

How to create a job listing in NHS Jobs user guide – Add additional questions

This guide gives you instructions for how to add pre-application and additional questions when creating a job listing in the NHS Jobs service.

To add pre-application and additional questions, you'll need to add:

Author: Training and Support Team

- any pre-application questions including qualifications, licences, registrations, PLAB 2,
 IQE/ORE and if you're employed by the Employer advertising the job (optional)
- any additional questions including medical, dental, nursing and driving (optional)

To find out which roles can do this, go to the 'Roles and permissions' link in the 'Help and information' section of the <u>employer dashboard</u>.

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Pre-application questions

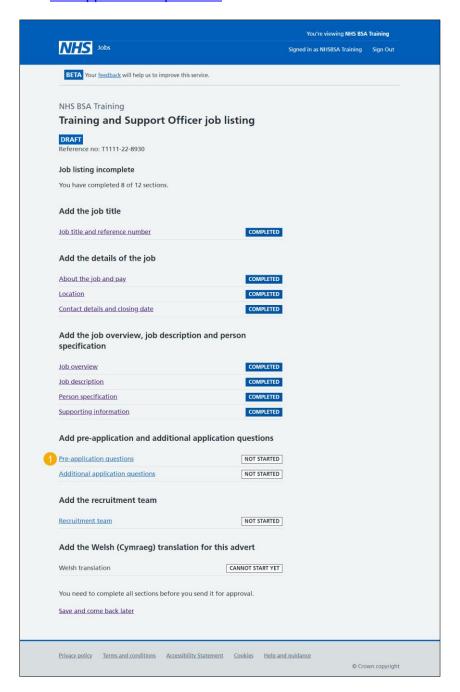
This page gives you instructions for how to add pre-application questions.

The different statuses are:

- **NOT STARTED** you haven't started the job listing section.
- **STARTED** you've started the job listing section but it's incomplete.
- **COMPLETED** you've completed the job listing section.
- CANNOT START YET you need to complete all sections before this is available.

To add pre-application questions, complete the following steps:

1. Select the 'Pre-applications questions' link.



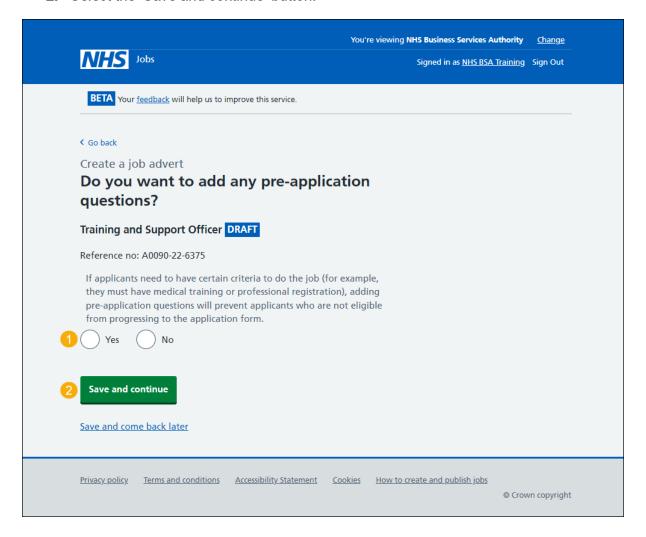
Do you want to add any pre-application questions?

This page gives you instructions for how to confirm if you want to add any pre-application questions.

Important: If you add pre-application questions and the applicant selects 'No', their application will end, and they won't be able to submit their application.

To confirm if you want to add any pre-application questions, complete the following steps:

- 1. Select an answer:
 - 'Yes'
 - 'No'
- 2. Select the 'Save and continue' button.



