

How to create a job listing in NHS Jobs user guide – Add the job advert

This guide gives you instructions for how to add the job advert when creating a job listing in the NHS Jobs service.

You'll create your job advert by adding:

- job overview including introducing the role, adding the main duties of the role, and giving an overview of your organisation
- job description
- person specification including qualifications, experience, and any additional criteria
- any supporting documents (optional)

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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Job overview

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

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 the job overview, complete the following steps:

1. Select the '[Job overview](#)' link.

You're viewing NHS BSA Training
Signed in as NHSBSA Training Sign Out

BETA Your [feedback](#) will help us to improve this service.

NHS BSA Training
Training and Support Officer job listing

DRAFT
 Reference no: T1111-22-8930

Job listing incomplete
 You have completed 4 of 12 sections.

Add the job title

Job title and reference number	COMPLETED
--	------------------

Add the details of the job

About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED

Add the job overview, job description and person specification

1 Job overview	NOT STARTED
Job description	NOT STARTED
Person specification	NOT STARTED
Supporting information	NOT STARTED


Create the advert for your vacancy

This page gives you instructions for how to create the advert for your vacancy.

Important: You'll need the relevant job description and person specification documentation to help you enter the details about the job.

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

1. Select the '[Continue](#)' button.


Jobs

You're viewing [NHS Business Services Authority](#) [Change](#)
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BETA

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[< Go back](#)

Create a job advert

Create the advert for your Training and Support Officer vacancy

The information you give will help jobseekers decide if they want to apply.

To create your advert, you'll start by adding information under 3 headings:

- introduce the role
- briefly describe the main duties of the role
- an overview of your organisation

Job description

You can then enter the full job description. You can copy and paste this from a document.

Person specification

You can add the criteria that you want to score against. You can enter essential or desirable qualifications, experience, and any other criteria.

Creating your advert this way means we can make sure all job listings will be displayed in the correct format.

After you have published your listing

If you need to advertise the same job in the future, you can reuse and edit this information for a new listing.

1

Continue

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[How to create and publish jobs](#)

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Introduce the role

You should give a short summary of the role, detail the main duties of the role and why the applicant would want to work for your organisation. Potential applicants will read this first so inform, engage, and excite.

Important: You can copy and paste this information from a document. The minimum character limit is 100 and the maximum is 1500 including spaces.

To introduce the role, complete the following step:

1. In the **Introduce the role** box, enter the details.

The screenshot shows the 'Introduce the role' section of a job advert creation page. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA 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 'Create a job advert' followed by 'Provide a job overview to create your advert'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. A vertical bar on the left indicates that the user will add their full job description, person specification, and any supporting documents later. The 'Introduce the role' section is highlighted, with instructions: 'Give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage and excite.' Below this, it states 'You have a limit of 1500 characters, including spaces.' A text area with a rich text editor toolbar (undo, redo, bold, italic, list, link) is shown, with a yellow circle containing the number '1' next to it. At the bottom, it says 'You have 1500 characters remaining'.

Tip: You'll add your full job description, person specification and any supporting documents later. Once you start adding your information, the number changes to show how many characters you have remaining.

Go to the '[Briefly describe the main duties of the role](#)' section.

Briefly describe the main duties of the role

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

Important: You can copy and paste this information from a document. The minimum character limit is 100 and the maximum is 1500 including spaces.

To add the main duties of the role, complete the following step:

2. In the **Main duties of the role** box, enter the details.

Briefly describe the main duties of the role

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

You have a limit of 1500 characters, including spaces.

← → B / ☰ ☰

2

You have 1500 characters remaining

Tip: Once you start adding your information, the number changes to show how many characters you have remaining.

Go to the '[Give an overview of your organisation](#)' section.

Give an overview of your organisation

Introduce the team, atmosphere, work ethic and benefits of working at your organisation.

Important: You can copy and paste this information from a document. The minimum character limit is 100 and the maximum is 1500 including spaces.

