

How to remove a job listing in NHS Jobs user guide

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

You can remove a job listing and it will stop the recruitment for all applicants that applied for this job.

You can choose to send an automated email to successful applicants telling them you've stopped the recruitment for this job.

In your organisations account, you can do this in all recruitment stages except 'Draft' and 'Published'.

Once removed, you'll be able to find and reuse it by searching for it from your dashboard.

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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Remove a job listing

This page gives you instructions for how to remove a job listing in your organisations account.

Important: The employer dashboard is shown. You can remove a job listing and it will stop the recruitment for all applicants that applied for this job. In this example, the job listing is being removed from 'Interviews'.

To remove a job listing, complete the following step:

1. Select the '[Interviews](#)' 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, 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 for 'Show tasks for all accounts'. A 'BETA' banner with a feedback link is also present.

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 is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays a table of job listing stages with progress bars:

Stage	Count	On Track	Overdue
Draft	99	28	71
Approvals	1		
Published	12	10	2
Shortlisting	61	28	33
1 Interviews	22	1	21

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'.

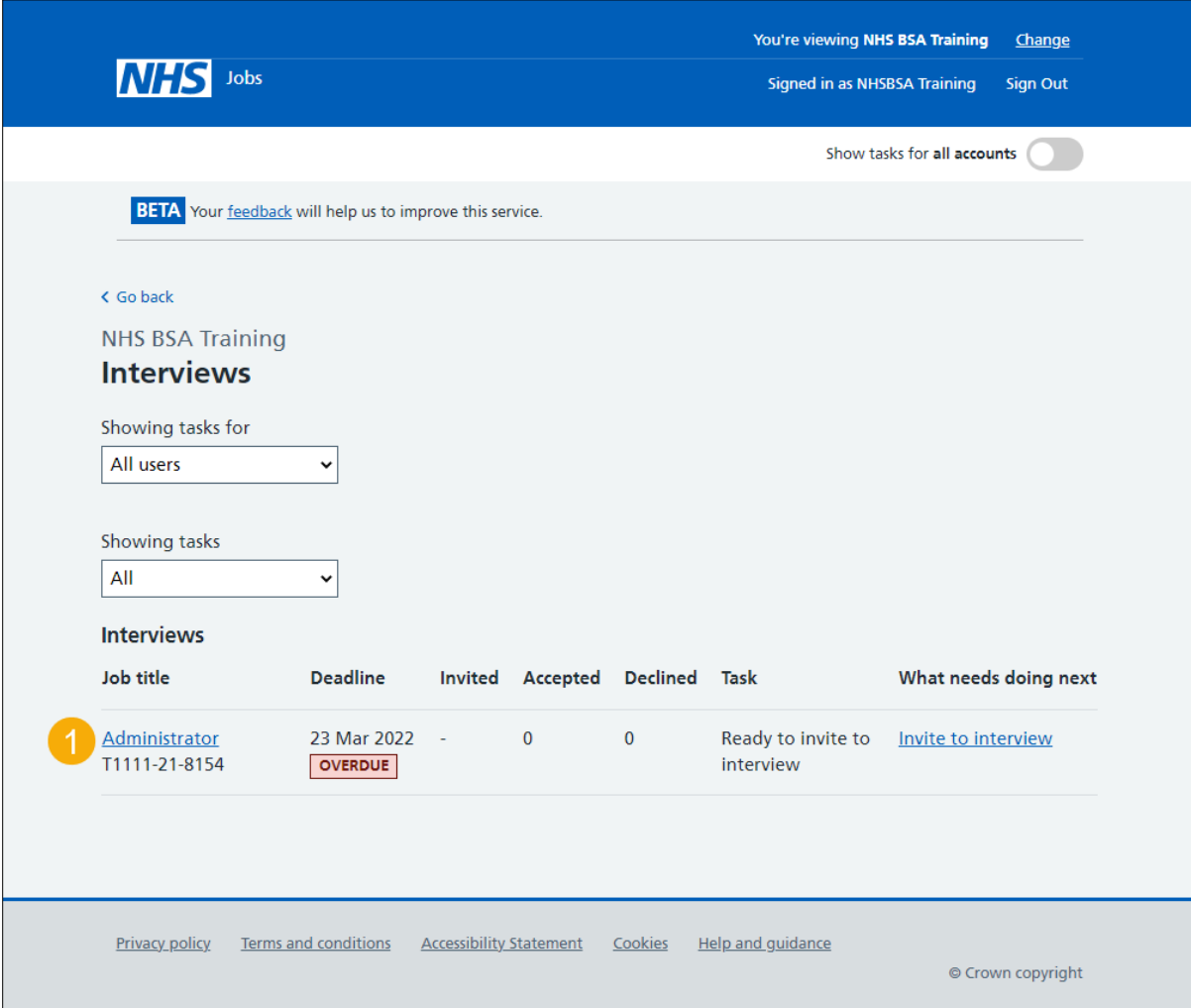
Select the job listing to remove

This page gives you instructions for how to select the job listing to remove.

