

How to end a recruitment in NHS Jobs user guide

This guide gives you instructions for how to end a recruitment in the NHS Jobs service.

You can end a recruitment to keep your recruitment tasks up to date.

In your organisations account, you can do this when a:

- job offer is rejected
- job offer is withdrawn
- contract is accepted
- contract is rejected

Once the recruitment is ended, only 'active' jobs are shown on your employer dashboard.

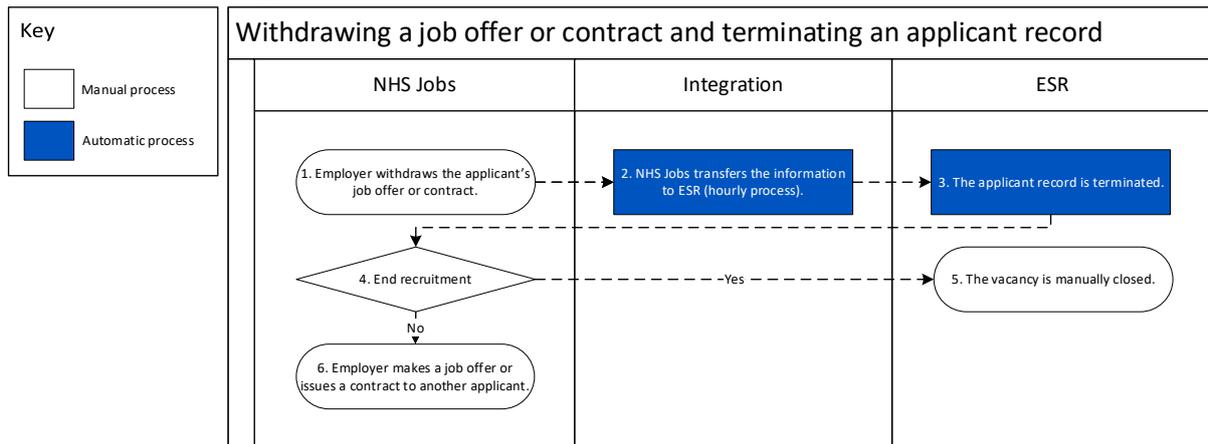
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

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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Process flow diagram



Go to the ['End recruitment'](#) page.

End recruitment

This page gives you instructions for how to end a recruitment in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'End recruitment' link if you're an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' role for your organisations account.

To end a recruitment, complete the following step:

1. Select the '[End recruitment](#)' link.

The screenshot displays the NHS Business Services Authority Jobs Dashboard. At the top, it indicates the user is signed in as 'Liam.M1'. The main content area shows a list of recruitment stages with their respective counts and progress bars. The 'End recruitment' link is highlighted with a yellow circle and the number 1. The right sidebar contains several sections with links for various actions.

Stage	Count	Progress
Draft	107 - on track 20, overdue 87	Progress bar (mostly red)
Approvals	10 - on track 0, overdue 10	Progress bar (mostly red)
Published	11	Progress bar (mostly green)
Shortlisting	37 - on track 3, overdue 34	Progress bar (mostly red)
Interviews	29 - on track 1, overdue 28	Progress bar (mostly red)
Ready to offer	21 - on track 1, due 2, overdue 18	Progress bar (mostly red)
Conditional offers	13 - on track 1, overdue 12	Progress bar (mostly red)
Pre-employment checks	8 - on track 0, due 1, overdue 7	Progress bar (mostly red)
Contracts	7 - on track 0, overdue 7	Progress bar (mostly red)
1 End recruitment	7 - on track 0, overdue 7	Progress bar (mostly red)

What you can do

- [Create a job listing](#)
- [Search for a listing](#)
- [Search for an applicant](#)

Manage the account

- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Approval settings](#)
- [Departments](#)
- [Welsh listings](#)

Documents and templates

- [Overview of your organisation](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)

Help and information

- [The employer hub](#)
- [Roles and permissions](#)
- [Contact your super users](#)

Reporting

- [Run a report](#)

End a recruitment

This page gives you instructions for how to end a recruitment.

Find the job listing and complete the following step:

1. Select the '[End recruitment](#)' link.

The screenshot shows the NHS Jobs interface for ending a recruitment. At the top, there's 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 NHSBSA Training' with a 'Sign Out' link. Below the header, there's a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'NHS BSA Training End recruitment'. Below this, a dropdown menu shows 'Showing tasks for All users'. The main content is a table with the following data:

End recruitment		
Job title	Deadline	What needs doing next
Training and Support Officer T1111-20-4736	03 Feb 2022 DUE	End recruitment 1

At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes '© Crown copyright'.

Tip: You can select the 'Job title' link to view the job details. If you've got a lot of job listings, you can use the '**Showing tasks for**' and '**Showing tasks**' drop-down menu to filter and reduce the number of listings on the page.

