

How to manage the supporting information library in NHS Jobs user guide

This guide gives you instructions for how to manage your supporting information library in the NHS Jobs service.

You can add supporting documents and links to job adverts, job offers and contracts.

In your organisations account, you can:

- add supporting documents and links
- remove supporting documents and links
- change existing documents and links

Once a document or link is added, it can be used by the applicable roles in your 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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Supporting information library

This page gives you instructions for how to manage the supporting information library in your organisations account.

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

To manage your supporting information library, complete the following step:

1. Select the '[Supporting information library](#)' link.

The screenshot displays the NHSBSA Lee UAT Dashboard. At the top, it indicates the user is signed in as Lee Mapes and provides options to change the account or sign out. A 'BETA' notice states that user feedback will help improve the service. The dashboard is divided into two main sections: 'Tasks by stage' and 'Listings by user'. The 'Tasks by stage' section shows a table of job listing stages with their respective counts and progress bars. The 'Listings by user' section is currently selected. On the right side, there are three buttons for 'What you can do': 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below these are links for 'Manage the account' (Manage users, At risk applicants, Accredited logos, Key performance indicators (KPIs), Approval settings, Departments, Welsh listings) and 'Documents and templates' (Overview of your organisation, Supporting information library, Contract templates, Offer letter templates). A yellow circle with the number '1' highlights the 'Supporting information library' link.

Task Stage	Count	Progress
Draft	12	100%
Published	1	100%
Shortlisting	5 - on track 0, overdue 5	0%
Interviews	8	100%
Ready to offer	8 - on track 7, overdue 1	87.5%
Conditional offers	13 - on track 3, overdue 10	23%
Pre-employment checks	0	0%

Your organisation's supporting information library

This page gives you instructions for how to add a supporting document or link.

Important: In this example, you do not have any supporting documents or links.

To add a supporting document or link, complete the following step:

1. Select the '[Add a document or link](#)' button.

NHS Jobs

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

Signed in as Lee Mapes [Sign Out](#)

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

[< Go back to dashboard](#)

Supporting information library

Your organisation's supporting information library

You can add supporting documents and links. You'll be able to attach them to job adverts, offers and contracts.

You have not added any supporting documents or links.

1 [Add a document or link](#)

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

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Do you want to add a document or link?

This page gives you instructions for how to confirm if you want to add a document or link.

To add a document or link complete the following steps:

1. Select an answer:
 - [‘Document’](#)
 - [‘Link’](#)
2. 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 left, and user information 'You're viewing NHSBSA Lee UAT' and 'Change' on the right. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A navigation link '< Go back' is visible. The main heading is 'Supporting information library' followed by 'Do you want to add a document or a link?'. There are two radio button options: 'Document' and 'Link', with a yellow circle containing the number '1' next to the 'Document' option. Below these options is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Add a supporting document

This page gives you instructions for how to add a supporting document.

Important: This page is only shown if you've selected to add a supporting document.

To add a supporting document, complete the following steps:

1. Select the 'Choose file' button.
2. In the **What do you want to call this document?** box, enter the details.
3. Select where you want to be able to attach this document.
4. Select the '[Upload document](#)' button.

You're viewing **NHS55A Lee UAT** [Change](#)
Signed in as Lee Mapes [Sign Out](#)

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

[Go back](#)

Supporting information library

Add a supporting document

The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

1 Org Chart.docx

What do you want to call this document?

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

2

Where do you want to be able to attach this document?

Select all that apply.

3 Job adverts
 Offers
 Contracts

4

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

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Tip: Make sure you assign a name that applicants you send it to will understand, as well as those in your recruitment team who'd send it out. For example, NHS Jobs Organisation Chart.

