

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](#).

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Published job listing

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

Important: 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 '[Published](#)' link.

The screenshot shows the NHS BSA Training Dashboard. 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 NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a table of recruitment stages with progress bars:

Stage	Count	On track	Overdue
Draft	99	28	71
Approvals	1		
1 Published	12	10	2
Shortlisting	61	28	33
Interviews	21	1	20

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Welsh listings', and 'Moving applicants to other accounts'.

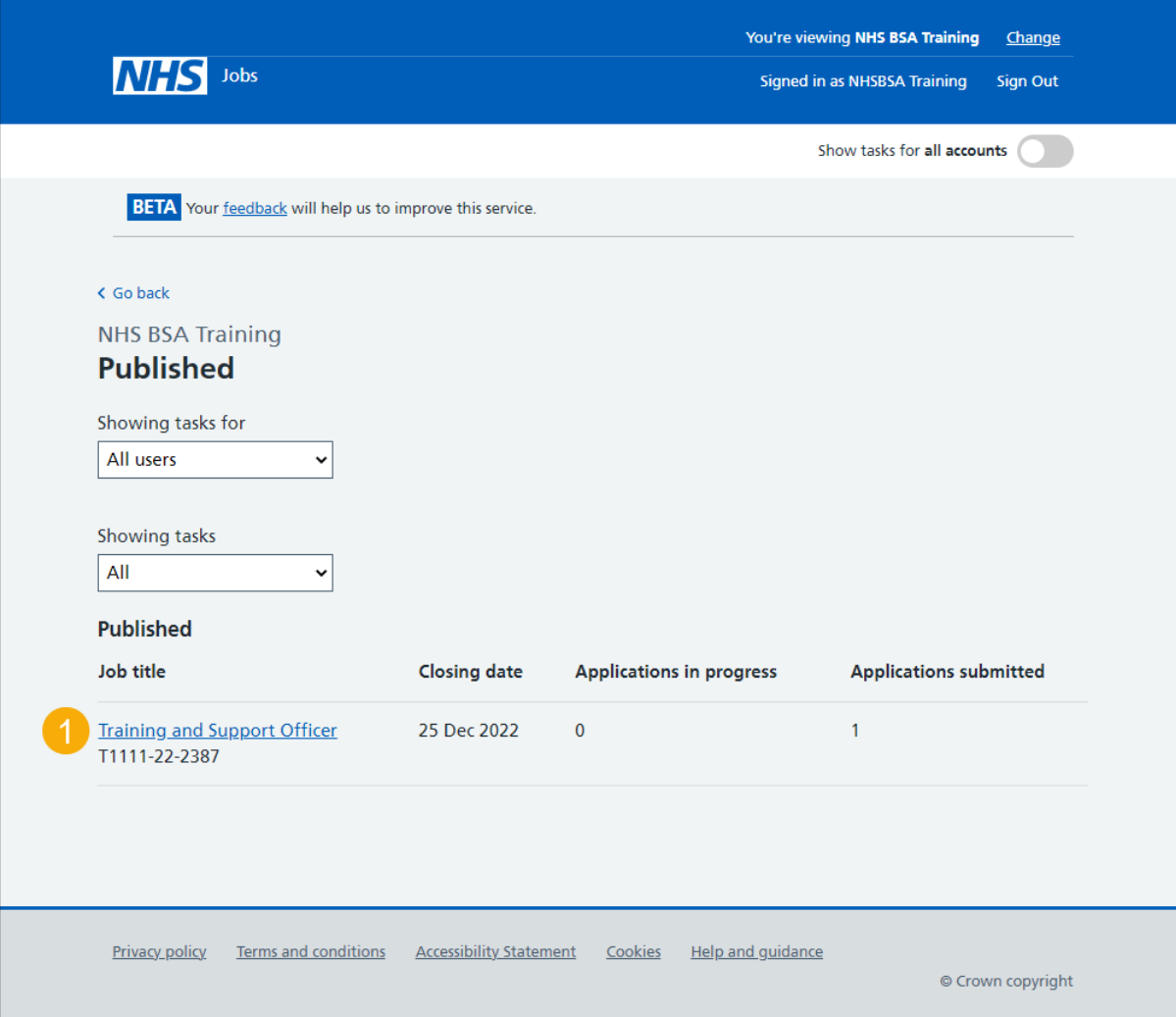
Select the job listing to reuse

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.



