

How to issue a contract in NHS Jobs user guide

This guide gives you instructions for how to issue a contract in the NHS Jobs service.

You must have an applicant at the contract recruitment stage to issue a contract.

To issue a contract to an applicant, you can choose one of the following options:

- create or select a contract template in your organisations account
- manually create and send the contract offline outside the NHS Jobs online service

For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

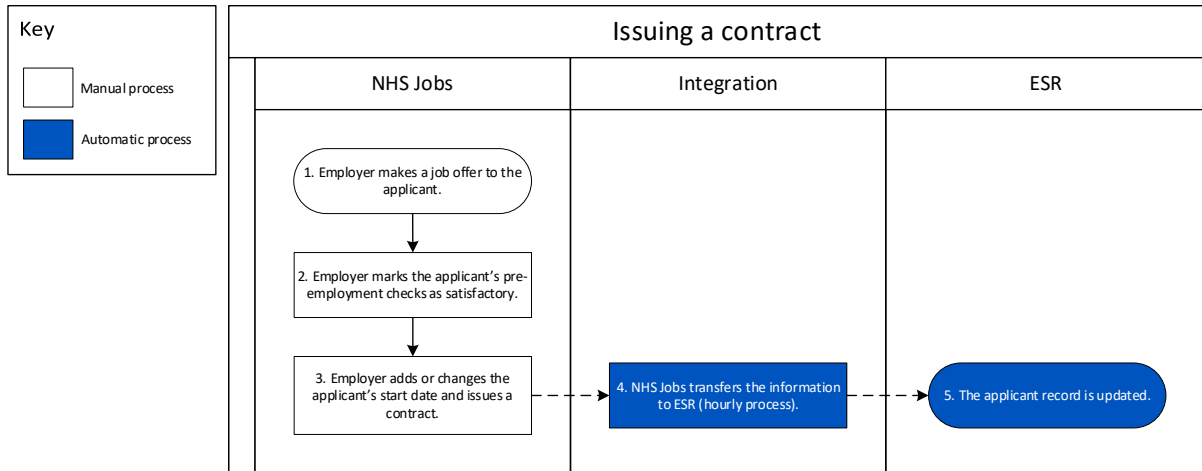
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for issuing a contract.



Go to the [Contracts](#) page.

Contracts

This page gives you instructions for how to issue a contract.

Important: You must have an applicant at the contract recruitment stage to issue a contract. In this example, there's 1 applicant at this stage.

To issue a contract, complete the following step:

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

The screenshot shows the NHSBSA Lee UAT Dashboard. At the top, it says 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes'. The main content area is titled 'NHSBSA Lee UAT Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there's a dropdown menu for 'Showing tasks for' set to 'All users'. The main part of the dashboard is a table of recruitment stages with progress bars:

Stage	Count	Progress
Draft	11	Green bar (approx. 100%)
Published	2	Green bar (approx. 100%)
Shortlisting	5 - on track 0, overdue 5	Red bar (approx. 20%)
Interviews	8	Green bar (approx. 100%)
Ready to offer	8 - on track 7, overdue 1	Green bar (approx. 87.5%)
Conditional offers	13 - on track 3, overdue 10	Red bar (approx. 23%)
Pre-employment checks	0	Grey bar (0%)
1 Contracts	3	Green bar (approx. 100%)
End recruitment	0	Grey bar (0%)

The 'Contracts' link is highlighted with a yellow circle containing the number '1'. To the right of the dashboard, there are several sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'; 'Documents and templates' with links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'; 'Help and information' with links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'; and 'Reporting' with a link for 'Run a report'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Create and issue a contract

This page gives you instructions for how to create and issue a contract.

To create and issue a contract, complete the following steps:

1. Select the 'Applicant name' link to view the details (optional).
2. Select the 'Job title link' to view the details (optional).
3. Select the '[Create and issue contract](#)' link.

The screenshot shows the NHS Training and Support 'Contracts' page. 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 for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area has a 'Go back' link and the title 'NHS Training and Support Contracts'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below these is a table of contracts:

Applicant	Job title	Deadline	Task	What needs doing next
1 wayne Liddle AR-220127-00002	2 Learning Consultant T0111-22-1458	30 Jun 2022 ON TRACK	Issue contract	Create and issue contract 3

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'. The footer text reads '© Crown copyright'.

Tip: If you have numerous job listing, you can use the 'Showing tasks for' and 'Showing tasks' filters to sort the number of job listings on the page.

Are you sure you want to continue?

