How to end a recruitment in NHS Jobs user guide

This guide gives you instructions for how to end a recruitment in the NHS Jobs service.

You can end a recruitment to keep your recruitment tasks up to date.

In your organisations account, you can do this when a:

- job offer is rejected
- job offer is withdrawn
- contract is accepted
- contract is rejected

Once the recruitment is ended, only ‘active’ jobs are shown on your employer dashboard.

For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the ‘Process flow diagram’ page.

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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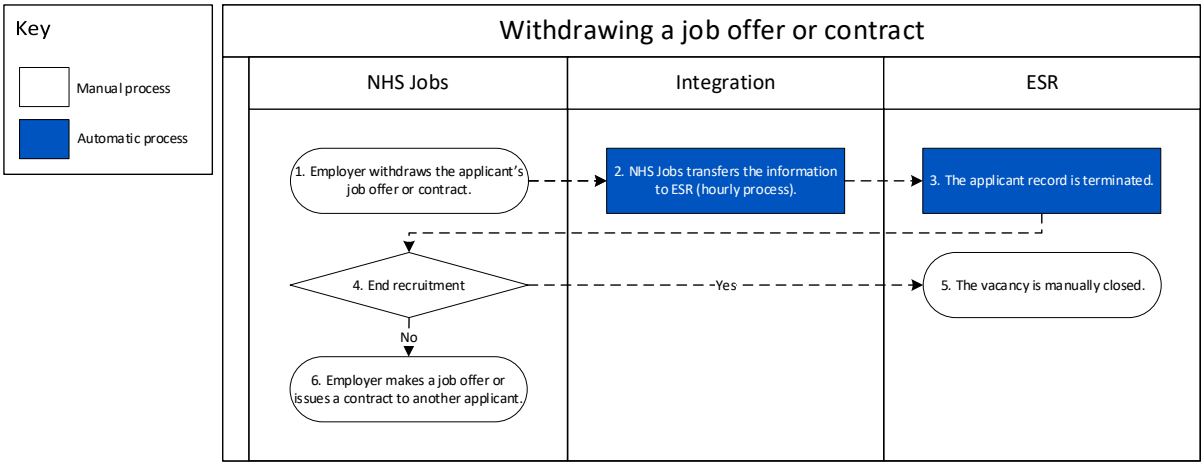
Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for withdrawing a job offer or contract and ending a recruitment.



Go to the 'End recruitment' page.

