NHS Jobs

How to create a job listing in NHS Jobs user guide – Add the job title and reference number

This guide gives you instructions for how to add the job title and reference number when creating a job listing in the NHS Jobs service.

To start creating a job listing, you'll need to:

- add the job title
- add or change the reference number

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.
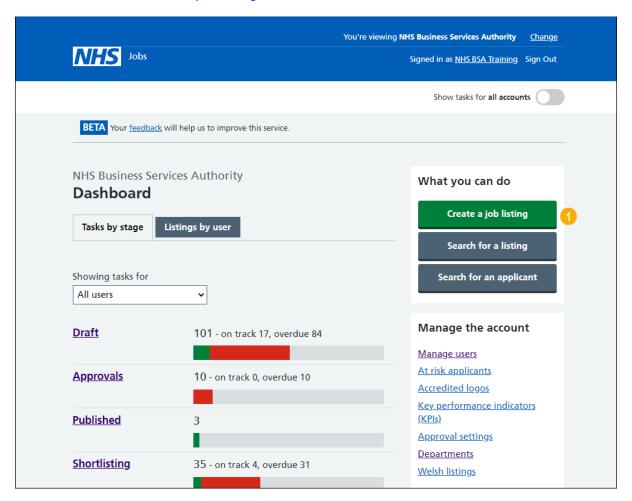
Author: Training and Support Team

Contents

Create a job listing

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

To create a job listing, complete the following step:

1. Select the '<u>Create a job listing</u>' button.

To find out how to reuse a published job listing, go to the '**How to reuse a published job listing in NHS Jobs'** user guide or video in the '**Change, delete, remove and reuse a job listing**' section of the '<u>Help and support for employers</u>' webpage.

Start a job listing

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

Read the information on the page and complete the following step:
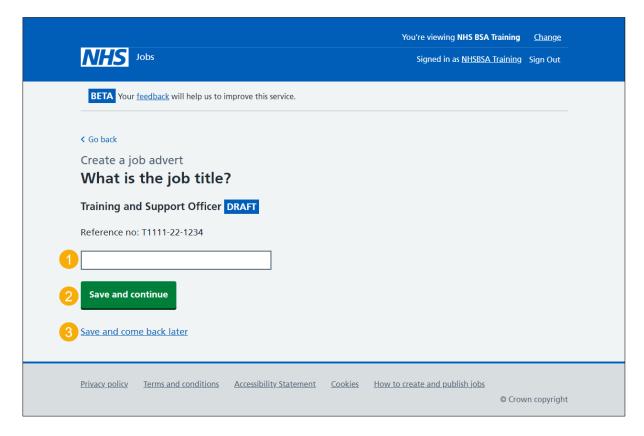
1. Select the 'Start' button.

What is the job title?

This page gives you instructions for how to confirm the job title.

To add the job title, complete the following steps:

1. In the **Job title** box, enter the details.
2. Select the 'Save and continue' button.
   or
3. Select the 'Save and come back later' link or the '< Go back' link.

You're viewing **NHS BSA Training**   Change

Signed in as NHSBSA Training   Sign Out

NHS Jobs

BETA Your feedback will help us to improve this service.

< Go back

Create a job advert

What is the job title?

Training and Support Officer DRAFT

Reference no: T1111-22-1234

1

2 Save and continue

3 Save and come back later

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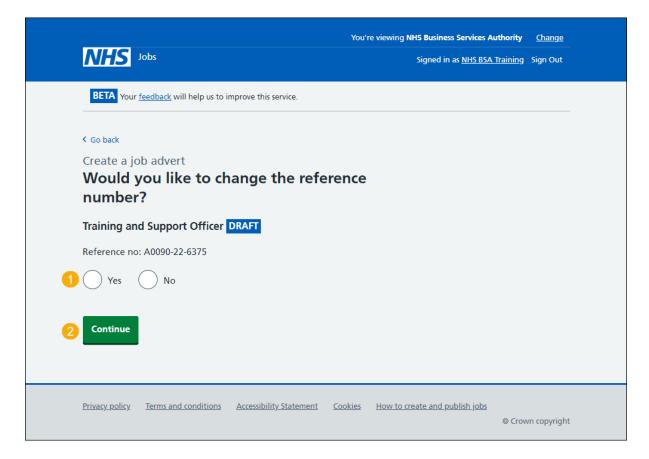
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If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

Would you like to change the reference number?

This page gives you instructions for how to confirm if you would like to change the reference number.

