

How to create a job listing in NHS Jobs user guide – Add the job title and reference number

This guide gives you instructions for how to add a job title and reference number in the NHS Jobs service.

To start creating a job listing, you'll need to:

- Add the job title
- Add the reference number

To create and publish a job listing you must be a:

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

If you're using online approvals, all approvers must approve the listing before it's published.

If you're a Recruiting manager, you can create a listing, but then you'll need to send it for approval to one of the roles in the above list.

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Create a job listing

This page gives you instructions for how to create a job listing.

Important: If you've published a job listing, you can reuse the information to create a new listing. Go to the 'How to reuse a published job listing in NHS Jobs' user guide or video in the 'Create a job listing' box of the ['Help and support page for employers'](#) webpage.

To create a new job listing, complete the following step:

1. Select the ['Create a job listing'](#) button.

The screenshot shows the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. Below the header, there is a 'BETA' notice and a sign-out link. The main content area is divided into two columns. The left column contains a 'Dashboard' section with 'Tasks by stage' and 'Listings by user' tabs. A dropdown menu shows 'Showing tasks for All users'. Below this, there are five rows of job listing statistics, each with a colored bar chart: Draft (47 total, 38 on track, 9 overdue), Approvals (6 total, 0 on track, 3 due, 3 overdue), Published (4 total, 2 on track, 2 overdue), Shortlisting (52 total, 17 on track, 20 due, 15 overdue), and Interviews (32 total, 2 on track, 15 due, 15 overdue). The right column contains a 'What you can do' section with three buttons: 'Create a job listing' (highlighted with a yellow circle and the number 1), 'Search for a listing', and 'Search for an applicant'. Below this is a 'Manage the account' section with several links: Manage users, At risk applicants, Accredited logos, Key performance indicators (KPIs), Supporting documents, Contract templates, Offer letter templates, Approval settings, Departments, and Welsh listings.

| Stage | Total | On track | Due | Overdue |
|------------------------------|-------|----------|-----|---------|
| Draft | 47 | 38 | | 9 |
| Approvals | 6 | 0 | 3 | 3 |
| Published | 4 | | 2 | 2 |
| Shortlisting | 52 | 17 | 20 | 15 |
| Interviews | 32 | 2 | 15 | 15 |

Start a job listing

This page gives you instructions for how to create a job listing.

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

1. Select the [‘Start’](#) button.

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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.](#)

[← Go back](#)

Create a job listing

Use this service to create a job listing and publish the job advert.

To create the listing, you'll enter details about the job, such as:

- the job title
- why you're advertising the role
- the type of contract
- the working pattern
- the pay
- where the job will be based

You should have the relevant information with you as you create the listing. You'll also be able to view the advert and make any changes you need to, before you publish it.

1 [Start](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

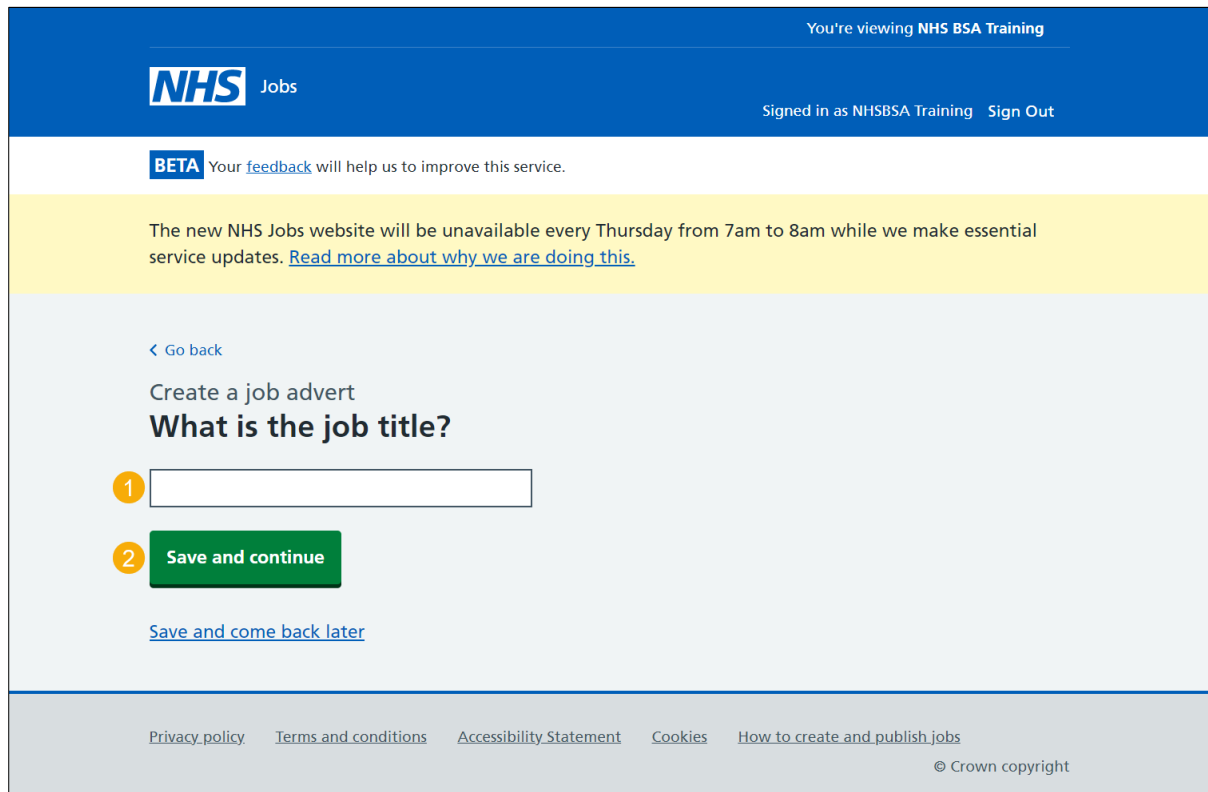
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What is the job title?