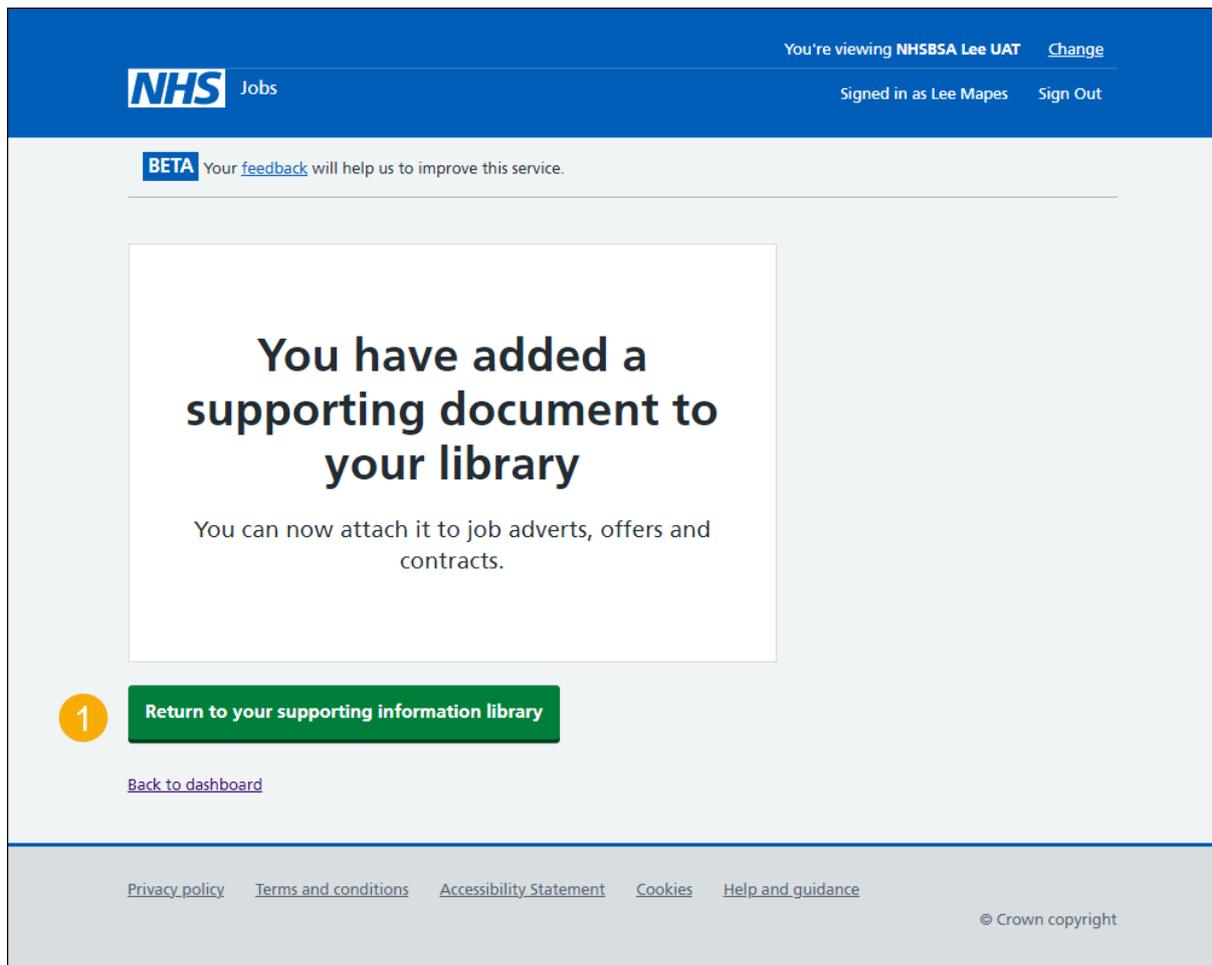
You have added a supporting document to your library

This page shows confirmation you've added a supporting document.

Important: You can now attach it to job adverts, offers and contracts. Once a document is added, it can be used by the applicable roles in your account.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes' on the right. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area features a large white box with the text: 'You have added a supporting document to your library' and 'You can now attach it to job adverts, offers and contracts.' Below this box is a green button with a yellow circle containing the number '1' and the text 'Return to your supporting information library'. Underneath the button is a link 'Back to dashboard'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

You've added a supporting document to your library and have reached the end of this user guide.

Add a supporting link

This page gives you instructions for how to add a supporting link.

Important: This page is only shown if you've selected to add a supporting link.

To add a supporting link, complete the following steps:

1. Enter the URL in the **What is the URL** box.
2. In the **What do you want to call this link?** box, enter the details.
3. Select where you want to be able to attach this link.
4. Select the '[Add link](#)' button.

