NHS
Jobs

NHS Jobs and ESR integration – Issue a contract

This document is for users of NHS Jobs and ESR integration.
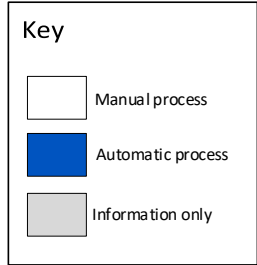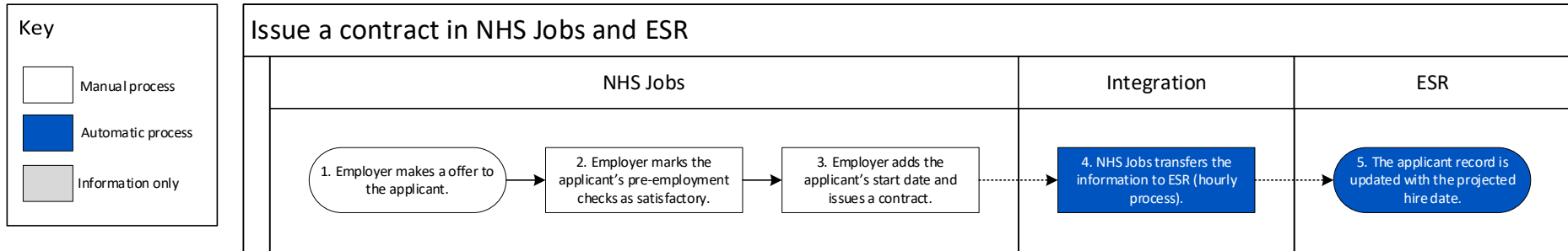
It includes a process flow for issuing an applicant a contract and has links to help and guidance.

Contents

Process flow diagram

This page shows the process flow for issuing an applicant a contract in NHS Jobs and ESR.

Key	Issue a contract in NHS Jobs and ESR

Key

☐ Manual process

🟦 Automatic process

⬜ Information only

Issue a contract in NHS Jobs and ESR

NHS Jobs			Integration	ESR
1. Employer makes a offer to the applicant.	2. Employer marks the applicant's pre-employment checks as satisfactory.	3. Employer adds the applicant's start date and issues a contract.	4. NHS Jobs transfers the information to ESR (hourly process).	5. The applicant record is updated with the projected hire date.

Help and guidance

This page gives you access to help and guidance.

Knowledge base: https://faq.nhsbsa.nhs.uk/knowledgebase

Help and support for employers: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-employers

Help and support for applicants: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants

YouTube channel: www.youtube.com/nhsjobsservice

You've reached the end of this document.