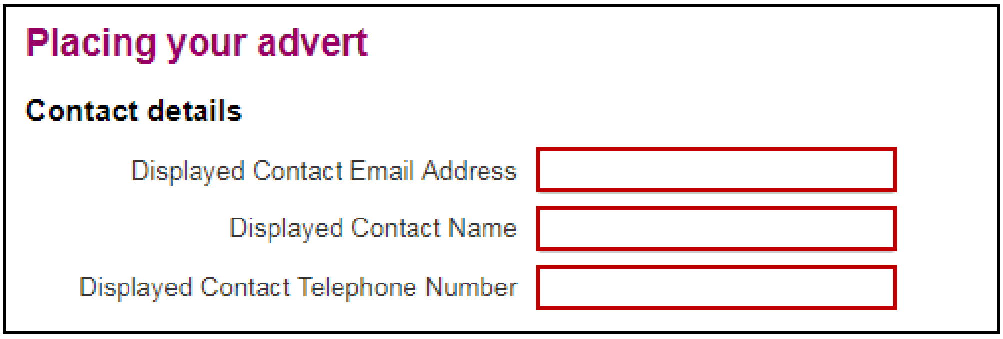


You can enlarge the box by selecting and dragging on the **striped triangle** icon in the bottom right corner of the text box.

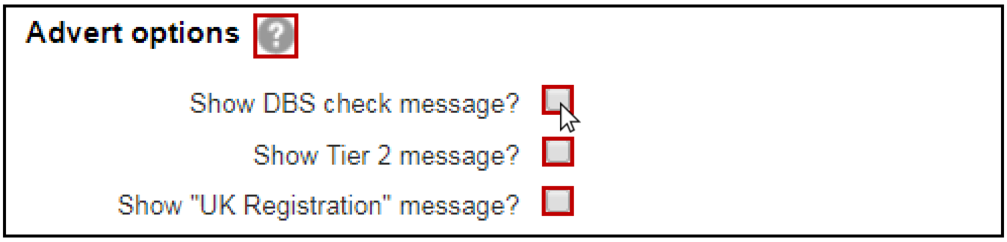
Placing your advert

Use this section to place your advert.

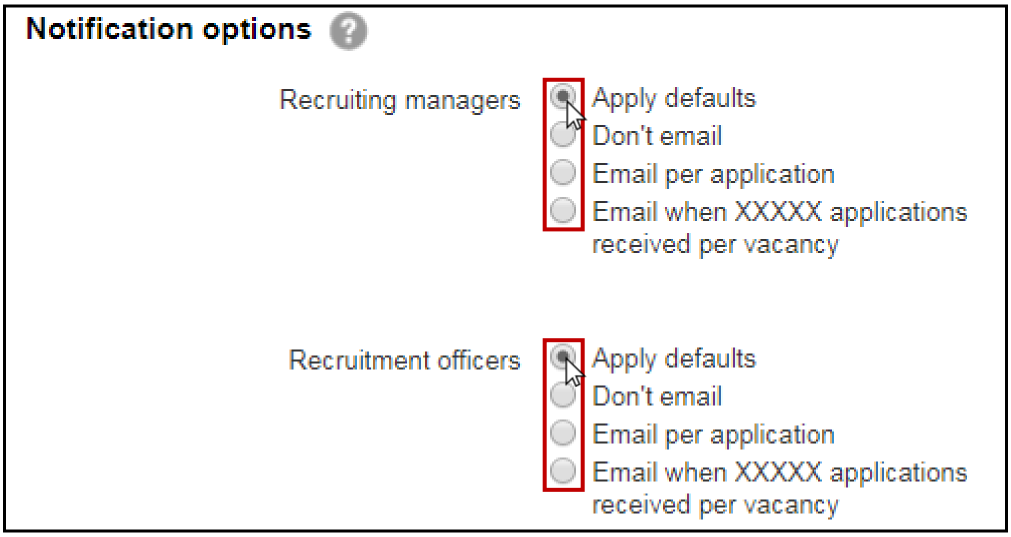
24. Use the **Displayed Contact Email Address** field, the **Displayed Contact Name** field and the **Displayed Contact Telephone Number** field to enter the details of the advert owner. This information is visible to the applicant and can be used to contact you for any questions or queries relating to the vacancy.



25. Use the tick boxes in the **Advert options** section to select any additional information to show to potential applicants. Use the **help** icon for more information.



26. Use the tick boxes in the **Notification options** section to set your preferences. Use the **help** icon for more information.