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


Signed in as Lee Mapes [Sign Out](#)

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

[< Go back](#)

Supporting information library

Add a supporting link

What is the URL?

For example, <https://www.nhs.uk>

1

What do you want to call this link?

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

2

Where do you want to be able to attach this document?

Select all that apply.

3 Job adverts

Offers

Contracts

4

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[Cookies](#)
[Help and guidance](#)

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Tip: Make sure you assign a name that applicants you send it to will understand, as well as those in your recruitment team who'd send it out. For example, NHS Website.

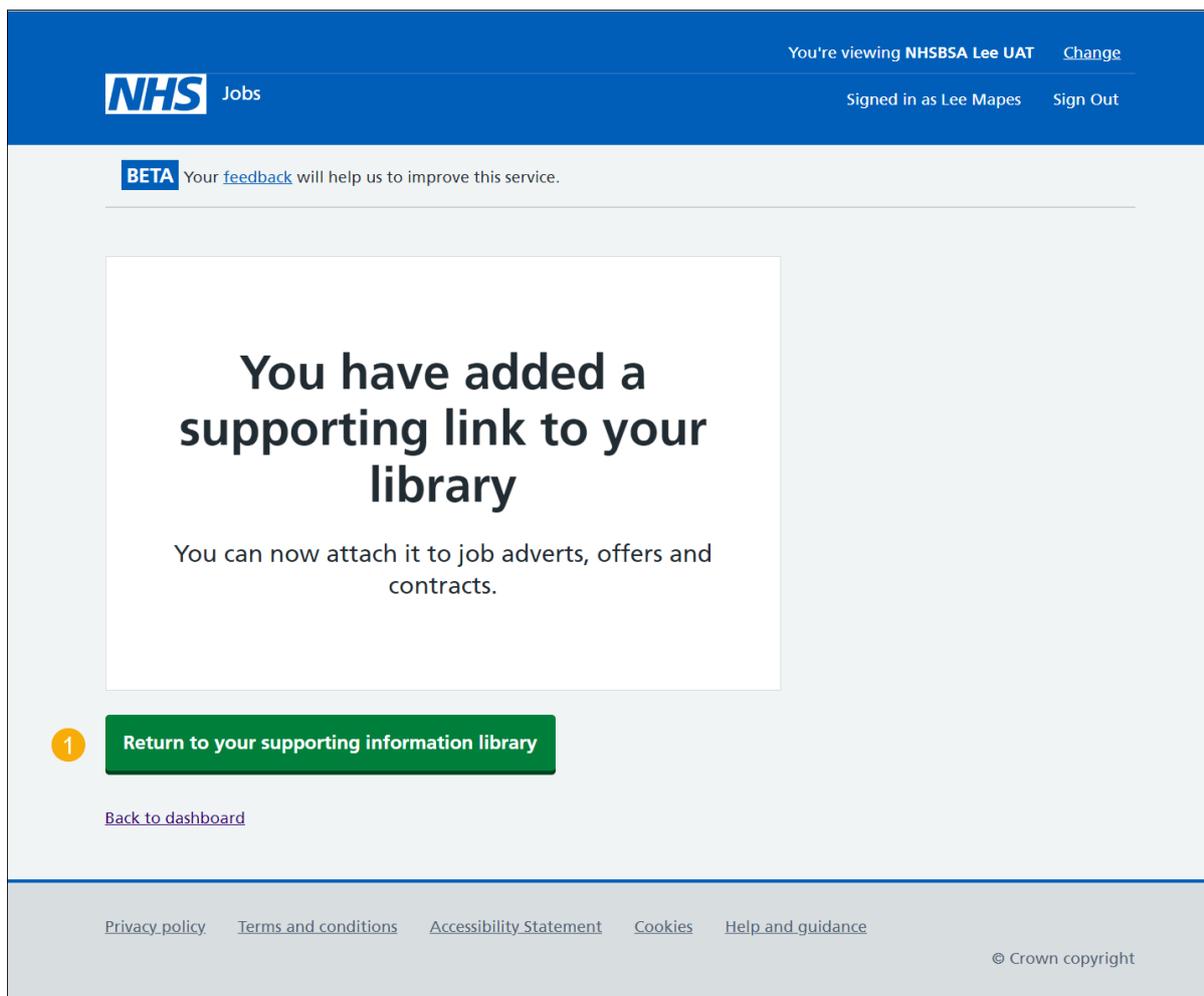
You have added a supporting link to your library

This page shows confirmation you've added your supporting link.

