

How to make a job offer in NHS Jobs user guide

This guide gives you instructions for how to make a job offer in the NHS Jobs service.

You must have a job listing at the 'Ready to offer' recruitment stage.

To make a job offer to an applicant, you can choose one of the following options:

- create or select an offer letter template in your organisations account
- upload an offer letter to send to the applicant
- manually create and send the offer letter offline outside the NHS Jobs online service

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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Ready to offer

This page gives you instructions for how to make a job offer.

Important: You must have a job listing at the ready to offer recruitment stage.

To make a job offer, complete the following step:

1. Select the ['Ready to offer'](#) link.

The screenshot shows the NHS BSA Training Jobs Dashboard. 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 indicates that feedback will help improve the service.

The main content area is titled 'NHS BSA Training Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there's a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays a list of recruitment stages with their counts and progress bars:

Stage	Count	Progress
Draft	98 - on track 28, overdue 70	Progress bar (mostly red)
Approvals	1	Progress bar (mostly grey)
Published	12 - on track 10, overdue 2	Progress bar (mostly grey)
Shortlisting	60 - on track 27, overdue 33	Progress bar (mostly red)
Interviews	22 - on track 2, overdue 20	Progress bar (mostly red)
1 Ready to offer	9 - on track 5, overdue 4	Progress bar (mostly green)
Conditional offers	5 - on track 3, overdue 2	Progress bar (mostly green)
Pre-employment checks	0	Progress bar (grey)

On the right side, there's a 'What you can do' section with three buttons: 'Create a job listing' (green), 'Search for a listing' (grey), and 'Search for an applicant' (grey). 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'. At the bottom right, there's a 'Documents and templates' section with links: 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'.

Select applicants to offer

This page gives you instructions for how to select the applicants to make a job offer.

Find the job title and complete the following steps:

1. Select the 'Job title' link to view the details (optional).
2. Select the '[Select applicants to offer](#)' link.

The screenshot shows the NHS BSA Training 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 toggle for 'Show tasks for all accounts'. A 'BETA' notice is present. The main content area is titled 'Ready to offer' and includes filters for 'Showing tasks for' (All users) and 'Showing tasks' (All). A table lists the job offers:

Job title	Deadline	Task	What needs doing next
<p>1 Team Manager T1111-22-8798 INTERNAL</p>	01 May 2023 ON TRACK	Ready to start offer	Select applicants to offer 2

At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. A copyright notice '© Crown copyright' is also visible.

Select your successful applicants

This page gives you instructions for how to select your successful applicants.

Important: In this example, there's 1 applicant.

To select your successful applicants, complete the following steps:

1. Select the 'Download individual applications' link (optional).
2. Select the 'Download all applications' link (optional).
3. Select an applicant.
4. Select the 'View application' link (optional).
5. Select the 'View feedback' link (optional).
6. Select the ['Continue to offer'](#) button.
- or
7. Select the ['Choose not to offer this job to any applicants'](#) link.

NHS Jobs 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](#)

Team Manager job

Select your successful applicants

The interview lead has added their feedback for all the applicants. You now need to select all applicants that you want to offer the job to.

On the next page, you'll start the individual offers.

You'll be able to find applicants you do not select now in the applicant details section of the job listing. You can offer them the job at a later stage if you want.

Actions

- [Download Individual Team Manager applications](#) **1**
- [Download all Team Manager applications](#) **2**

Select	Applicant	Immigration status	What you can do
3 <input type="checkbox"/>	AR-221209-03132 AT RISK APPLICANT Ashleigh View application 4	British, Irish or dual citizen	View feedback 5

6 [Continue to offer](#)

7 [Choose not to offer this job to any applicants](#)

You can [choose not to offer this job to any applicants](#). If so, you should contact applicants directly to let them know they've been unsuccessful.

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

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Tip: You can offer the job to more than one applicant, if applicable.

Offer the job to the selected applicant

This page gives you instructions for how to offer the job to the selected applicant.

Important: You'll only see this page if you're offering the job to a selected applicant. In this example, there's 1 applicant to offer the job to.

To offer the job to the selected applicant, complete the following steps:

1. Select the 'View notes' link (optional).
2. Select an applicant.
3. Select the '[Offer the job to selected applicant](#)' button.

