How to make a job offer in NHS Jobs user guide

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

You must have a job listing at the ready to offer recruitment stage to make an offer.

To create and send your offer, you'll need to:

- add completed interview feedback
- confirm the pay
- confirm the working pattern
- select an offer letter option
- add any supporting documents from your organisation's account (optional)

If there are no suitable applicants, you can choose not to offer the job and add an email address for applicant feedback. You can then reuse or remove the listing.

Only a 'Super user', 'Recruitment administrator' and 'Team manager' can add and remove:

- offer letter templates
- supporting documents

Contents

Ready to offer

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

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

To make a job offer, complete the following step:

1. Select the 'Ready to offer' link.

Offer the job

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

Find the job listing and complete the following step:

1. Select the '<u>Offer the job</u>' link.

Tip: You can select the 'Job title link to view the details.

Add feedback

This page gives you instructions for how to add your interview feedback.

Important: You'll need to add your interview feedback to completed interviews before you can make a job offer.

To add your feedback, complete the following step:

1. Select the 'Add feedback' link.

Did the interview happen?

This page gives you instructions for how to confirm if the interview happened.

To confirm if the interview happened, complete the following steps:

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

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Add feedback
Did the interview happen?

1 ◯ Yes   ◯ No

2 **Save and continue**

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Add your interview feedback

This page gives you instructions for how to add your interview feedback.

Important: Your notes that are added for internal use could be requested as feedback by the applicant.

To add your interview feedback, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the '<u>Save and continue</u>' button.

Offer the job

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

Important: Once all notes are added, the 'Offer the job' button is shown.

To make a job offer, complete the following steps:

1. Select the '<u>Offer the job</u>' button.

Select your successful applicants

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

To select your successful applicants, complete the following steps:

1. Select an applicant box.
2. Select the '<u>Continue to offer</u>' button.
   or
3. Select the '<u>Choose not to offer this job to any applicants</u>' link.

Tip: You can select the 'View application' or 'View feedback' links to view the details.

Offer the job to the selected applicant

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

To offer the job to the selected applicant, complete the following steps:

1. Select an applicant.
2. Select the 'Offer the job to selected applicant' button.

Tip: You can select the 'View application' or 'View notes' links to view the details.

How do you want to offer the pay?

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

To select the pay, complete the following steps:

1. Select an answer:
   - 'Fixed pay'
   - 'Pay range'
2. Select the 'Continue' button.

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

Fixed pay

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

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

To add the fixed pay, complete the following steps:

1. In the **Pay** box, enter the details
2. Select an option from the drop down menu.
3. Select the '<u>Save and continue</u>' button.

What's the pay range?

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

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

To add the pay range, complete the following steps:

1. In the **From** and **To** boxes, enter the details.
2. Select an option from the drop down menu.
3. Select the '<u>Save and continue</u>' button.

What's the working pattern?

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

To confirm the working pattern, complete the following steps:

1. Select an answer.
2. In the **Number of hours or sessions a week** box, enter the details.
3. Select an option from the drop down menu.
4. Select the '_Save and continue_' button.

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Offer the job
What's the working pattern?

Working pattern

◯ Full-time

◯ Part-time

◯ Job share

(1) ◯ Flexible working

◯ Home or remote working

◯ Compressed hours

◯ Term time hours

◯ Annualised hours

Number of hours or sessions a week

(2) [   ]   [hours a week ⌄] **(3)**

(4) [Save and continue]

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

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

Important: If you upload an internal offer letter, you should include details of the pay, reporting manager's name and title, any benefits such as annual leave and pension information.

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

1. Select an answer:
   - 'Use a template in the NHS Jobs online service '
   - 'Upload an offer letter to send to the applicant online'
   - 'Offline outside the NHS Jobs online service'
2. Select the 'Save and continue' button.

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Offer the job

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

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

○ Use a template in the NHS Jobs online service

① ○ Upload an offer letter to send to the applicant online

○ Offline outside the NHS Jobs online service

② **Save and continue**

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Which offer letter template do you want to use?

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

Important: This page is only shown if you're selecting an offer letter template. Only a 'Super user', 'Recruitment administrator' and 'Team manager' can add and remove offer letter templates.

To select an offer letter template, complete the following steps:

1. Select a template.
2. Select the 'Save and continue' button.

Tip: You can select the 'if the template you need is not displayed' link for more information.

