NHS
Jobs

How to create a job listing in NHS Jobs user guide – Publish the job advert

This guide gives you instructions for how to publish the job advert in the NHS Jobs service.

Before you publish the job advert, you can:

- preview it to check the information is correct
- make any changes to it
- send it for approval if you're using online approvals

You must complete all sections of the job listing task list before you can publish the job advert.

If you're using online approvals, all approvers must approve the job listing before you can publish the job advert.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

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Contents

Check the job advert

This page gives you instructions for how to check the job listing before publishing the job advert.

Important: The 'Send for approval' or 'Publish' button only appear once you've completed all sections of the job listing.

The different statuses are:

- **NOT STARTED** – you haven't started the job listing section.
- **STARTED** – you've started the job listing section but it's incomplete.
- **COMPLETED** – you've completed the job listing section.
- **CANNOT START YET** – you need to complete all sections before this is available.

To check the job listing before publishing the job advert, complete the following steps:

1. Select a 'link' to make a change (optional).
2. Select the 'Preview the job advert' link.
   or
3. Select the 'Save and come back later' link (optional).

If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

Preview the job advert

This page gives you instructions for how to preview the job advert.

Important: Make sure the details are correct before publishing the job advert.

To preview the job advert, complete the following step:

1. Select the 'Preview the job advert' link.

Make sure the details are correct before publishing. You can also
1 preview the job advert (opens in a new tab).

Publish now

Save and come back later

Tip: The 'preview the job advert' link is located at the bottom of the page and the job advert preview opens in a new tab.

If you're using online approvals, go to the 'Send for approval' page.

If you're not using online approvals, go to the 'Publish job listing' page.

Change approvers and send the job listing for approval

This page gives you instructions for how to change approvers and send the job listing for approval.

Important: You'll only see the 'Send for approval' button if you're using online approvals. You can change the approvers if they're incorrect. All approvers must approve the job listing before you can publish the job advert. If approved, the 'Publish now' button is shown.

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

1. Select the 'Recruitment team' link (optional).
2. Select the 'Send for approval' button.

Add the recruitment team

1 Recruitment team   **COMPLETED**

Add the Welsh (Cymraeg) translation for this advert

Welsh translation   **COMPLETED**

Make sure the details are correct before sending it for approval. You can also preview the job advert (opens in a new tab)

2 **Send for approval**

Save and come back later

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Tip: The 'Send for approval' button is located at the bottom of the page.

To find out how to change the approvers, go to the '**How to create a job listing in NHS Jobs - Add the recruitment team**' user guide or video from the '**Create a job listing**' section of the 'Help and support for employers' webpage.

Job listing sent for approval

This page shows confirmation the 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 job advert can be published.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' button.

Once your job listing is approved, go to the 'Publish job listing' page.

Publish job advert

This page gives you instructions for how to publish the job advert.

Important: Once you've published the job advert, jobseekers can find it and apply.

To publish the job advert, complete the following step:

1. Select the '<u>Publish now</u>' button.

Make sure the details are correct before publishing. You can also
<u>preview the job advert (opens in a new tab)</u>.