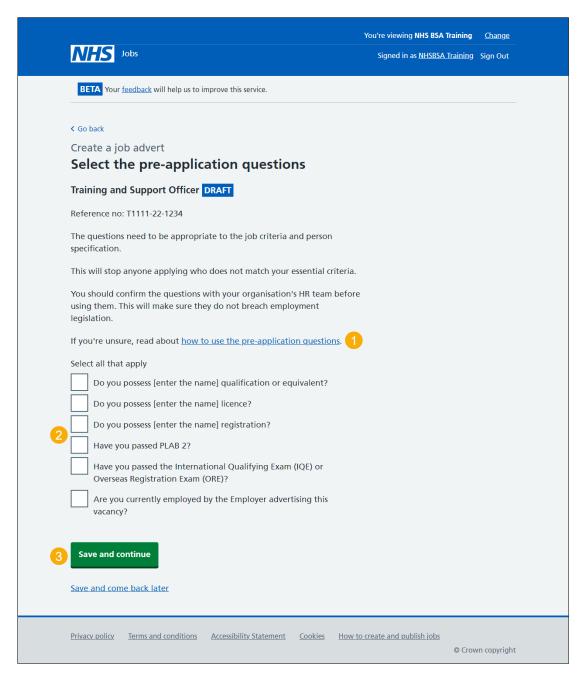
Select the pre-application questions

This page gives you instructions for how to select the pre-application questions.

Important: You'll only see this page if you're adding pre-application questions. You can select more than one answer.

To select the pre-application questions, complete the following steps:

- **1.** Select the 'how to use the pre-application questions' link for more information (optional).
- 2. Select a pre-application question.
- 3. Select the 'Save and continue' button.



Enter the name of the qualification

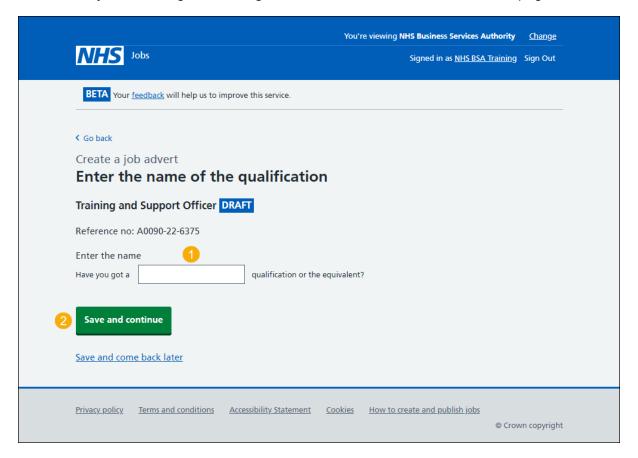
This page gives you instructions for how to enter the name of the qualification.

Important: You'll only see this page if you're adding a pre-application qualification question.

To enter the name of the qualification or equivalent, complete the following steps:

- 1. In the **Enter the name** box, enter the details.
- 2. Select the 'Save and continue' button.

If you're adding a licence, go to the 'Enter the name of the licence' page.



Enter the name of the licence

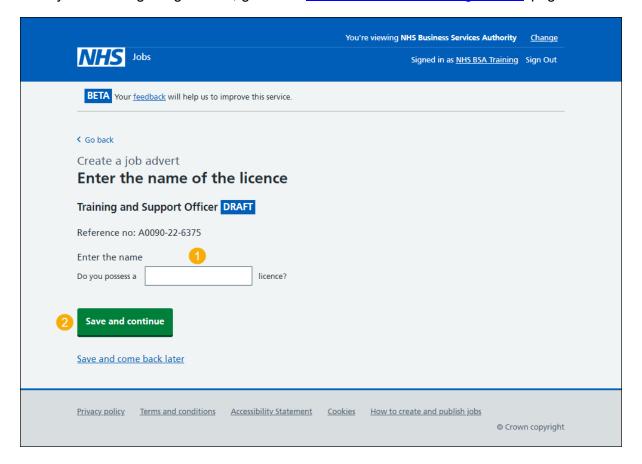
This page gives you instructions for how to enter the name of the licence.

Important: You'll only see this page if you're adding a pre-application licence question.

To enter the name of the licence, complete the following steps:

- 1. In the **Enter the name** box, enter the details.
- 2. Select the 'Save and continue' button.

If you're adding a registration, go to the 'Enter the name of the registration' page.