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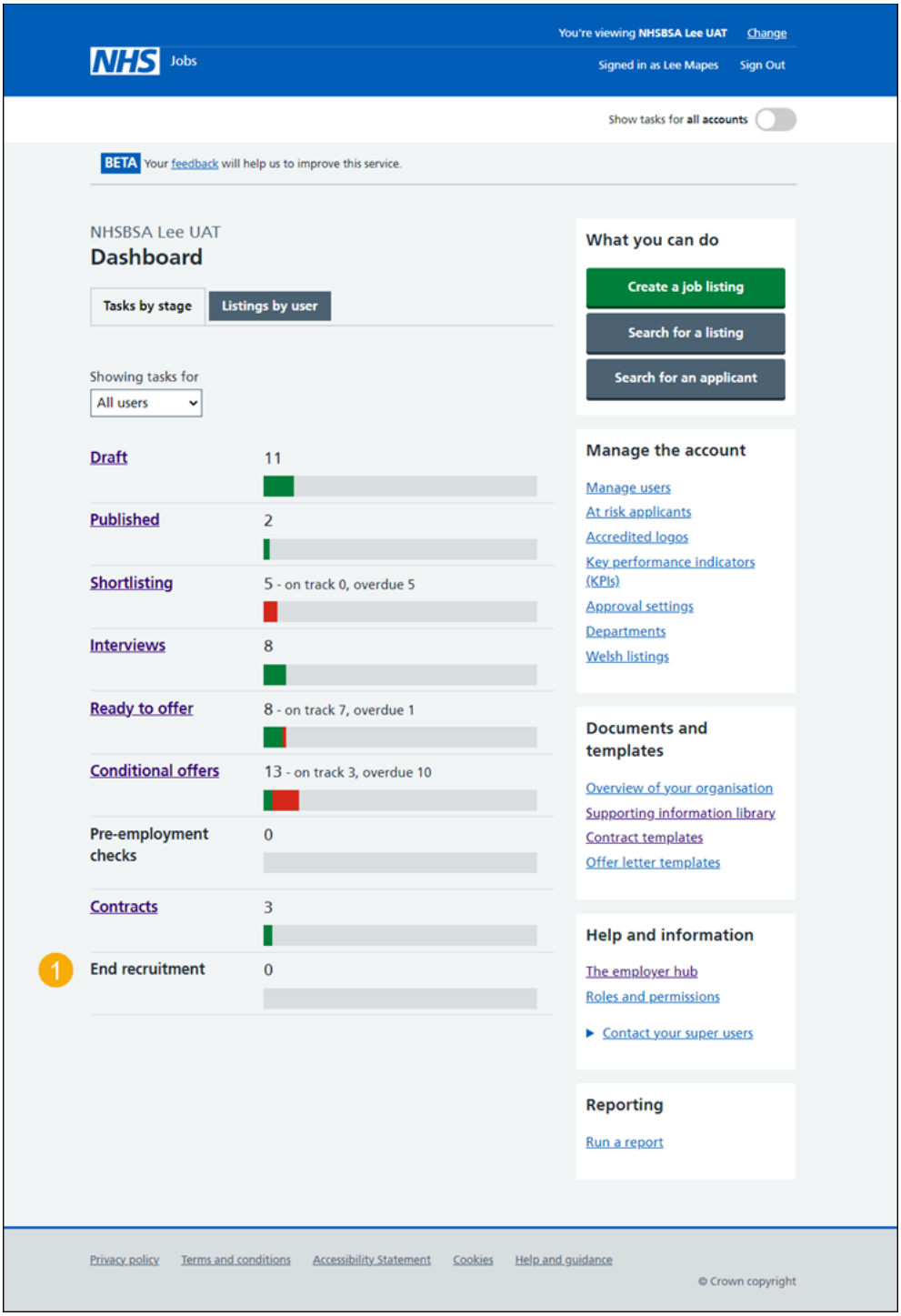
End recruitment

This page gives you instructions for how to end a recruitment in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'End recruitment' link if you're an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' role for your organisations account.

To end a recruitment, complete the following step:

1. Select the 'End recruitment' link.



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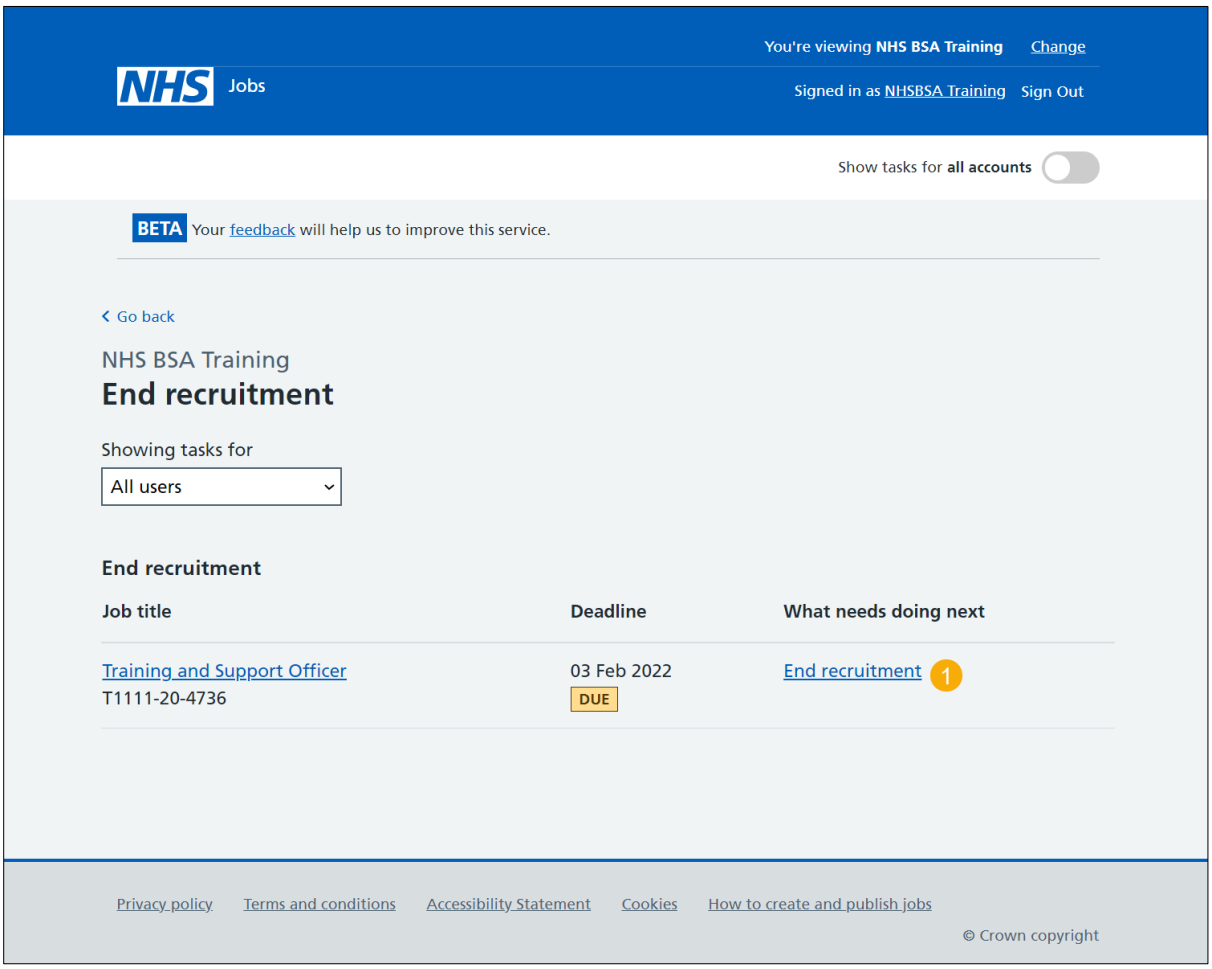
End a recruitment