The screenshot shows the 'Offer the job' page for a 'Team Manager job'. 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, a 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Offer the job'. Below this, a note says 'If you want to make the same offer to multiple applicants you'll have to offer them one at a time.' A table lists the applicant:

Select	Applicant	What you can do
2 <input type="radio"/>	AR-221209-03132 AT RISK APPLICANT Ashleigh View application	View notes 1

Below the table, a green button labeled '3 Offer the job to selected applicant' is visible. On the right side, under 'Actions', there are two links: 'Download Individual Team Manager applications' and 'Download all Team Manager applications'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

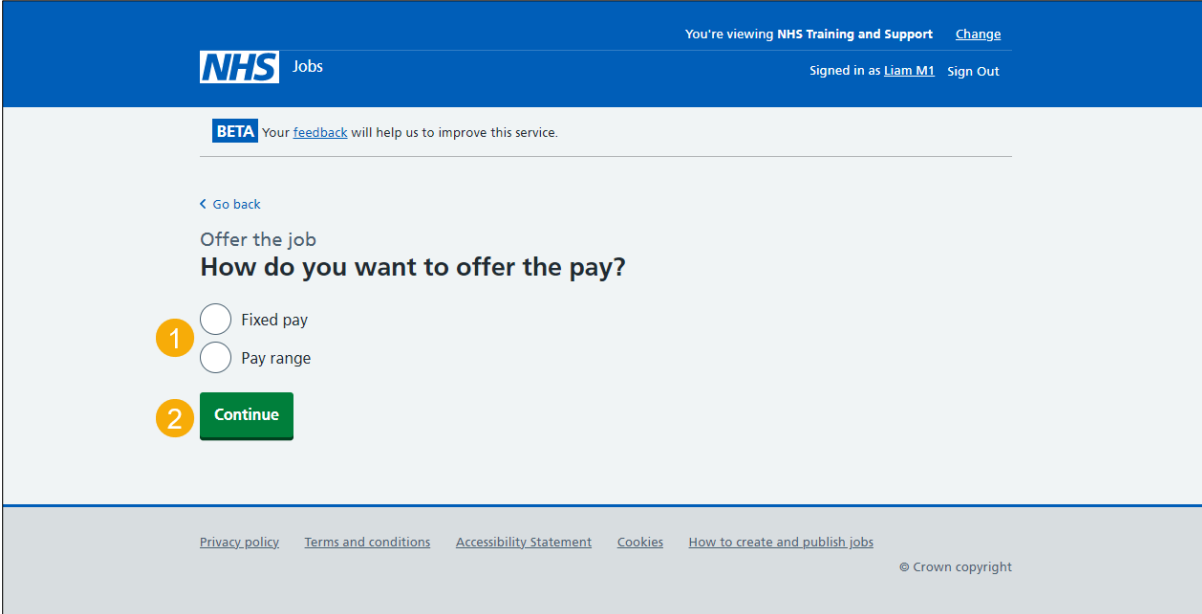
Tip: If you want to make the same offer to multiple applicants, you'll have to offer them one at a time.

How do you want to offer the pay?

This page gives you instructions for how to confirm the pay type.

To add the pay type, complete the following steps:

1. Select an answer:
 - [‘Fixed pay’](#)
 - [‘Pay range’](#)
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' 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 'Offer the job' and 'How do you want to offer the pay?'. There are two radio button options: 'Fixed pay' and 'Pay range'. A yellow circle with the number '1' is next to the 'Fixed pay' option. Below these options is a green 'Continue' button with a yellow circle containing the number '2' 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'.

Tip: For example, a fixed pay is £25,000 and a pay range is £20,000 to £30,000.


What is the fixed pay?

This page gives you instructions for how to confirm the fixed pay.

Important: You'll only see this page if you've selected a fixed pay. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the fixed pay, complete the following steps:

1. In the **Pay amount** box, enter the details.
2. From the **Timeframe** drop-down menu, select an option.
3. In the **More details about the pay** box, enter the details (optional).
4. Select the '[Save and continue](#)' button.


Jobs

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](#)

Offer the job

What is the pay?

Team Manager
NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne

This was advertised as depending on experience. . You must now enter the actual pay that's on offer for this job.

Pay amount

1 £

Timeframe

2 a year

More details about the pay (optional)
For example, includes high cost area supplements (HCAS) or plus inner London HCAS

3

4 [Save and continue](#)

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[Help and guidance](#)

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What is the pay range?