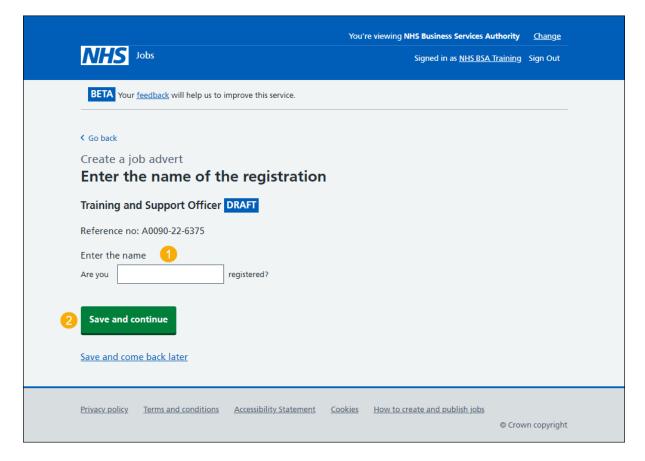
Enter the name of the registration

This page gives you instructions for how to enter the name of the registration.

Important: You'll only see this page if you're adding a pre-application registration question.

To enter the name of the registration, complete the following steps:

- 1. In the **Enter the name** box, enter the details.
- 2. Select the 'Save and continue' button.

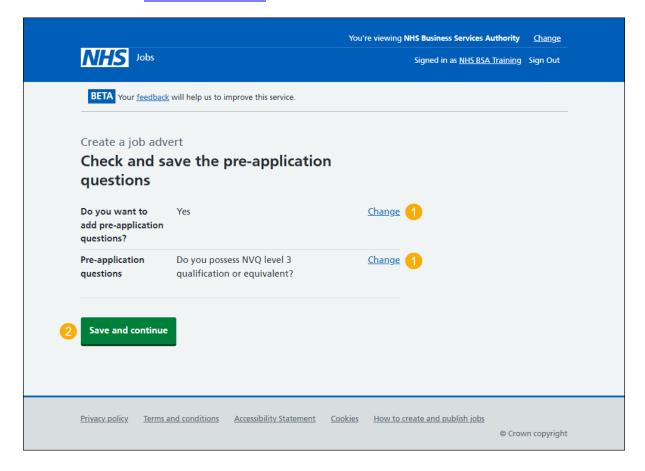


Check and save the pre-application questions

This page gives you instructions for how to check and save the pre-application questions.

To check, change and save the pre-application questions, complete the following steps:

- **1.** Select a 'Change' link (optional):
 - 'Do you want to add pre-application questions?'
 - 'Pre-application questions'
- **2.** Select the 'Save and continue' button.



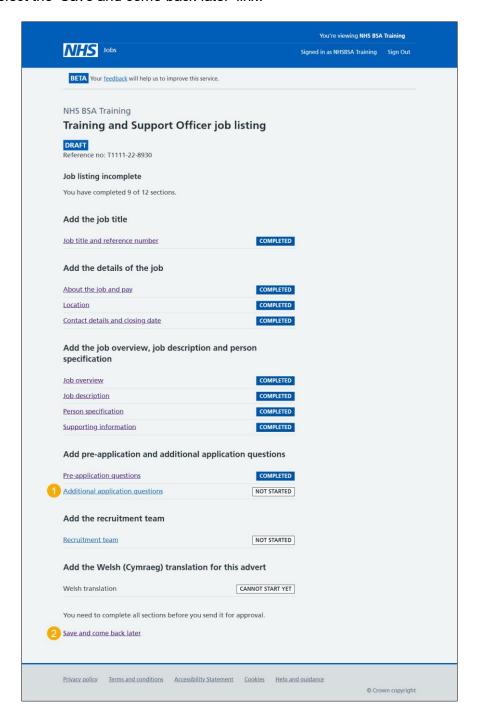
You've completed pre-application questions

This page shows confirmation you've completed the pre-application questions section.

Important: You need to complete all sections before you can publish your listing.