Important: You can now attach it to job offers, adverts and contracts. Once a document is added, it can be used by the applicable roles in your account.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows a confirmation page on the NHS Jobs website. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes' on the right. Below the header, 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 'You have added a supporting link to your library' and the text 'You can now attach it to job adverts, offers and contracts.' Below this box is a prominent green button with a yellow '1' icon and the text 'Return to your supporting information library'. A link 'Back to dashboard' is positioned below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've added a supporting link to your library and have reached the end of this user guide.

Manage your supporting information library

This page gives you instructions for how to manage your supporting information library.

Important: In this example supporting documents and links have been added.

To manage your supporting documents, complete the following steps:

1. Select the '[Add a document or link](#)' button (optional).
2. Select this '[Change](#)' link for a document (optional).
3. Select this '[Change](#)' link for a link (optional).
4. Select this '[Remove](#)' link for a document (optional).
5. Select this '[Remove](#)' link for a link (optional).

You're viewing **NHSBSA Lee UAT** [Change](#)
Signed in as Lee Mapes [Sign Out](#)

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

[Go back to dashboard](#)

Supporting information library

Your organisation's supporting information library

You can add supporting documents and links. You'll be able to attach them to job adverts, offers and contracts.

You can have up to 25 documents and 50 links in your library.

1
Add a document or link

Documents

Name	Document	Stage	What you can do
NHS Jobs Organisation Chart	Org Chart.docx (0 Byte)	Advert Offer Contract	2 Change or Remove 4

Links

Name	URL	Stage	What you can do
NHS UK	https://www.nhs.uk (opens in new tab)	Advert Offer Contract	3 Change or Remove 5
NHSBSA UK	https://www.nhsbsa.uk (opens in new tab)	Advert Offer Contract	Change or Remove

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

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Change a supporting document

This page gives you instructions for how to change a supporting document.

Important: This page will only be shown if you're changing a supporting document.

To change a supporting document, complete the following steps:

1. In the **What do you want to call this document?** box, enter the details (optional).
2. Select where you want to be able to attach the document (optional).
3. Select the [Save changes](#) button.

You're viewing NHSBSA Lee UAT [Change](#)
Signed in as Lee Mapes [Sign Out](#)

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

[Go back](#)

Supporting information library

Change a supporting document

File name	Size
Org Chart.docx	0 Byte

What do you want to call this document?

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service

1

Where do you want to be able to attach this document?

Select all that apply.

2 Job adverts

Offers

Contracts

3 [Save changes](#)

