

## How to manage the overview of your organisation template in NHS Jobs user guide

This guide gives you instructions for how to manage the overview of your organisation template in the NHS Jobs service.

You can use the overview of your organisation template to display on all your job listings you publish to jobseekers.

In your organisations account, you can:

- add organisation information
- change organisation information

This information will automatically show when creating new job listings. Your users can still edit it when they're creating a new listing.

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](#).

## Contents

<a href="#">How to manage the overview of your organisation template in NHS Jobs user guide .....</a>	<a href="#">1</a>
<a href="#">    <a href="#">Overview of your organisation .....</a></a>	<a href="#">3</a>
<a href="#">    <a href="#">Add your overview of your organisation template (optional) .....</a></a>	<a href="#">4</a>
<a href="#">    <a href="#">You've saved your overview of your organisation template .....</a></a>	<a href="#">5</a>

## Overview of your organisation

This page gives you instructions for how to manage your organisations overview information in your account.

**Important:** The employer dashboard is shown. You'll only see the 'Overview of your organisation' link if you are an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' for your organisations account.

To manage your organisations overview information, complete the following step:

1. Select the '[Overview of your organisation](#)' link.

The screenshot shows the NHS Jobs dashboard for NHSBSA Lee UAT. The top navigation bar includes the NHS logo, the text 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. A toggle switch for 'Show tasks for all accounts' is visible. A beta notice states: 'BETA Your feedback will help us to improve this service.'

The main content area is titled 'NHSBSA Lee UAT Dashboard'. It features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The main section displays a list of task stages with counts and progress bars:

Task Stage	Count	Progress
<a href="#">Draft</a>	11	Progress bar (green)
<a href="#">Published</a>	2	Progress bar (green)
<a href="#">Shortlisting</a>	5 - on track 0, overdue 5	Progress bar (red)
<a href="#">Interviews</a>	8	Progress bar (green)
<a href="#">Ready to offer</a>	8 - on track 7, overdue 1	Progress bar (green)
<a href="#">Conditional offers</a>	13 - on track 3, overdue 10	Progress bar (red)
<a href="#">Pre-employment checks</a>	0	Progress bar (grey)
<a href="#">Contracts</a>	3	Progress bar (green)

The right sidebar contains several sections:

- What you can do:**
  - [Create a job listing](#) (green button)
  - [Search for a listing](#) (grey button)
  - [Search for an applicant](#) (grey button)
- Manage the account:**
  - [Manage users](#)
  - [At risk applicants](#)
  - [Accredited logos](#)
  - [Key performance indicators \(KPIs\)](#)
  - [Approval settings](#)
  - [Departments](#)
  - [Welsh listings](#)
- Documents and templates:**
  - [Overview of your organisation](#) (highlighted with a yellow circle and '1')
  - [Supporting information library](#)
  - [Contract templates](#)
  - [Offer letter templates](#)
- Help and information:**

## Add your overview of your organisation template (optional)

This page gives you instructions for how to add your overview of your organisation template.

**Important:** This template will automatically show when creating new job listings. Users can still edit it when they're creating a new listing. You have a limit of 1500 characters, including spaces.

To add your overview of your organisation template, complete the following step:

1. In the **Overview of your organisation** box, enter the details.
2. Select the ['Save template'](#) button.
- or
3. Select the ['Return to dashboard'](#) 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 Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' 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 'Go back' link is visible. The main heading is 'Add your overview of your organisation template (optional)'. Below this, there's a blue vertical bar with the text: 'This template will automatically show when creating new job listings. Users can still edit it when they're creating a new listing.' Underneath, it says: 'Introduce the team, the atmosphere, work ethic and benefits of working at your organisation. You have a limit of 1500 characters, including spaces.' A text input area is shown with a toolbar containing icons for undo, redo, bold, italic, bulleted list, and numbered list. A yellow circle with the number '1' is next to the input area. Below the input area, it says 'You have 1489 characters remaining'. A green button labeled 'Save template' is shown with a yellow circle and the number '2' next to it. Below the button, a link labeled 'Return to dashboard' is shown with a yellow circle and the number '3' next to it. 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:** Introduce the team, the atmosphere, work ethic and benefits of working at your organisation.

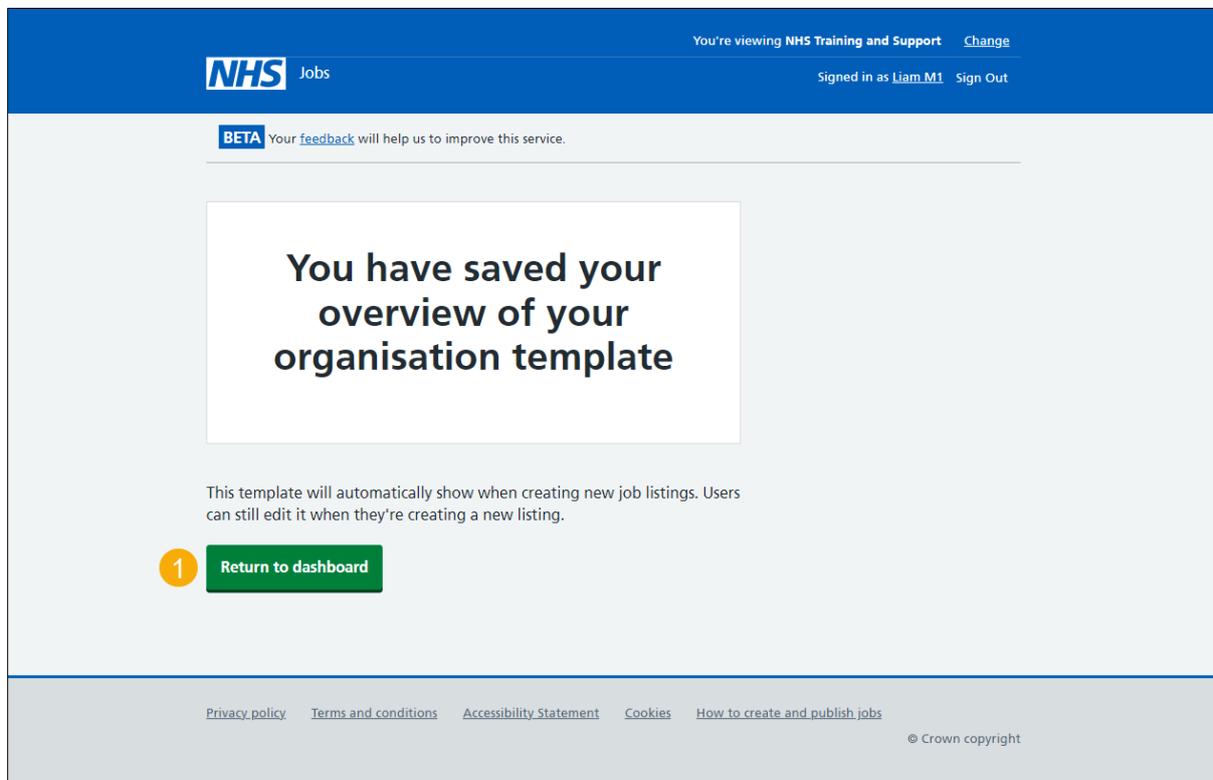
If you've selected 'Return to dashboard', you've reached the end of this user guide.

## You've saved your overview of your organisation template

This page shows confirmation you've saved your overview of your organisation template.

To return to your dashboard, complete the following step:

1. Select the 'Return to your dashboard' button.



You've saved the overview of your organisation template and reached the end of this user guide.