NHS
Jobs

How to reuse a published job listing in NHS Jobs user guide

This guide gives you instructions for how to reuse a published job listing in the NHS Jobs service.

If you've published a job listing, you can reuse the details rather than creating a new job listing.

You can change the existing details before you publish the listing to jobseekers.

If the system is updated, you'll need to check the end to end create a job listing steps, but you'll only need to complete any new details about the listing.

You can't reuse a job listing if it's in 'Draft', 'Approvals' or listed in the 'Welsh' recruitment stages.

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

Contents

Published job listing

This page gives instructions for how to access a published job listing.

<mark>Important:</mark> You can't reuse a job listing if it's in 'Draft', 'Approvals' or listed in the 'Welsh' recruitment stages. In this example, a job listing in the 'Published' recruitment stage is used.

To access a published job listing, complete the following step:

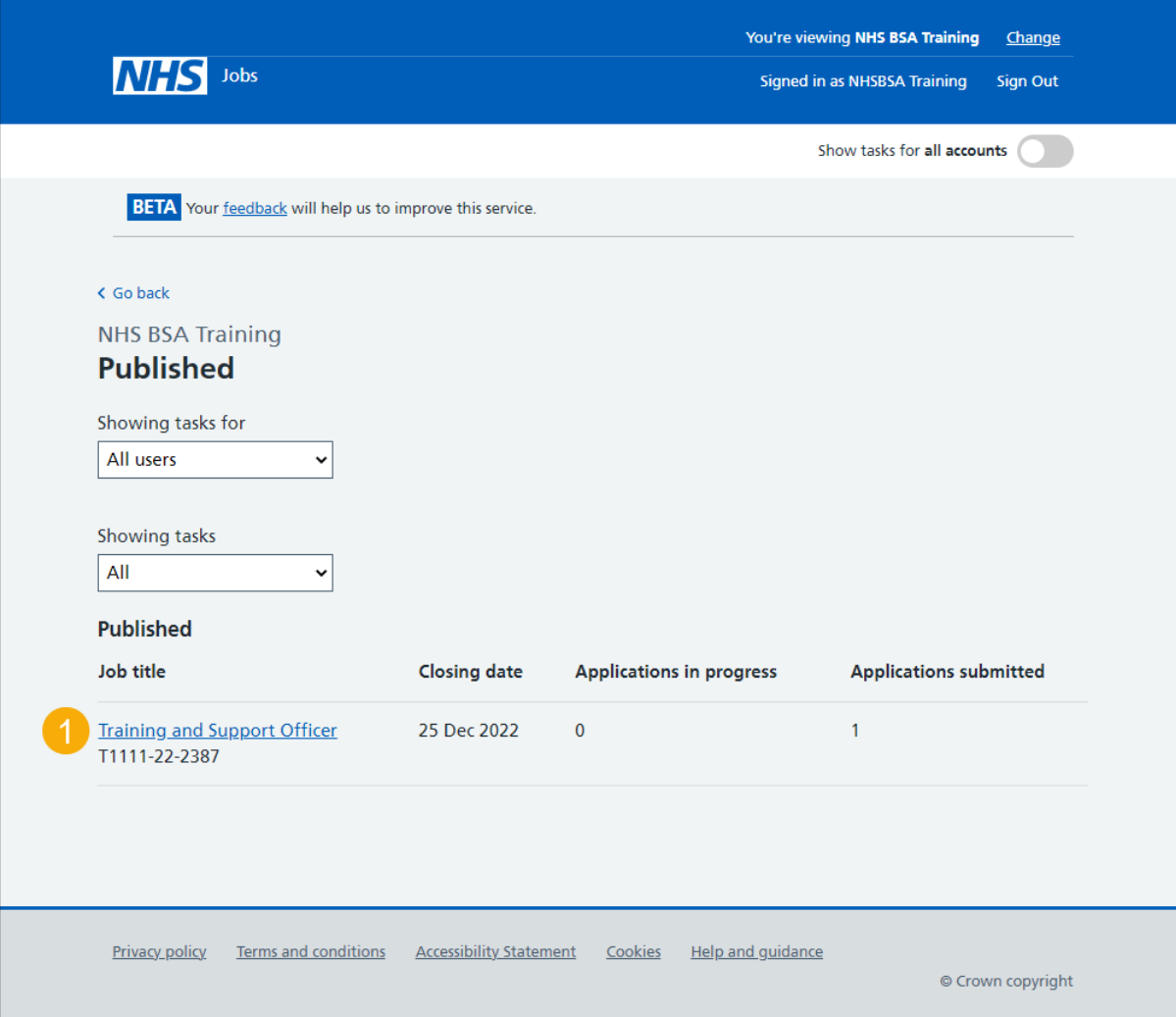1. Select the '<u>Published</u>' link.

