How to manage departments in NHS Jobs user guide

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

You can use departments and users to organise your recruitment tasks.

In your organisations account, you can create, change, and delete a department and its users. To add a user to a department, they must have a user account in your organisation's 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.

Delivered by the NHS Business Services Authority

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Departments

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

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

To manage your departments, complete the following step:

1. Select the 'Departments' link.

Add a new department

This page gives you instructions for how to add a new department.

Important: When you create a department, all users in it can view their own tasks and the tasks for their department.

To add a new department, complete the following step:

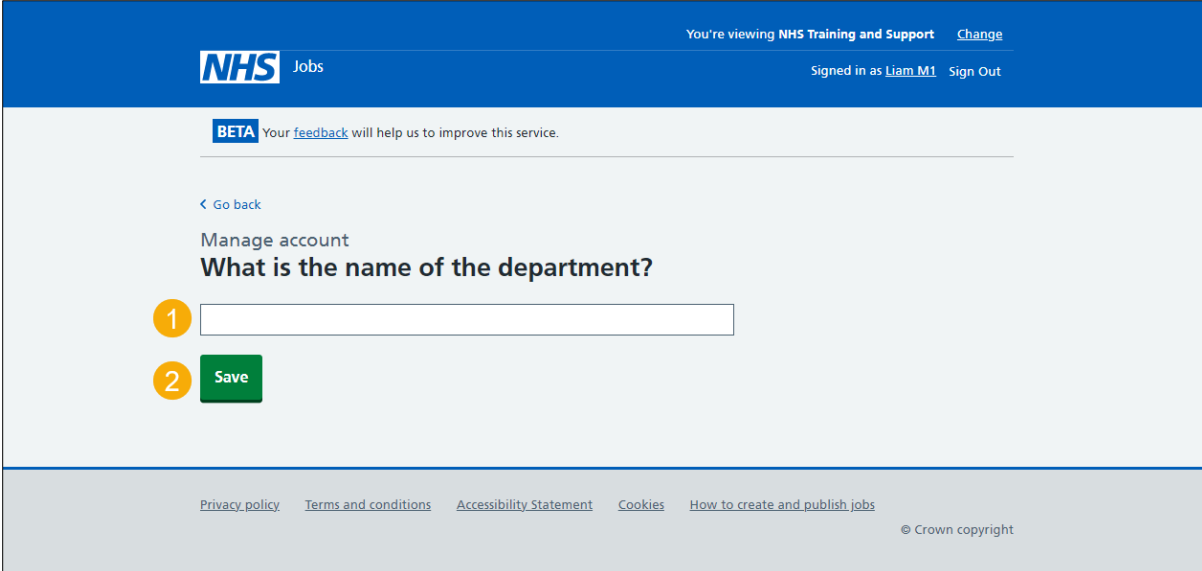1. Select the 'Add a new department' button.

What is the name of the department?

This page gives you instructions for how to add the name of the department.

<mark>Important:</mark> This is what you'll see when selecting which department to use.

To add the name of the department, complete the following steps:

1. In the **Department name** box, enter the details.
2. Select the '[Save](#)' button.

You're viewing **NHS Training and Support** Change

NHS Jobs Signed in as Liam M1 Sign Out

BETA Your feedback will help us to improve this service.

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Manage account
What is the name of the department?

1

2 Save

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Add a user to the department

This page gives you instructions for how to add a user to the department.

Important: When you create a department, all users in it can view their own tasks and the tasks for their department.

To add a user to the department, complete the following steps:

1. Select the 'Change name' link (optional).
2. Select the 'Add a user to the department' link.

Who do you want to add to the department?

This page gives you instructions for how to confirm who you want to add to the department.

Important: To get someone added to the list you need to contact a superuser for your organisation.

To confirm who you want to add to the department, complete the following steps:

1. Select an option.
2. Select the 'Save' button.
   or
3. Select the 'The person I want is not on the list' link.

You're viewing **Training Account 365**

NHS Jobs

Signed in as Lee Mapes SU   Sign Out

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Manage account

Who do you want to add to the NHS Jobs department?