This page gives you instructions for how to confirm the pay range.

Important: You'll only see this page if you've selected a pay range. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the pay range, complete the following steps:

1. In the **From pay** box, enter the details.
2. In the **To pay** box, enter the details.
3. From the **Timeframe** drop-down menu, select an option.
4. In the **More details about the pay** box, enter the details (optional).
5. Select the '[Save and continue](#)' button.

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

Jobs

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

[< Go back](#)

Offer the job

What is the pay?

Training and Support Officer
 NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne

This was advertised as depending on experience. . You must now enter the actual pay that's on offer for this job.

From

1

To

2

Timeframe

3

a year ▼

More details about the pay (optional)

For example, includes high cost area supplements (HCAS) or plus inner London HCAS

4

5

Save and continue

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

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What's the working pattern?

This page gives you instructions for how to confirm the working pattern.

To add the working pattern, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' 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 'Offer the job' and 'What is the working pattern?'. Under 'Working pattern', there are eight radio button options: Full-time, Part-time, Job share, Flexible working, Home or remote working, Compressed hours, Term time hours, and Annualised hours. A yellow circle with the number '1' is next to the 'Flexible working' option. Below the options is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

How many hours or sessions will they work in a week?

This page gives you instructions for how to confirm how many hours or sessions they will work in a week.

To add how many hours or sessions they will work in a week, complete the following steps:

1. In the **Number** box, enter the details.
2. From the **Hours or sessions a week** drop-down menu, select an option.
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs 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 Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' 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 heading is 'Offer the job' followed by 'How many hours or sessions will they work a week?'. Below this, there are two input fields: 'Number' and 'Hours or sessions a week'. The 'Number' field is a text box with a '1' in a yellow circle next to it. The 'Hours or sessions a week' field is a dropdown menu with 'hours a week' selected and a '2' in a yellow circle next to it. Below these fields is a green 'Save and continue' button with a '3' 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'. A copyright notice '© Crown copyright' is also present.

How do you want to send the offer letter to the applicant?

This page gives you instructions for how to confirm how you want to send the offer letter to the applicant.

Important: The offer letter should include the terms and conditions of the offer including the salary and the reporting manager's name and title, as well as any benefits such as annual leave and pension that come with the job.

To confirm how you want to send the offer letter to the applicant, complete the following steps:

1. Select an answer:
 - [‘Use a template in the NHS Jobs online service’](#)
 - [‘Upload an offer letter to send to the applicant online’](#)
 - [‘Offline outside the NHS Jobs online service’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs online service interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' 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 'Offer the job' and 'How do you want to send the offer letter to the applicant?'. Below this, there is a paragraph explaining that the letter should include terms and conditions, salary, reporting manager's name and title, and benefits. There are three radio button options: 'Use a template in the NHS Jobs online service', 'Upload an offer letter to send to the applicant online' (marked with a '1' in a yellow circle), and 'Offline outside the NHS Jobs online service'. Below these options is a green 'Save and continue' button (marked with a '2' in a yellow circle). At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains the text '© Crown copyright'.

Which offer letter template do you want to use?

This page gives you instructions for how to confirm the offer letter template you want to use.

Important: You'll only see this page if you're selecting an offer letter template in your organisations account. If the template you need is not displayed, only those who manage your organisation's NHS Jobs account can create and edit templates. You'll need to contact them and ask them to create one.

To add the offer letter template you want to use, complete the following steps:

1. Select an offer letter template.
2. Select the '[Save and continue](#)' button.
or
3. Select the 'If the template you need is not displayed' link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main heading is 'Which offer letter template do you want to use?'. There are two radio button options: 'NHS Jobs' (option 1) and 'If the template you need is not displayed' (option 3). Below the second option, there is explanatory text: 'Only those who manage your organisation's NHS Jobs account can create and edit templates. You'll need to contact them and ask them to create one.' A green 'Save and continue' button (option 2) is visible at the bottom of the options.

Tip: To find out how to manage offer letter templates, go to the '**How to manage offer letter templates in NHS Jobs**' user guide or video from the '**Manage your account**' section of the '[Help and support for employers](#)' webpage.

Add an offer letter

This page gives you instructions for how to add an offer letter.

Important: You'll only see this page if you're uploading an offer letter. The file must not exceed 1MB in file size and be a DOC, DOCX or PDF.