Select the job listing to reuse

This page gives instructions for how to select the job listing to reuse.

In this example, the 'Training and Support Officer' job is used.

To select the job listing, complete the following step:

1. Select the 'Job title' link.

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NHS Jobs

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Show tasks for **all accounts**

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< Go back

NHS BSA Training

Published

Showing tasks for

All users

Showing tasks

All

Published

Job title	Closing date	Applications in progress	Applications submitted
Training and Support Officer T1111-22-2387	25 Dec 2022	0	1
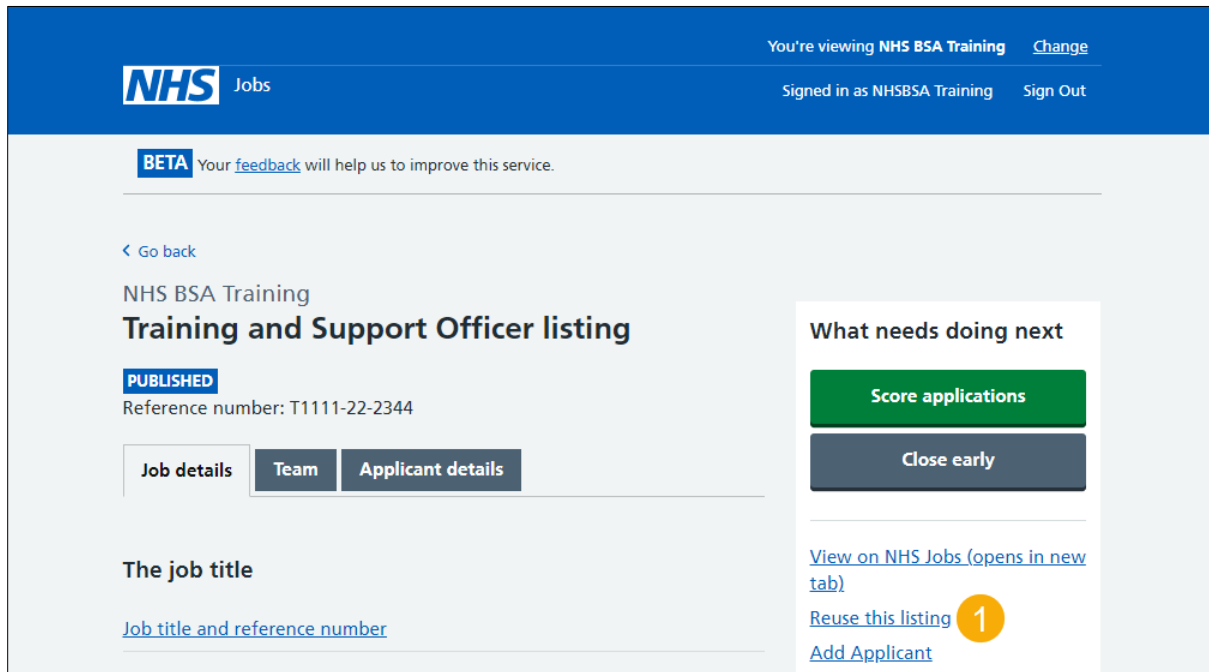
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Reuse this listing

This page gives you instructions for how to reuse this listing.