End the recruitment for this listing

This page gives you instructions for how to end the recruitment for this job listing.

Important: In this example, the contract is accepted. This means the recruitment can be ended.

To end the recruitment for this job listing, complete the following step:

1. Select the ['End recruitment'](#) button.

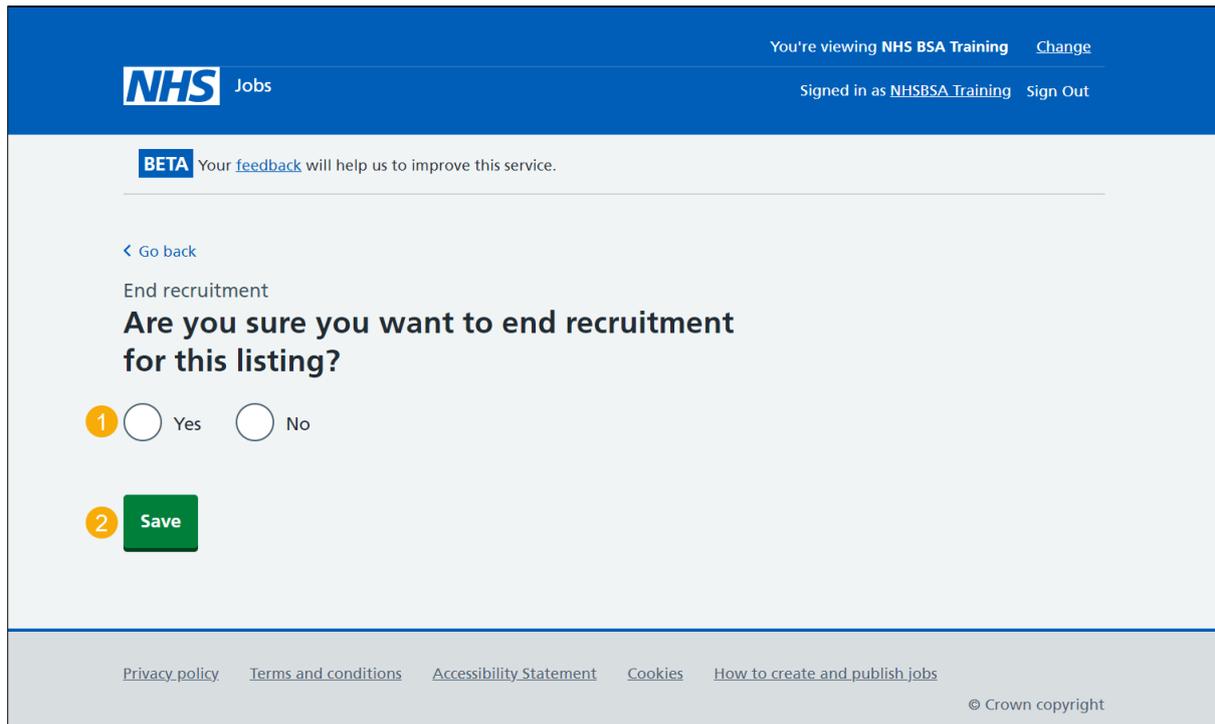
The screenshot shows the NHS Jobs interface for ending recruitment. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'End recruitment' followed by 'End the recruitment for this listing'. Below this is a table with columns 'Name', 'Start date', and 'Stage'. The table contains one row with the job ID 'AR-201123-00001', start date '25 May 2021', and stage 'CONTRACT ACCEPTED'. A green button with a yellow circle containing the number '1' and the text 'End recruitment' is positioned below the table. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Are you sure you want to end recruitment for this listing?

This page gives you instructions for how to confirm if you want to end the recruitment for this listing.

To confirm if you want to end the recruitment for this listing, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - 'No'
2. Select the 'Save' button.



The screenshot shows the NHS Jobs interface. 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 NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'End recruitment' followed by the question 'Are you sure you want to end recruitment for this listing?'. Below this, there are two radio button options: '1 Yes' and '2 No'. A green 'Save' button is positioned below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

If you don't want to end the recruitment for this listing, you've reached the end of this user guide.

Recruitment ended

This page shows confirmation the recruitment is ended for this job listing.

Important: You'll only see this page if you've ended the recruitment for this job listing. Once the recruitment is ended, only 'active' jobs are shown on your employer dashboard.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' 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 left, and user information 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA.Training' on the right. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Recruitment ended' and the message: 'You've ended recruitment for a Training and Support Officer job listing. The reference number is T1111-20-4736'. Below this, a section titled 'What happens next' explains that users can return to listings via search. A prominent green button with a '1' icon and the text 'Go back to your dashboard' is provided. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: To find out how to search for a job listing, go to the '**How to search for a job listing in NHS Jobs**' user guide or video from the '**Search for a job listing and applicant**' section of the '[Help and support for employers](#)' webpage.

You've ended a recruitment and reached the end of this user guide.