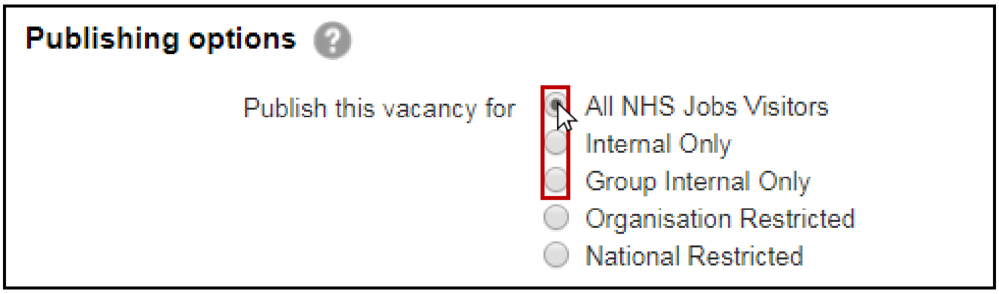


Publishing

Use this section to control who can view the job advert when it is published.

27. Use the tick boxes in the **Publishing options** section to choose how you would like your vacancy to be published.

- **All NHS Jobs Visitors** – your advert will appear in a job search by all users.
- **Internal Only** – your advert will only appear to applicants that search for that specific advert reference, or followed a link from your intranet, vacancy bulletin or internal communication.
- **Group Internal Only** – is similar to the **Internal Only** option, but allows a number of organisations to advertise to internal staff within a group.



Organisation Restricted' and 'National Restricted' options are not available to Central advertising service users.

28. Use the tick box if you want your job advert to be posted to the EURES European Jobs Mobility Portal via the Find a Job website.

Application forms

Use this section to control the options for how an applicant can apply for your vacancy.

Use application form

29. Use the ***Which application form should be used?** drop down menu to choose one of the following options:

- **Medical and Dental –** an application form specific to doctors and dentists.
- **Short –** has fewer questions about qualifications and employment history.
- **Standard** – suitable for most roles in the NHS.
- **CV Application** – allow the applicant to upload a CV along with their application.

For more information about CV applications, go to step 30.

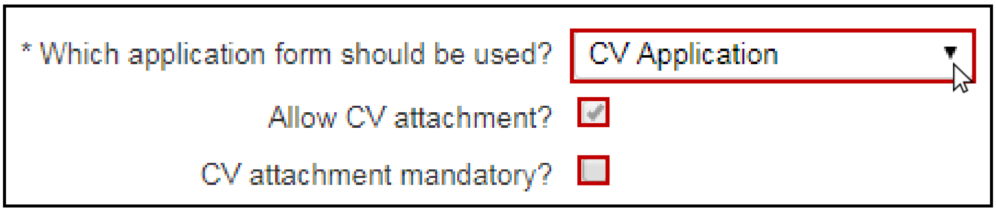
CV applications

In some cases, for example recruiting to senior roles, you may want to give applicants the option to attach a CV to their application form.

30. Use the ***Which application form should be used?** drop down menu and select **CV Application** from the list.

31. Select the **Allow CV attachment?** tick box.

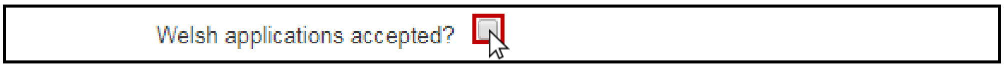
32. Select the **CV attachment mandatory?** tick box.



When using the CV application option, the applicant still needs to complete an application form. This application form will be used in the shortlisting process. If you are not sure whether to allow applicants to attach a CV, check with your HR department or recruitment team.

Welsh Applications

33. Use the **Welsh applications accepted?** tick box to select whether applicants can apply using a Welsh language version of the application form.