To add an offer letter, complete the following steps:

1. Select the 'Choose file' button.
2. Select the 'Upload' button.
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface for adding an offer letter. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Offer the job' and 'Add an offer letter'. It states 'The file you choose must:' followed by two bullet points: 'not exceed 1MB in file size' and 'be a DOC, DOCX or PDF'. Below this, there is a section 'Upload a file' with three numbered steps: 1. 'Choose File' (with 'No file chosen' text), 2. 'Upload' (a dark grey button), and 3. 'Save and continue' (a green button). 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', along with a copyright notice '© Crown copyright'.

Tip: To choose a file, you'll need to know where this is located.

Select supporting documents (optional)

This page gives you instructions for how to select the supporting documents.

Important: In this example, the 'NHS Jobs Organisation Chart' supporting document is available to select in your organisations account. If the document you need is not displayed, only those who manage your organisation's NHS Jobs account can add documents. You'll need to contact them and ask them to add one.

To select the supporting documents, complete the following steps:

1. Select a 'Document name link' to view the document (optional).
2. Select a supporting document (optional).
3. Select the [Save and continue](#) button.
- or
4. Select the 'If the document you need is not displayed' link.

The screenshot shows the 'Select the supporting information (optional)' page in the NHS Jobs system. The page is titled 'Offer the job' and provides instructions on selecting supporting documents or links. It features a table of documents and a list of links. A 'Save and continue' button is highlighted with a green circle and the number 3. A 'Download document' link is highlighted with a yellow circle and the number 1. A link 'If the document or link you need is not shown' is highlighted with a yellow circle and the number 4. A checkbox is highlighted with a yellow circle and the number 2.

Select	Document	What you can do
<input type="checkbox"/>	NHS Jobs organisation chart	Download document (DOCX, 12 KB)

Links

No links have been added

[If the document or link you need is not shown](#)

Documents and links can be added to the organisation's supporting information from the dashboard by users with access. If you do not have access, you'll need to contact a super user.

- NHS BSA Training
- NHSBSA Training
- Vasudev
- Jane Doe
- Jen

[Save and continue](#)

Tip: The applicant will be able to download the document alongside the offer letter.

Check the details of the offer

This page gives you instructions for how to check the details of the offer.

To check, change and confirm the details of the offer, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[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](#)

Offer the job

Check the details of the offer

Applicant name	[REDACTED]	Change
Telephone number		
Job title	Team Manager	
Job location	Nhs Property Services Ltd Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
Contract type	Permanent	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	30 Hours a week	Change
Pay Scheme	Other	
Pay	£25,000 a year	Change
Send offer	Use a template in the NHS Jobs online service	Change
Offer letter template	Training & Support	Change
Supporting Information	NHS Jobs organisation chart	Change
Contact	Ashleigh [REDACTED] ashleigh.[REDACTED]	Change

2
Continue

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

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Email your job offer to the applicant

This page gives you instructions for how to email your job offer to the applicant.

Important: Once the applicant receives this email, they will follow the link, sign into their NHS Jobs account, and then read and e-sign their documents.

To email your job offer to the applicant, complete the following steps:

1. Select the 'preview the offer letter' link.
2. Select the 'download the offer letter' link.
3. Select the '[Send offer to applicant](#)' button.

The screenshot shows the NHS Jobs interface for sending a job offer. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main heading is 'Email your job offer to Liam MA'. Below this, there's a preview of an email with the following content:

Dear Liam MA

We're pleased to confirm our conditional offer for the Training and Support Officer job here at NHS Training and Support. You'll find details of the offer in your NHS Jobs account.

We recommend that you do not give notice on your current job until we're satisfied with your pre-employment checks.

What happens next

You'll give us referees who can cover your previous employment, education or training history.

You'll do this by signing in to your NHS Jobs account:

[sign-in](#)

If you've got any questions

You can contact:
Joe Bloggs
joebloggs@nhs.net

Regards,
NHS Training and Support

What happens next

The applicant will follow the link in this email, sign in to their NHS Jobs account, and then read and e-sign their documents.

You can also:

- 1 [preview the offer letter \(PDF, 4 KB\)](#) or
- 2 [download the offer letter \(PDF, 4 KB\)](#).

3 [Send offer to applicant](#)

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

Tip: The offer letter document is previewed and downloaded in a portable document format (PDF).

