

How to use the employer hub in NHS Jobs user guide

This guide gives you instructions for how to use the employer hub in the NHS Jobs service.

The employer hub has links to:

- sign into your employer dashboard
- help and guidance resources
- NHS Jobs website updates
- NHS Jobs newsletter
- Frequently asked questions
- NHS Jobs Engagement team
- NHS Employers
- links to social media and YouTube
- contact us information

You must have an account to sign in. If you don't have an account, you'll be contacted once we're ready to create it.

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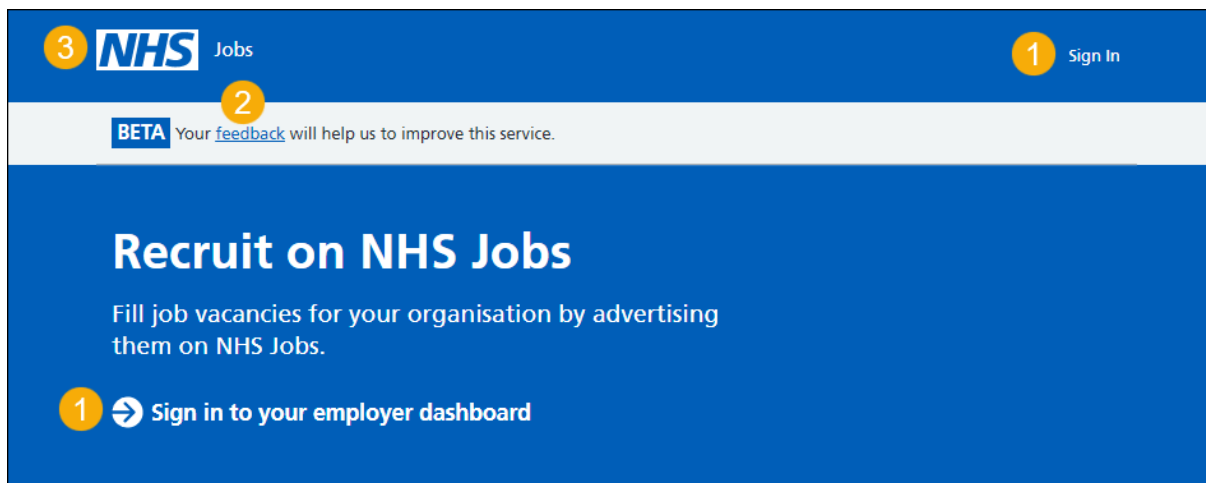
Employer hub

This page gives you instructions for how to use the employer hub.

Important: You must have an account to sign in. If you don't have one, you'll be contacted once we're ready to create your account.

To use the employer hub, complete the following steps:

1. Select the '[Sign in](#)' or '[Sign in to your employer dashboard](#)' link to sign into your account.
2. Select the 'feedback' link to email your feedback to help us improve the service.
3. Select the 'NHS Jobs' logo to return to the employer hub from any page in the service.



Go to the '[Information for employers](#)' page.

