

## How to delete a draft job listing in NHS Jobs user guide

This guide gives you instructions on how to delete a draft job listing in the NHS Jobs service.

You can delete a job listing if you don't want to publish it to jobseekers.

In your organisations account, you can only do this with a job listing in the 'Draft' recruitment stage.

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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## Employer dashboard

This page gives you instructions for how to delete a job listing in your organisations account.

**Important:** The employer dashboard is shown. You can only delete a job listing in the 'Draft' recruitment stage. Any NHS Jobs role in your organisations account can do this.

To delete a job listing, complete the following step:

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

The screenshot shows the NHS Training and Support Dashboard. At the top, it says "You're viewing NHS Training and Support" and "Signed in as Liam.M1". The dashboard is titled "NHS Training and Support Dashboard" and has two tabs: "Tasks by stage" and "Listings by user". A dropdown menu shows "Showing tasks for All users". The main content area displays a table of job listing statistics:

Stage	Count	Progress Bar
<b>1 Draft</b>	1	100% (Green bar)
Published	0	0% (Grey bar)
Shortlisting	0	0% (Grey bar)
<b>Interviews</b>	2 - on track 0, overdue 2	0% (Red bar)

On the right side, there are two sections: "What you can do" with buttons for "Create a job listing", "Search for a listing", and "Search for an applicant"; and "Manage the account" with links for "Manage users", "At risk applicants", "Accredited logos", "Key performance indicators (KPIs)", "Approval settings", "Departments", and "Welsh listings".

## Delete a draft listing

This page gives you instructions for how to delete a draft job listing.

Find the listing and complete the following step:

1. Select the [‘Delete the listing’](#) link.

The screenshot shows the NHS Training and Support interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A 'BETA' banner indicates that user feedback will help improve the service. A 'Go back' link is present. The main content area is titled 'NHS Training and Support Draft'. There are two dropdown menus: 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All'). Below these is a table with the following data:

Job title	Date started	Task	What needs doing next
Liams' draft test T0111-22-8148	18 Feb 2022	Draft	<a href="#">Complete the listing</a> or <a href="#">Delete the listing</a>

The 'Delete the listing' link in the table is highlighted with a yellow circle containing the number 1. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

**Tip:** If you've got a lot of job listings, you can use the **'Showing tasks for'** and **'Showing tasks'** drop-down menu to filter and reduce the number of listings on the page.

## Are you sure you want to permanently delete this job listing?

This page gives you instructions for how to confirm if you're sure you want to permanently delete this job listing.

**Important:** If you delete a job listing, you'll not be able to recover this information.

To confirm if you're sure you want to permanently delete this job listing, complete the following steps:

1. Select an answer:
  - ['Yes, delete this listing'](#)
  - 'No, return to dashboard'
2. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' 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 'Remove listing'. The central question is 'Are you sure you want to permanently delete this job listing?'. There are two radio button options: 'Yes, delete this listing' (marked with a '1' in a yellow circle) and 'No, return to dashboard'. Below these is a green 'Save and continue' button (marked with a '2' in a yellow circle). At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

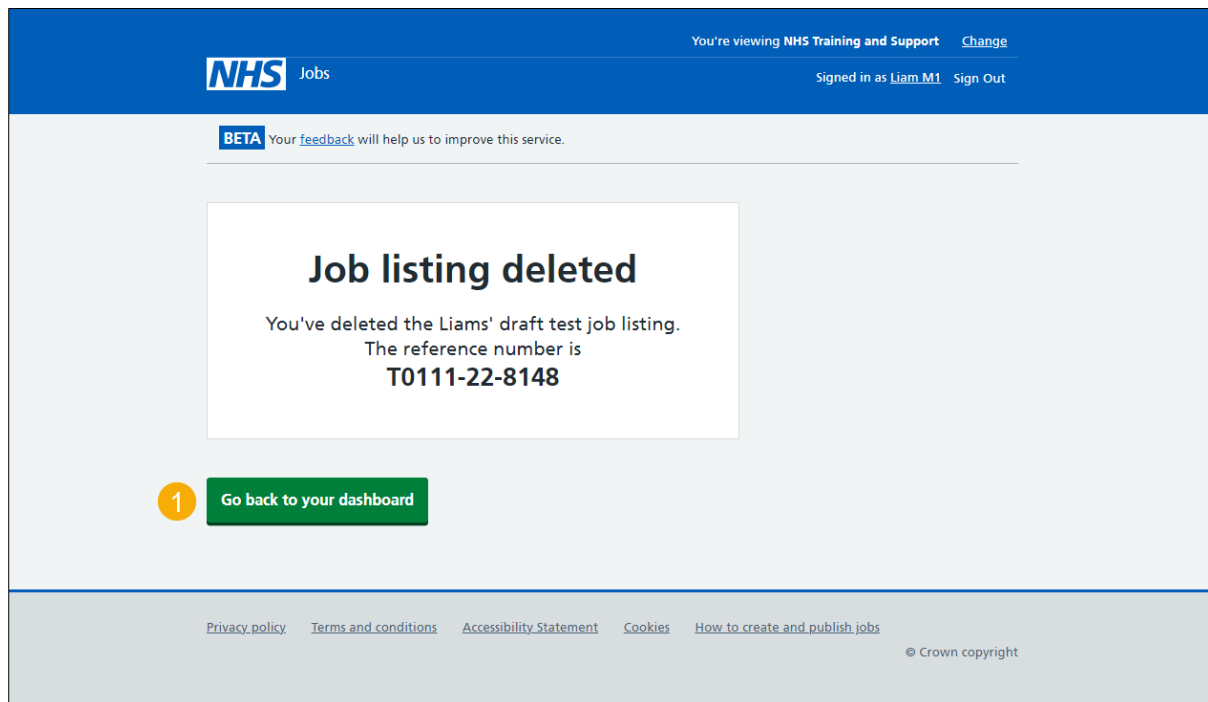
If you don't want to delete this job listing, you've reached the end of this user guide.

## Job listing deleted

This page shows confirmation the job listing is deleted.

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

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



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