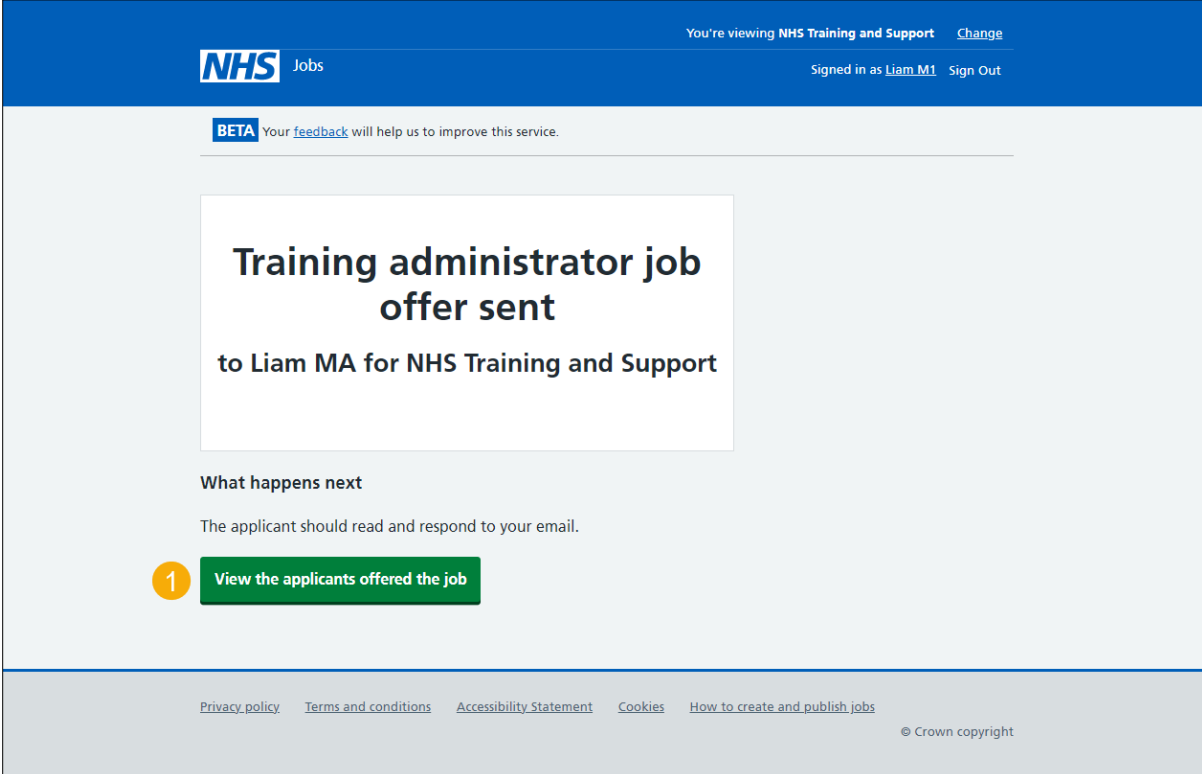
Job offer sent to the applicant

This page shows confirmation the job offer is sent to the applicant.

Important: The applicant should read and respond to your email.

To view the applicants offered the job, complete the following step:

1. Select the '[View the applicants offered the job](#)' button.



The screenshot displays the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, a 'Signed in as Liam.M1' notification with a 'Sign Out' link is visible. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area features a white box with the heading 'Training administrator job offer sent to Liam MA for NHS Training and Support'. Below this, a section titled 'What happens next' explains that the applicant should read and respond to the email. A prominent green button with a yellow circle containing the number '1' is labeled 'View the applicants offered the job'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Applicants you've offered the job to

This page gives you instructions for how to view the applicants you've offered the job to.

Important: In this example, you have sent offers to all available applicants. There are no other applicants you can offer the job to.

To do a task, complete the following steps:

1. Select the 'Respond for the applicant' button (optional).
2. Select the 'Return to dashboard' button.

NHS Jobs

You're viewing **NHS Training and Support** [Change](#)

Signed in as **Liam M1** [Sign Out](#)

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

[Go back](#)

Training administrator

Applicants you've offered the job to

List of applicants under offer

Applicant	Status	What needs doing next
Liam MA AR-220317-00003	OFFER SENT	Respond for the applicant 1

You have sent offers to all available applicants. There are no other applicants you can offer the job to.

