

# How to view which tasks each role can do in NHS Jobs user guide

This guide gives you instructions for how to view which tasks each role can do in the NHS Jobs service.

The different NHS Jobs user roles are:

- 'Super user'
- 'Team manager'
- · 'Recruitment administrator'
- 'Recruiting manager'

The different tasks, subject to the role are:

- search and view listings and applicants
- create and publish listings
- · send for approval, approve, and reject listings
- manage a listing when it is live
- scoring and shortlisting applications
- create and manage interviews
- offers and checks
- contracts
- moving applicants between listings
- end recruitment and removing a listing early
- manage the account, users, documents and KPIs

The different job listing roles are:

- 'Approver'
- 'Recruiting manager'
- 'Interview lead'
- 'Shortlist lead'
- 'Shortlist panel member'

To add a job listing role, the user must have an account in your organisations account.

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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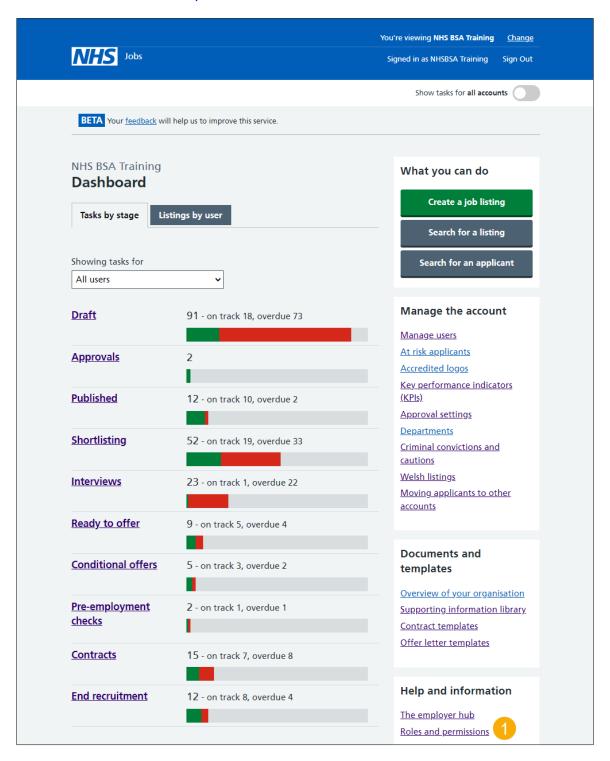
#### View roles and permissions

This page gives you instructions for how to view the roles and permissions.

**Important:** The employer dashboard is shown. Any NHS Jobs role in your organisations account can view this information.

To view the roles and permissions, complete the following step:

1. Select the 'Roles and permissions' link.



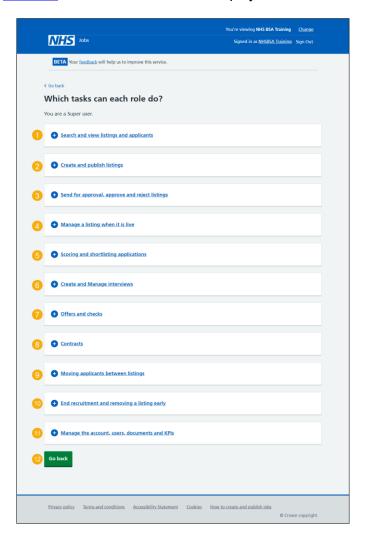
#### Which tasks can each role do?

This page gives you instructions for how to view which tasks can each role do.

Important: In this example, the NHS Jobs role is a 'Super user'.