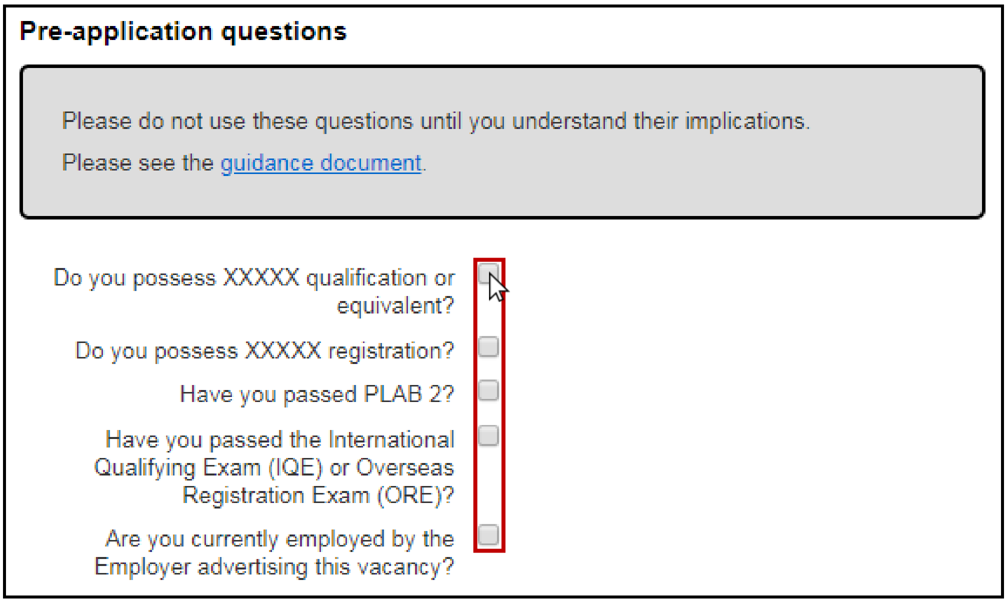
Pre application questions

34. You can use pre application questions to screen applicants. For example, if they do not meet an essential requirement for the role they will be prevented from accessing the application form and applying for the vacancy.

You can choose from a range of pre-set questions, or create your own.

Pre-application questions need to be used carefully. It's important to ensure you understand the implications of using them so the process meets all employment legislation. Use the link to the **guidance document** for more information.

As a recruiting officer you have the ability to allow an applicant to answer the pre-application questions again when an applicant has submitted an incorrect answer.



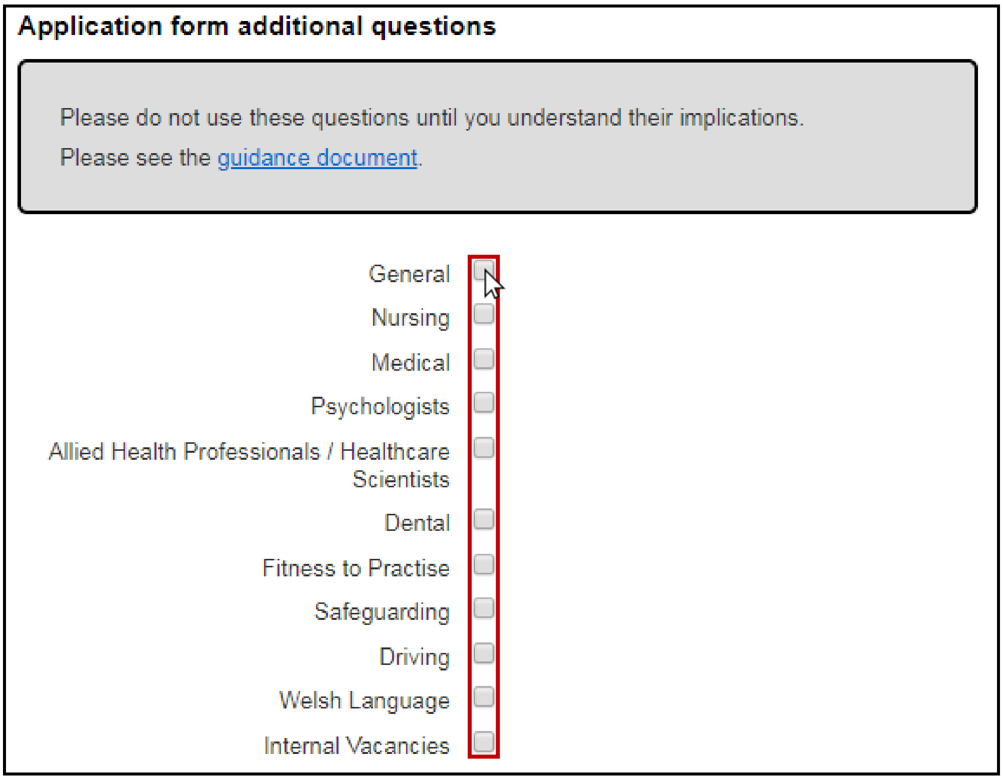
Application form additional questions

35. You can use additional questions to filter applicants in or out depending on their answers. This can be a very quick and convenient way to narrow down a large number of applications.

These questions will appear after the **Supporting Information** section and are mandatory.

There are many pre-set questions to choose from and you can also create your own.

The pre-set questions have been organised into groups, making it easier for you to select the questions you want to include.