To go to the next section of your task list, complete the following steps:

- Select the <u>'Additional application questions</u>' link to begin this section.
- 2. Select the 'Save and come back later' link.



If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

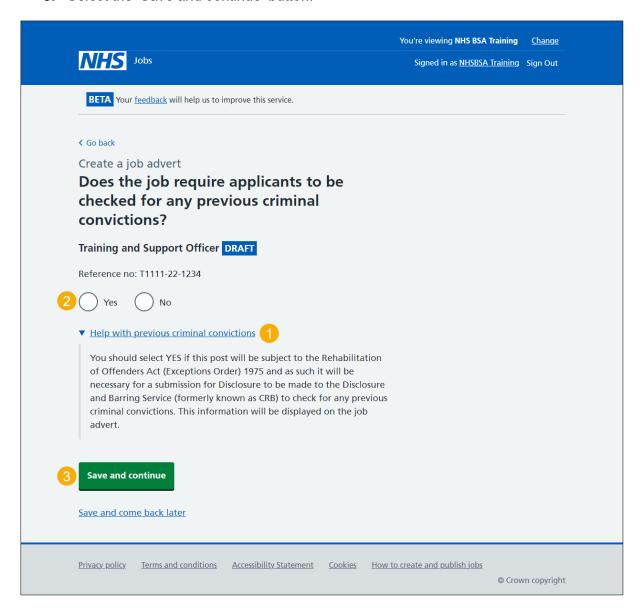
Does the job require applicants to be checked for any previous criminal convictions?

This page gives you instructions for how to confirm if the job requires applicants to be checked for any previous criminal convictions.

Important: You'll only see this page if you're confirming the additional application questions.

To confirm if the job requires applicants to be checked for any previous criminal convictions, complete the following steps:

- **1.** Select the 'Help with previous criminal convictions' link for more information (optional).
- 2. Select an answer:
 - 'Yes'
 - 'No'
- 3. Select the 'Save and continue' button.



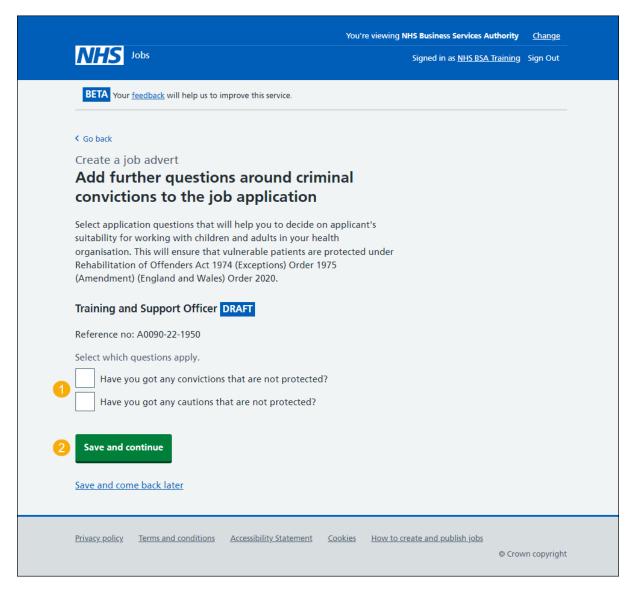
Add further questions around criminal convictions to the job application

This page gives you instructions for how to add further questions around criminal convictions to the job application.

Important: You'll only see this page if you're checking applicants for any previous criminal convictions. You can select more than one answer.

To add further questions around criminal convictions to the job application, complete the following steps:

- 1. Select an answer (optional).
- 2. Select the 'Save and continue' button.