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

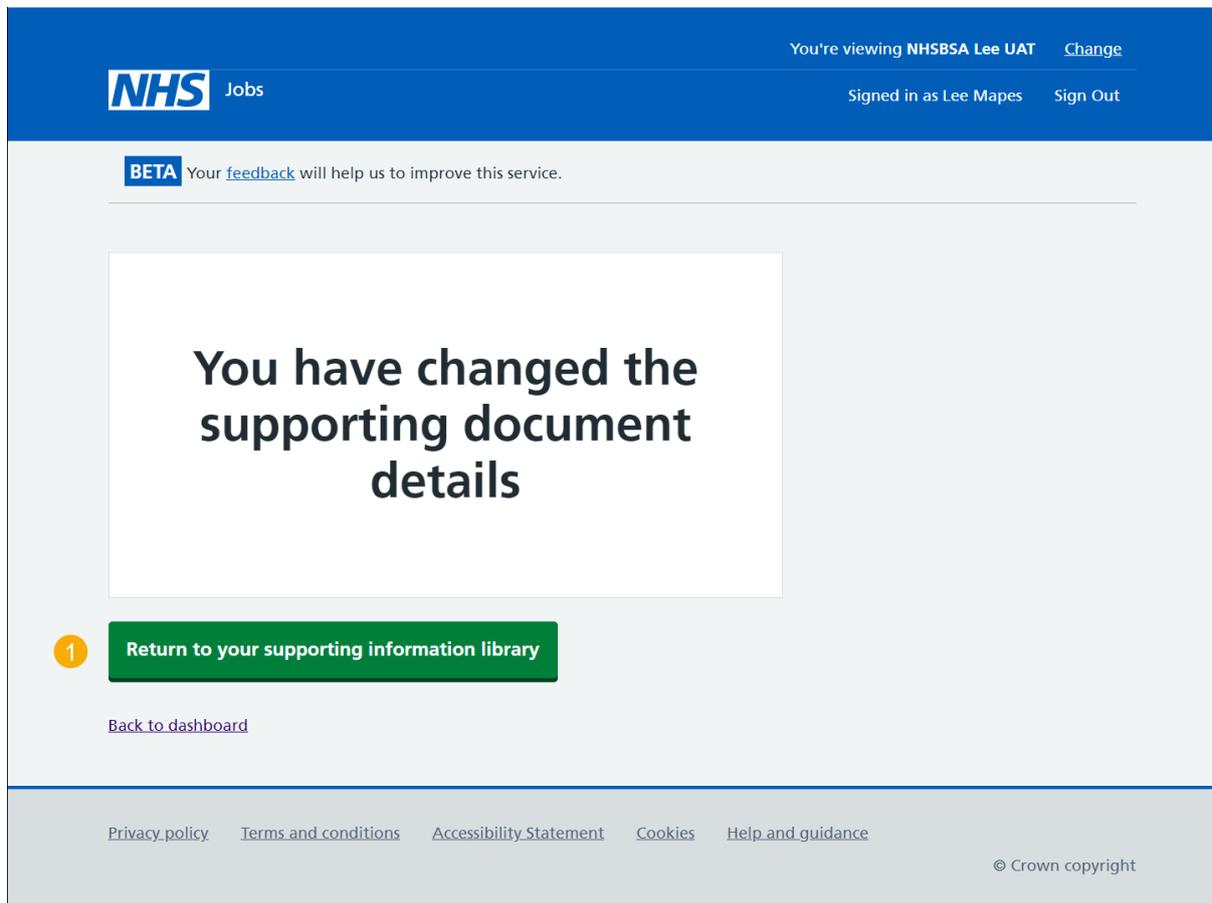
© Crown copyright

You have changed the supporting document details

This page shows confirmation you've changed the supporting document details.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Change' on the right. Below the header, there is a 'Signed in as Lee Mapes' and 'Sign Out' link. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area features a large white box with the text 'You have changed the supporting document details'. Below this box is a prominent green button with a yellow circle containing the number '1' and the text 'Return to your supporting information library'. A link 'Back to dashboard' is positioned below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've changed the supporting document details and have reached the end of this user guide.

