# 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.

# Contents

# 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.

# Start a job listing

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

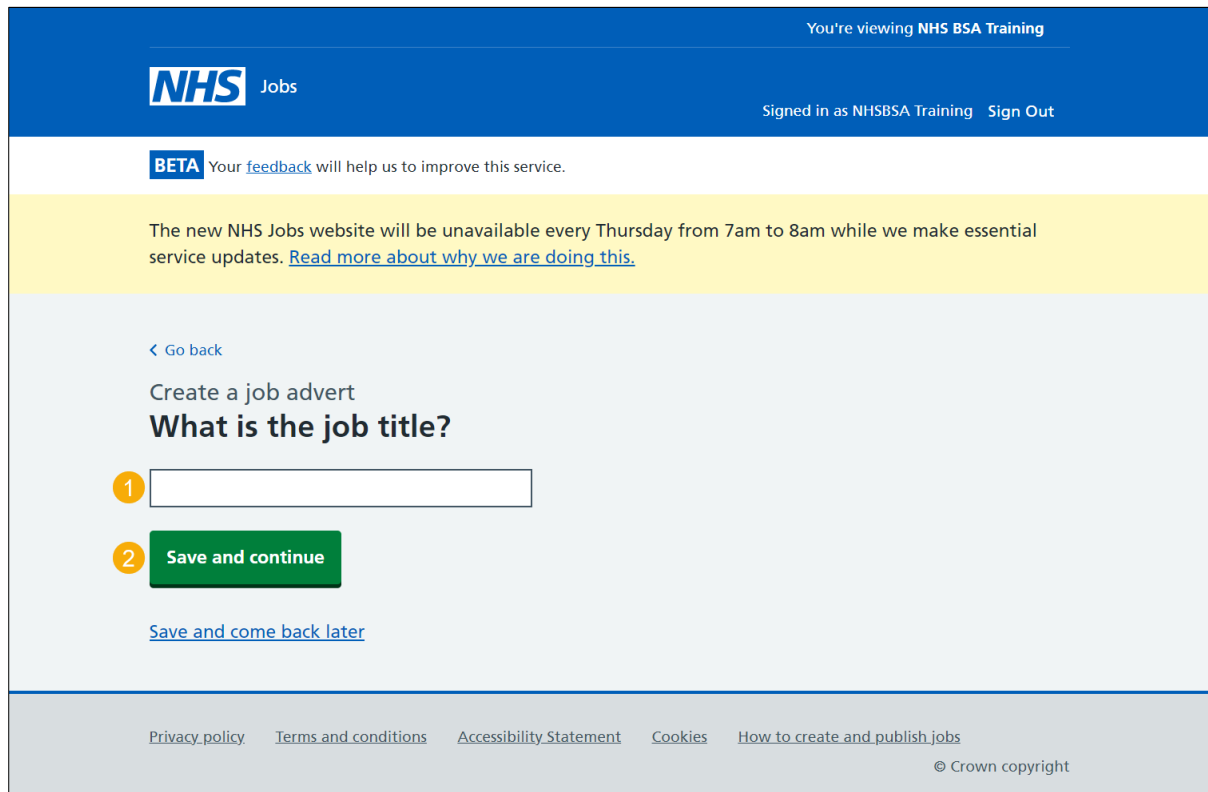Read the information on the page and complete the following step:

1. Select the '<u>Start</u>' button.

# 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.



**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.

You're viewing **NHS BSA Training**

**NHS** Jobs

Signed in as NHSBSA Training **Sign Out**

**BETA** Your feedback will help us to improve this service.

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 advert

**Would you like to change the reference number?**

**Training and Support Officer** **DRAFT**

Reference no: T1111-21-2592

1. ◯ Yes     ◯ No

2. **Continue**

Privacy policy     Terms and conditions     Accessibility Statement     Cookies     How to create and publish jobs

© Crown copyright

## 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 '<u>Save and continue</u>' button.



**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.

## 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](#)

**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.