To reuse this listing, complete the following step:

1. Select the 'Reuse this listing' link.
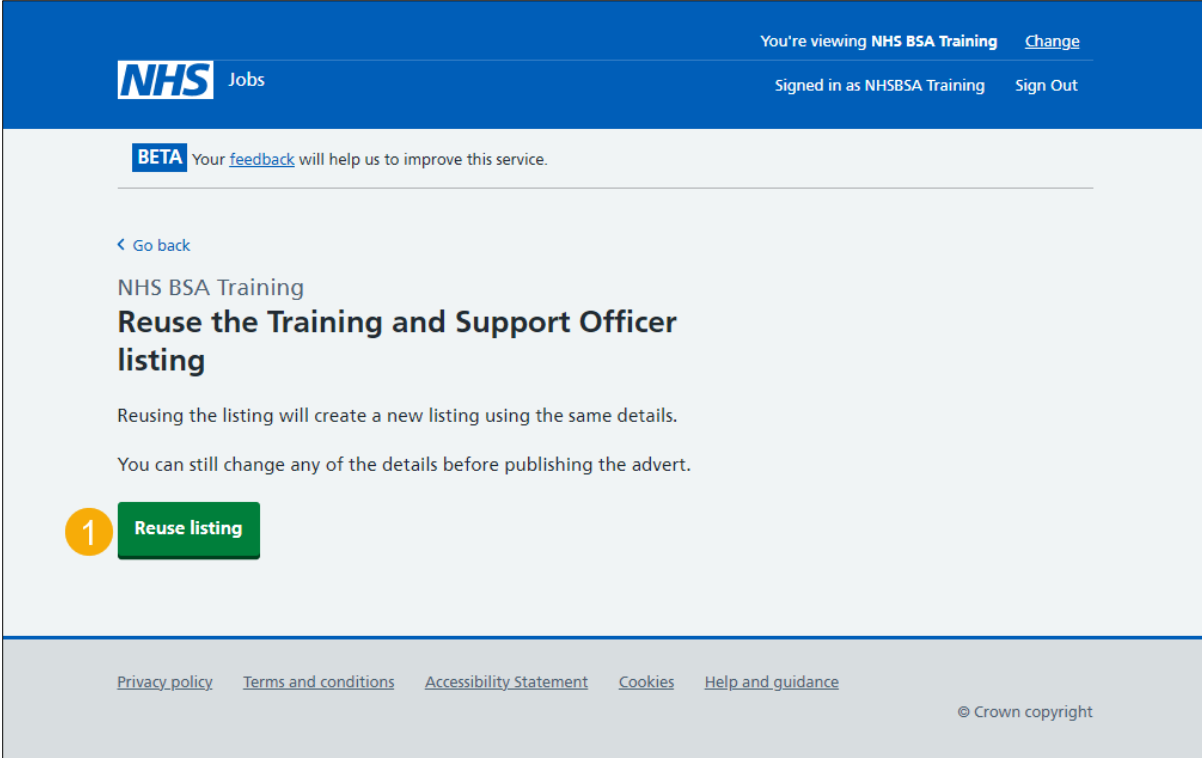
Reuse the job listing

This page gives you instructions for how to confirm if you want to reuse the job listing.

<mark>Important:</mark> Reusing the listing will create a new listing using the same details. You can still change any of the details before publishing the advert.

To confirm you want to reuse the job listing, complete the following step:

1. Select the '<u>Reuse listing</u>' button.

<mark>Tip:</mark> You can select the 'Go back' link if you no longer need to reuse the job listing.

Job listing tasklist

This page gives you instructions for how to complete your job listing.

<mark>Important:</mark> When reusing a job listing, the 'Contact details and closing date', 'Supporting information' and 'Internal documents' need to be completed.