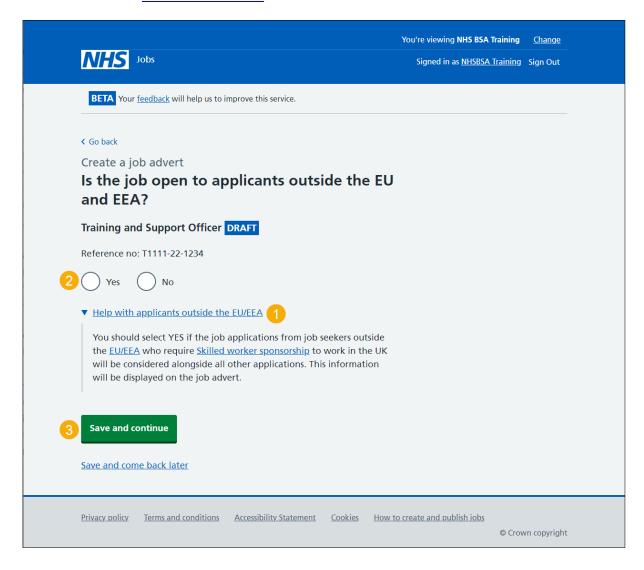


Is the job open to applicants outside the EU and EEA?

This page gives you instructions for how to confirm if the job is open to applicants outside the EU and EEA.

To confirm if the job is open to applicants outside the EU and EEA, complete the following steps:

- **1.** Select the 'Help with applicants outside the EU/EEA' link for more information (optional).
- 2. Select an answer.
- 3. Select the 'Save and continue' button.

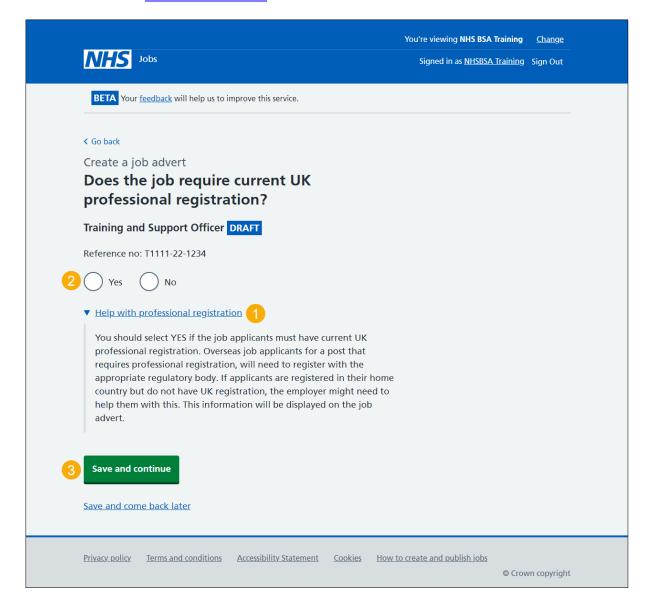


Does the job require current UK professional registration?

This page gives you instructions for how to confirm if the job requires a current UK professional registration.

To confirm if the job requires a current UK professional registration, complete the following steps:

- 1. Select the 'Help with professional registration' link for more information (optional).
- 2. Select an answer.
- 3. Select the 'Save and continue' button.



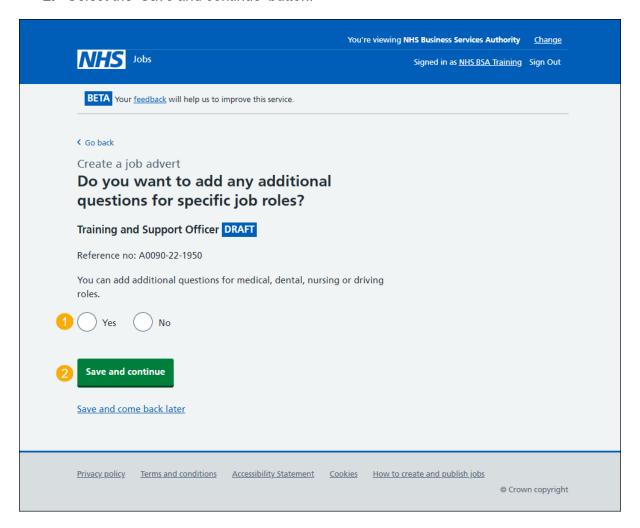
Do you want to add any additional questions for job specific roles?

This page gives you instructions for how to confirm if you want to add any additional questions for job specific roles.

