

How to manage approval settings in NHS Jobs user guide

This guide gives you instructions for how to manage approval settings in the NHS Jobs service.

You can use approvals to approve or reject all your job listings before they're published to jobseekers.

In your organisations account, you can choose one of the following options:

- Online to use the NHS Jobs online service. You'll need your job listing approved by all approvers before you can publish it.
- Offline to use your ongoing process. You'll need your job listing approved by all approvers before you come back into the NHS Jobs online service and publish it. If you change this setting, it only applies to your new job listings.

The default setting is 'Offline' and If you change this setting, it only applies to new job listings you create.

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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Approval settings

This page gives you instructions for how to manage approval settings in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Approval settings' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your approval settings, complete the following step:

1. Select the ['Approval settings'](#) link.

The screenshot displays the NHS Jobs dashboard for NHSBSA Lee UAT. At the top, it indicates the user is signed in as Lee Mapes. The dashboard is divided into several sections:

- Header:** NHS Jobs logo, user information (Signed in as Lee Mapes, Sign Out), and account details (You're viewing NHSBSA Lee UAT, Change).
- Feedback:** A BETA notice stating "Your feedback will help us to improve this service."
- Dashboard Title:** NHSBSA Lee UAT Dashboard.
- Task Filters:** "Tasks by stage" and "Listings by user" tabs.
- Task Summary:** A table showing task counts and progress bars for different stages:

Stage	Count	Progress
Draft	13	Partial green bar
Approvals	0	Empty bar
Published	1	Minimal green bar
Shortlisting	27 - on track 26, overdue 1	Green bar with small red segment
Interviews	15 - on track 12, overdue 3	Green bar with larger red segment
- What you can do:** A sidebar with three buttons: "Create a job listing" (green), "Search for a listing" (grey), and "Search for an applicant" (grey).
- Manage the account:** A sidebar with several links: "Manage users", "At risk applicants", "Accredited logos", "Key performance indicators (KPIs)", "Approval settings" (with a yellow notification badge containing the number 1), "Departments", "Criminal convictions and cautions", "Welsh listings", and "Moving applicants to other accounts".

How do you want your job listings approved?

This page gives you instructions to confirm how you want your job listings approved.

Important: You can select 'Online' to use the NHS Jobs online service. You'll need your job listing approved by all approvers before you can publish it. You can select 'Offline' to use your ongoing process. You'll need your job listing approved by all approvers before you come back into the NHS Jobs online service and publish it. The default option is 'Offline'. If you change this setting, it only applies to your new job listings.

To confirm how you want your job listings approved, complete the following steps:

1. Select an answer.
2. Select the ['Save changes'](#) button.

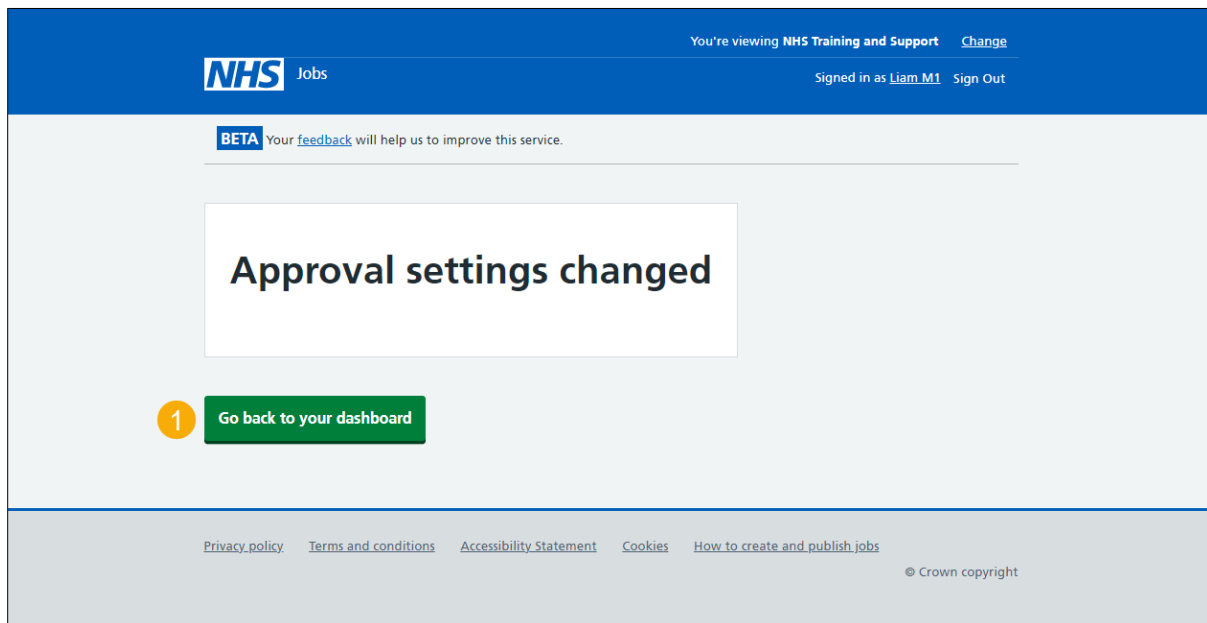
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Manage account' followed by 'How do you want your job listings approved?'. There are two radio button options: 'Online' (with a '1' in a yellow circle) and 'Offline' (with a black dot). The 'Online' option description is: 'Use the NHS Jobs online service. You'll need your job listing approved by all approvers before you can publish it.' The 'Offline' option description is: 'Use your ongoing process. You'll need your job listing approved by all approvers before you come back into the NHS Jobs online service and publish it.' Below the options is a green 'Save changes' button with a '2' in a yellow circle. 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 a copyright notice: '© Crown copyright'.

Approval settings changed

This page shows confirmation you've changed the approval settings.

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

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



You've changed the approval settings and reached the end of this user guide.