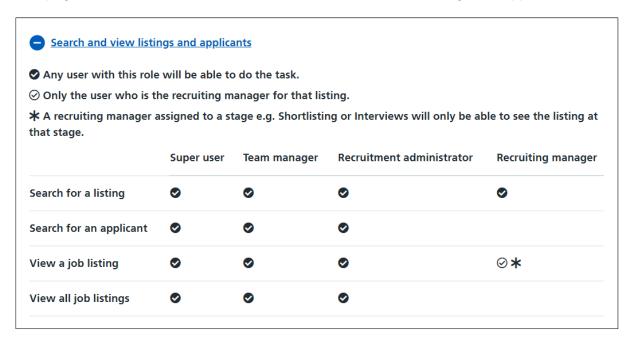
To view which tasks can each role do, complete the following steps:

- 1. Select the 'Search and view listings and applicants' link.
- 2. Select the 'Create and publish listings' link.
- 3. Select the 'Send for approval, approve and reject listings' link.
- 4. Select the 'Manage a listing when it is live' link.
- 5. Select the 'Scoring and shortlisting applications' link.
- 6. Select the 'Create and manage interviews' link.
- 7. Select the 'Offers and checks' link.
- 8. Select the 'Contracts' link.
- **9.** Select the 'Moving applicants between listings' link.
- **10.** Select the 'End recruitment and remove a listing early' link.
- **11.** Select the 'Manage the account, users, documents and KPIs' link. or
- 12. Select the 'Go back' button to return to the employer dashboard.



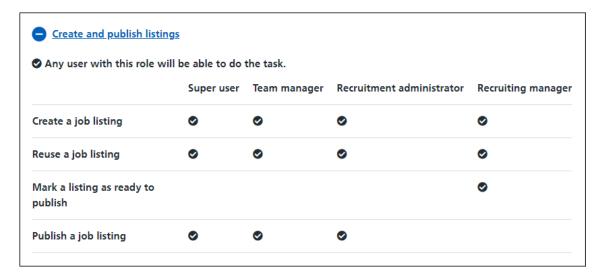
# Search and view listings and applicants

This page shows which user with this role can search and view listings and applicants.



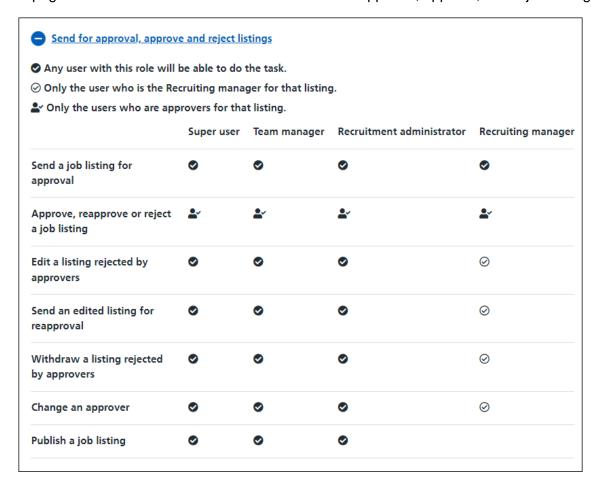
### **Create and publish listings**

This page shows which user with this role can create and publish listings.



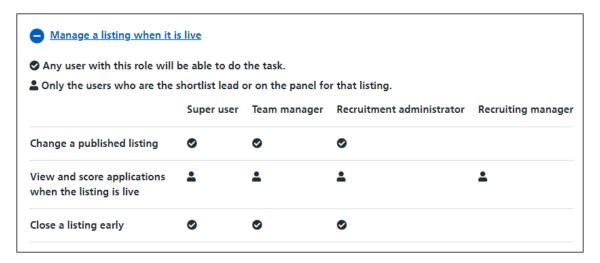
### Send for approval, approve, and reject listings

This page shows which user with this role can send for approval, approve, and reject listings.



### Manage a listing when it is live

This page shows which user with this role can manage a listing when it is live.



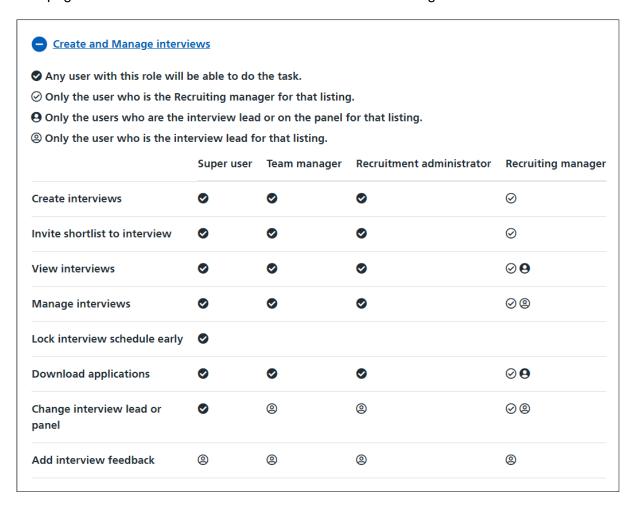
# Scoring and shortlisting applications

This page shows which user with this role can score and shortlist applications.



