

How to manage accredited logos in NHS Jobs user guide

This guide gives you instructions for how to manage accredited logos in the NHS Jobs service.

You can use accredited logos to display on all your job adverts when you publish them to jobseekers.

In your organisations account, you can add or remove an accredited logo. If you do this, this only applies to the new jobs you create. You can select one or more logos and update this list at any time.

If an accredited logo isn't available, you'll need to email the NHS Jobs Team at nhsbsa.nhsjobs@nhsbsa.nhs.uk and request it to be added to the list. Your request will be considered, and we'll respond to you with our decision.

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.

Contents

How to manage accredited logos in NHS Jobs user guide	<u> 1</u>
Accredited logos	3
Manage accredited logos	4
Save accredited logo changes	5

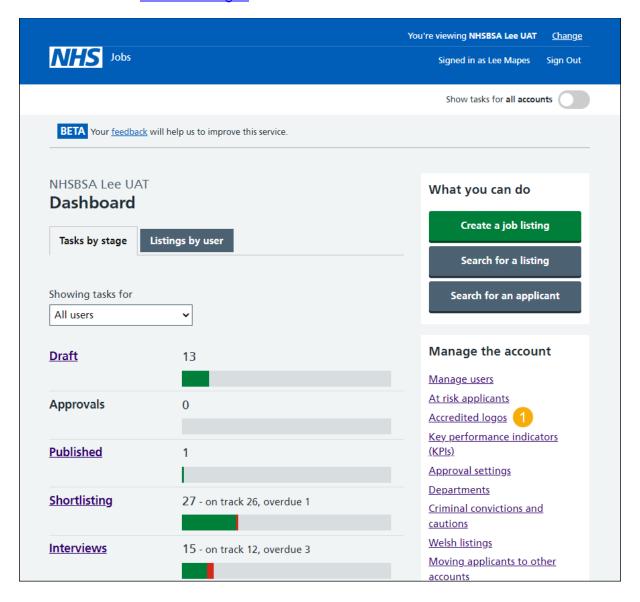
Accredited logos

This page gives you instructions for how to manage accredited logos for your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Accredited logos' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your accredited logos, complete the following step:

1. Select the 'Accredited logos' link.



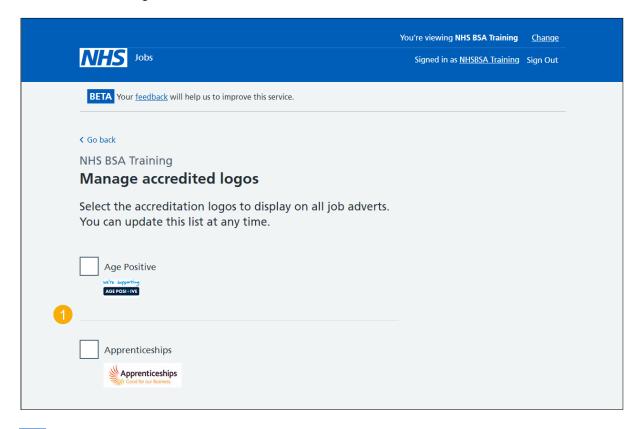
Manage accredited logos

This page gives you instructions for how to manage accredited logos.

Important: You can select one or more logos to display on all your job adverts. You can update this list at any time. Any logos you're using are shown at the top of this page. In this example, you haven't selected any logos.

To manage accredited logos, complete the following step:

- 1. Tick a logo to add it
- 2. Un-tick a logo to remove it



Tip: The available accredited logos are displayed in alphabetical order A to Z.

Save accredited logo changes

This page gives you instructions for how to save the accredited logo changes.

Important: If you add or remove an accredited logo, this only applies to the new jobs you create.

To save the accredited logo changes, complete the following step:

1. Select the 'Save changes' button.



Tip: The 'Save changes' button is located at the bottom of the 'Manage accredited logos' page.

You've saved the accredited logo changes and reached the end of this user guide.