NHS
Jobs

How to add multiple locations to a job listing created in a third party applicant tracking system (ATS) user guide

This guide gives you instructions for how to add multiple locations to a job listing created in a third party ATS in the NHS Jobs service.

You'll use the NHS Jobs service to:

- add up to 10 different locations
- add any supporting information (optional)
- publish the job advert
- search for the job advert using the different locations added

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

Find the job listing

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

Important: In this example, you're using a draft job listing.

To find the job listing, complete the following step:
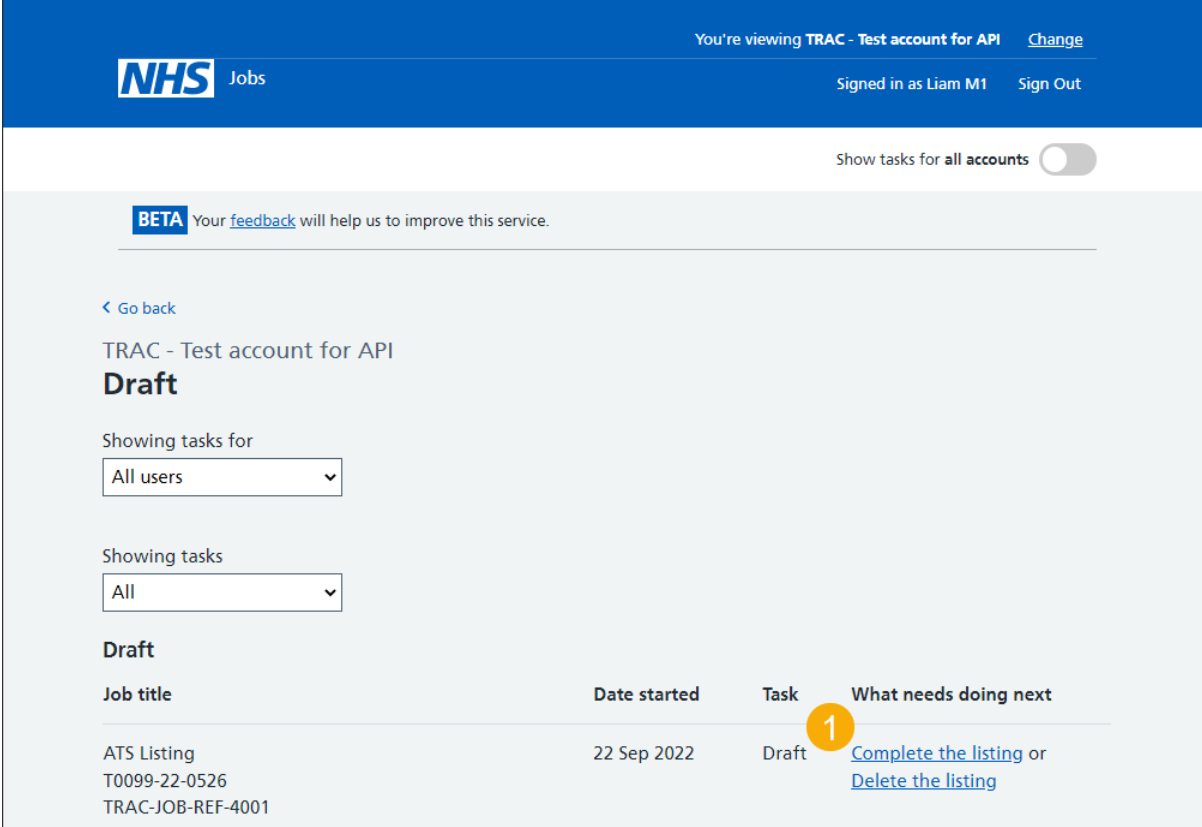
1. Select the 'Draft' link.

Select the job listing

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

To select the job listing, complete the following step:

1. Select the 'Complete the listing' link.

Add the details of the job location

This page gives you instructions for how to add the details of the job location.

Important: As your listing is received from a third party applicant tracking system (ATS), the location status is '**COMPLETED**'.