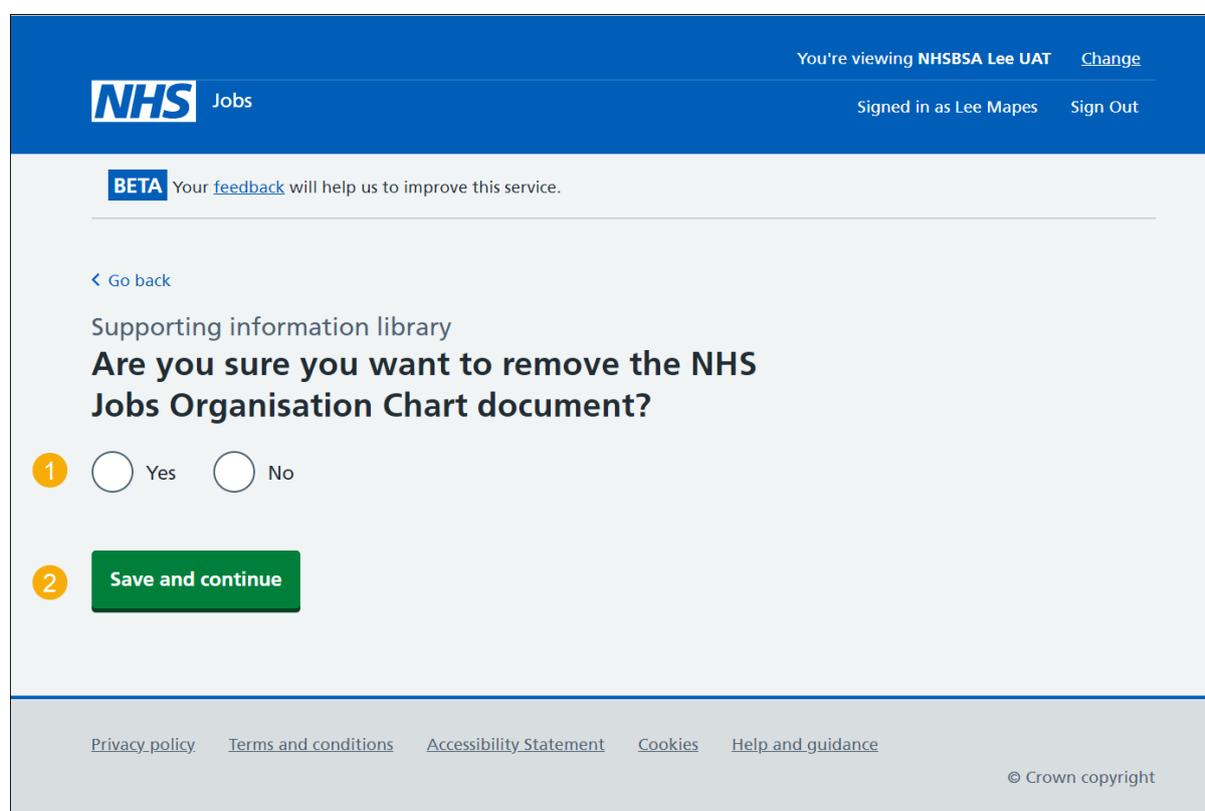
Are you sure you want to remove the document?

This page gives you instructions for how to confirm if you're sure you want to remove the document.

Important: In this example, the 'NHS Jobs Organisation Chart' document is used. This will permanently remove the document.

To confirm if you're sure you want to remove the document, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Save and 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 Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' 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 content area displays the heading 'Supporting information library' followed by the question 'Are you sure you want to remove the NHS Jobs Organisation Chart document?'. Below this question are two radio button options: 'Yes' and 'No'. A green button labeled 'Save and continue' is positioned below the radio buttons. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

If you don't want to delete the document, you've reached the end of this user guide.

You have removed the supporting document

This page shows confirmation you've removed the supporting document.

To go back to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.

The screenshot displays the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes' on the right. Below the header, a 'BETA' banner indicates that feedback will help improve the service. The main content area features a large white box with the text: 'You have removed the NHS Jobs Organisation Chart document from your library'. Below this box is a prominent green button with a yellow '1' icon and the text 'Return to your supporting information library'. A link for 'Back to dashboard' is positioned below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

You've removed your supporting document and reached the end of this user guide.

Change a supporting link

This page gives you instructions for how to change a supporting link.

Important: This page will only be shown if you're changing a supporting link.

To change a supporting link, complete the following steps:

1. In the **What is the URL?** box, enter the details.
2. In the **What do you want to call this link?** box, enter the details (optional).
3. Change where you want to be able to attach the link (optional).
4. Select the '[Save changes](#)' button.

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

NHS Jobs Signed in as Lee Mapes [Sign Out](#)

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

[Go back](#)

Supporting information library

Change a supporting link

What is the URL?

For example, <https://www.nhs.uk>

1

What do you want to call this link?

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

2

Where do you want to be able to attach this document?

Select all that apply.