Important: You can add additional questions for medical, dental, nursing or driving roles.

To confirm if you want to add any additional questions for job specific roles, complete the following steps:

- 1. Select an answer:
 - 'Yes'
 - 'No'
- 2. Select the 'Save and continue' button.



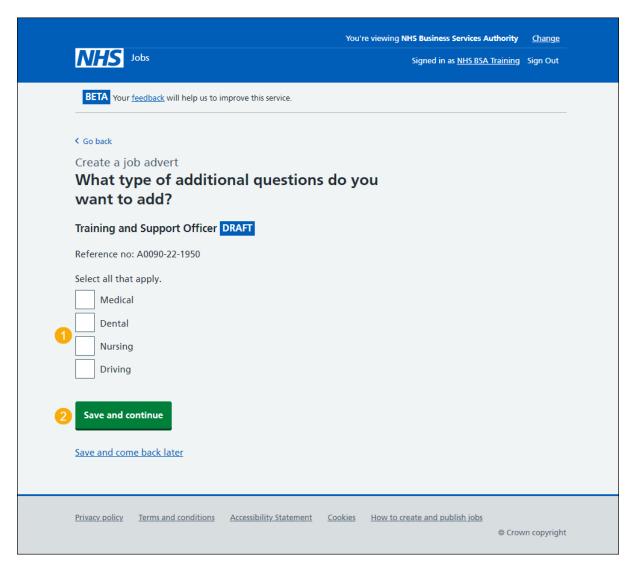
What type of additional questions do you want to add?

This page gives instructions for how to confirm the type of additional questions you want to add.

Important: You'll only see this page if you're adding additional questions for job specific roles. You can select more than one answer.

To confirm the type of additional questions you want to add, complete the following steps:

- 1. Select an answer:
 - 'Medical'
 - 'Dental'
 - 'Nursing'
 - 'Driving'
- 2. Select the 'Save and continue' button.



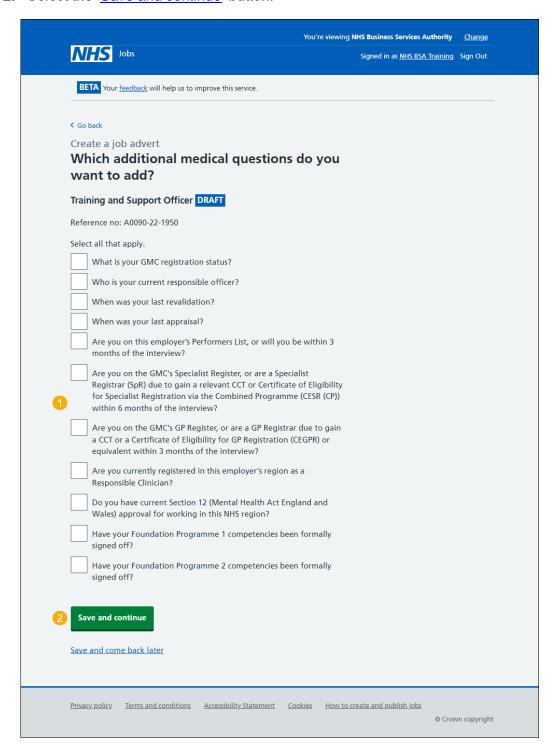
Which additional medical questions do you want to add?

This page gives instructions for how to confirm which additional medical questions you want to add.

Important: You'll only see this page if you're adding additional medical questions. You can select more than one answer.

To add the additional medical questions, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.