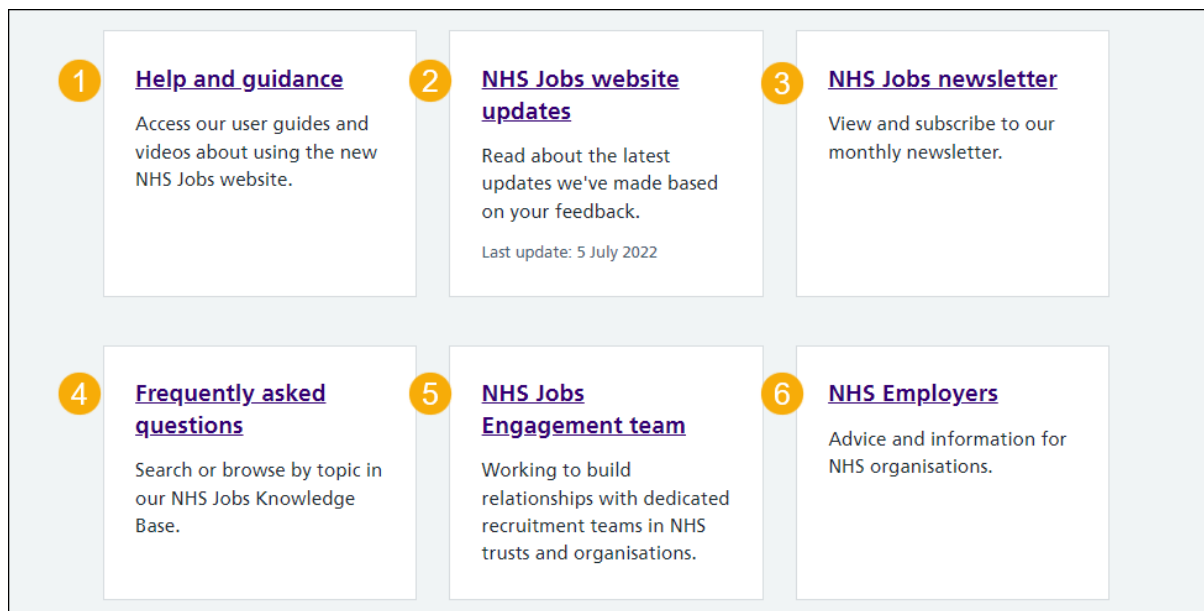
Information for employers

This page gives you instructions for how to access the latest information for employers.

Important: You'll be redirected to an external website when selecting any of the tile options other than the 'NHS Jobs website updates' tile.

To access the latest information, complete the following steps:

1. Select the 'Help and guidance' tile to access user guides and videos about using the new NHS Jobs website.
2. Select the 'NHS Jobs website updates' tile to find out about the latest updates.
3. Select the 'NHS Jobs newsletter' tile to view and subscribe to our monthly newsletter.
4. Select the 'Frequently asked questions' tile to view articles in the NHS Jobs Knowledge Base.
5. Select the 'NHS Jobs Engagement team' tile to see more information about our Stakeholder Engagement team and what they do.
6. Select the 'NHS Employers' tile to view advice and information for NHS organisations.



Tip: This page is updated with the most recent information, and this means the links and content regularly change.

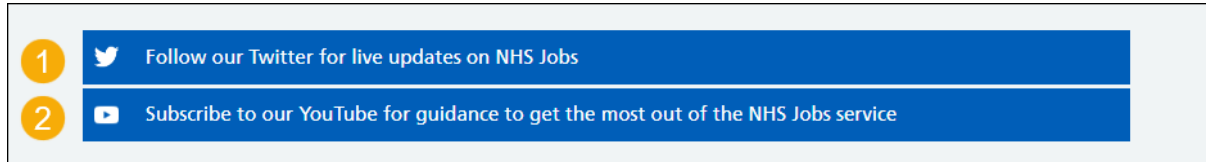
Go to the [Links to our social media](#) page.

Links to our social media

This page gives you instructions for how to access our social media pages.

To access a webpage, complete the following step:

1. Select 'Follow our Twitter for live updates on NHS Jobs'.
2. Select 'Subscribe to our YouTube for guidance to get the most out of the NHS Jobs service'.



Go to the [Contact us](#) page.

Contact us

This page gives you instructions for how to contact the NHS Jobs team for help and support.

To contact us, complete the following steps:

1. Select a contact option:
 - email
 - telephone
2. Select the 'Find out about call charges' link (optional).

Contact us

Contact the NHS Jobs team for support by:

Email: nhsbsa.nhsjobs@nhsbsa.nhs.uk

1 Telephone: **0300 330 1013**

Telephone outside UK: **+44 300 330 1013**

2 [Find out about call charges \(opens in new tab\)](#)

We're available Monday to Friday between 8am to 6pm and Saturday between 9am to 3pm, except Bank Holidays including Christmas Day, Boxing Day and New Year's Day.

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You've learned how to use the employer hub and reached the end of this user guide.