This page gives you instructions for how to end a recruitment.

Find the job listing and complete the following step:

1. Select the '[End recruitment]' link.



Tip: You can select the 'Job title' link to view the job details. 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.

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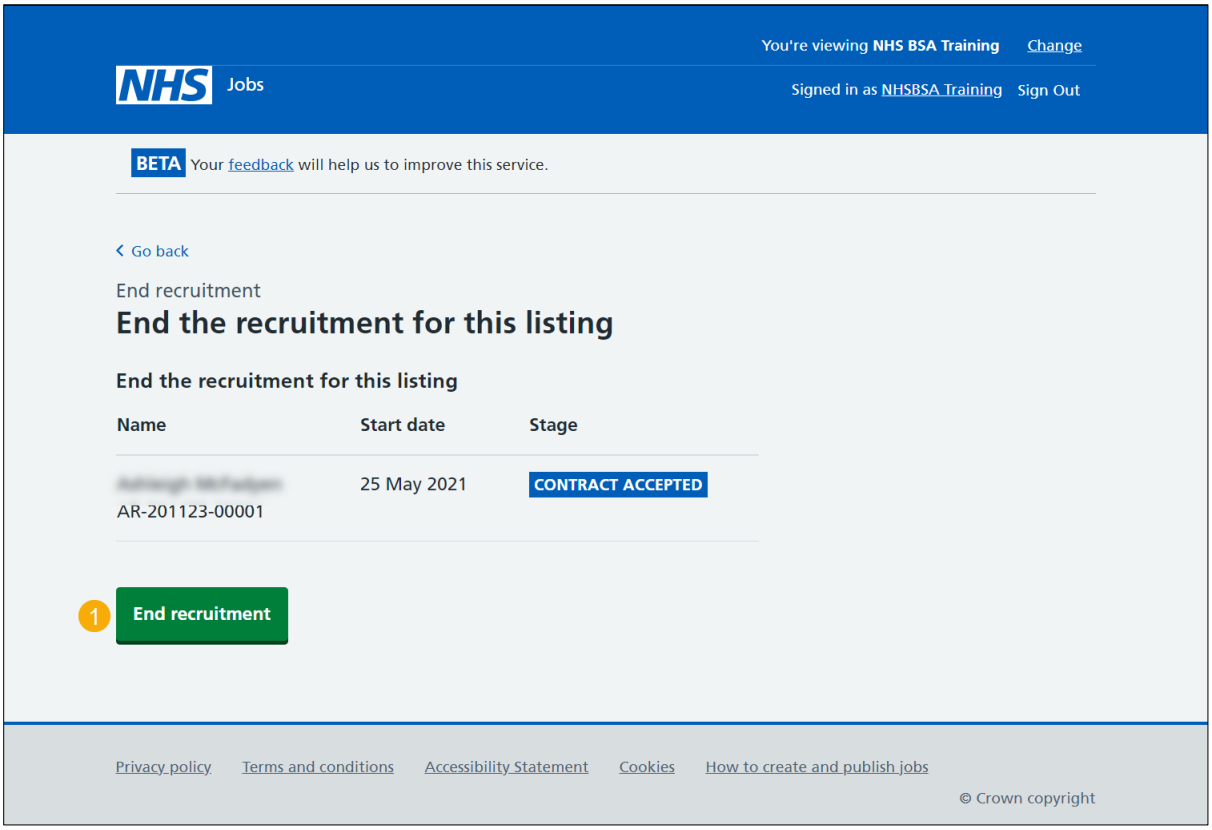
End the recruitment for this listing

