

How to create a job listing in NHS Jobs user guide – Add the recruitment team

This guide gives you instructions for how to add the recruitment team when creating a job listing in the NHS Jobs service.

To add the recruitment team, you'll need to:

- add the recruitment manager
- add the recruitment administrator (optional)
- add or remove any approvers if you're using online approvals in your organisations account
- select the department for the listing if you're using departments (optional)
- add the shortlisting lead
- add or remove any users to your shortlisting panel (optional)
- select online or offline shortlisting

To add a user to your recruitment team, they must have an account in your organisations 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](#).

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Add the recruitment team

This page gives you instructions for how to add the recruitment team.

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 add the recruitment team to your job listing, complete the following step:

1. Select the '[Recruitment team](#)' link.

The screenshot shows the NHS BSA Training job listing page for 'Training and Support Officer job listing'. The page is in a 'DRAFT' state with reference number T1111-22-8930. It indicates that the job listing is incomplete, with 10 of 12 sections completed. The sections and their completion status are as follows:

| Section | Status |
|---|-------------|
| Job title and reference number | COMPLETED |
| Add the details of the job | |
| About the job and pay | COMPLETED |
| Location | COMPLETED |
| Contact details and closing date | COMPLETED |
| Add the job overview, job description and person specification | |
| Job overview | COMPLETED |
| Job description | COMPLETED |
| Person specification | COMPLETED |
| Supporting information | COMPLETED |
| Add pre-application and additional application questions | |
| Pre-application questions | COMPLETED |
| Additional application questions | COMPLETED |
| Add the recruitment team | |
| 1 Recruitment team | NOT STARTED |

Are you the recruiting manager for this listing?

This page gives you instructions for how to confirm if you're the recruiting manager for this listing.

To confirm if you're the recruiting manager for this listing, complete the following steps:

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

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main content area is titled 'Create a job advert' and 'Are you the recruiting manager for this listing?'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-1950'. There are two radio buttons for 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons is a green button labeled '2 Save and continue'. At the bottom of the form area, there is a link 'Save and come back later'. 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'.

Who do you want to add as the recruiting manager?

This page gives you instructions for how to confirm the recruiting manager for this listing.

Important: You'll only see this page if you're not the recruiting manager for this listing.

To add the recruiting manager for this listing, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' link.

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

Jobs

BETA

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

[Go back](#)

Create a job advert

Who do you want to add as the recruiting manager?

Training and Support Officer DRAFT

Reference no: T1111-22-1234

1

3
▼ The person I want is not on the list

To get someone added to the list you need to contact a super user for your organisation.

2
Save and continue

[Save and come back later](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

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Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list, you need to contact a super user for your organisation.

Do you know who the recruitment administrator will be for this listing?

This page gives you instructions for how to confirm if you know who the recruitment administrator will be for this listing.

To confirm if you know who the recruitment administrator will be for this listing, complete the following steps:

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

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' badge indicates that feedback will help improve the service. The main content area is titled 'Create a job advert' and asks 'Do you know who the recruitment administrator will be for this listing?'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-1950'. There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green 'Save and continue' button with a '2' in a yellow circle next to it. A link 'Save and come back later' is also present. At the bottom, 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'.

Who do you want to add as the recruitment administrator?

This page gives you instructions for how to confirm the recruitment administrator for this listing.

Important: You'll only see this page if you're adding the recruitment administrator for this listing.

To add the recruitment administrator for this listing, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' 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

Who do you want to add as the recruitment administrator?

Training and Support Officer **DRAFT**

Reference no: T1111-22-1234

To mark as unassigned, search for 'unassigned'

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list, you need to contact a super user for your organisation.