This page gives you instructions for how to add the job title.

To add the job title, complete the following steps:

1. In the **Job title** box, enter the details.
2. Select the [‘Save and continue’](#) 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 right side of the header, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign Out'. Below the header, there is a white banner with a blue 'BETA' icon and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message about service updates: '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 is light blue and contains a '< Go back' link, the text 'Create a job advert', and the heading 'What is the job title?'. Below the heading is a text input field with a '1' in a yellow circle to its left. Below the input field is a green button with a '2' in a yellow circle and the text 'Save and continue'. Below the button is a link that says 'Save and come back later'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Tip: You can select the ‘Save and come back later’ link or select the ‘< Go back’ link.

Would you like to change the reference number?

This page gives you instructions for how to change the reference number.

To confirm if you would like to change the reference number, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Continue’ button.

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Create a job advert

Would you like to change the reference number?

Training and Support Officer **DRAFT**

Reference no: T1111-21-2592

1 Yes No

2 [Continue](#)

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What is the new reference number?

This page gives you instructions for how to enter the new reference number.

Important: This page is only shown if you're changing the reference number. The original reference number will show in the reference number box so will need to be removed before a new reference number is put in.

To change the reference number, complete the following steps:

1. In the **Reference number** box, enter the number.
2. Select the '[Save and continue](#)' button.

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Create a job advert

What is the new reference number?

Training and Support Officer **DRAFT**

Reference no: T1111-21-2592

1 T1111-

2 [Save and continue](#)

[Save and come back later](#)

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Tip: The reference number must be 15 characters or less and can only contain numbers, letters, or hyphens.

Check and save the job title and reference number

This page gives you instructions for how to check the job title and reference number.

To confirm or change the job title and reference number, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Job title'](#)
 - ['Reference number'](#)
2. Select the ['Save and continue'](#) button.

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NHS Jobs

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Create a job advert

Check and save the job title and reference number

| | | |
|------------------|------------------------------|------------------------|
| Job title | Training and Support Officer | Change |
| Reference number | T1111-21-1234 | Change |

2 [Save and continue](#)

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Job listing task list

This page gives you instructions for how to view your job listing task list.

Important: The sections of your task list will show statuses of 'Not started', 'Started' and 'Completed', depending on the tasks you have completed. You cannot publish a job listing until all sections are completed.

To begin completing your task list, complete the following steps:

1. Select a link to begin a section of the task list.
2. Select the 'Save and come back later' link (optional).

[Go to the next page to see the screen shot](#)

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Training and Support Officer job listing

DRAFT
Reference no: T1111-21-1234

Job listing incomplete
You have completed 1 of 12 sections.

Add the job title

[Job title and reference number](#) **COMPLETED**

Add the details of the job

[About the job and pay](#) NOT STARTED

1 [Location](#) NOT STARTED

[Contact details and closing date](#) NOT STARTED

Add the job overview, job description and person specification

[Job overview](#) NOT STARTED

1 [Job description](#) NOT STARTED

1 [Person specification](#) NOT STARTED

[Supporting documents](#) NOT STARTED

Add pre-application and additional application questions

1 [Pre-application questions](#) NOT STARTED

1 [Additional application questions](#) NOT STARTED

Add the recruitment team

1 [Recruitment team](#) NOT STARTED

Add the Welsh (Cymraeg) translation for this advert

Welsh translation CANNOT START YET

You need to complete all sections before you send it for approval.

2 [Save and come back later](#)

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Tip: You must complete all sections of the task list before you are able to add Welsh translations to your advert. This section will only appear if you have Welsh organisation settings turned on.

Go to the 'How to create a job listing in NHS Jobs – Add the details of the job' user guide or video in the 'Create a job listing' box of the '[Help and support page for employers](#)' webpage.