NHS Jobs

How to manage departments in NHS Jobs user guide

This guide gives you instructions for how to manage departments in the NHS Jobs service.

You can use departments and users to organise your recruitment tasks.

In your organisations account, you can:

- create a department
- change a department
- delete a department
- add a user to a department
- remove a user from a department

To add a user to a department, they must have a user account in your organisation's account.

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.

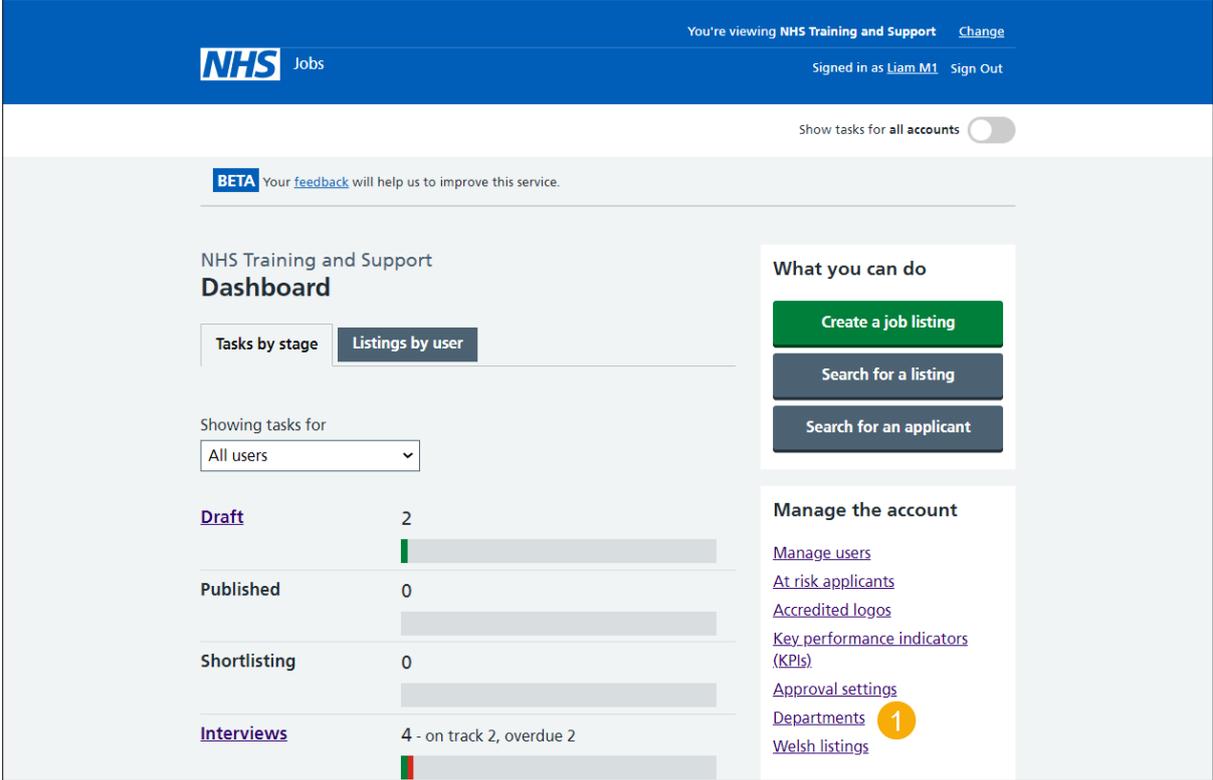**Delivered by the NHS Business Services Authority**

Contents

Departments

This page gives you instructions for how to manage departments in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Departments' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your departments, complete the following step:

1. Select the 'Departments' link.

Add a new department

This page gives you instructions for how to add a new department.

Important: When you create a department, all users in it can view their own tasks and the tasks for their department. In this example, you don't have any departments.

To add a new department, complete the following step:

1. Select the 'Add a new department' button.

You're viewing **NHS Training and Support**   Change

NHS Jobs   Signed in as Liam M1   Sign Out

BETA Your feedback will help us to improve this service.

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Manage account
Manage your departments

When you create a department, all users in it can view their own tasks and the tasks for the department.