This page gives you instructions for how to confirm if you're sure you want to continue and issue a contract.

Important: You'll only see this page if the applicant has outstanding pre-employment checks.

To confirm if you're sure you want to issue a contract, complete the following steps:

1. Select an answer:
 - ['Yes, I want to continue'](#)
 - 'No, I want to view their outstanding checks'
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. Below the NHS logo, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' The main heading is 'Pre-employment checks' followed by 'Are you sure you want to continue?'. A notification bar states 'wayne Liddle has outstanding pre-employment checks.' Below this, there are two radio button options: '1 Yes, I want to continue' and '2 No, I want to view their outstanding checks'. A green 'Continue' button is positioned below the second option. 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'.

Tip: To find out how to complete pre-employment checks, go to a user guide or video in the 'Complete pre-employment checks' section of the ['Help and support for employers'](#) webpage.

If you don't want to continue and issue a contract, you've reached the end of this user guide.

Create and send the contract

This page gives you instructions for how to create and send the contract.

Important: You'll now confirm and enter the start date, pay, type of contract and how you'll send it. You'll check the details to make sure it's correct before sending it.

Read the information on the page and complete the following steps:

1. Select the [Continue](#) 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 side of the header, it says 'You're viewing NHSBSA MW UAT' with a 'Change' link, and 'Signed in as Michael Wardman' 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 and send the contract'. Below this, it says 'Following your conditional offer, you'll now confirm and enter information such as the:' followed by a bulleted list: 'start date', 'pay', and 'type of contract and how you'll send it'. It then states 'You can also add any of your organisation's supporting information.' and 'You'll check the details and make sure it's correct before sending it.' A prominent green button with a yellow circle containing the number '1' and the text 'Continue' is highlighted. Below the button is a link 'Back to dashboard'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

What date will the applicant start?

This page gives you instructions for how to confirm the applicant's start date.

Important: For users of NHS Jobs to ESR integration. Once a start date is added, NHS Jobs transfers the information to ESR within 1 hour and the applicant record is updated.

To add the applicant's start date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
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.' A 'Go back' link is visible. The main heading is 'Issue the contract' followed by 'What date will the applicant start?'. Below this, an example date '12 1 2019' is shown. The form consists of three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the boxes is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. 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: You must enter the date in the DD-MM-YYYY format. For example, 12 01 2019.

What is the pay for this contract?

This page gives you instructions for how to confirm the pay for this contract.

Important: You can check the pay you've offered in the conditional offer before confirming it.

To add the pay for this contract, complete the following steps:

1. In the **Pay amount** box, enter the details.
2. From the **Timeframe** drop-down menu, select an option.
3. In the **More details about the pay** box, enter the details (optional).
4. Select the '[Save and continue](#)' button.

NHS Jobs

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

Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Issue the contract

What is the pay for this contract?

This was £40057 to £45839 in the conditional offer.

Pay amount Timeframe

1 £ a year 2

More details about the pay (optional)
For example, includes high cost area supplements (HCAS) or plus inner London HCAS

3

4 [Save and continue](#)

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

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Which type of agreement do you want to issue?

This page gives you instructions for how to confirm the type of agreement you want to issue.

To confirm the type of agreement you want to issue, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

NHS Jobs

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

Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Issue the contract

What type of agreement do you want to issue?

An addendum to an existing contract

1 A contract of employment

An internal secondment

An external secondment

2 [Save and continue](#)

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

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How do you want to create your contract?

This page gives you instructions for how to confirm how you want to create your contract.

Important: Choose 'Online' to use a contract template in your organisations account. Choose 'Offline' to create it offline outside the NHS Jobs online service. You cannot change this decision.

To confirm how you want to create your contract, complete the following steps:

1. Select an answer:
 - ['Online'](#)
 - ['Offline'](#)
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.' A 'Go back' link is visible. The main heading is 'Issue the contract' followed by 'How do you want to create your contract?'. There are two radio button options: '1 Online Use a template in the NHS Jobs online service.' and 'Offline Create it offline outside the NHS Jobs online service. You cannot change this decision.' Below these options is a green button labeled '2 Save and continue'. 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 the copyright notice '© Crown copyright'.

Which contract template do you want to use?

This page gives you instructions for how to confirm the contract template you want to use.

Important: This page is only shown if you're selecting a contract template in your organisations account. If the template you need is not displayed, you'll need to contact a super user for your organisation.