This page gives you instructions for how to end the recruitment for this job listing.

Important: In this example, the contract is accepted. This means the recruitment can be ended.

To end the recruitment for this job listing, complete the following step:

1. Select the 'End recruitment' button.



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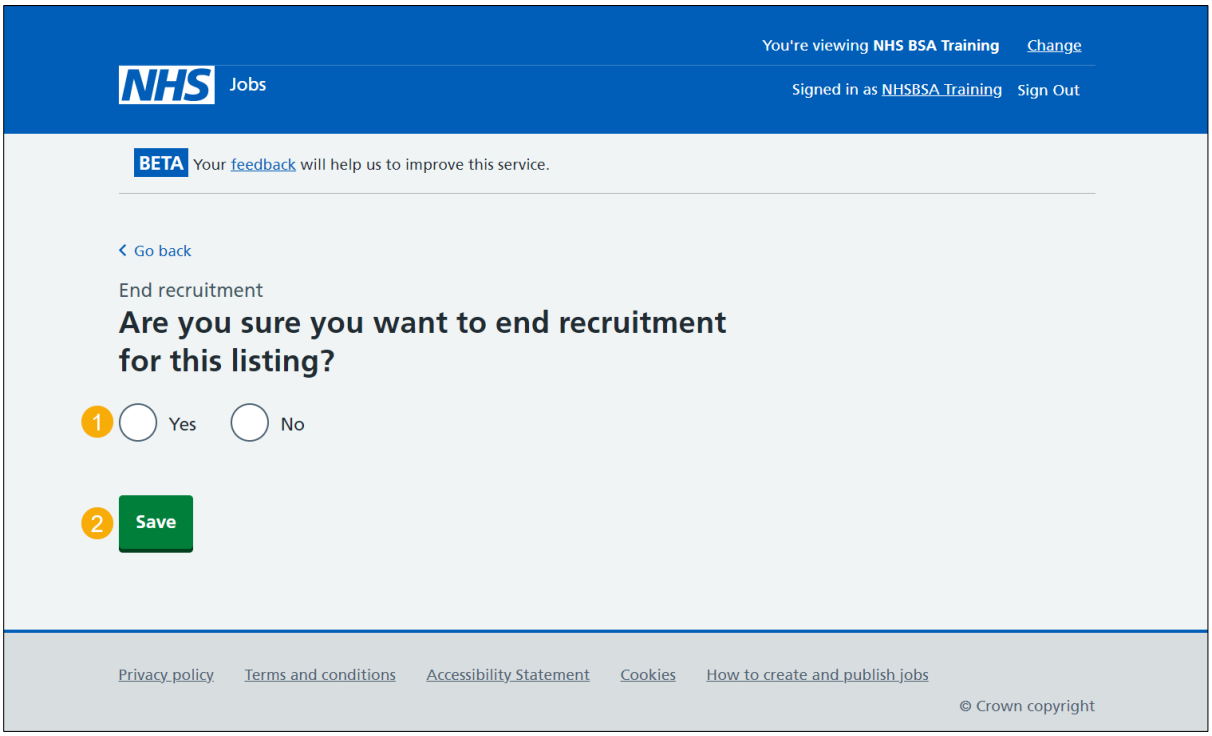
Are you sure you want to end recruitment for this listing?

This page gives you instructions for how to confirm if you want to end the recruitment for this listing.