The different statuses are:

- **NOT STARTED** – you haven't started the job listing section.
- **STARTED** – you've started the job listing section but it's incomplete.
- **COMPLETED** – you've completed the job listing section.
- **CANNOT START YET** – you need to complete all sections before this is available.

To complete your tasklist, complete the following step:

1. Select a link.

Add contact details

This page gives you instructions for how to add contact details.

<mark>Important:</mark> Contact details from the original job listing will show however you can change these. You can list the department if there's no one applicants can contact directly. You must add an email address, telephone number or both. In this example, previous contact details from the original job listing are shown.

To add or change contact details, complete the following steps:

1. In the **Name** box, enter the details.
2. In the **Job title** box, enter the details (optional).
3. In the **Email address** box, enter the details.
4. In the **Telephone number** box, enter the details.
5. Select the 'Save and continue' button.

What's the closing date for applications?

This page gives you instructions for how to confirm the closing date for applications.

To add the closing date, complete the following steps:

1. In the **Date**, **Month** and **Year** boxes, enter the date.
2. Select the 'Save and continue' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 12 1 2019.

Check and save the contact details and closing date

This page gives you instructions for how to check and save the contact details and closing date.

To check, change and save the contact details or closing date, complete the following steps:

1. Select a 'Change' link (optional):
   - 'Contact details'
   - 'Closing date'
2. Select the 'Save and continue' button.

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NHS Jobs   Signed in as NHSBSA Training   Sign Out

BETA Your feedback will help us to improve this service.

Create a job advert
Check and save the contact details and closing date

| Contact details | Joe Bloggs joe.bloggs@nhs.net | Change |
| Closing date | 30/12/2022 | Change |

1

2 Save and continue

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Check the job listing details

This page gives you instructions for how to check the job listing details.

Important: If the NHS Jobs service is updated by a system release, you'll only need to complete any new details about the listing. Make sure you review all the information carefully. If no changes are needed, go to the 'Publish your job listing' page.

To change the job listing, complete the following step:

1. Select a 'Change' link (optional).

Tip: You'll need to scroll down the page to see all the job details.

Go to the 'Publish or save your job listing' page.

Publish or save your job listing

This page gives you instructions for how to publish or save your job listing.

Important: If you're using online approvals, the 'Publish now' button will only appear if the job listing is approved by all approvers.

To publish or save your job listing, complete the following step:

1. Select the 'Publish now' button at the bottom of the 'job listing tasklist' page.
   or
2. Select the 'Save and come back later' link.
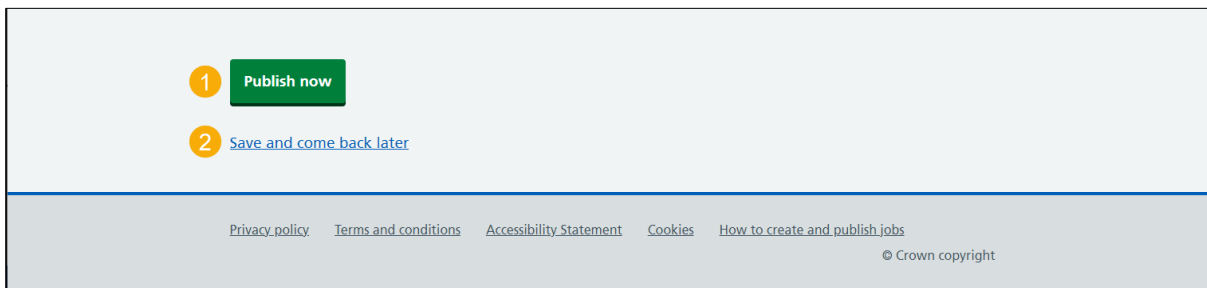
You've reached the end of this user guide if you've saved the job listing and plan to publish it later.

Job advert published

This page shows confirmation the job advert is published.

To view your advert or go to your job listings, complete the following step:

1. Select the 'View the advert as seen by applicants' link (optional).
2. Select the 'Go back to your dashboard' button.

You've reached the end of this user guide as you've reused and published a job listing.