The screenshot shows the NHS BSA Training Jobs page. 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 NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts' which is currently turned off. A 'BETA' banner with a feedback link is also present. The main content area is titled 'NHS BSA Training Published' and includes two dropdown menus: 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All'). Below these is a table of published job listings. The first row is highlighted with a yellow circle and a '1' in a yellow circle, indicating it is the selected job for reuse.

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

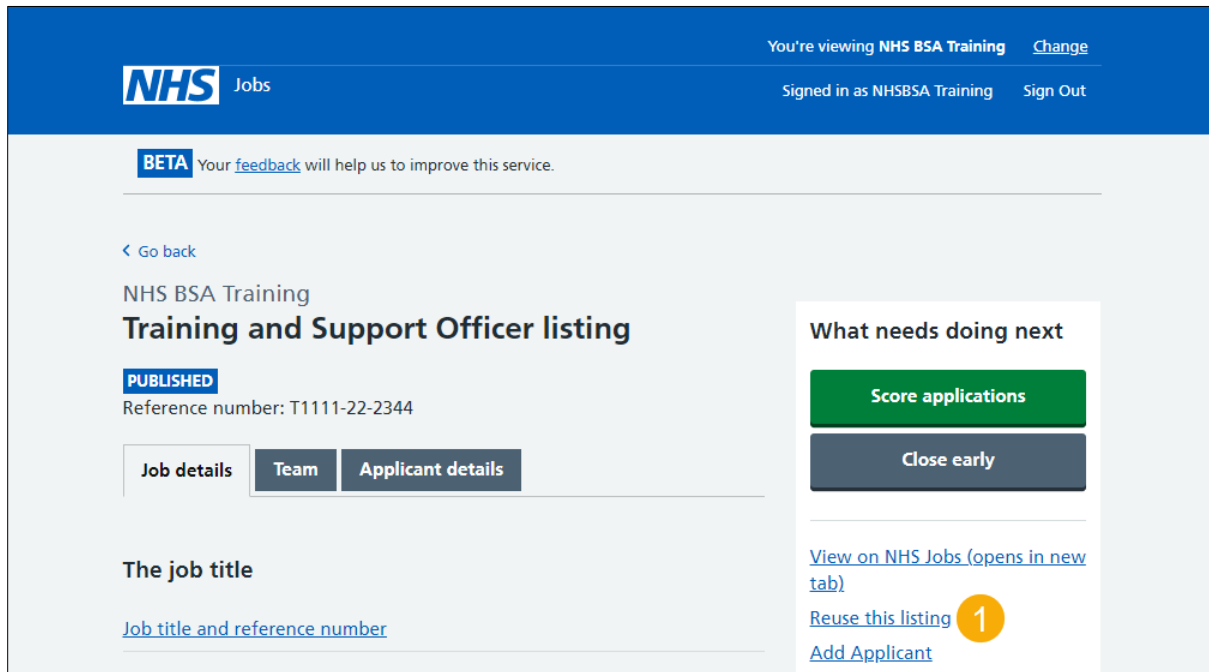
At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer also includes the text '© Crown copyright'.

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.



The screenshot shows the NHS Jobs interface for a 'Training and Support Officer listing'. The page is titled 'NHS BSA Training' and 'Training and Support Officer listing'. It includes a 'PUBLISHED' status and a reference number 'T1111-22-2344'. There are three tabs: 'Job details', 'Team', and 'Applicant details'. The 'Job details' tab is active. The page also features a 'What needs doing next' sidebar with buttons for 'Score applications' and 'Close early'. At the bottom of the sidebar, there are links for 'View on NHS Jobs (opens in new tab)', 'Reuse this listing' (highlighted with a yellow circle and the number 1), and 'Add Applicant'. The top navigation bar shows 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'.