1 **Publish now**

<u>Save and come back later</u>

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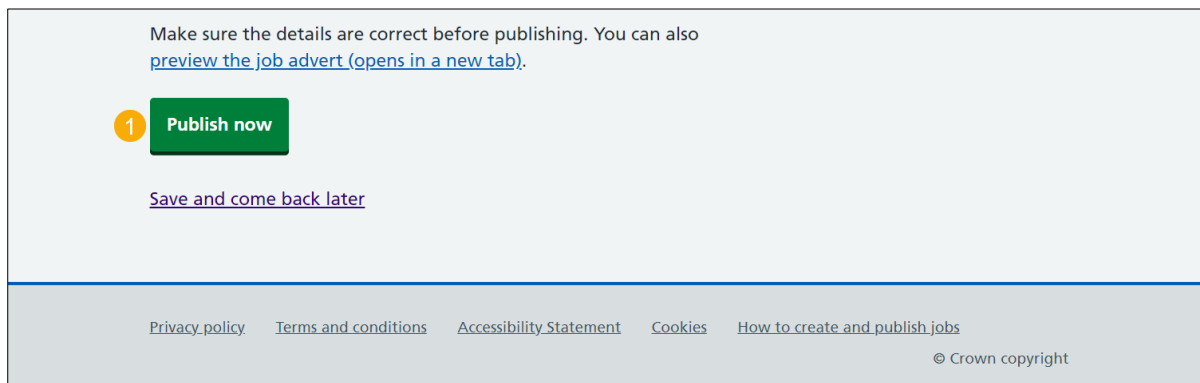
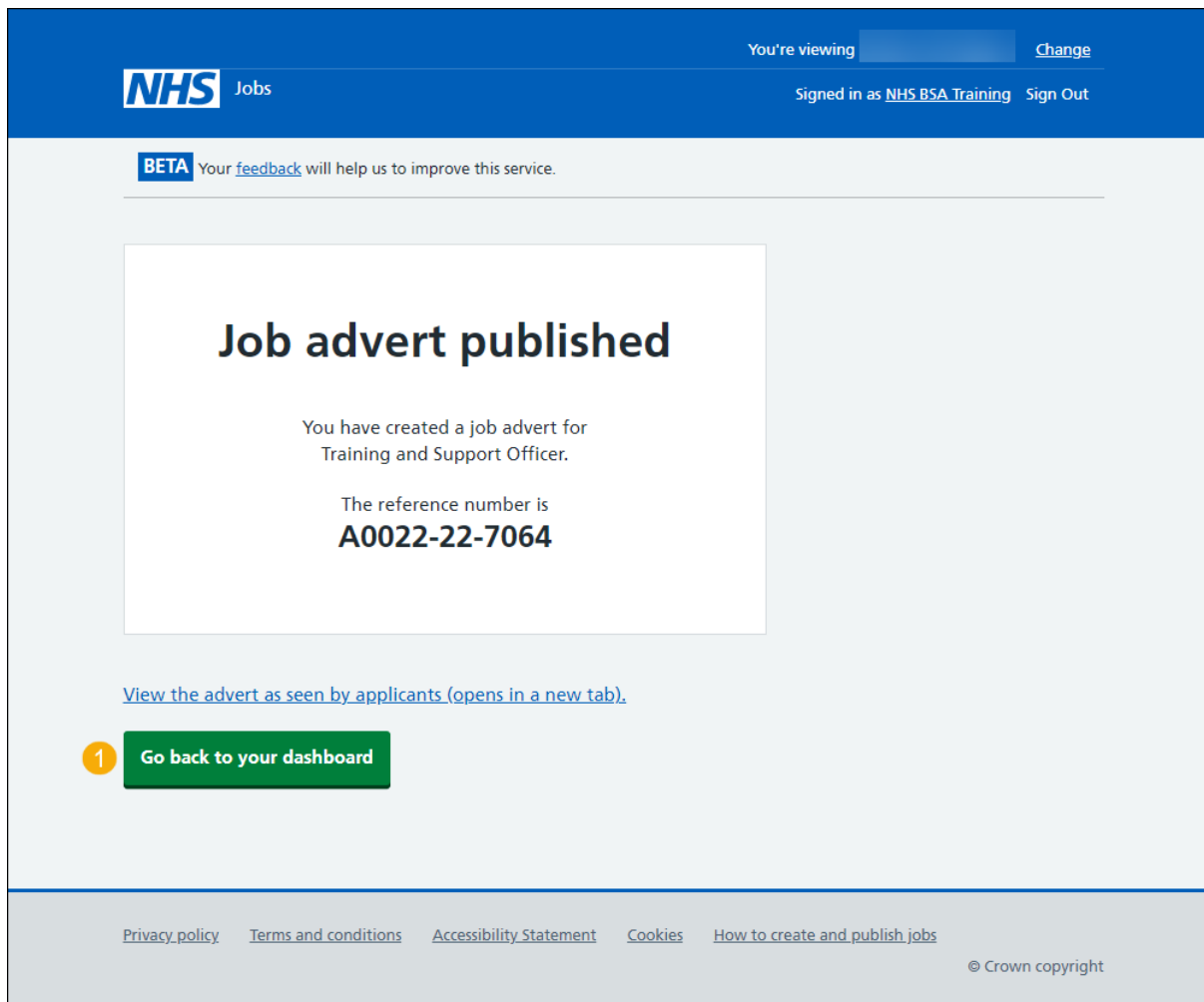**Tip:** The 'Publish now' button is located at the bottom of the page.

If you need to make changes to the job listing, go to the '**How to change and republish a job listing in NHS Jobs'** user guide or video from the '**Change, delete, remove and reuse a job listing'** section of the '<u>Help and support for employers</u>' webpage.

Job advert published

This page shows confirmation the job advert is published.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' button.

You've published the job advert and reached the end of this user guide.