To add the details of the job location, complete the following step:

1. Select the 'Location' link.

Your job locations

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

Important: Your organisations main address is already added to your job locations.

To change the job location, complete the following steps:

1. Select the 'Change' link.

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BETA Your feedback will help us to improve this service.

Create a job advert
Check and save the location details

1 Change

Job location   Goldcrest Way
Newcastle Upon Tyne
NE15 8NY

Save and continue

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Do you want to add another job location?

This page gives you instructions for how to add another job location.

To add another job location, complete the following steps:

1. Select 'Yes'.
2. Select the '<u>Save and continue</u>' button.

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Create a job advert
Your job locations

ATS Listing **DRAFT**

Reference no: TRAC-JOB-REF-4001
T0099-22-0526

TRAC - Test account for API

Job location   Goldcrest Way   Change
Newcastle Upon Tyne
NE15 8NY

Do you want to add another job location?

1 ◯ Yes   ◯ No

2 **Save and continue**

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

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Find the job location address

This page gives you instructions for how to find the job location address.

To find the job location address, complete the following steps:

1. In the **Job location postcode** box, enter the details.
2. Select the '<u>Find the address</u>' button.

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Create a job advert
Find the job location address

ATS Listing DRAFT

Reference no: TRAC-JOB-REF-4001
T0099-22-0526

Enter the postcode to find the address.

Job location postcode

1 [   ]

2 Find the address

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Select or add the job location address

This page gives you instructions for how to select or add the job location address.

<mark>Important:</mark> In this example, there's one location result for the postcode search.

To select or add the job location address, complete the following steps:

1. Select the correct job location.
   or
2. Select add an address.
3. Select the 'Save and continue' button.

Add a job location

This page gives you instructions for how to add a job location.

<mark>Important:</mark> You'll only see this page if you're adding a job location. You should only add a new address if the location is not found from the postcode search. You don't need to add your organisations main address.

To add a job location, complete the following steps:

1. In the 'Address line 1' box, enter the details.
2. In the 'Address line 2 (optional)' box, enter the details.
3. In the 'Town or city' box, enter the details.
4. In the 'County (optional)' box, enter the details.
5. In the 'Postcode' box, enter the details.
6. Select the 'Save and continue' button.

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Create a job advert
Add a job location

ATS Listing DRAFT

Reference no: TRAC-JOB-REF-4001
T0099-22-0526

You do not need to add your organisations main address.

Address line 1
1 [   ]

Address line 2 (optional)
2 [   ]

Town or city
3 [   ]

County (optional)
4 [   ]

Postcode
5 [   ]

6 **Save and continue**

Save and come back later

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Do you want to add another job location?

This page gives you instructions for how to confirm if you want to add another job location.

Important: You can add up to ten different job locations.

To confirm if you want to add another job location, complete the following steps:

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

You're viewing **TRAC - Test account for API**   [Change](#)

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Create a job advert

Your job locations

ATS Listing DRAFT

Reference no: TRAC-JOB-REF-4001
T0099-22-0526

TRAC - Test account for API

Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	[Change](#)

Other job locations	Prescription Pricing Division 152 Pilgrim Street Newcastle Upon Tyne NE16SN	[Change](#) or [Delete](#)

Do you want to add another job location?

1 ◯ Yes   ◯ No

2 **Save and continue**

[Save and come back later](#)

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Check and save the location details

This page gives you instructions for how to check and save the location details.

To check, change and save the location details, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the 'Save and continue' button.

You're viewing **TRAC - Test account for API**   Change

NHS Jobs

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Create a job advert
Check and save the location details

1 Change

Job location	Goldcrest Way Newcastle Upon Tyne NE15 8NY
Other job locations	Prescription Pricing Division 152 Pilgrim Street Newcastle Upon Tyne NE16SN

2 Save and continue

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Add supporting information

This page gives you instructions for how to add any supporting information.

<mark>Important:</mark> Depending on your third party ATS, you may need to add supporting information documents to the job listing in NHS Jobs.