To confirm if you want to end the recruitment for this listing, complete the following steps:

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



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

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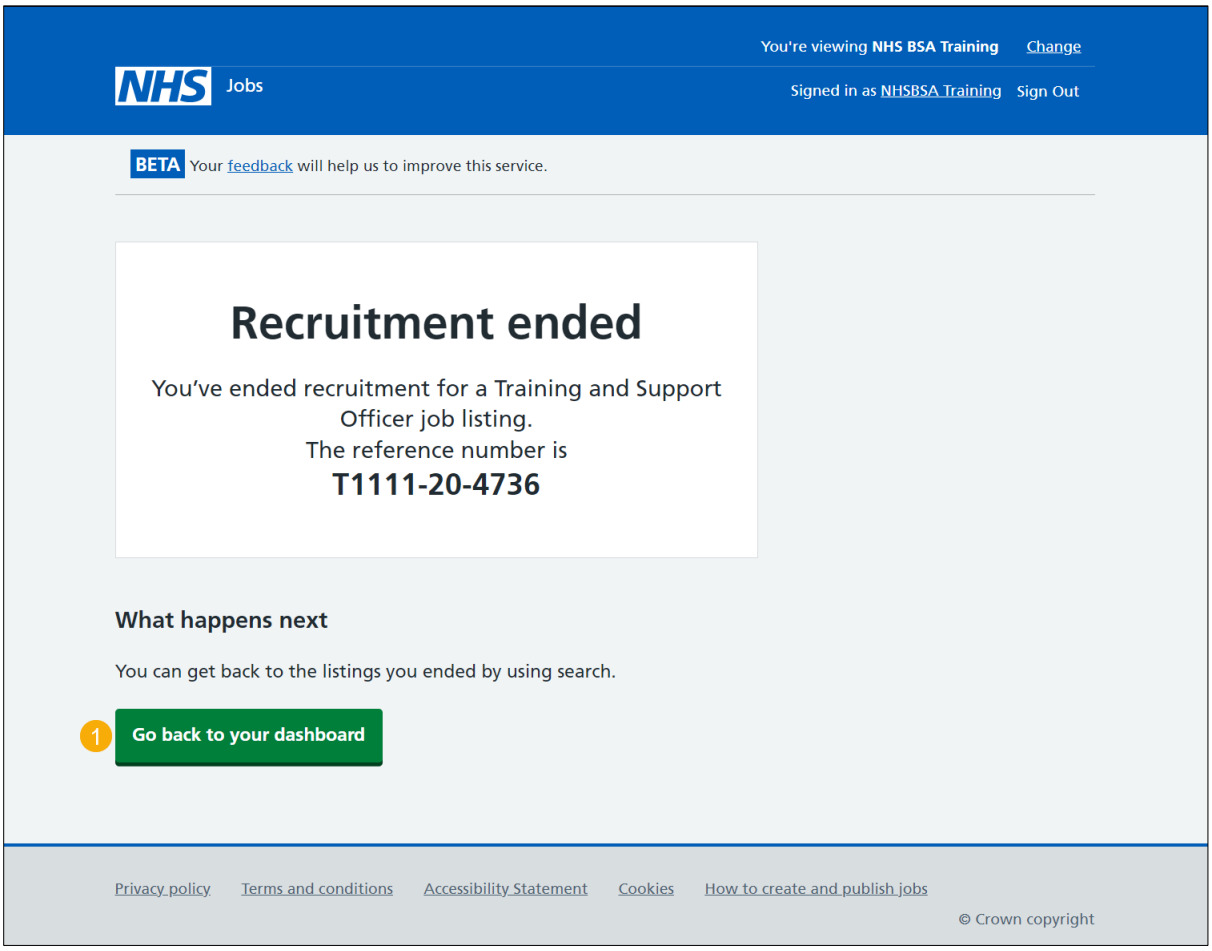
Recruitment ended

This page shows confirmation the recruitment is ended for this job listing.

Important: You'll only see this page if you've ended the recruitment for this job listing. Once the recruitment is ended, only 'active' jobs are shown on your employer dashboard.

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

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



Tip: To find out how to search for a job listing, go to the '**How to search for a job listing in NHS Jobs**' user guide or video from the '**Search your organisations account'** section of the 'Help and support for employers' webpage.

You've ended a recruitment and reached the end of this user guide.

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