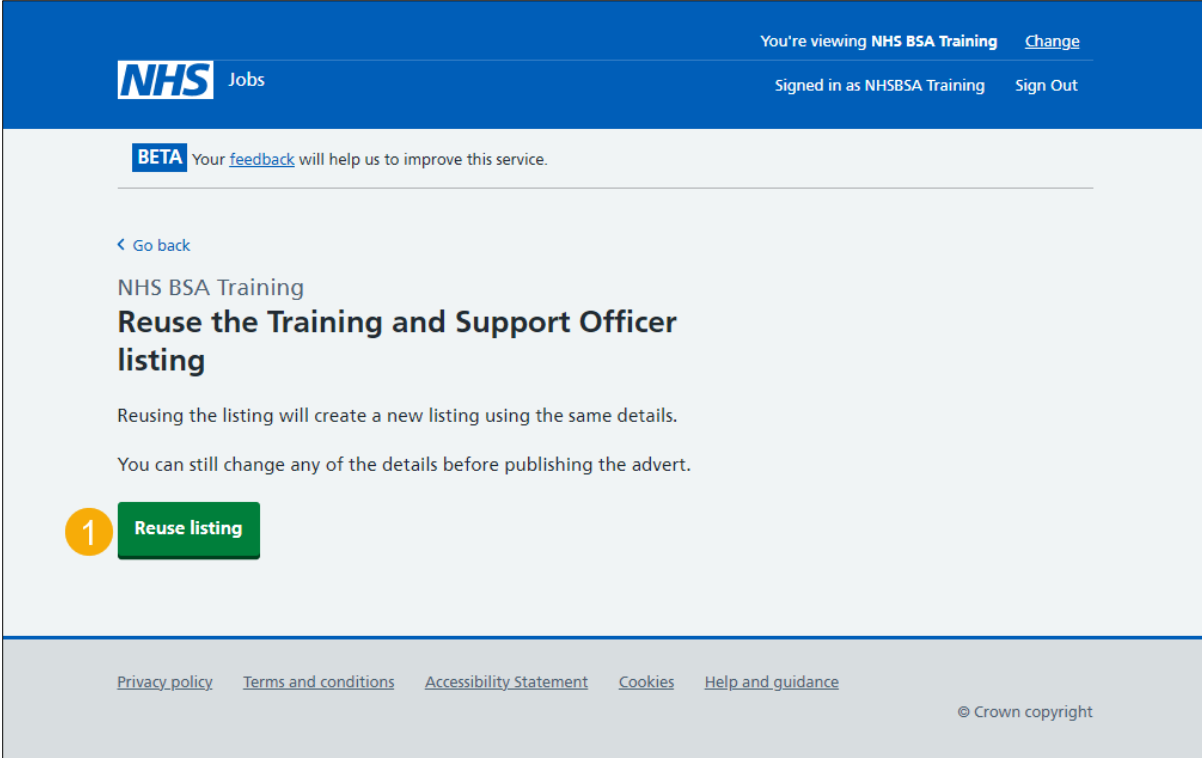
Reuse the job listing

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

Important: 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 [‘Reuse listing’](#) button.



The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information on the right: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header is a grey banner with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link, followed by 'NHS BSA Training' and the title 'Reuse the Training and Support Officer listing'. Below the title, it states 'Reusing the listing will create a new listing using the same details.' and 'You can still change any of the details before publishing the advert.' A prominent green button with a yellow circle containing the number '1' and the text 'Reuse listing' is shown. At the bottom, 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'.

Tip: 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.

Important: 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](#).

The screenshot shows the NHS BSA Training 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 NHS BSA Training' and 'Signed in as NHSBSA Training' on the right. Below the header, a 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS BSA Training Training and Support Officer job listing' and is marked as 'DRAFT' with reference number 'T1111-22-3695'. A section titled 'Job listing incomplete' states that 9 of 13 sections are completed. A list of sections follows: 'Add the job title' (with sub-section 'Job title and reference number' marked 'COMPLETED'), 'Add the details of the job' (with sub-sections 'About the job and pay' and 'Location' both marked 'COMPLETED'), and 'Contact details and closing date' (marked 'NOT STARTED' and highlighted with a yellow circle containing the number 1).