To confirm if you would like to change the reference number, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

You're viewing **NHS Business Services Authority**   Change

NHS Jobs

Signed in as NHS BSA Training   Sign Out

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< Go back

Create a job advert
Would you like to change the reference number?

Training and Support Officer DRAFT

Reference no: A0090-22-6375

1 ◯ Yes   ◯ No

2 Continue

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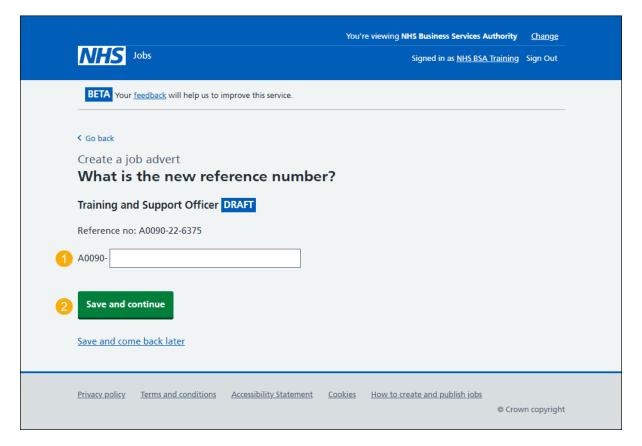
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What is the new reference number?

This page gives you instructions for how to confirm the new reference number.

Important: You'll only see this page if you're changing the reference number. The original reference number is shown in the reference number box. You'll need to replace this with the new reference number. The reference number must be 15 characters or less and can only contain numbers, letters, or hyphens.

To add the new reference number, complete the following steps:

1. In the **Reference number** box, enter the details.
2. Select the 'Save and continue' button.

You're viewing **NHS Business Services Authority**   Change

NHS Jobs   Signed in as NHS BSA Training Sign Out

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Create a job advert
What is the new reference number?

Training and Support Officer DRAFT

Reference no: A0090-22-6375

1 A0090- [   ]

2 **Save and continue**

Save and come back later

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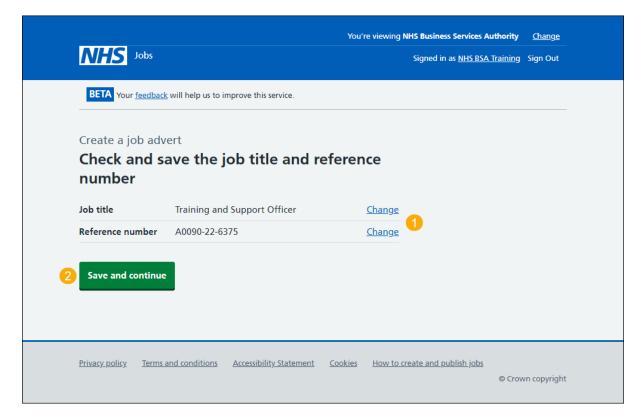
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Check and save the job title and reference number

This page gives you instructions for how to check and save the job title and reference number.

To check, change and save the job title and reference number, complete the following steps:

1. Select a 'Change' link (optional):
   - 'Job title'
   - 'Reference number'
2. Select the 'Save and continue' button.

You're viewing **NHS Business Services Authority**   Change

NHS Jobs   Signed in as NHS BSA Training   Sign Out

BETA Your feedback will help us to improve this service.

Create a job advert

Check and save the job title and reference number

Job title	Training and Support Officer	Change
Reference number	A0090-22-6375	Change

Save and continue

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You've completed the job title and reference number

This page shows confirmation you've completed the job title and reference number section.
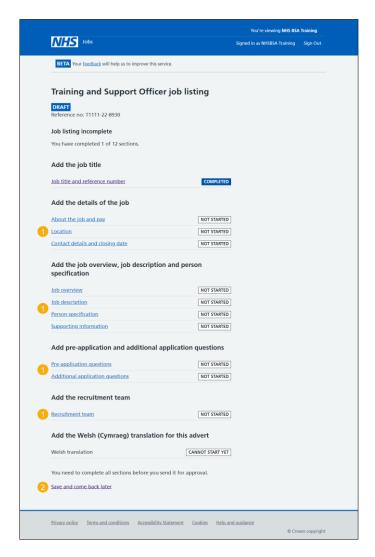
<mark>Important:</mark> You need to complete all sections before you can publish your listing.

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 go to the next section of your task list, complete the following steps:

1. Select a link to begin a section of the task list.
   or
2. Select the 'Save and come back later' link.

To find out how to create a job listing, go to a user guide or video from the '**Create a job listing'** section of the '[Help and support for employers'](#) webpage.

You've added the job title and reference number and reached the end of this user guide.