

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 add accredited logos to your organisations account. If you select a logo, it'll show on all job listings you create and publish. You can update this list anytime.

If you change a logo, it'll only show on new job listings you create and publish.

Only a 'Super user' can select and un-select accredited logos.

If a logo isn't available, you'll need to email the NHS Jobs team nhsbsa.nhsjobs@nhsbsa.nhs.uk with your request.

Contents

[How to manage accredited logos in NHS Jobs user guide](#)

[Accredited logos](#)

[Manage accredited logos](#)

[Save changes](#)

Accredited logos

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

Important: Only a 'Super user' select and un-select accredited logos.

To view accredited logos, complete the following step:

1. In **Manage the account**, select the 'Accredited logos' link.

The screenshot shows the NHS Jobs dashboard for 'Andrea's GP Surgery'. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' notice and a service update banner are present. The main content area displays a task dashboard with a dropdown for 'Showing tasks for' set to 'All users'. The task counts are: Draft (12), Published (0), Shortlisting (17), Interviews (2), Ready to offer (0), and Conditional offers (0). Each task has a corresponding progress bar. On the right, the 'What you can do' section contains three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below this is the 'Manage the account' section with a list of links: 'Users', 'At risk applicants', 'Accredited logos' (highlighted with a red circle and the number 1), 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', and 'Departments'.

Manage accredited logos

This page gives you instructions for how to view and select accredited logos.

Important: In this example, the 'Customer Service Excellence' logo is selected and in use.

To select an accredited logo, complete the following step:

1. Select a logo(s).

The screenshot shows the 'Manage accredited logos' page in the NHS Jobs system. 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 Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a blue 'BETA' tag and the text: 'Your feedback will help us to improve this service.' Below this is a yellow banner with the text: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background and contains a '< Go back' link, the text 'NHS BSA Training', and the title 'Manage accredited logos'. Below the title, it says 'Select the accreditation logos to display on all job adverts. You can update this list at any time.' There are two logos listed: 'Customer Service Excellence' with a checked checkbox and a yellow circle with the number '1' next to it, and 'Age Positive' with an unchecked checkbox. The 'Customer Service Excellence' logo is shown as a small icon with the text 'CUSTOMER SERVICE EXCELLENCE'.

Tip: All accredited logo you've selected are shown at the top of the page. You can scroll down the page to see the available logos to select. If a logo is not ticked, this is not in use.

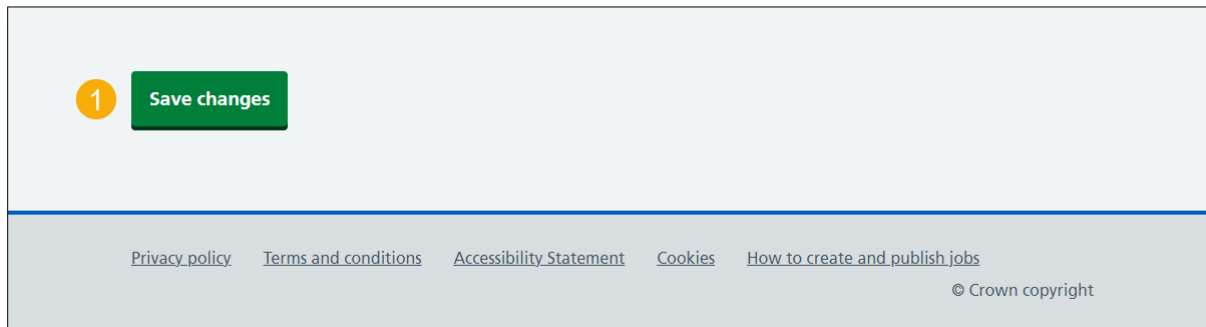
Save changes

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

Important: If you change a logo, it'll only show on new job listings you create and publish.

To save your changes, complete the following step:

1. Select the 'Save changes' button.



Tip: The 'Save changes' button is at the bottom of the page.

You've reached the end of this user guide.