

## How to create and publish an ATS job listing in NHS Jobs user guide

This guide gives you instructions for how to create and publish an ATS job listing in the NHS Jobs services.

You'll create the job listing in your ATS, and it will be transferred to NHS Jobs services to be published to jobseekers.

Jobseekers will search for the job listing in the current NHS Jobs service and view it in the new NHS Jobs service. They'll be redirected to your ATS if they choose to apply for the role.

All changes except adding supporting documents must be done in your ATS before publishing the job listing to jobseekers. You can upload 4 supporting documents in a doc, docx, pdf format. The document size is limited to 1MB.

If you're using online approvals, all approvers need to approve the job listing before it can be published to jobseekers.

Only a 'Super user' and 'Recruitment administrator' can create, change, and publish a job listing.

You must have an account to sign in. An account must be setup by the NHS Jobs team or by your organisations 'Super user'.

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## ATS to NHS Jobs process flow

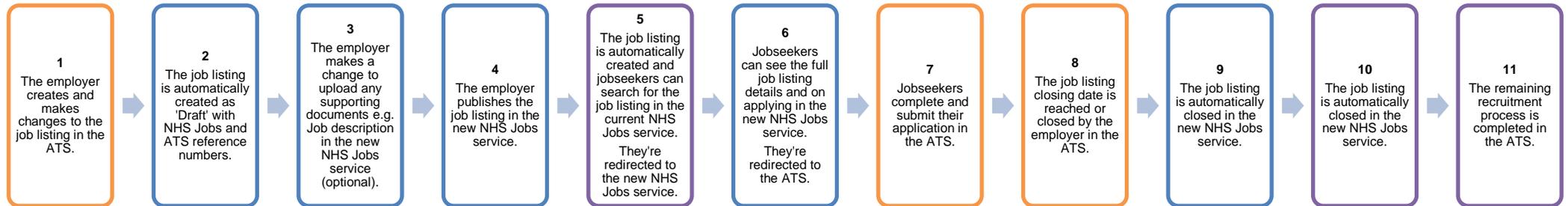
This process flow shows the different steps of the job listing from the ATS to the new and current NHS Jobs services.

### Key:

 Applicant tracking system (ATS)

 New NHS Jobs service

 Current NHS Jobs service



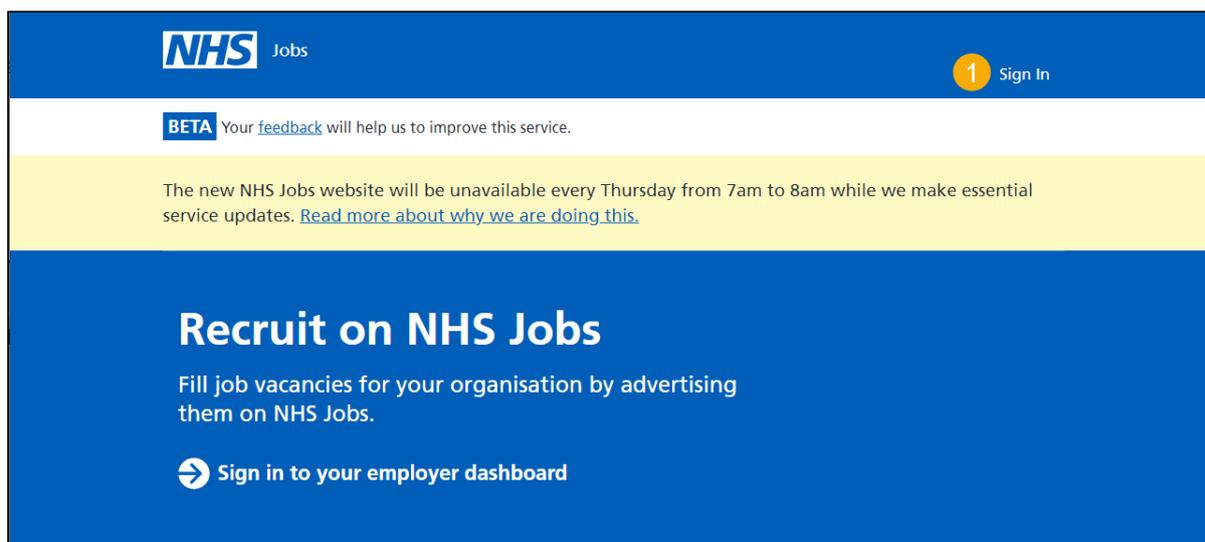
## Sign into your new NHS Jobs account

This page gives you instructions for how to sign into your [new NHS Jobs account](#).