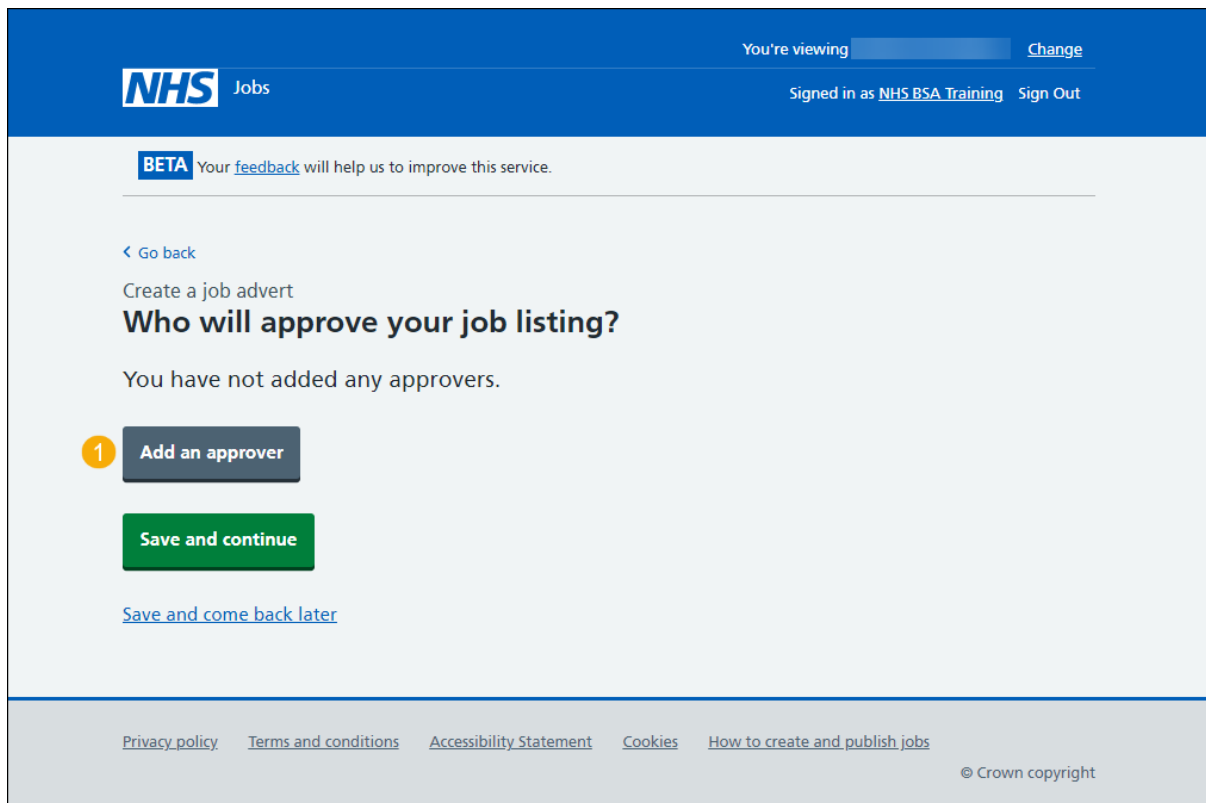
Who will approve your job listing?

This page gives you instructions for how to confirm who will approve your job listing.

Important: You'll only see this page if you're using online approvals. All approvers must approve the listing before it's published.

To add who will approve your job listing, complete the following steps:

1. Select the ['Add an approver'](#) button.



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 right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Who will approve your job listing?' with the subtext 'Create a job advert'. Below the heading, it says 'You have not added any approvers.' There are two buttons: a grey 'Add an approver' button with a yellow '1' in a circle to its left, and a green 'Save and continue' button. Below the buttons is a link 'Save and come back later'. 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'. On the far right of the footer, it says '© Crown copyright'.

Tip: If you're not using online approvals, go to the ['Select the department for this listing'](#) page.

Who do you want to add as an approver?

This page gives you instructions for how to confirm who you want to add as an approver.

Important: You'll only see this page if you're using online approvals in your organisations account.

To add an approver, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' link.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, 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's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A navigation breadcrumb shows '< Go back' and 'Create a job advert'. The main heading is 'Who do you want to add as the approver?'. Below this, it asks 'Who do you want to add as the approver?' and features a search input field labeled '1'. A green button labeled '2 Save and continue' is visible. A link labeled '3 The person I want is not on the list' is also present, with a sub-message: 'To get someone added to the list you need to contact a super user for your organisation.' At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes '© Crown copyright'.

Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

Manage your approvers

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

Important: You'll only see this page if you're using online approvals in your organisations account.

To manage your approvers, complete the following steps:

1. Select the ['Remove'](#) link (optional).
2. Select the ['Add an approver'](#) button (optional).
3. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Who will approve your job listing?' with the sub-heading 'Create a job advert'. The text below says 'All approvers need to approve your listing in NHS Jobs before you can publish it.' There is a list of approvers: 'NHS BSA Training Administrator' with a 'Remove' link and a yellow circle containing the number '1'. Below the list are two buttons: 'Add an approver' (grey) with a yellow circle containing the number '2', and 'Save and continue' (green) with a yellow circle containing the number '3'. At the bottom of the main content area is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Select the department for the listing

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

Important: You'll only see this page if you're using departments in your organisations account.

To select the department, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.
- or
3. Select 'The department I want is not on the list' link.

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](#)

Create a job advert

Select the department for the listing

NHS Jobs Training and Support

1 or

Mark as unassigned

3 [▼ The department I want is not on the list](#)

To get a department added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: If the person you want is not on the list. You need to contact a super user for your organisation. If you're not using departments, go to the ['Will you be the shortlisting lead?'](#) page.

Will you be the shortlisting lead?

This page gives you instructions for how to confirm if you're the shortlisting lead.

To confirm if you're the shortlisting lead, complete the following steps:

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

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Will you be the shortlisting lead?'. There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Who do you want to add as the shortlisting lead?

This page gives you instructions for how to confirm the shortlisting lead for the listing.

Important: You'll only see this page if you're not the shortlisting lead for the listing.

To add the shortlisting lead for the listing, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' 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

Who do you want to add as the shortlisting lead?

Training and Support Officer **DRAFT**

Reference no: T1111-22-8270

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

Do you want to add more people to the shortlisting panel?

This page gives you instructions for how to confirm if you want to add more people to the shortlisting panel.

Important: You cannot change this decision once this job listing is published.

To confirm if you want to add more people to the shortlisting panel, complete the following steps:

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

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Create a job advert' followed by the question 'Do you want to add more people to the shortlisting panel?'. A warning message states 'You cannot change this decision once this job listing is published.' There are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is visible. Below the button is a link 'Save and come back later'. 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', along with a copyright notice '© Crown copyright'.

Who will be on the shortlisting panel?

This page gives you instructions for how to confirm who will be on the shortlisting panel.

Important: You'll only see this page if you're adding people to the shortlisting panel. In this example, you have not added anyone.

To add who will be on the shortlisting panel, complete the following steps:

1. Select the '[Add a person](#)' 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 Business Services Authority' with a 'Change' link on the right. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Who will be on the shortlisting panel?' with the subtext 'Create a job vacancy'. Below the heading, it says 'You have not added anyone.' There are two buttons: a grey 'Add a person' button with a yellow '1' in a circle to its left, and a green 'Save and continue' button. Below the buttons is a link 'Save and come back later'. 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'.

Who do you want to add to the shortlisting panel?

This page gives you instructions for how to add users to the shortlisting panel.

To add users to the shortlisting panel, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the [‘Save and continue’](#) button.
or
3. Select ‘The person I want is not on the list’ link.

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 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.' A 'Go back' link is visible. The main heading is 'Create a job vacancy' followed by 'Who do you want to add to the shortlisting panel?'. There is a search input field with a '1' in a yellow circle next to it. Below the input field, there is a '3' in a yellow circle next to a link: 'The person I want is not on the list'. A tooltip-like box contains the text: 'To get someone added to the list you need to contact a superuser for your organisation.' Below this, there is a green '2' in a yellow circle next to a 'Save and continue' button. At the bottom of the main content area, there is a link: 'Save and come back later'. 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'.

Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

Manage your shortlisting panel

This page gives you instructions for how to manage your shortlisting panel.

Important: In this example, you've added a user to your shortlisting panel. You can add up to 10 people.

To manage your shortlisting panel, complete the following steps:

1. Select the ['Remove'](#) link (optional).
2. Select the ['Add a person'](#) button (optional).
3. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Business Services Authority' and 'Signed in as NHS BSA Training'. The main heading is 'Who will be on the shortlisting panel?' with a sub-heading 'You can add up to 10 people.' Below this, there is a 'Remove' link with a '1' in a yellow circle next to it. There are two buttons: 'Add a person' with a '2' in a yellow circle, and 'Save and continue' with a '3' in a yellow circle. A link 'Save and come back later' is also present. 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'.

How do you want to do your shortlisting?

This page gives you instructions to confirm how you want to do your shortlisting.

Important: If you choose 'Online', you'll score applicants using the NHS Jobs online service. If you choose 'Offline', you'll score applicants outside of the NHS Jobs online service by downloading the applications. You cannot change your decision once the job is published.

To confirm how you want to do your shortlisting, complete the following steps:

1. Select an answer.
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.

[Go back](#)

Create a job advert

How do you want to do your shortlisting?

Training and Support Officer **DRAFT**

Reference no: A0090-22-1950

You cannot change this decision after you publish the advert.

Online using NHS Jobs
Score your applications by ticking a box next to the criteria you listed in your person specification.

1

Offline on paper
Print your applications and score them manually against the criteria you listed in your person specification.

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Check and save the recruitment team

This page gives you instructions for how to check and save the recruitment team.

To check, change and save the recruitment team, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Recruiting manager'](#)
 - ['Recruitment administrator'](#)
 - ['Approvers'](#)
 - ['Departments'](#)
 - ['Shortlisting lead'](#)
 - ['Are there additional people on the shortlisting panel?'](#)
 - ['Shortlisting method'](#)
2. Select the ['Save and continue'](#) button.

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


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 recruitment team

| | | |
|--|------------------------------------|--------------------------|
| Recruiting manager | NHS BSA Training (Administrator) | Change 1 |
| Recruitment administrator | | Change 1 |
| Approvers | NHSBSA Training (Practice Manager) | Change 1 |
| Department | NHS Jobs Training and Support | Change 1 |
| Shortlisting lead | NHS BSA Training (Administrator) | Change 1 |
| Are there additional people on the shortlisting panel? | Yes | Change 1 |
| Shortlisting panel | John Doe (Administrator) | Change 1 |
| Shortlisting method | Online using NHS Jobs | Change 1 |

2 [Save and continue](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

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You've completed the recruitment team

This page shows confirmation you've completed the recruitment team section.

Important: You need to complete all sections before you can publish your listing.

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.

The screenshot shows the 'Training and Support Officer job listing' page on the NHS Jobs portal. The page is in 'DRAFT' status with reference number T1111-22-8930. It indicates that 11 of 12 sections are completed. The sections and their completion status are as follows:

| Section | Status |
|---|-------------|
| Add the job title | COMPLETED |
| Add the details of the job | COMPLETED |
| About the job and pay | COMPLETED |
| Location | COMPLETED |
| Contact details and closing date | COMPLETED |
| Add the job overview, job description and person specification | COMPLETED |
| Job overview | COMPLETED |
| Job description | COMPLETED |
| Person specification | COMPLETED |
| Supporting information | COMPLETED |
| Add pre-application and additional application questions | COMPLETED |
| Pre-application questions | COMPLETED |
| Additional application questions | COMPLETED |
| Add the recruitment team | COMPLETED |
| Recruitment team | COMPLETED |
| Add the Welsh (Cymraeg) translation for this advert | NOT STARTED |
| 1 Welsh translation | NOT STARTED |

At the bottom of the task list, there is a '2 Save and come back later' link. A note states: 'You need to complete all sections before you send it for approval.'

The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with the copyright notice: © Crown copyright.

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

You've added the recruitment team and reached the end of this user guide.