To add an overview of your organisation, complete the following steps:

3. In the **Overview of your organisation** box, enter the details.
4. Select the [‘Save and continue’](#) button.
or
5. Select the ‘Save and come back later’ link.

Give an overview of your organisation

Introduce the team, the atmosphere, work ethic and benefits of working at your organisation.

You have a limit of 1500 characters, including spaces.

3

You have 1489 characters remaining

4 **Save and continue**

5 [Save and come back later](#)

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Tip: Once you start adding your information, the number changes to show how many characters you have remaining.

To find out how to add the overview of your organisation for all your job listings, go to the **‘How to manage the overview of your organisations template’** user guide or video from the **‘Manage your account’** section of the [‘Help and support for employers’](#) webpage.

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

Check and save the job overview

This page gives you instructions for how to check and save the job overview.

To check, change and save the job overview, complete the following steps:

1. Select the [‘Change’](#) link (optional).
2. Select the [‘Save and continue’](#) button.

NHS Jobs

You're viewing **NHS Business Services Authority** [Change](#)

Signed in as **NHS BSA Training** [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

Create a job advert

Check and save the job overview

Job overview

Job summary [Change](#) 1

Give a short summary of the role and why this person should work for you. Potential applicants will read this first so inform, engage and excite.

Main duties of the job

This will help someone decide if they want to apply. Do not repeat information from the job description here, as this will appear later in the advert.

Overview of your organisation

Introduce the team, the atmosphere, work ethic and benefits of working at your organisation. Let applicants know why they would want to work here.

2 **Save and continue**

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You've completed the job overview

This page shows confirmation you've completed the job overview.

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:

1. Select the '[Job description](#)' link to begin this section.
or
2. Select the 'Save and come back later' link (optional).

The screenshot shows the 'Training and Support Officer job listing' page on the NHS BSA Training portal. The page is in 'DRAFT' status with reference number T1111-22-8930. It indicates that 5 of 12 sections are completed. The sections and their completion status are as follows:

Section	Status
Job title and reference number	COMPLETED
Add the details of the job	
About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED
Add the job overview, job description and person specification	
Job overview	COMPLETED
1 Job description	NOT STARTED
Person specification	NOT STARTED
Supporting information	NOT STARTED
Add pre-application and additional application questions	
Pre-application questions	NOT STARTED
Additional application questions	NOT STARTED
Add the recruitment team	
Recruitment team	NOT STARTED
Add the Welsh (Cymraeg) translation for this advert	
Welsh translation	CANNOT START YET

At the bottom of the page, there is a footer with links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice: © Crown copyright.

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

Add the job description

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

Important: Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format. The minimum character limit is 100 and the maximum is 10000 including spaces.

To add the job description, complete the following steps:

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

The screenshot shows the 'Add the Job Description' page for a 'Training and Support Officer' role. The page is part of the NHS Jobs system, with the user signed in as 'NHS BSA Training'. The role is currently in 'DRAFT' status. The reference number is A0090-22-6375. The page provides instructions on how to enter the job description and includes a text area for input. A character count shows 10000 characters remaining. A green 'Save and continue' button is highlighted with a '2' in a yellow circle, and a '1' in a yellow circle points to the text area. A 'Save and come back later' link is also present.

NHS Jobs

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Signed in as **NHS BSA Training** [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Create a job advert

Add the Job Description

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format.

You'll be able to upload the job description as a supporting file later on. Applicants find it useful to refer to these documents.

You have a limit of 10000 characters, including spaces.

1

You have 10000 characters remaining

2 [Save and continue](#)

[Save and come back later](#)

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Tip: You'll be able to upload the job description as a supporting file later one. Applicants find it useful to refer to these documents. Once you start adding your information, the number changes to show how many characters you have remaining.

Check and save the job description

This page gives you instructions for how to check and save the job description.

To check, change and save the job description, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Save and continue'](#) button.