1 Add a new department

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs
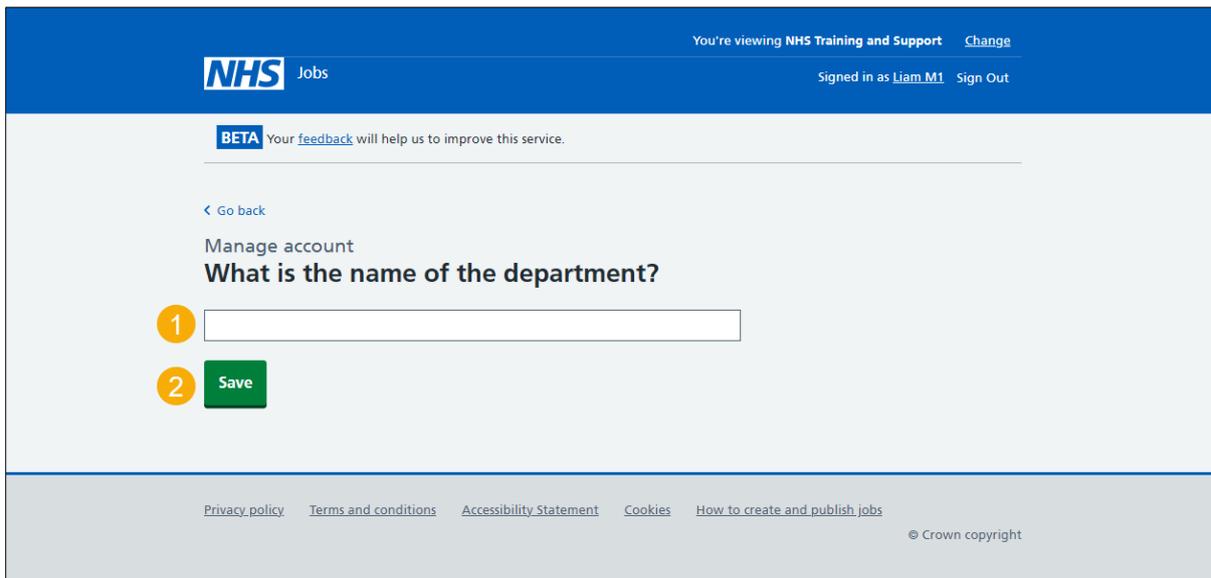
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What is the name of the department?

This page gives you instructions for how to add the name of the department.

Important: This is what you'll see when selecting which department to use.

To add the name of the department, complete the following steps:

1. In the **Department name** box, enter the details.
2. Select the 'Save' button.

Add a user to the department

This page gives you instructions for how to add a user to the department.

Important: When you create a department, all users in it can view their own tasks and the tasks for their department.

To add a user to the department, complete the following steps:

1. Select the 'Add a user to the department' link.

Who do you want to add to your department?

This page gives you instructions for how to add users to your department.

Important: You can select one or more users. If the person you want is not on the list. You need to contact a super user for your organisation.

To add a user to your department, complete the following steps:

1. Select an answer.
   or
2. Select the 'The person I want is not on the list' link.
3. Select the 'Save' button.

Manage your departments

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

<mark>**Important:**</mark> In this example, the user 'Joe Bloggs3' is added to your department.

To manage your departments, complete the following steps:

1. Select the 'Change name' link (optional).
2. Select the 'Remove' link (optional).
3. Select the 'Add a user to the department' link.
4. Select the 'Add a new department' button (optional).
5. Select the 'Delete a department' button (optional).

If you don't want to add or remove a user and add or delete a department, you've reached the end of this user guide.
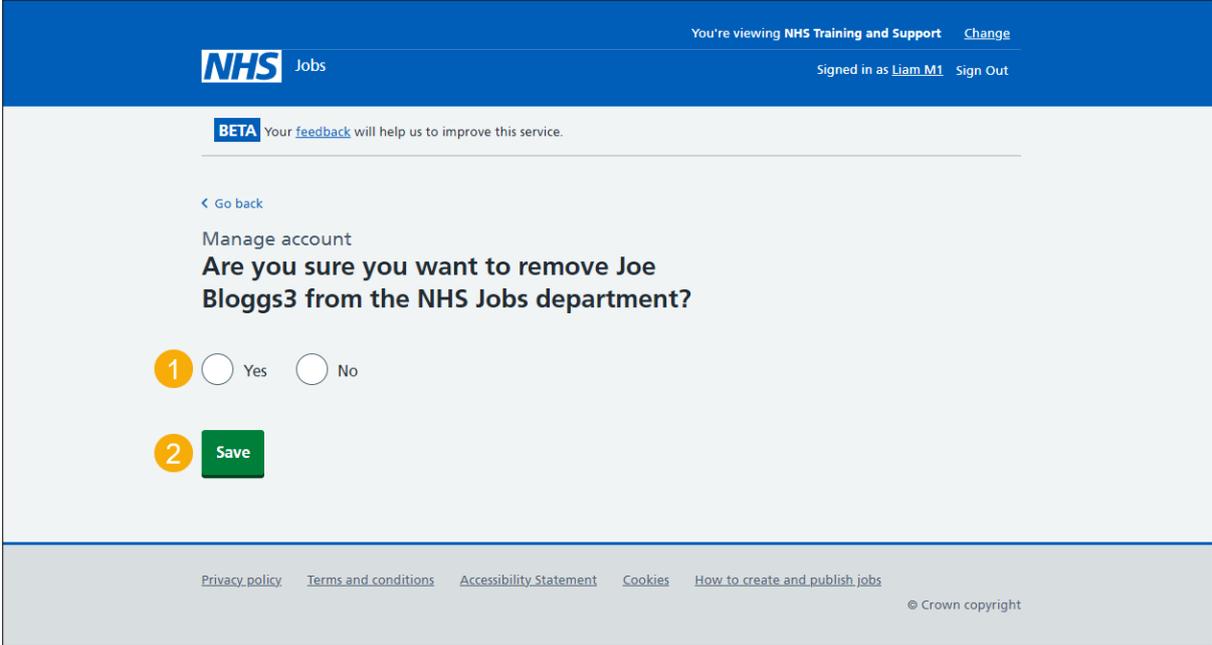
Are you sure you want to remove the user from the department?