**Important:** You must have an account to sign in. An account must be set up by the NHS Jobs team or by your organisations 'Super user'.

To sign into your account, complete the following step:

1. Select the 'Sign In' link.



The screenshot shows the top of the NHS Jobs website. At the top left is the NHS Jobs logo. At the top right is a 'Sign In' link with a yellow circle containing the number '1'. Below the header is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with a message about service availability on Thursdays. The main content area has a blue background with the heading 'Recruit on NHS Jobs', a sub-heading 'Fill job vacancies for your organisation by advertising them on NHS Jobs.', and a button with a right-pointing arrow and the text 'Sign in to your employer dashboard'.

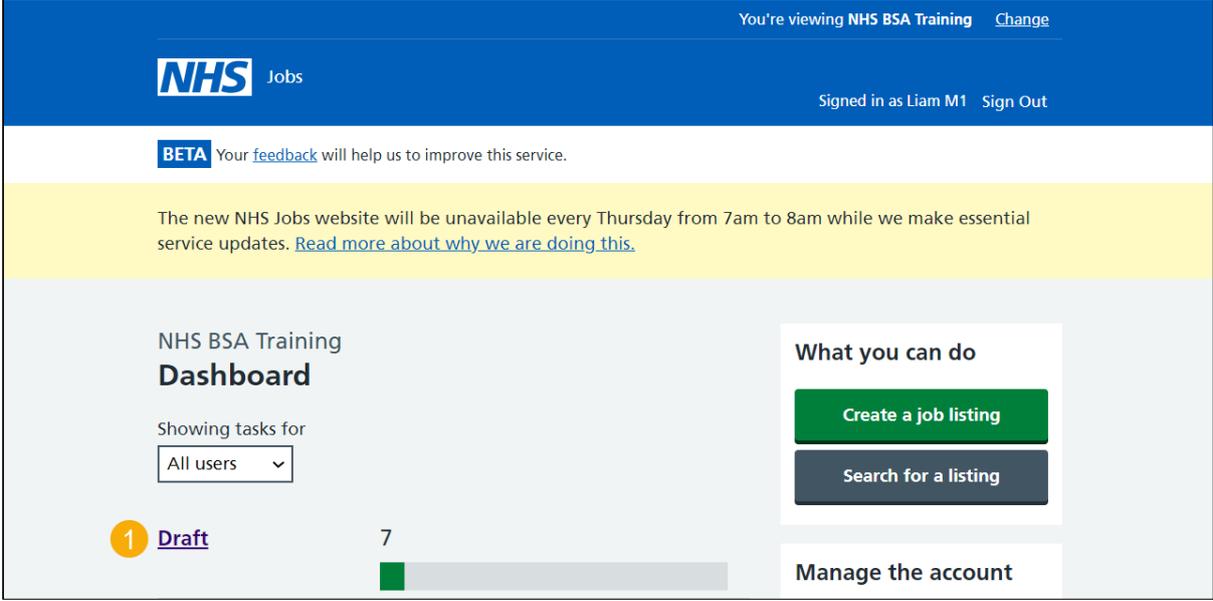
## Find your ATS job listing in NHS Jobs

This page gives you instructions for how to find your ATS job listing in the new NHS Jobs service.

**Important:** The job listing must be created in the ATS for it to be transferred to NHS Jobs. Once it's transferred it will show in 'Draft' job listings.

To view your draft job listings, complete the following step:

1. Select the 'Draft' link.



The screenshot shows the NHS BSA Training Dashboard. 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 at the top says "BETA Your feedback will help us to improve this service." Below that, a yellow banner 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 titled "NHS BSA Training Dashboard". It shows "Showing tasks for" with a dropdown menu set to "All users". Below this, there is a summary for "Draft" listings: a yellow circle with the number "1" next to the word "Draft", and a bar chart showing a count of "7" with a green bar representing the total.