Important: In this example, the 'Administrator' job listing is used.

Find the job listing and complete the following step:

1. Select the '[Job title](#)' link.



The screenshot shows the NHS BSA Training 'Interviews' page. 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 toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main heading is 'NHS BSA Training Interviews'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below these is a table of interviews.

Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next
1 Administrator T1111-21-8154	23 Mar 2022 OVERDUE	-	0	0	Ready to invite to interview	Invite to interview

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

Tip: 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.

Remove this listing

This page gives you instructions for how to remove this listing.

Important: You'll only see the 'Remove this listing' link if you're an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' role for your organisations account.

To remove this listing, complete the following step:

1. Select the '[Remove this listing](#)' 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](#)

NHS BSA Training
Administrator listing

INTERVIEWS **READY TO INVITE TO INTERVIEW**

Reference number: T1111-21-8154

[Job details](#) [Team](#) [Applicant details](#)

The job title

[Job title and reference number](#)

The details of the job

[About the job and pay](#)

[Location](#)

[Contact details and closing date](#)

What needs doing next

[Invite to interview](#)

[Reuse this listing](#)

[Remove this listing](#) **1**

[Download applicant contact details](#)

[Request to move applicants to another listing](#)

[Add Applicant](#)

Are you sure you want to remove this job listing?

This page gives you instructions for how to confirm if you're sure you want to remove this job listing.

Important: If you remove the listing it will stop recruitment for all applicants that applied for this job. You can choose to send an automated email to successful applicants telling them you've stopped the recruitment for this job. If you're using an Applicant Tracking System (ATS) provider, you can ignore this information as no applicants exist in the NHS Jobs service.

To confirm if you're sure you want to remove this job listing, complete the following steps:

1. Select an answer:
 - ['Yes, remove the listing'](#)
 - 'No, return to dashboard'
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface for removing a listing. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main heading is 'Are you sure you want to remove this job listing?'. Below this, it lists the consequences of removing the listing: it will stop recruitment, you can choose to send an email, and you'll be able to reuse the listing. There are two radio button options: 'Yes, remove the listing' (marked with a '1') and 'No, return to dashboard'. A green 'Continue' button (marked with a '2') is at the bottom. 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.

Tip: Once removed, you'll be able to find and reuse it by searching for it from your dashboard.

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

Why are you removing this job listing?

This page gives you instructions for how to confirm why you're removing this job listing.

Important: This information will only be visible to users in your organisation.

To add why you're removing this job listing, complete the following steps:

1. In the **Reason details** 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' 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 'Remove listing' followed by 'Why are you removing this job listing?'. Below this, it states 'This information will only be visible to users in your organisation.' There is a large text input field with a '1' in a yellow circle to its left. Below the input field is a green 'Continue' button with a '2' in a yellow circle to its left. 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.

Do you want to send an email to applicants who are still active in the recruitment for this job?

This page gives you instructions for how to confirm if you want to send an email to applicants who are still active in the recruitment for this job.

Important: The email will let them know that you have stopped recruitment for this job. If you choose not to send an email now, you should contact the applicants offline instead.

To confirm if you want to send an email to applicants who are still active in the recruitment for this job, complete the following steps:

1. Select an answer:
 - [‘Yes, I want to send an email to applicants’](#)
 - [‘No, I’ll contact the applicants offline’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows a web interface for NHS Jobs. 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 has a heading 'Remove listing' followed by the question 'Do you want to send an email to applicants who are still active in the recruitment for this job?'. Below this is a paragraph explaining that the email will let applicants know recruitment has stopped and that contacting them offline is an alternative. There are two radio button options: 'Yes, I want to send an email to applicants' (marked with a '1' in a yellow circle) and 'No, I'll contact the applicants offline'. A green 'Save and continue' button (marked with a '2' in a yellow circle) is positioned below the options. 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'.

Send email to applicants

This page gives you instructions for how to send an email to applicants to let them know you've stopped recruitment for this job.

Important: You'll only see this page if you're sending an email to applicants to let them know you've stopped recruitment for this job. If you also want to contact them individually you can do this offline. If you're using an ATS provider or haven't received any applicants for the listing, no emails will be sent as there are no applicants to notify.

Read the information on the page and complete the following step:

1. Select the '[Send email and remove listing](#)' button.

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

NHS Jobs Signed in as NHSBSA Training [Sign Out](#)

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

[Go back](#)

Remove listing

Send email to applicants

You'll send this email to let applicants know that you've stopped recruitment for this job. If you also want to contact them individually you can do this offline.