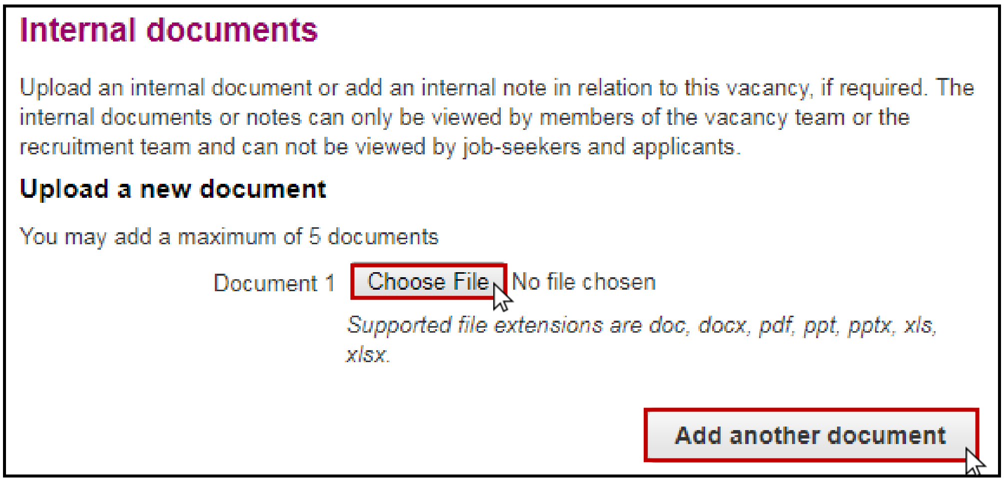
Internal documents

Use this section to attach any documents or notes that can be viewed by yourself, for example your business case or to tell the team you have finished shortlisting applicants. These documents and notes will not be seen by applicants.

Upload a new document

36. In the **Internal documents** section:

- select **Choose File** to upload a document
- use **Add another document** to add up to four additional documents



Supported file extensions are .doc, .docx, .ppt, .pptx, .xls and .xlsx. The maximum file size is 1MB.

Save buttons

This section explains the available save options.

37. Select one of the following options:

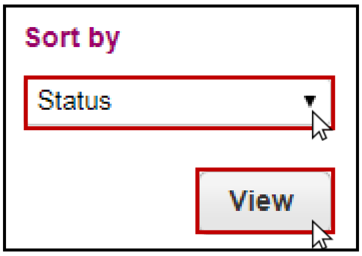
- **Save** – a quick save of the details you have entered, without checking them.
- **Save & list vacancies** – a quick save, taking you back to your list of vacancies.
- **Save & proceed** – to check the details you have entered. This will only save your work if all the mandatory details are complete. Otherwise, you will be presented with a list of the errors and missing information.
- **Save and publish** – to immediately publish the advert, provided you have completed the form correctly. This button is only available to vacancies with publishing access and CAS users.

Sort

Use this section to sort your vacancies.

38. In the **Status** drop down menu list, select an option to show how the vacancies should be sorted.

39. Select **View.**



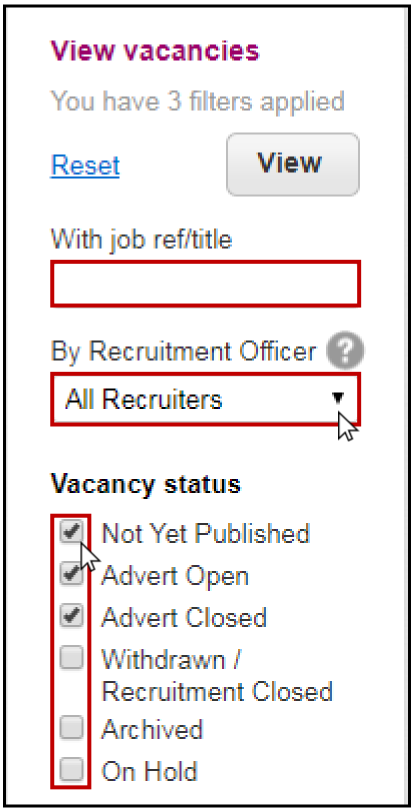
View vacancies

Use this section to filter and view your vacancies.

40. Use the **Vacancy status** section to select filters

41. Select **View** to show the results

42. Select **Reset** to remove filters



Vacancy status

Each vacancy has a status to describe the current stage in the recruitment process. This determines what actions you can perform next.

Statuses include:

- **Draft –** the vacancy is not yet complete. You can only delete a vacancy if it is in draft status. However, once is no longer in draft it cannot be deleted.

- **Received from ESR** – a draft vacancy has been created automatically from a file transferred from ESR.

- **Pending Advertisement –** mandatory details have been completed, but the vacancy has not yet been published.

- **Advert Open** – the advert has been published and is open to applicants.

- **Advert Closed** – the advert has been closed and is no longer visible to applicants, or available for further applications.

- **Recruitment Closed –** recruitment activity for the vacancy has been completed.

- **Withdrawn –** the vacancy has been withdrawn and is no longer visible to applicants, or available for further applications. You cannot withdraw a vacancy if it has an **Advert Open** status.

- **Archived** – activity on the vacancy has been completed and it is no longer required. You can only archive a vacancy if the status is **Withdrawn** or **Recruitment Closed**.

Data retention

Application and vacancy data, and associated information, is retained for up to after 460 days thereafter it is deleted automatically.

To make sure information is still available for reporting purposes; key anonymous and statistical information will be copied from vacancies and applications before they are deleted.