

## How to end a recruitment in NHS Jobs user guide

This guide gives you instructions for how to end a recruitment in the NHS Jobs service.

You can end a recruitment to keep your recruitment tasks up to date.

In your organisations account, you can do this when a:

- job offer is rejected
- job offer is withdrawn
- contract is accepted
- contract is rejected

Once the recruitment is ended, only 'active' jobs are shown on your employer dashboard.

For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

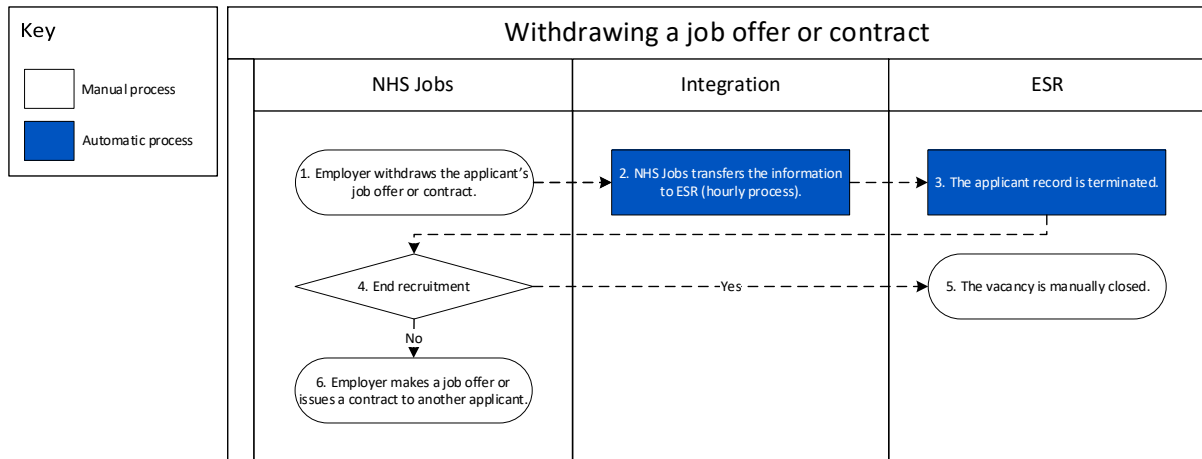
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

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## Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for withdrawing a job offer or contract and ending a recruitment.



Go to the ['End recruitment'](#) page.

## End recruitment

This page gives you instructions for how to end a recruitment in your organisations account.

**Important:** The employer dashboard is shown. You'll only see the 'End recruitment' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To end a recruitment, complete the following step:

1. Select the '[End recruitment](#)' link.

The screenshot displays the NHSBSA Lee UAT Dashboard. At the top, it shows the NHS logo and 'Jobs' text. The user is signed in as 'Lee Mapes' and can 'Sign Out' or 'Change' their profile. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice states 'Your feedback will help us to improve this service.'

The main section is titled 'NHSBSA Lee UAT Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The dashboard lists various recruitment stages with their counts and progress bars:

Stage	Count	Progress
<a href="#">Draft</a>	11	Green bar (100%)
<a href="#">Published</a>	2	Green bar (100%)
<a href="#">Shortlisting</a>	5 - on track 0, overdue 5	Red bar (0%)
<a href="#">Interviews</a>	8	Green bar (100%)
<a href="#">Ready to offer</a>	8 - on track 7, overdue 1	Green bar (87.5%)
<a href="#">Conditional offers</a>	13 - on track 3, overdue 10	Red bar (23%)
<a href="#">Pre-employment checks</a>	0	Grey bar (0%)
<a href="#">Contracts</a>	3	Green bar (100%)
<a href="#">End recruitment</a>	0	Grey bar (0%)

A yellow circle with the number '1' is placed next to the 'End recruitment' row. To the right of the dashboard, there are several sections:

- What you can do:** Contains three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey).
- Manage the account:** Contains links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.
- Documents and templates:** Contains links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'.
- Help and information:** Contains links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'.
- Reporting:** Contains a link for 'Run a report'.

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 '© Crown copyright'.

## End a recruitment

This page gives you instructions for how to end a recruitment.

Find the job listing and complete the following step:

1. Select the '[End recruitment](#)' link.

The screenshot shows the NHS Jobs interface for ending a recruitment. 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 toggle for 'Show tasks for all accounts'. A 'BETA' banner with a feedback link is present. A 'Go back' link is also visible. The main content area is titled 'NHS BSA Training End recruitment'. Below this, there's a 'Showing tasks for' dropdown menu currently set to 'All users'. The main part of the page is a table with the following structure:

End recruitment		
Job title	Deadline	What needs doing next
<a href="#">Training and Support Officer</a> T1111-20-4736	03 Feb 2022 <b>DUE</b>	<a href="#">End recruitment</a> <span>1</span>

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer also includes '© Crown copyright'.