Dear [applicant's full name]

[Employer's name] has stopped the recruitment for the [job title] job you applied for.

This means that you will no longer be considered for this job. The employer should have contacted you with more information about this.

We understand this may be disappointing but we hope you'll continue to use NHS Jobs.

We wish you well in your job search.

Kind Regards,

The NHS Jobs Team

1 [Send email and remove listing](#)

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

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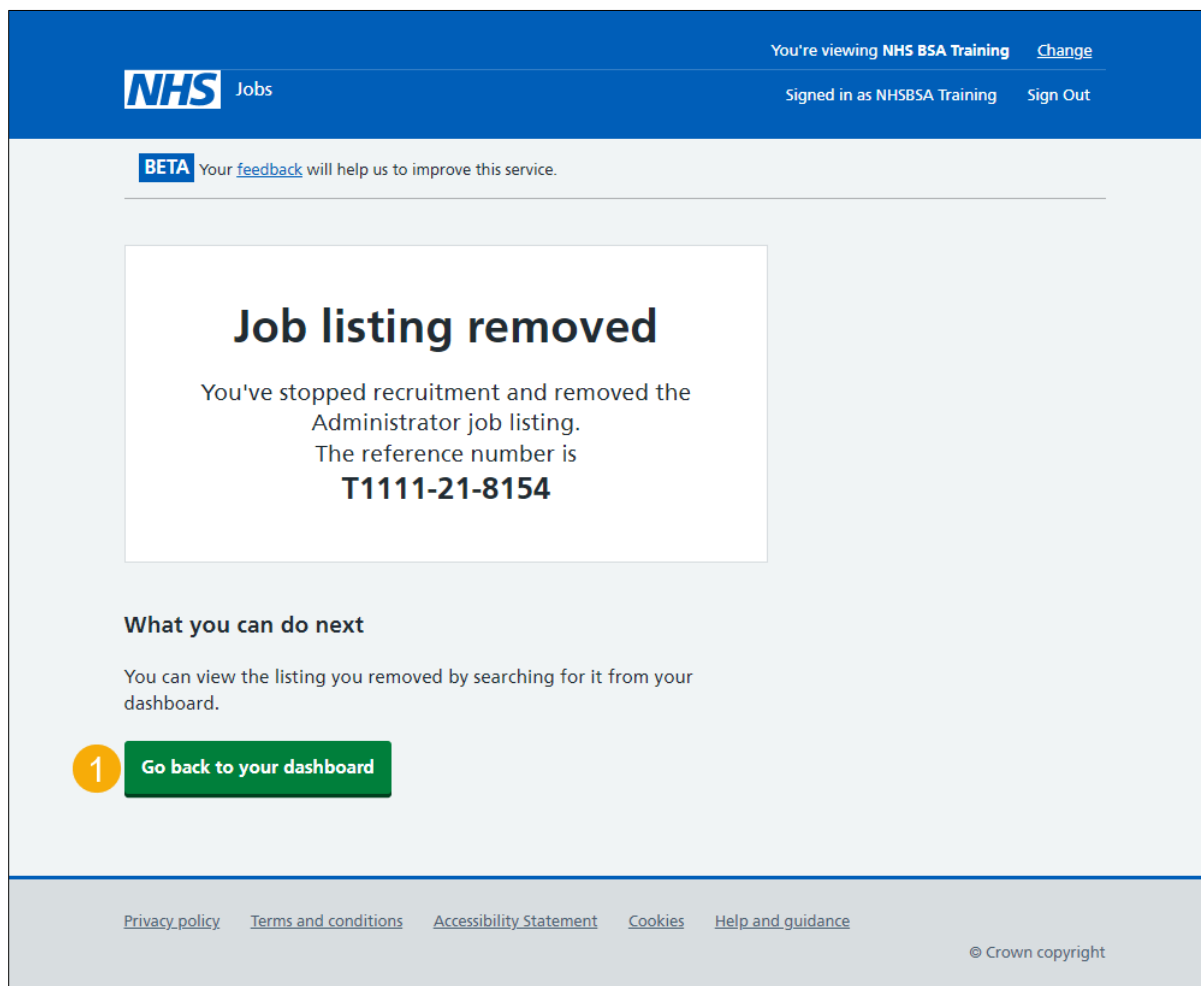
Tip: The applicant's full name is added by NHS Jobs and appears in the email sent to the applicant.

Job listing removed

This page shows confirmation you've stopped the recruitment and removed the job listing.

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 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 is a 'BETA' notice. The main content area features a white box with the heading 'Job listing removed' and the text: 'You've stopped recruitment and removed the Administrator job listing. The reference number is T1111-21-8154'. Below this, a section titled 'What you can do next' provides instructions and a green button labeled 'Go back to your dashboard' with a yellow circle containing the number '1'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

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

You've removed the job listing and reached the end of this user guide.