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

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 '<u>Overview of your organisation</u>' link.

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 '<u>Save template</u>' button.
   or
3. Select the 'Return to dashboard' link.

Tip: Introduce the team, the atmosphere, work ethic and benefits of working at your organisation.
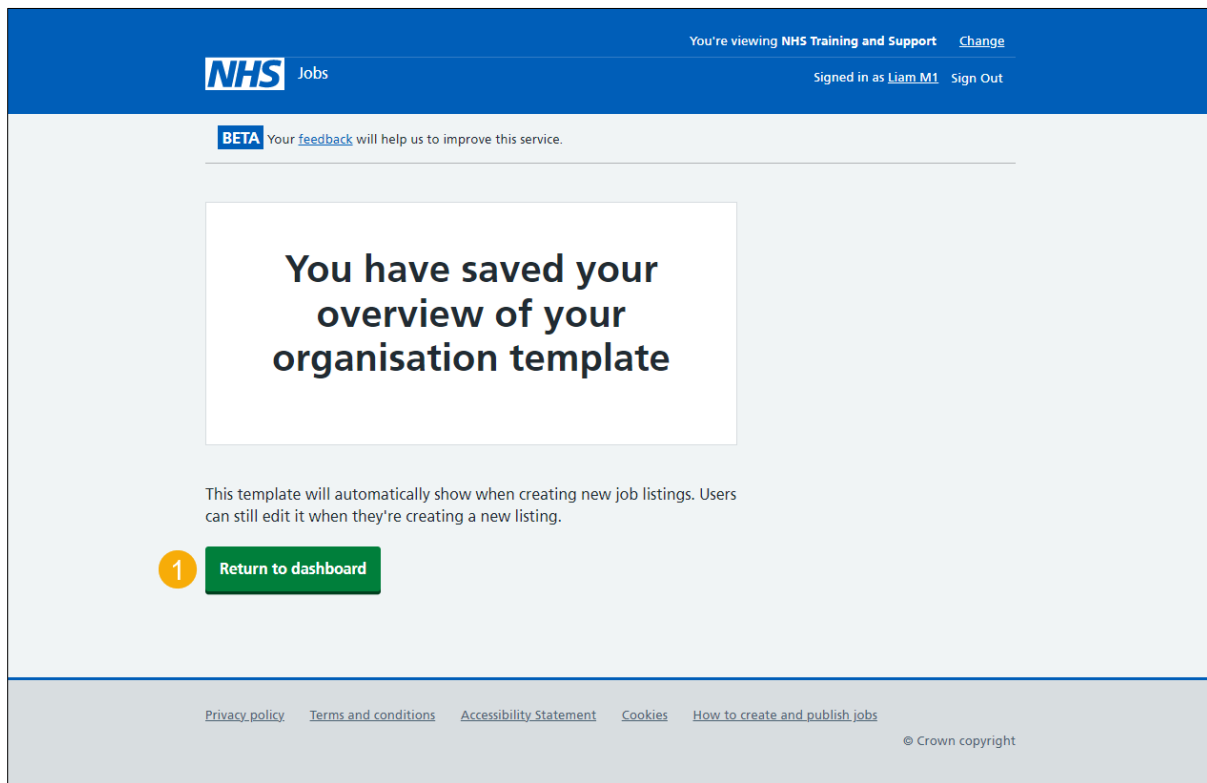
If you've selected 'Return to dashboard', you've reached the end of this user guide.

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.