This page gives you instructions to confirm if you're sure you want to remove the user from the department.

<mark>**Important:**</mark> You'll only see this page if you're removing a user from the department.

To confirm if you're sure you want to remove the user from the department, complete the following steps:

1. Select an answer:
   - '<u>Yes</u>'
   - 'No'
2. Select the 'Save' button.

If you don't want to remove the user from the department, you've reached the end of this user guide.
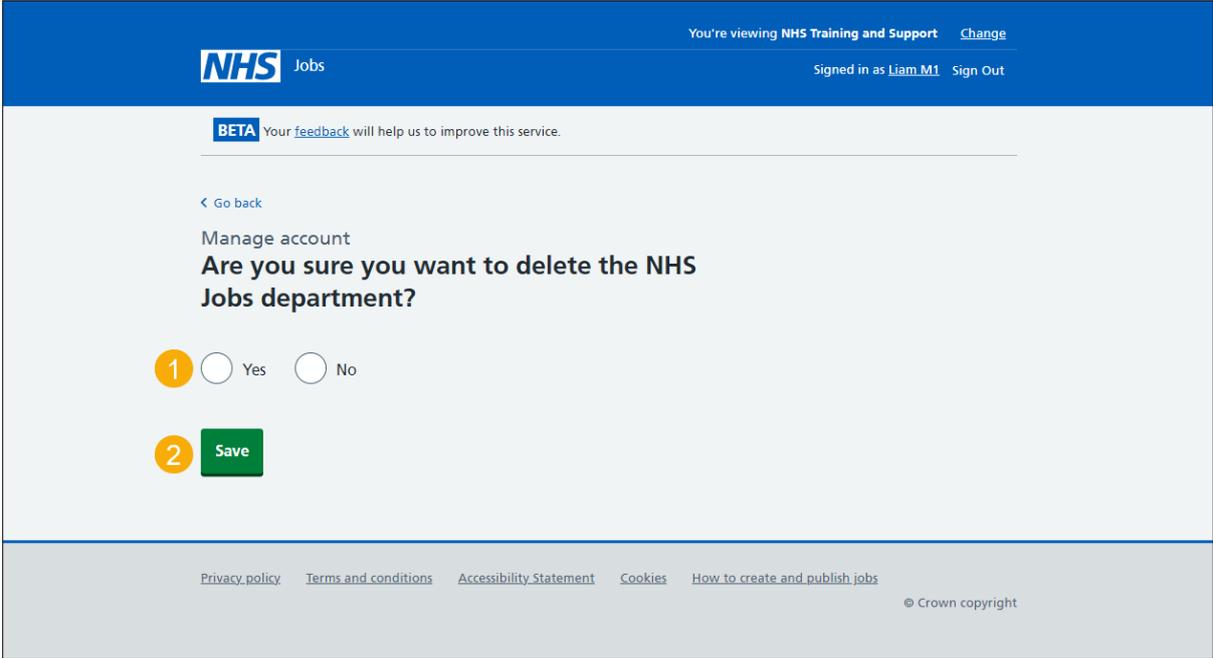
Are you sure you want to delete the department?

This page gives you instructions to confirm if you're sure you want to delete the department.

<mark>Important:</mark> You'll only see this page if you're deleting a department.

To confirm if you're sure you want to delete the department, complete the following steps:

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

If you don't want to deletethe department, you've reached the end of this user guide.