

How to change and republish a job listing in NHS Jobs user guide

This guide gives you instructions for how to change and republish a job listing in the NHS Jobs service.

This guide only applies to a job listing published using NHS Jobs and doesn't apply to a job listing created using the Electronic Staff Record (ESR) system or using an Applicant Tracking System (ATS) provider.

To change and republish a job listing, you:

- must have a published job listing
- can only change the details if there's a 'Change' link

If you update a published advert, these changes will apply to all existing applicants.

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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Published job listing

This page gives you instructions for how to access a published job listing.

Important: You must have a published job listing to change and republish it.

To access a published job listing, complete the following step:

1. Select the '[Published](#)' link.

The screenshot displays the NHS BSA Training Dashboard. At the top, it indicates the user is signed in as 'NHSBSA Training' and provides a 'Sign Out' option. A 'BETA' notice is present. The main content area is titled 'NHS BSA Training Dashboard' and features two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard lists three stages: 'Draft' (71 total, 23 on track, 48 overdue), 'Approvals' (5 total, 1 on track, 4 overdue), and 'Published' (4 total, 1 on track, 3 overdue). The 'Published' stage is highlighted with a yellow circle containing the number '1'. On the right, a 'What you can do' section offers buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below this, a 'Manage the account' section lists links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Approval settings'.

| Stage | Total | On Track | Overdue |
|------------------------------------|-------|----------|---------|
| Draft | 71 | 23 | 48 |
| Approvals | 5 | 1 | 4 |
| 1 Published | 4 | 1 | 3 |

Find the job listing to change

This page gives you instructions for how to find the job listing to change.

Important: In this example, the 'Administration assistant' job being used.

To find the job listing, complete the following step:

1. Select the '[Job title](#)' link.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

NHS BSA Training
Published

Showing tasks for

Showing tasks

Published

| Job title | Closing date | Applications in progress | Applications submitted |
|--|--------------|--------------------------|------------------------|
| 1 Administration assistant T1111-22-8464 | 30 May 2022 | 0 | 1 |

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Select the job listing to change

This page gives you instructions for how to select the job listing to change.

To select the job listing to change, complete the following step:

1. Select a [link](#).

The screenshot shows the NHS Jobs interface for an 'Administration assistant listing'. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'NHS BSA Training Administration assistant listing'. A 'PUBLISHED' badge is present, along with the reference number 'T1111-22-8464'. There are three tabs: 'Job details' (selected), 'Team', and 'Applicant details'. Under 'The job title', there is a link 'Job title and reference number'. Under 'The details of the job', there are three links: 'About the job and pay' (with a yellow circle containing the number 1), 'Location', and 'Contact details and closing date'. On the right side, there is a 'What needs doing next' section with two buttons: 'Score applications' (green) and 'Close early' (dark grey). Below these buttons are four links: 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Set up rolling recruitment', and 'Download applicant contact details'. At the bottom right, there is a summary box showing 'Status: Published', 'Submitted applications: 1', and 'Scored applications: 0'.

Change the job listing details

This page gives you instructions for how to change the job listing details.

Important: You can only make a change if there's a 'Change' link. In this example, the COVID-19 related answer is 'No'.

To change the job listing details, complete the following step:

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

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

Your [feedback](#) will help us to improve this service.

Create a job advert

View the job details

| | | |
|------------------------------------|---------------------------|---|
| Where it's being advertised | Externally | |
| Is it COVID-19 related? | No | Change 1 |
| Why it's being advertised | This is a new job | |
| Contract type | Permanent | Change |
| Full-time equivalent (FTE) | 1 | Change |
| Working pattern | Full-time | Change |
| Payscheme | Other | |
| Pay | £25000 a year | |
| Staff group | Administrative & Clerical | Change |
| Area of work | Administration | Change |
| Application method | Online applications | |

Continue

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Do you want to advertise this vacancy as a COVID-19 related job?

This page gives you instructions for how to change the COVID-19 related job answer.

Important: In this example, the current answer is 'No' and you're changing it to 'Yes'.

To change the COVID-19 related job answer, complete the following steps:

1. Select the 'Yes' box.
2. Select the '[Change and Continue](#)' button.

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

NHS Jobs Signed in as **NHSBSA Training** [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Update a job advert

Do you want to advertise this vacancy as a COVID-19 related job?

Administration assistant **PUBLISHED**

Reference no: T1111-22-8464

You can advertise this job as a high priority role if it's COVID-19 related. The advert will be flagged with an  icon to let jobseekers know that the job is COVID-19 related, and appear on a [list of Coronavirus related roles](#) ([opens in a new tab](#)).

1 Yes No

2 [Change and Continue](#)

[Exit without changes](#)

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Check and publish the changes to the job details

This page gives you instructions for how to check and publish the changes to the job details.

To check, change and publish the changes to the job details, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the ['Publish changes'](#) button.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

Your [feedback](#) will help us to improve this service.

Create a job advert

Check and publish the changes to the job details

| | | |
|-----------------------------|---------------------------|---|
| Where it's being advertised | Externally | |
| Is it COVID-19 related? | No | Change |
| Why it's being advertised | This is a new job | |
| Contract type | Permanent | Change |
| Full-time equivalent (FTE) | 1 | Change 1 |
| Working pattern | Full-time | Change |
| Payscheme | Other | |
| Pay | £25000 a year | |
| Staff group | Administrative & Clerical | Change |
| Area of work | Administration | Change |
| Application method | Online applications | |

2
Publish changes

[Exit without changes](#)

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Are you sure you want to update the published advert?

This page gives you instructions for how to confirm if you're sure you want to update the published advert.

To confirm if you're sure you want to update the published advert, complete the following steps:

1. Select the ['Yes, update the advert'](#) button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area shows 'Create a job advert' followed by the job title 'Administration assistant'. Below the title is a 'PUBLISHED' badge and the text 'Reference no: T1111-22-8464 | 0 applications received'. The central question is 'Are you sure you want to update the published advert?'. A green button with a yellow '1' in a circle next to it says 'Yes, update the advert'. Below the button is a link for 'Exit without changes'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Job advert changes published

This page shows confirmation the job advert changes are published.

To do a task, complete the following step:

1. Select the 'view' link to view the advert on NHS Jobs (optional).
2. Select the 'Go back to your dashboard' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information on the right: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header is a grey banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area is white and features a large heading 'Job advert changes published'. Below this, it states 'You have published the changes you have made to the Administration assistant advert.' and 'The reference number is T1111-22-8464'. At the bottom of the main content area, there are two numbered steps: '1 You can view the advert on NHS Jobs.' and '2 Go back to your dashboard'. The footer is grey and contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

You've changed and republished a job listing and reached the end of this user guide.