To add the contract template you want to use, complete the following steps:

1. Select a contract template.
2. Select the ['Save and continue'](#) button.
or
3. Select the ['If the template you need is not displayed'](#) link (optional).

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHS Training and Support' and 'Signed in as Liam M1'. Below the header, there's a 'BETA' badge and a feedback message. The main content area is titled 'Issue the contract' and 'Which contract template do you want to use?'. It features a radio button for 'NHS Jobs test' (step 1), a link for 'If the template you need is not displayed' (step 3), and a 'Save and continue' button (step 2). 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.

Tip: To find out how to manage contract templates, go to the **'How to manage contracts templates in NHS Jobs'** user guide or video from the **'Manage your organisations account'** section of the ['Help and support for employers'](#) webpage.


Select the supporting information (optional)

This page gives you instructions for how to select supporting documents or links to send with the contract.

Important: In this example the organisation has included the supporting documents Pension information and Training document, they have also included a link to NHS Pensions.

To add the supporting information, complete the following steps:

1. Select a document (optional).
2. Select a link (optional).
3. Select the 'If the document or link you need is not shown' link (optional).
4. Select the [Save and continue](#) button.



You're viewing NHSBSA MW UAT [Change](#)

Signed in as Michael Wardman [Sign Out](#)

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

[Go back](#)

Issue the contract

Select the supporting information (optional)

Select which supporting documents or links to send with the contract. The applicant will be able to access them alongside the contract.

Documents

Select	Document	What you can do
<input type="checkbox"/>	Pension information	Download document (DOCX, 17 KB)
<input type="checkbox"/>	Training document	Download document (DOCX, 17 KB)

Links

Select	Link	What you can do
<input type="checkbox"/>	NHS Pensions	View (opens in new tab)

3 [If the document or link you need is not shown](#)

Documents and links can be added to the organisation's supporting information from the dashboard by users with access. If you do not have access, you'll need to contact a super user.

Michael

Michael

Jen

4 [Save and continue](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)

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Check the details of the contract and send it

This page gives you instructions for how to check the details of the contract and send it.

Important: You can add more terms to this contract. They will not be added to the original contract template. When you're satisfied the details are correct, send this contract to the applicant.

To check the details of the contract and send it, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Add another' button (optional).
3. Select the 'preview the contract' link.
4. Select the 'download the contract' link.
5. Select the '[Send now](#)' button.

NHS Jobs You're viewing NHSBSA MW UAT [Change](#)
Signed in as Michael Wardman [Sign Out](#)

BETA Your feedback will help us to improve this service.

[Go back](#)

Check the details of the permanent Test Test contract and send it to michael wardman

Any changes you make to these employment terms will not update the original template.

Location	1 Street Town AA1 1AA	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	37.5 hours a week	Change 1
Pay scheme	Other	
Pay	£20000 a year	Change
Start date	10 October 2022	Change
Type of agreement	A contract of employment	Change
Contract template	Full	Change
Supporting information	Pension information Training document NHS Pensions	Change

Additional terms of employment

You can add more terms to this contract. They will not be added to the original template.

2 [Add another](#)

Send the contract

When you're satisfied that the details are correct, send this contract of employment to the applicant.

You can also:
[preview the contract \(PDF, 4 KB\)](#) **3**
[download the contract \(PDF, 4 KB\)](#) **4**

5 [Send now](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Tip: The offer letter document is previewed and downloaded in a portable document format (PDF).