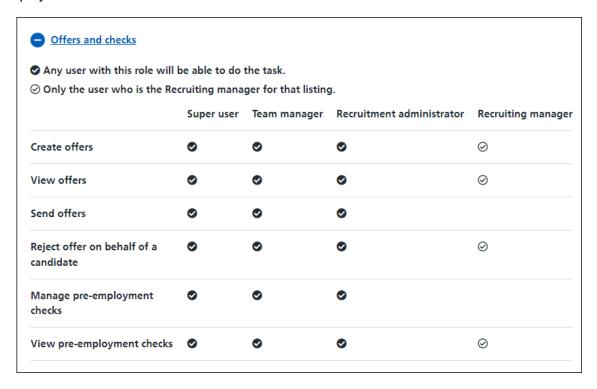
### **Create and manage interviews**

This page shows which user with this role can create and manage interviews.



#### Offers and checks

This page shows which user with this role can make job offers and complete preemployment checks.



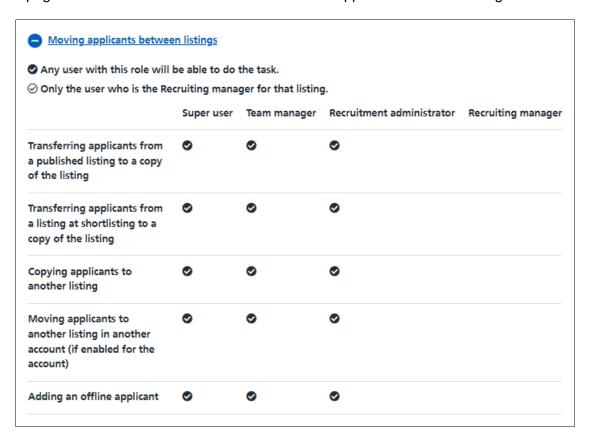
#### **Contracts**

This page shows which user with this role can manage contracts.



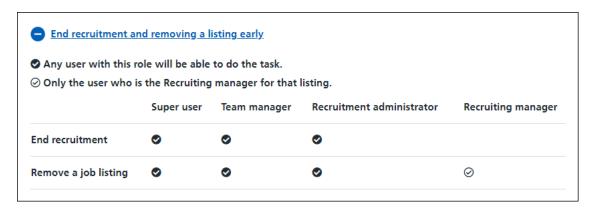
### Moving applicants between listings

This page shows which user with this role can move applicants between listings.



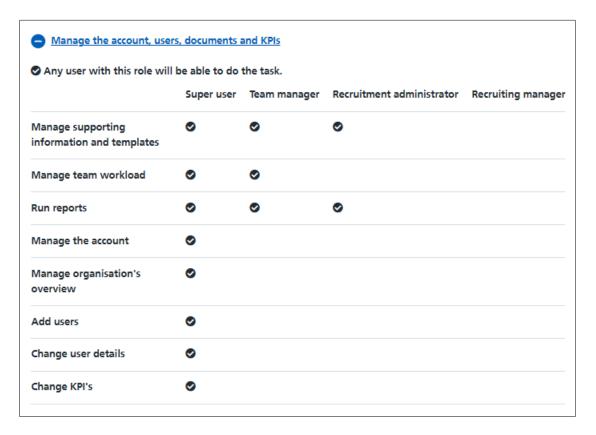
# End recruitment and remove a listing early

This page shows which user with this role can end recruitment and remove a listing early.



### Manage the account, users, documents and KPIs

This page shows which user with this role can manage the account, users, documents and KPIs.



Go to the 'Which tasks can each role do?' page.

You've viewed which tasks each role can do and reached the end of this user guide.