Lee Mapes TM
Team Manager

Lee Mapes RA
Recruitment Administrator

Lee Mapes SU
Super User

Lee Mapes
Backup SU

▼ The person I want is not on the list

To get someone added to the list you need to contact a superuser for your organisation.

Save

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Tip: You can add one or more users to the department.

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Manage your departments

This page gives you instructions for how to manage your departments.

Important: When you create a department, all users in it can view their own tasks and the tasks for their department. In this example, the user 'Lee Mapes' is added to your department.

To manage your departments, complete the following steps:

1. Select the 'Change name' link (optional).
2. Select the 'Remove' link (optional).
3. Select the 'Add a user to the department' link.
4. Select the 'Add a new department' button (optional).
5. Select the 'Delete a department' button (optional).

If you don't want to do any of these tasks, you've reached the end of this user guide.

Are you sure you want to remove the user from the department?

This page gives you instructions to confirm if you're sure you want to remove the user from the department.

<mark>Important:</mark> You'll only see this page if you're removing a user from the department.

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

1. Select an answer:
    - '<u>Yes</u>'
    - 'No'
2. Select the 'Save' button.

If you don't want to remove the user from the department, you've reached the end of this user guide.
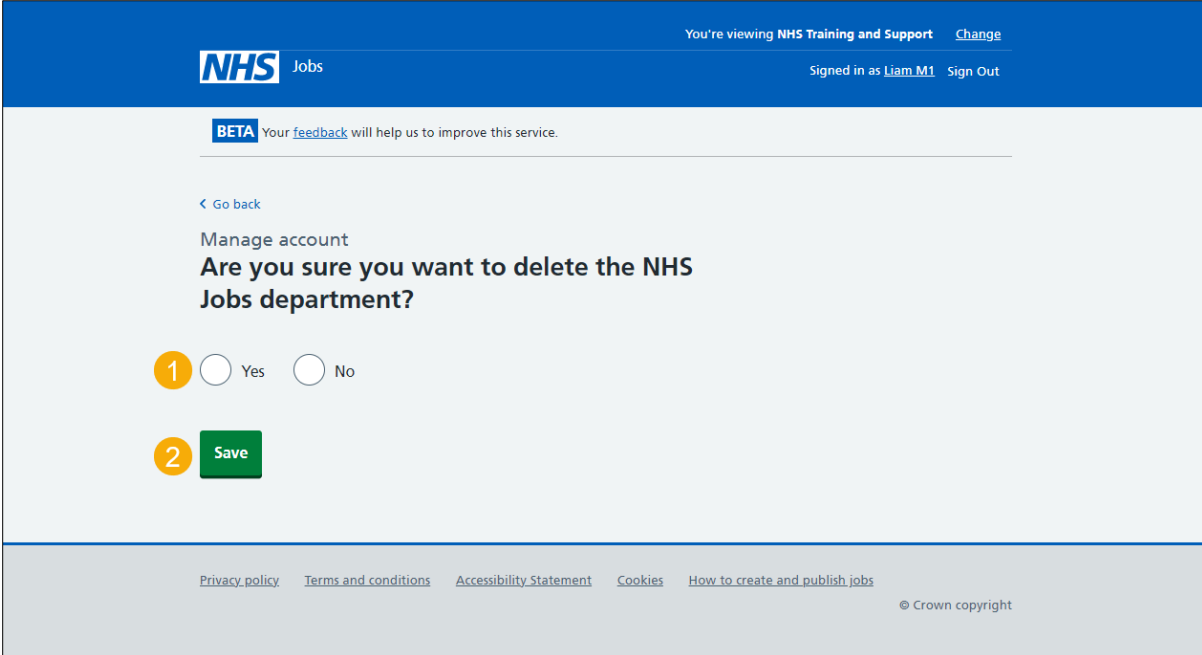
Are you sure you want to delete the department?

This page gives you instructions to confirm if you're sure you want to delete the department.

<mark>Important:</mark> You'll only see this page if you're deleting a department.

To confirm if you're sure you want to delete the department, complete the following steps:

1. Select an answer.
2. Select the 'Save' button.

You've reached the end of this user guide.