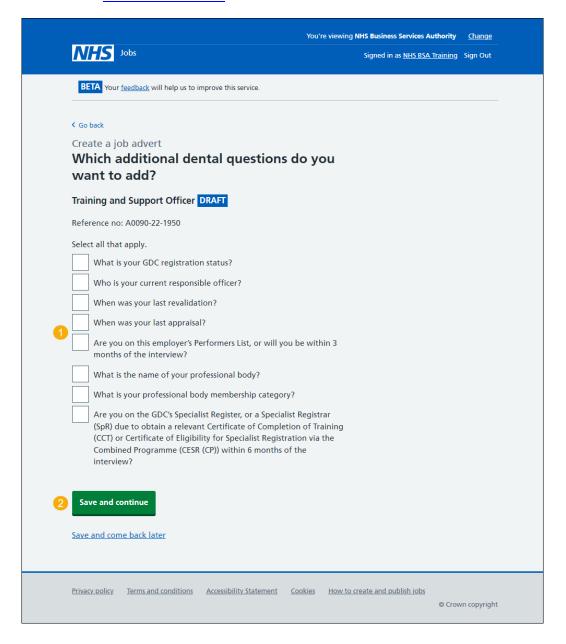
Which additional dental questions do you want to add?

This page gives instructions for how to confirm which additional dental questions you want to add.

Important: You'll only see this page if you're adding additional dental questions. You can select more than one answer.

To add the additional dental questions, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.



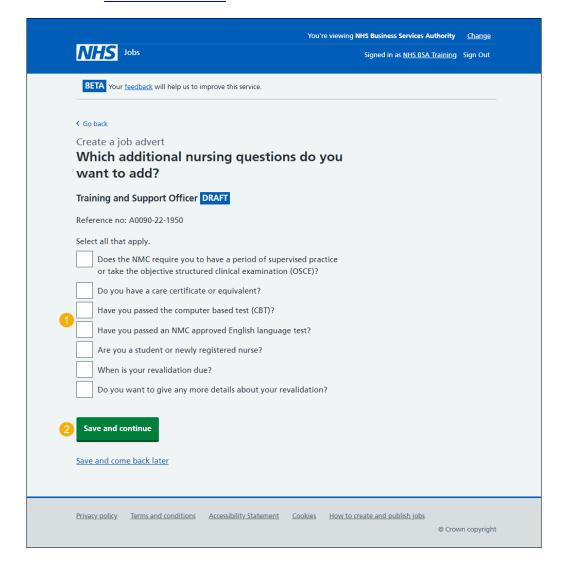
Which additional nursing questions do you want to add?

This page gives instructions for how to confirm which additional nursing questions you want to add.

Important: You'll only see this page if you're adding additional nursing questions. You can select more than one answer.

To add the additional nursing questions, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.



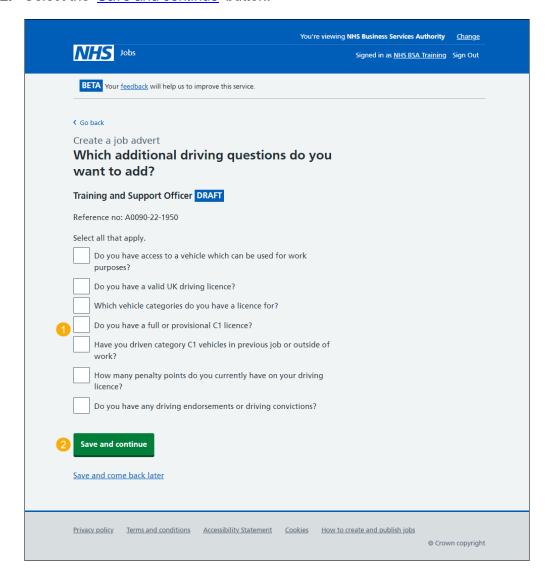
Which additional driving questions do you want to add?

This page gives instructions for how to confirm which additional driving questions you want to add.

Important: You'll only see this page if you're adding additional driving questions. You can select more than one answer.

To add the additional driving questions, complete the following steps:

- 1. Select an answer.
- 2. Select the 'Save and continue' button.