Add contact details

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

Important: 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.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as NHSBSA Training [Sign Out](#)

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

[Go back](#)

Create a job advert

Add contact details

This is someone who'd be available to talk on the phone or answer emails from applicants about the job. You can list the department if there's no one that applicants can contact directly.

Training and Support Officer DRAFT

Reference no: T1111-22-3695

Name

1

Job title (optional)

2

You can enter an email address, telephone number, or both

Email address

3

Telephone number

4

5 Save and continue

[Save and come back later](#)

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

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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.

You're viewing **NHS BSA Training** [Change](#)
Signed in as NHSBSA Training [Sign Out](#)

NHS Jobs

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

[Go back](#)

Create a job advert

What is the closing date for applications?

Training and Support Officer DRAFT

Reference no: T1111-22-3695

Enter closing date
For example, 27 3 2020

Day	Month	Year
1 <input style="width: 40px; height: 25px; border: 1px solid #ccc;" type="text"/>	<input style="width: 40px; height: 25px; border: 1px solid #ccc;" type="text"/>	<input style="width: 40px; height: 25px; border: 1px solid #ccc;" type="text"/>

Applications for this job will close at 11:59pm on the date you choose.

2
Save and continue

[Save and come back later](#)

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

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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.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the contact details and closing date'. It contains two rows of information: 'Contact details' with 'Joe Bloggs' and 'joe.bloggs@nhs.net', and 'Closing date' with '30/12/2022'. Each row has a 'Change' link. A yellow circle with the number '1' is positioned next to the 'Change' link for 'Contact details'. Below the form is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

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).

The screenshot shows the NHS Jobs interface for a 'Training and Support Officer job listing'. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area is titled 'NHS BSA Training' and 'Training and Support Officer job listing'. It shows a 'DRAFT' status and a reference number 'T1111-22-3695'. A section titled 'Job listing complete' states 'You have completed 13 of 13 sections.' Below this, there are several sections with progress indicators: 'Add the job title' (Job title and reference number - COMPLETED), 'Add the details of the job' (About the job and pay - COMPLETED, Location - COMPLETED, Contact details and closing date - COMPLETED), and 'Add the job overview, job description and person specification' (Job overview - COMPLETED, Job description - COMPLETED, Person specification - COMPLETED, Supporting information - COMPLETED). A yellow circle with the number '1' is placed over the 'Location' link, indicating it is the next step to be completed.

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.

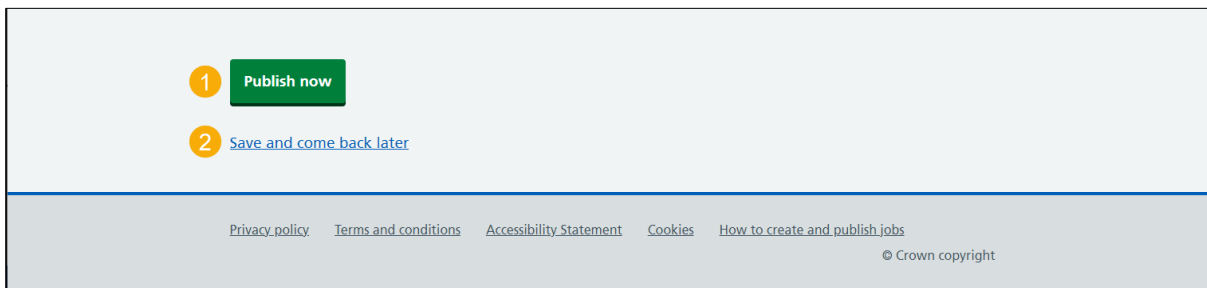
Publish or save your job listing

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.

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 on the right: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Job advert published' and the message 'You have created a job advert for Administration assistant. The reference number is T1111-23-0786'. Below this box, there are two numbered steps: '1 View the advert as seen by applicants (opens in a new tab)' with a blue link, and '2 Go back to your dashboard' with a green 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 reached the end of this user guide as you've reused and published a job listing.