3 Job adverts

Offers

Contracts

4

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

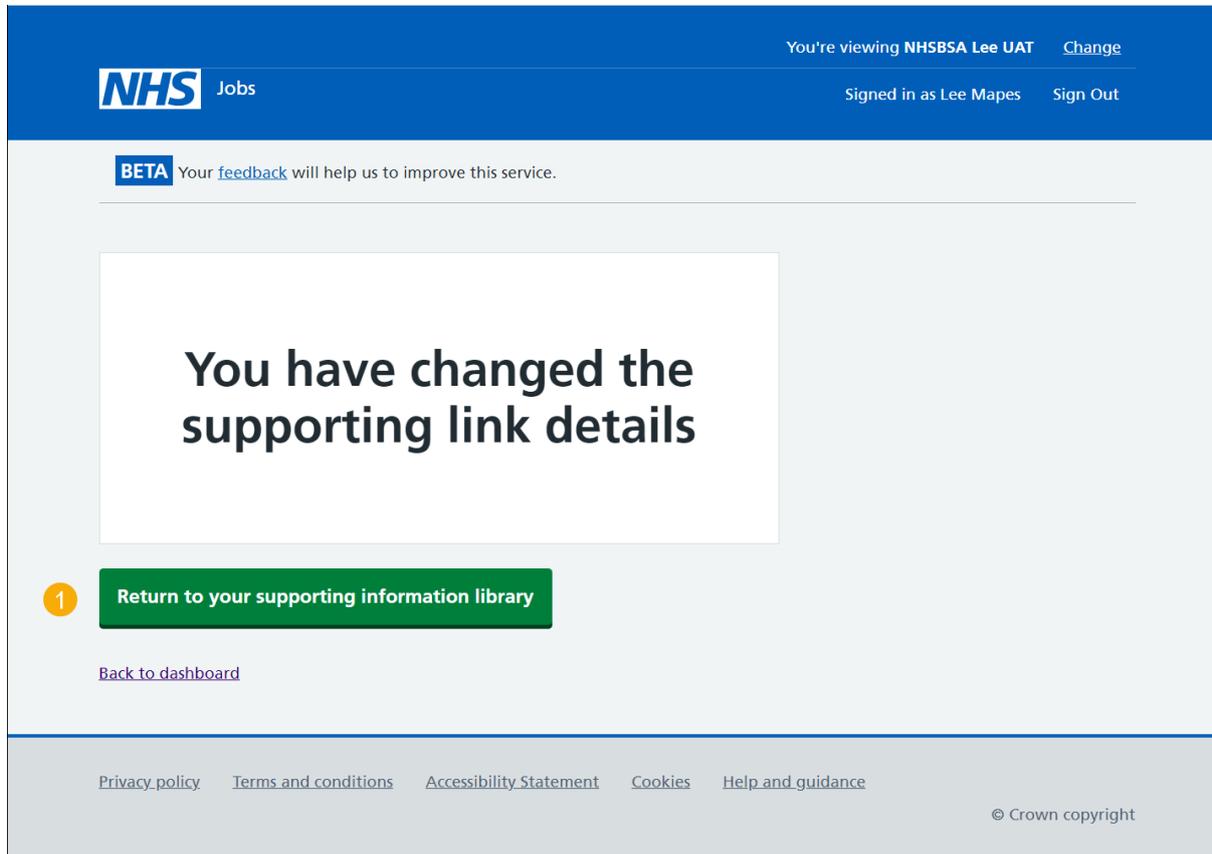
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You have changed the supporting link details

This page shows confirmation you've changed the supporting link details.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows a confirmation page on the NHS Jobs website. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Change' on the right. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area features a large white box with the text 'You have changed the supporting link details'. Below this box is a green button with a yellow circle containing the number '1' and the text 'Return to your supporting information library'. Underneath the button is a link 'Back to dashboard'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've changed the supporting link details and have reached the end of this user guide.

Are you sure you want to remove the link?

This page gives you instructions to confirm if you're sure you want to remove the link.

Important: In this example, the 'NHSBSA UK' link is used. This will permanently remove the link.

To confirm if you're sure you want to remove the link, complete the following steps:

1. Select an answer:

- [Yes](#)
- 'No'

Select the 'Save and Continue' button.