**Tip:** You can select the 'Job title' link to view the job details. If you've got a lot of job listings, you can use the '**Showing tasks for**' and '**Showing tasks**' drop-down menu to filter and reduce the number of listings on the page.

## End the recruitment for this listing

This page gives you instructions for how to end the recruitment for this job listing.

**Important:** In this example, the contract is accepted. This means the recruitment can be ended.

To end the recruitment for this job listing, complete the following step:

1. Select the '[End recruitment](#)' button.

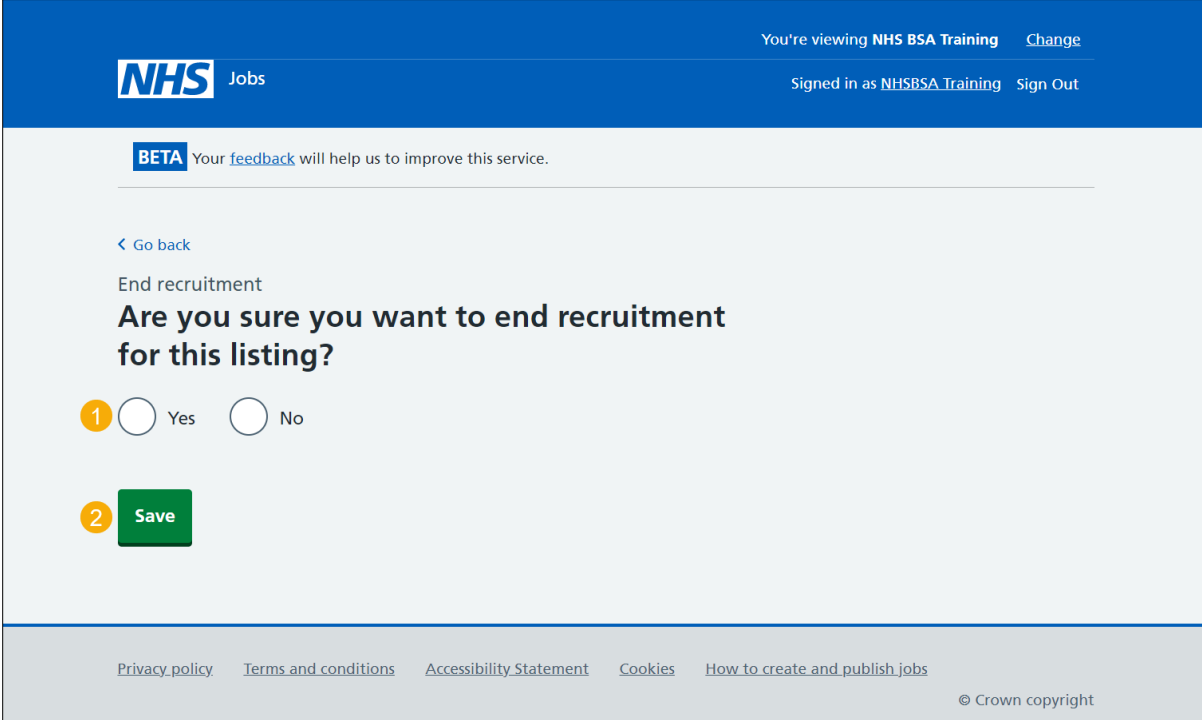
The screenshot shows the NHS Jobs interface for ending recruitment. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is present. The main heading is 'End recruitment' followed by 'End the recruitment for this listing'. Below this is a table with columns 'Name', 'Start date', and 'Stage'. The table contains one row: 'AR-201123-00001', '25 May 2021', and 'CONTRACT ACCEPTED'. Below the table is a green button with a yellow circle containing the number '1' and the text 'End recruitment'. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

## Are you sure you want to end recruitment for this listing?

This page gives you instructions for how to confirm if you want to end the recruitment for this listing.

To confirm if you want to end the recruitment for this listing, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - ‘No’
2. Select the ‘Save’ 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 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'End recruitment' and asks 'Are you sure you want to end recruitment for this listing?'. There are two radio button options: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below these options is a green 'Save' button with a '2' in a yellow circle next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

If you don't want to end the recruitment for this listing, you've reached the end of this user guide.