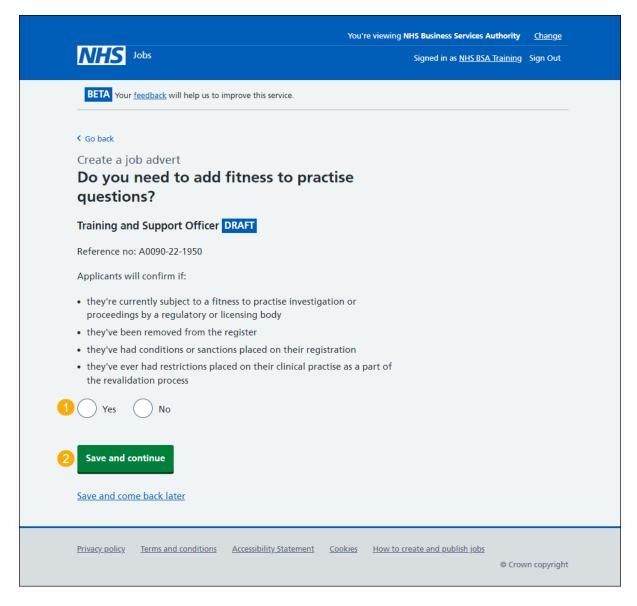


Do you need to add fitness to practise questions?

This page gives you instructions for how to confirm if you need to add fitness to practise questions.

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

- **1.** Select an answer.
- 2. Select the 'Save and continue' button.

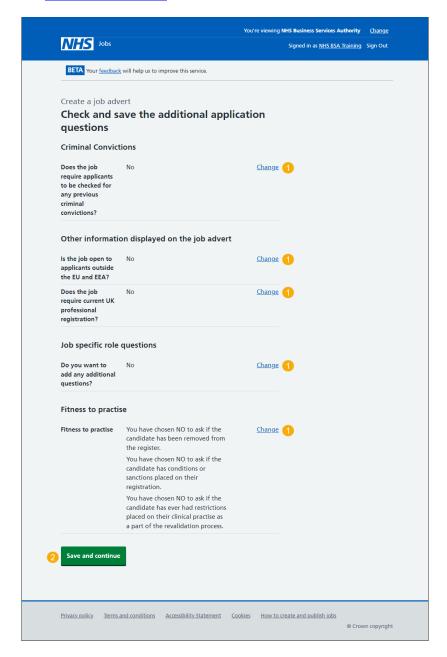


Check and save the additional application questions

This page gives you instructions for how to check and save the additional application questions.

To check, change and save the additional application questions, complete the following steps:

- 1. Select a 'Change' link (optional):
 - 'Does the job require applicants to be checked for any previous criminal convictions?'
 - 'Is the job open to applicants outside of the EU and EEA?'
 - 'Does the job require current UK professional registration?'
 - 'Do you want to add any additional application questions?'
 - 'Fitness to practise'
- 2. Select the 'Save and continue' button.



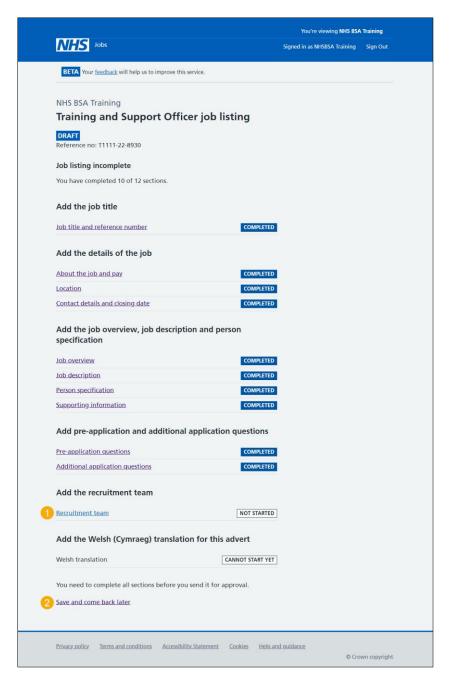
You've completed additional questions

This page shows confirmation you've completed the additional questions section.

Important: You need to complete all sections before you can publish your listing.

To go to a new section of your task list, complete the following steps:

- Select a link to begin a section of the task list.
 or
- 2. Select the 'Save and come back later' link.



To find out how to create a job listing, go to a user guide or video from the 'Create a job listing' section of the 'Help and support for employers' webpage.

You've added the additional questions and reached the end of this user guide.