On the right side, under "What you can do", there are two buttons: "Create a job listing" (green) and "Search for a listing" (dark grey). Below that is a "Manage the account" link.

## View your ATS job listing in NHS Jobs

This page gives you instructions for how to view your ATS job listing in the new NHS Jobs service.

**Important:** The draft job listing will show an ATS and NHS Jobs reference number.

To view your job listing, complete the following step:

1. Select the 'Job name' link.

<b>1</b> <a href="#">Doctor</a> T0099-21-2525 AJ-EPIC-59602-NHSJ3-1	10 Mar 2021	0
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**Tip:** The ATS and NHS Jobs reference numbers are shown under the Job title name.

## Add supporting documents

This page gives you instructions for how to add supporting documents in the new NHS Jobs service (optional).

**Important:** Supporting documents must be added in the new NHS Jobs service before you publish the job listing to jobseekers. In this example, there are no documents added. If you don't want to add any supporting documents, go to the '[Check your listing and publish job listing](#)' page.

To add a document, complete the following step:

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



**Tip:** The supporting document section is in the middle of the 'Check your listing' page in the new NHS Jobs service.

## Do you want to upload any supporting documents to applicants?

This page gives you instructions for how to upload supporting documents in the new NHS Jobs service.

**Important:** This page is only shown if you're adding supporting documents.

To upload a supporting document, complete the following steps:

1. Select the 'Yes' answer.
2. Select the 'Save and continue' button.

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

**NHS** Jobs Signed in as   [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?

Training and Support Officer **DRAFT**

Reference no: T2020-20-8955

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](#)

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

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**Tip:** An example of a supporting document is a job description and person specification file.

## Upload supporting documents

This page gives you instructions for how to find and upload supporting documents in the new NHS Jobs service.

**Important:** You can upload 4 supporting documents in a doc, docx, pdf format. The document size is limited to 1MB. In this example, an 'Administrator assistant' file is added.

To find and upload your document, complete the following steps:

1. Select the 'Choose File' button to find the file.
2. Select the 'Upload' button to upload the file.

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

1  Administrat...ant\_ID.docx

2

[Save and come back later](#)

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**Tip:** You'll need to know where the files are located on your computer to upload them.

## Check your uploaded supporting documents

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

To view or remove your supporting documents, 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.

The screenshot shows the NHS Jobs 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 contains a "BETA" label and the text "Your feedback will help us to improve this service." Below this is a yellow banner with a notice about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area has a "Go back" link and the heading "Create a job advert". The main heading is "Upload your supporting documents". Below this, it states: "You can upload 4 supporting documents in a doc, docx, pdf. The document size is limited to 1MB." The job title is "Administration assistant" with a "DRAFT" label. The reference number is "T2020-21-3343". There is a section for "Upload a document" with a "Choose file" button and "No file chosen" text. Below that is an "Upload" button. A table lists the uploaded documents:

File name	Size	Action
<a href="#">Administrator_assistant_JD.docx</a>	12 KB	<a href="#">Remove</a>

Below the table is a green "Save and continue" button with a "3" in a yellow circle next to it. There is also a "Save and come back later" link.

At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The footer says "© Crown copyright".

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

## Check supporting documents

This page gives you instructions for how to check your supporting documents in the new NHS Jobs service.

**Important:** Make sure you've added the correct supporting documents.

To change your supporting documents, complete the following steps:

1. Select the '[Change](#)' link (optional).



**Tip:** You can select the document name link to view it.

## Check and publish job listing

This page gives you instructions for how to check and publish the job listing to jobseekers in the new NHS Jobs service.

**Important:** If you're using online approvals, all approvers need to approve the job listing before it can be published to jobseekers. Only a 'Super user' and 'Recruitment administrator' can create, change, and publish a job listing. Jobseekers will be redirected to your ATS if they choose to apply for the role.

To publish your job listing, complete the following step:

1. Select the 'Publish now' button.



**Tip:** The 'Publish now' button is at the bottom of the 'Check your listing' page in the new NHS Jobs service. If you're not ready to publish your job listing, you can select the 'Save and come back later' link.

**You've reached the end of this user guide as you've created and published an ATS job listing in NHS Jobs.**