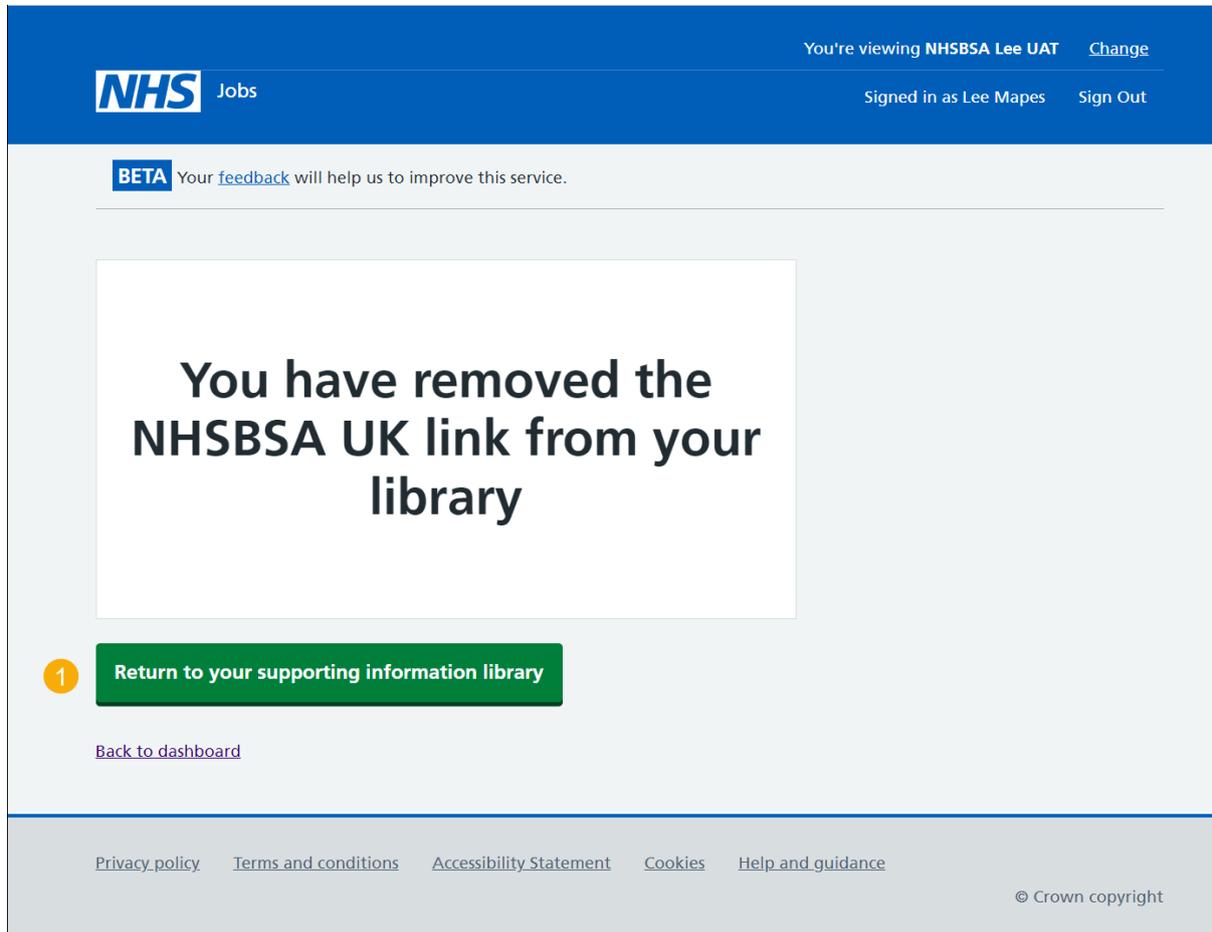
The screenshot shows a web page with a blue header. On the left is the NHS logo and 'Jobs'. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header is a 'BETA' banner with the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area has the heading 'Supporting information library' followed by the question 'Are you sure you want to remove the NHSBSA UK link?'. Below the question are two radio buttons: 'Yes' (with a '1' in a yellow circle) and 'No'. A green button labeled 'Save and continue' (with a '2' in a yellow circle) is positioned below the radio buttons. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You have removed the supporting link

This page shows confirmation you've removed the supporting link.

To go back to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Change' on the right. Below the header, there is a 'Signed in as Lee Mapes' and 'Sign Out' link. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area features a large white box with the text 'You have removed the NHSBSA UK link from your library'. Below this box is a prominent green button with a yellow '1' icon and the text 'Return to your supporting information library'. A link for 'Back to dashboard' is positioned below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've removed your supporting link and reached the end of this user guide.