Add an offer letter

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

Important: This page is only shown if you're adding an offer letter. You can upload 4 supporting documents in a doc, docx or pdf format and the size is limited to 1MB.

To add an offer letter, complete the following steps:

1. Select 'Choose file' to find your file.
2. Select 'Upload' to add your file.
3. Select the 'Save and continue' button.

Select supporting documents (optional)

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

Important: Only a 'Super user', 'Recruitment administrator' and 'Team manager' can add and remove supporting documents.

To select the supporting documents, complete the following steps:

1. Select a supporting document.
2. Select the 'Download document' link to view it (optional).
3. Select the 'Save and continue' button.

Tip: You can select the 'if the document you need is not displayed' link for more information.

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Check the details of the offer

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

To check the offer details, complete the following steps:

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

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Offer the job

Check the details of the offer

Applicant name		Change
Telephone number		
Job title	Administration assistant	
Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
Contract type	Fixed-term	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	30 Hours a week	Change
Pay	£25,000 - £30,000 a year	Change
Send offer	Use a template in the NHS Jobs online service	Change
Offer letter template	Training and Support Assistant	Change
Supporting documents	No documents selected	Change
Contact	Joe Bloggs joe.bloggs@nhs.net 07777777777	Change

Continue

Email your job offer

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

Important: Once the applicant receives the email, they'll select the 'sign-in' link to respond to the job offer.

To email your job offer, complete the following step:

1. Select the 'preview the offer letter' link (optional).
2. Select the '<u>Send offer to applicant</u>' button.

Job offer sent

This page shows confirmation the job offer is sent.

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

1. Select the 'View the applicants offered the job' button.

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Administration assistant job offer sent

What happens next

The applicant should read and respond to your email.

1 View the applicants offered the job

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Applicants you've offered the job to

This page gives you instructions for how to view the applicants you've offered the job to.

To offer the job to another applicant, complete the following step:

1. Select the '<u>Offer to another applicant</u>' button (optional).

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< Go back to your job listings

Training and Support Assistant
Applicants you've offered the job to

Applicant	Status
████ ████ AR-210414-00016	**OFFER SENT**

1 Offer to another applicant

Back to job listings

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You've reached the end of this user guide as you've made a job offer to an applicant.

Choose not to offer the job to any applicants

This page gives you instructions for how to confirm you don't want to offer the job to any applicants.

<mark>Important:</mark> This page is only shown if you're not offering the job to any applicants.

If you don't want to make a job offer, complete the following steps:

1. Select the 'Choose not to offer the job to any applicants' link.

Are you sure you want to reject all applicants?

This page gives you instructions for how to confirm if you want to reject all applicants.

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

1. Select an answer:
   - '[Yes, reject all applicants](#)'
   - '[No, return to review applicants](#)'
2. Select the 'Continue' button.

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Training and Support Lead

Are you sure you want to reject all applicants?

You should contact applicants offline first to tell them they have been unsuccessful and give them feedback.

Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.

1 ◯ Yes, reject all applicants

2 ◯ No, return to review applicants

3 **Continue**

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Do you want to provide an email address for feedback?

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

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

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

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Administration assistant

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

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

1 ◯ Yes   ◯ No

2 Continue

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Give an email address for applicant feedback

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

Important: This page will only show if you're adding an email address for applicant feedback.

To give an email address, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the 'Continue' button.

Send email to unsuccessful applicants

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

To email unsuccessful applicants, complete the following steps:

1. Select the 'Send rejection' button.

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Administration assistant

Send email to unsuccessful applicants

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

> Dear [applicant full name],
>
> Thank you for taking the time to interview for the Administration assistant job at NHS BSA Training.
>
> On this occasion, you've been unsuccessful. The employer will not be continuing with your application.
>
> If the employer has not provided you with feedback yet, you can contact joe.bloggs@nhs.net.
>
> We wish you well in your job search.
>
> Kind regards,
>
> The NHS Jobs Team

1 Send rejection

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Tip: If you have not contacted any applicants offline to let them know they have been unsuccessful you should do that first.

You didn't offer the job to any applicants

This page shows confirmation you haven't offered the job to any applicants.

To reuse or remove a job listing or return to your dashboard, complete the following steps:

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

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You did not offer the job to any applicants

Administration assistant, reference T1111-21-7821

What you can do next

You can reuse this Administration assistant listing. 1

You can remove this listing from your dashboard.

2 **Remove this listing**

3 Return to your dashboard

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You've reached the end of this user guide as you didn't offer the job to any applicants.