To add any supporting information, complete the following step:

1. Select the 'Supporting information' link (optional).

Add the job overview, job description and person specification

Job overview	COMPLETED
Job description	COMPLETED
Person specification	COMPLETED
① Supporting information	COMPLETED

<mark>Tip:</mark> If you need to add supporting information, go to the '**How to publish an ATS job listing in NHS Jobs**' user guide or video from the '**Create and publish a job listing**' section of the 'Help and support for employers' webpage.
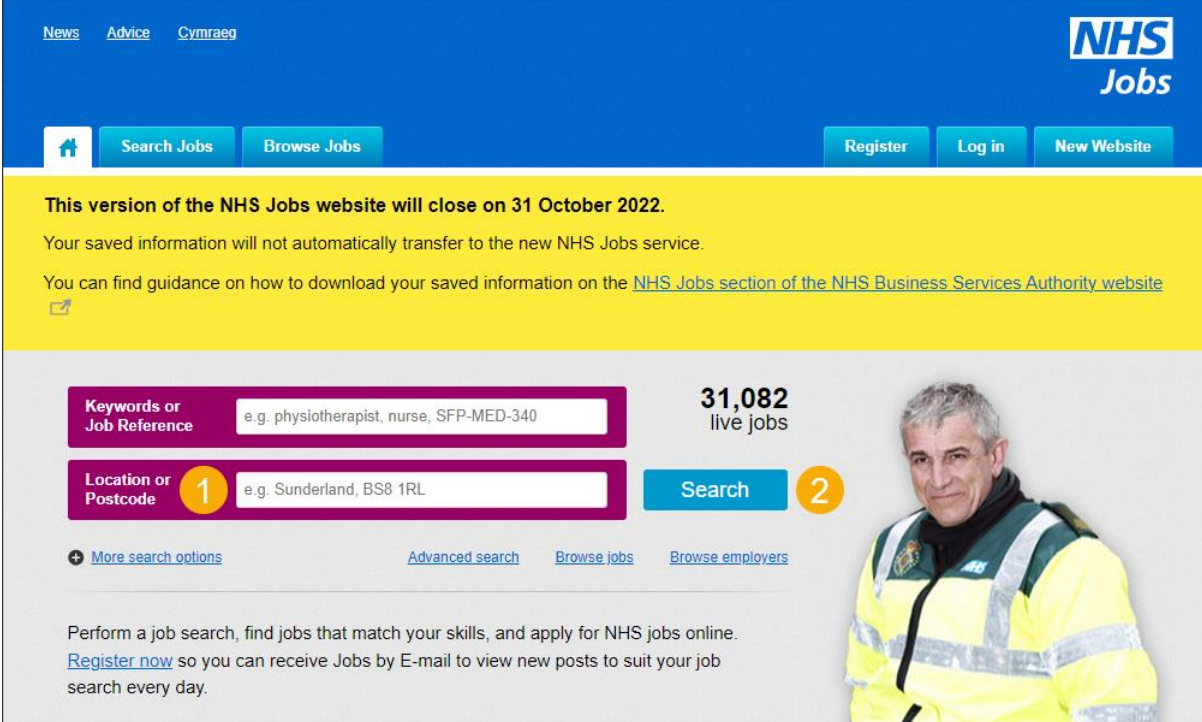
Go to the 'Publish job advert' page.

Publish job advert

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

Important: You must complete all sections of the job listing before you can publish it. The 'Publish now' button is located at the bottom of the page.

To publish the job advert, complete the following step:

1. Select the 'Preview the job advert' link.
2. Select the 'Publish now' button.

Tip: 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 '**Manage a job listing'** section of the 'Help and support for employers' webpage.

Search for the job advert

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

Important: Applicants will use the current NHS Jobs service at www.jobs.nhs.uk to search for the job advert.

To search for the job advert, complete the following step:

1. In the 'Location or Postcode' box, enter the details.
2. Select the 'Search' button.

You've added multiple locations to a job listing created in a third party ATS and reached the end of this user guide.