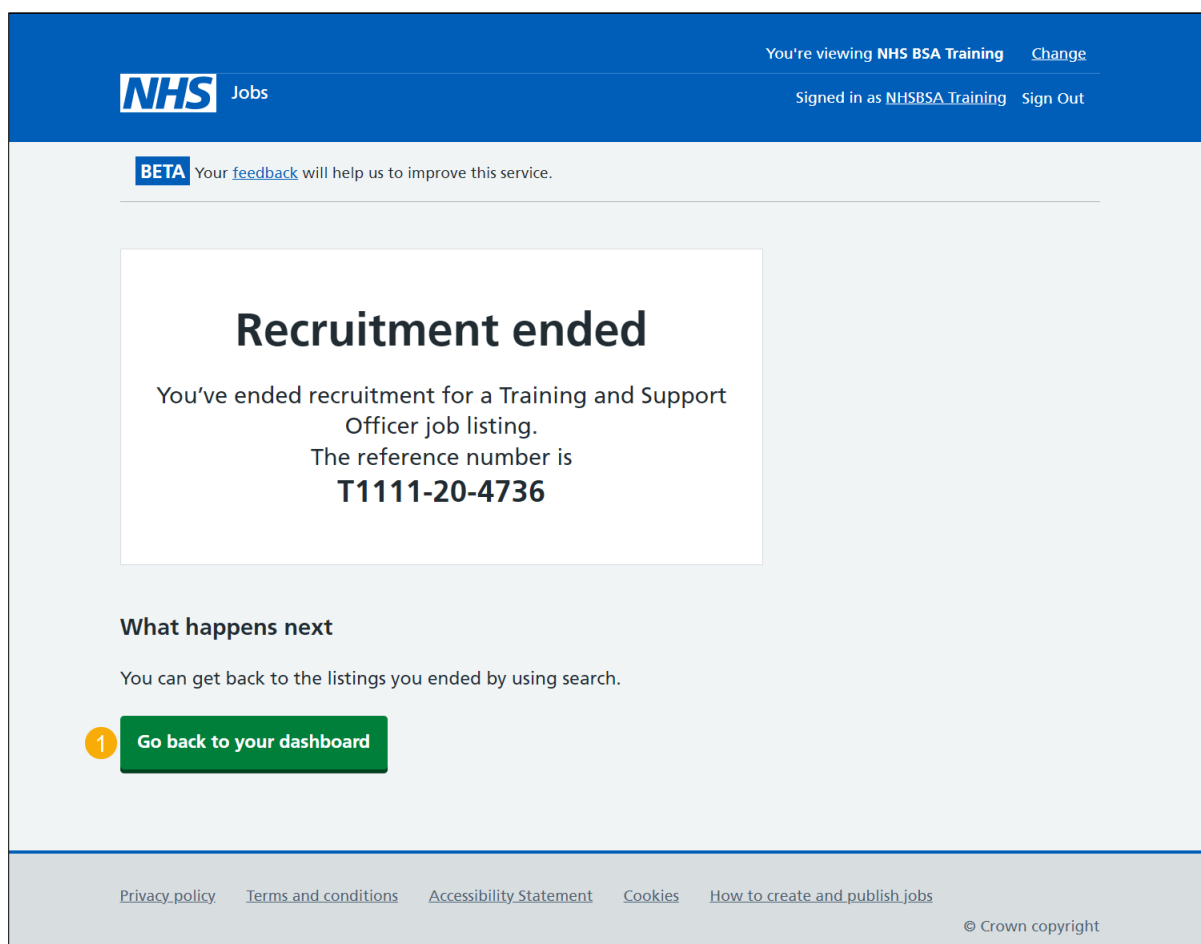
## Recruitment ended

This page shows confirmation the recruitment is ended for this job listing.

**Important:** You'll only see this page if you've ended the recruitment for this job listing. Once the recruitment is ended, only 'active' jobs are shown on your employer dashboard.

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

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



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHSBSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Recruitment ended' and the text: 'You've ended recruitment for a Training and Support Officer job listing. The reference number is T1111-20-4736'. Below this, a section titled 'What happens next' states 'You can get back to the listings you ended by using search.' A green button with a yellow '1' icon and the text 'Go back to your dashboard' is prominently displayed. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

**Tip:** To find out how to search for a job listing, go to the '**How to search for a job listing in NHS Jobs**' user guide or video from the '**Search your organisations account**' section of the '[Help and support for employers](#)' webpage.

You've ended a recruitment and reached the end of this user guide.