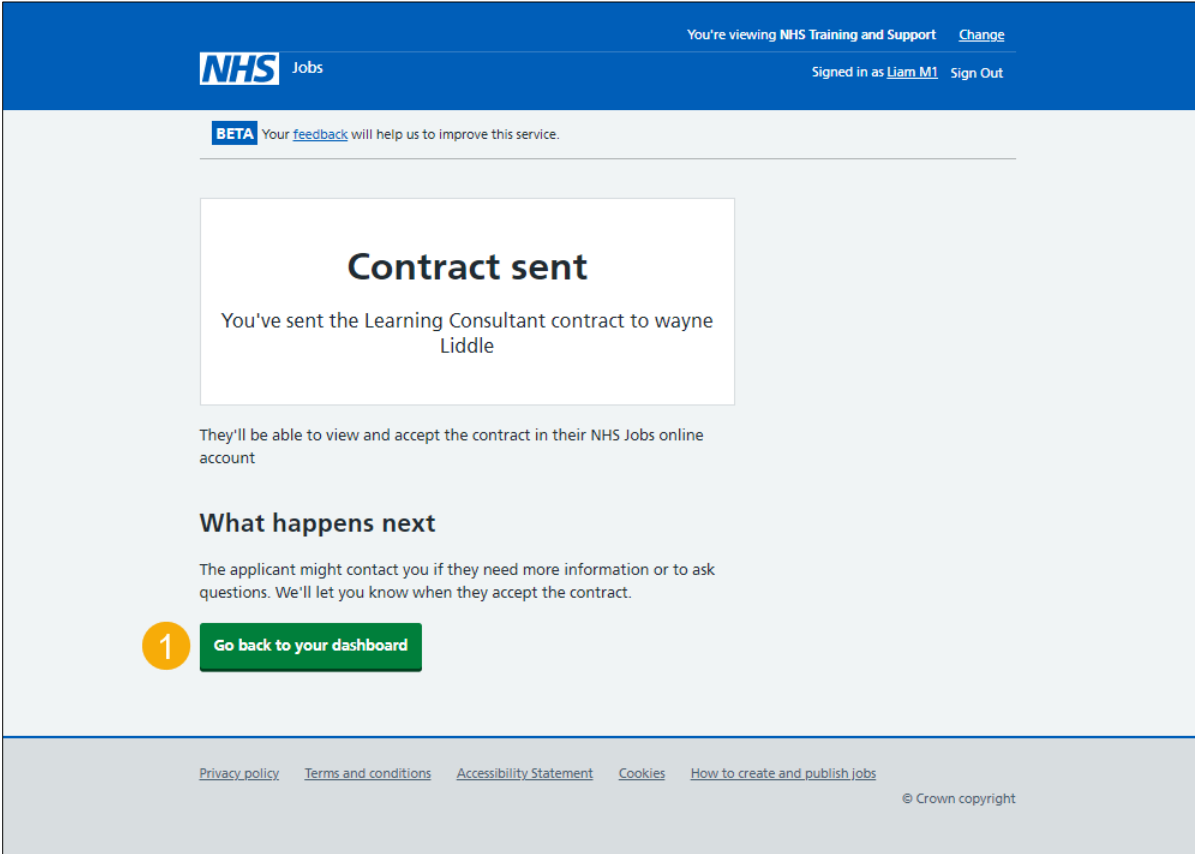
Contract sent

This page shows confirmation you've sent the contract.

Important: The applicant will be able to view and accept the contract in their NHS Jobs account. They might contact you if they need more information or to ask questions. The NHS Jobs service will let you know when they accept the contract.

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

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



The screenshot shows the NHS Jobs 'Contract sent' confirmation page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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' notice: 'Your feedback will help us to improve this service.' The main content area has a white box with the heading 'Contract sent' and the text 'You've sent the Learning Consultant contract to wayne Liddle'. Below this, it states 'They'll be able to view and accept the contract in their NHS Jobs online account'. A section titled 'What happens next' explains that the applicant might contact you for more information or questions, and that you will be notified when they accept the contract. A green button with a yellow circle containing the number '1' is labeled 'Go back to your dashboard'. 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: To find out how to manage contract responses, go to the '**How to manage a contract in NHS Jobs**' user guide or video from the '**Issue and manage a contract**' section of the '[Help and support for employers](#)' webpage.

For users of NHS Jobs and ESR integration, go to the '[Check the start date in ESR](#)' page.

You've sent the contract online and reached the end of this user guide.