2 [Return to dashboard](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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

You've offered the job to an applicant and reached the end of this user guide.

Are you sure you want to reject all applicants?

This page gives you instructions for how to confirm if you're sure you want to reject all applicants.

Important: You'll only see this page if you're not offering the job to any applicants. You should contact applicants offline first to tell them they have been unsuccessful and give them feedback.

To confirm if you're sure you want to reject all applicants, complete the following steps:

1. Select an answer:
 - ['Yes, reject all applicants'](#)
 - ['No, return to review applicants'](#)
2. Select the 'Continue' button.

The screenshot shows a web page from NHS Jobs. 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 Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' 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 heading is 'Training administrator' followed by 'Are you sure you want to reject all applicants?'. Below this, a blue vertical bar contains the text: 'You should contact applicants offline first to tell them they have been unsuccessful and give them feedback.' Further down, a paragraph explains: 'Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.' There are two radio button options: '1 Yes, reject all applicants' and '2 No, return to review applicants'. Below these is a green 'Continue' button with a '2' in a yellow circle. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is at the bottom right.

Tip: Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.

Do you want to provide an email address for unsuccessful applicants to get feedback?

This page gives you instructions for how to confirm if you want to provide an email address for unsuccessful applicants to get feedback.

Important: Unsuccessful applicants may want to contact you to get feedback about their interview.

To confirm if you want to provide an email address for unsuccessful applicants to get feedback, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Continue’ 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 Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' 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 'Training administrator' and contains the question: 'Do you want to provide an email address for unsuccessful applicants to get feedback?'. Below the question, it says 'Unsuccessful applicants may want to contact you to get feedback about their interview.' There are two radio button options: '1 Yes' and 'No'. Below these options is a green 'Continue' 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'.

Give an email address for applicant feedback

This page gives you instructions for how to give an email address for applicant feedback.

Important: You'll only see this page if you're adding an email address for applicant feedback. This will be included in the email that will be sent to unsuccessful applicants.

To give an email address for applicant feedback, complete the following steps:

1. In the **Email address** box, enter the details.
2. Select the [Continue](#) 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 Training and Support' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam.M1' and a 'Sign Out' link. The main content area has a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The title of the page is 'Training administrator Give an email address for applicant feedback'. A sub-header explains: 'This will be included in the email that will be sent to unsuccessful applicants.' There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green 'Continue' 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 is '© Crown copyright'.

Send email to unsuccessful applicants

This page gives you instructions for how to send an email to unsuccessful applicants.

Important: You'll only see this page if you're sending an email to unsuccessful applicants. If you have not contacted any applicants offline to let them know they have been unsuccessful you should do that first.

To send an email to unsuccessful applicants, complete the following step:

1. Select the '[Send rejection](#)' 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 Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there's 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 'Training administrator' and 'Send email to unsuccessful applicants'. It contains a paragraph: 'If you have not yet contacted them offline to let them know they have been unsuccessful you should do that first.' Below this is a vertical blue line, followed by a draft email template: 'Dear [applicant full name], Thank you for taking the time to interview for the Training administrator job at NHS Training and Support. On this occasion, you've been unsuccessful. The employer will not be continuing with your application. If the employer has not provided you with feedback yet, you can contact joe.bloggs@nhs.net. We wish you well in your job search. Kind regards, The NHS Jobs Team'. At the bottom of the draft, there is a green button labeled 'Send rejection' with a yellow circle containing the number '1' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

You did not offer the job to any applicants

This page shows confirmation you did not offer the job to any applicants.

To do a task, complete the following steps:

1. Select the 'Reuse this listing' link (optional).
2. Select the 'Remove this listing' button (optional).
3. Select the 'Return to your dashboard' link.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' 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.' The main content area features a large white box with the heading 'You did not offer the job to any applicants' and the text 'Training administrator, reference T0111-22-3348'. Below this, a section titled 'What you can do next' provides instructions: 'You can reuse this Training administrator listing.' with a circled '1' next to the link, and 'You can remove this listing from your dashboard.' Below these instructions are three numbered items: '2' next to a green button labeled 'Remove this listing', and '3' next to a link labeled 'Return to your dashboard'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the text '© Crown copyright'.

You did not offer the job to any applicants and you've reached the end of this user guide.