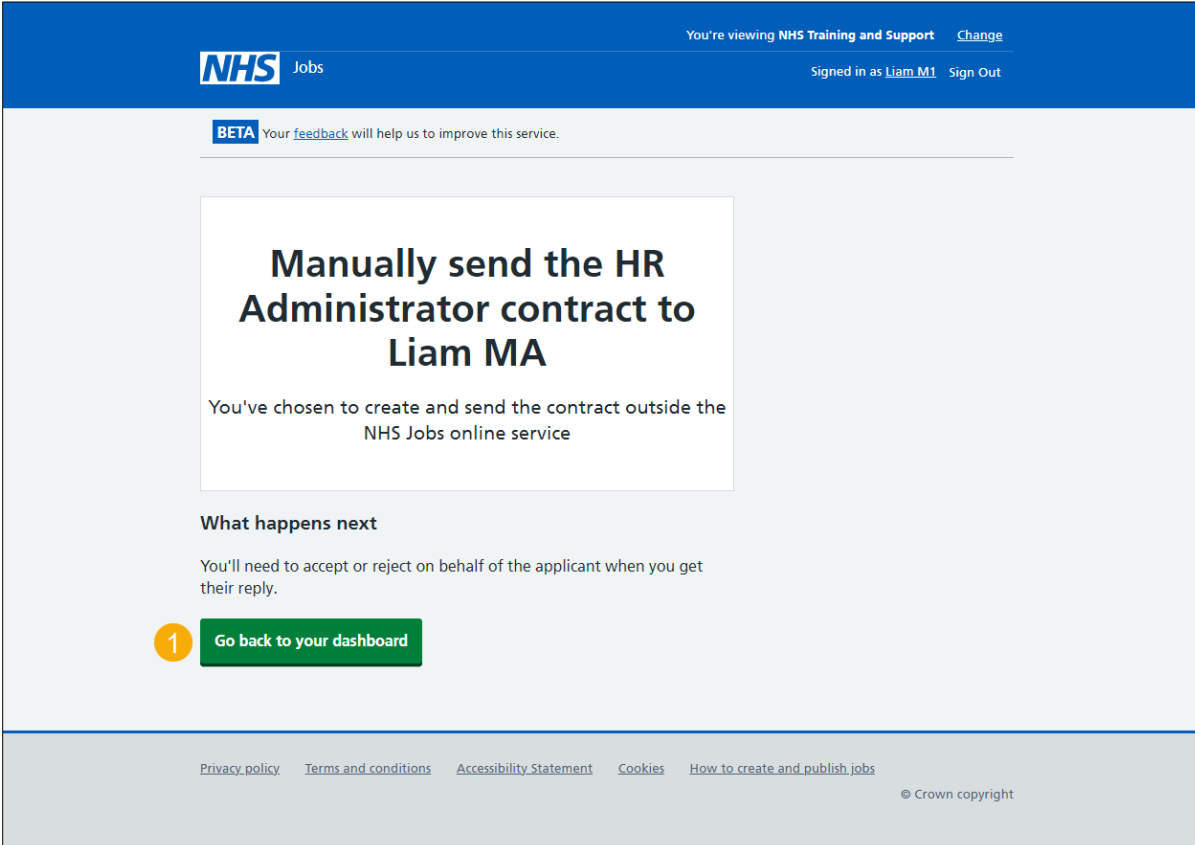
Manually create and send the contract

This page shows confirmation you've manually created and sent the contract offline.

Important: You'll only see this page if you're manually creating and sending the contract outside of the NHS Jobs online service. You'll need to accept or reject on behalf of the applicant when you get their reply.

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

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



The screenshot shows a confirmation page from the NHS Jobs system. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam.M1' with a 'Sign Out' link. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Manually send the HR Administrator contract to Liam MA' and the subtext 'You've chosen to create and send the contract outside the NHS Jobs online service'. Below this, a section titled 'What happens next' explains that the user will need to accept or reject on behalf of the applicant. A green button with a yellow '1' icon and the text 'Go back to your dashboard' is prominently displayed. 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'.

You've manually created and sent the contract and reached the end of this user guide.

Check the start date in ESR

This page gives you instructions for how to check the start date in ESR.

Important: This information is found in the applicant record within the ‘**Enter Recruitment Person Information**’ section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant’s start date is shown.

The screenshot displays the Oracle Applications interface for ESR. The main window is titled 'Enter Recruitment Personal Information' and shows details for 'Jenkins01, Mr. David'. The 'Received' date is '01-JAN-2019' and the 'Projected Hire' date is '02-FEB-2019'. The 'Assignment' section shows 'Recruitment Activity' as '504-Matron01', 'Organization' as '504 Ward 9', 'Job' as 'Nursing and Midwifery Registered', 'Grade' as 'NHS|XR08|Review Body Band 8', and 'Status' as 'Offer Accepted'. The 'Vacancy' section shows '504-Matron01', 'Group' as 'Default Home||', 'Position' as '79761|Matron Band 8a - Ward 9|', and 'Location' as '504 TEST LOCATION'. The 'Recruiter' section shows 'Anton25, Ms. Gloria' with 'Number' '20006894'. The 'Effective Dates' section shows 'From' '01-JAN-2019' and 'To' as an empty field. The interface includes tabs for 'Personal', 'Employment', and 'Office Details', and buttons for 'Interview', 'End Application', 'Extra Information', and 'Diary Reminder'.

Tip: For more information about ESR, go to the ‘[ESR User Manual](#)’.

You’ve issued a contract, checked the start date in ESR and reached the end of this user guide.