The screenshot displays the NHS Jobs interface for editing a job description. At the top, a blue header contains the NHS logo, the text 'Jobs', and user information: 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the job description'. It features a 'Job description' field with the text: 'Either type in or copy and paste your job description. Creating it this way means we can make sure all listings will appear in the correct format.' To the right of this text is a 'Change' link with a yellow circle containing the number '1'. Below the text is a green button labeled 'Save and continue' with a yellow circle containing the number '2'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

You've completed the job description

This page shows confirmation you've completed the job description section.

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

1. Select the '[Person specification](#)' link to begin this section.
or
2. Select the 'Save and come back later' link (optional).

NHS Jobs You're viewing NHS BSA Training
Signed in as NHSBSA Training Sign Out

BETA Your [feedback](#) will help us to improve this service.

NHS BSA Training
Training and Support Officer job listing

DRAFT
Reference no: T1111-22-8930

Job listing incomplete
You have completed 6 of 12 sections.

Add the job title

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

Add the details of the job

[About the job and pay](#) **COMPLETED**

[Location](#) **COMPLETED**

[Contact details and closing date](#) **COMPLETED**

Add the job overview, job description and person specification

[Job overview](#) **COMPLETED**

[Job description](#) **COMPLETED**

1 [Person specification](#) **NOT STARTED**

[Supporting information](#) **NOT STARTED**

Add pre-application and additional application questions

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

[Additional application questions](#) **NOT STARTED**

Add the recruitment team

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

Create a person specification to score your applications against

This page gives you instructions for how to create a person specification to score your applications against.

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

1. Select the [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 left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Create a job advert' followed by 'Create a person specification to score your applications against'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. The instructions state: 'Refer to your Person Specification for this job, and enter the essential criteria for:' followed by a bulleted list: 'Qualifications', 'Experience', and 'Additional criteria you want to score against'. Below this, it says 'You'll be able to include any desirable criteria, if you need to.' and 'You can type your criteria or you can copy and paste it. Creating your Person Specification this way means we can ensure all job listings will be displayed in the correct format.' At the bottom of the main content area, there is a green 'Continue' button with a yellow circle containing the number '1' next to it. 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'.

Enter qualifications criteria

This page gives you instructions for how to enter the qualifications criteria.

To enter the qualifications criteria, complete the following step:

1. Select the '[Enter qualifications criteria](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area is titled 'Create a job advert' and 'Add your person specification'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-6375'. The text instructs the user to refer to their Person Specification and type or copy and paste their criteria under Qualifications and Experience. It also advises to list only the criteria you want to see evidence of. The section is titled 'Qualifications' and instructs the user to list their essential criteria. A prominent button with a yellow circle containing the number '1' is labeled 'Enter qualifications criteria'.

List your qualifications criteria

This page gives you instructions for how to list your qualifications criteria.

Important: Refer to your Person Specification to either type the information, or copy and paste from them. Listing only the criteria you want to see evidence of will make it easier to find the information and score it.

To add your qualifications criteria, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details (optional).
3. Select the '[Save and continue](#)' button.

NHS Jobs

You're viewing [NHS Business Services Authority](#) [Change](#)

Signed in as [NHS BSA Training](#) [Sign Out](#)

BETA Your feedback will help us to improve this service.

[Go back](#)

Create a job advert

List your Qualifications criteria

Training and Support Officer **DRAFT**

Reference no: A0090-22-6375

When you score an application, you'll tick a box against the criteria they give evidence of. When you've scored all your applications, they'll be displayed to you in a high to low points list for you to compare and choose your shortlist from.

Listing only the criteria you want to see evidence of will make it easier to find the information and score it.

Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.

Essential criteria

For example,

- GCSE grade A to C in English and Maths
- Qualified to NVQ level 2 in Health and Social Care

1

Desirable criteria

For example,

- Qualified in Phlebotomy
- Qualified to NVQ level 3

2

3 **Save and continue**

[Save and come back later](#)

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Tip: Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

Enter experience criteria

This page gives you instructions for how to enter the experience criteria.

To enter the experience criteria, complete the following step:

1. Select the '[Enter experience criteria](#)' button.


Jobs

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Signed in as [NHS BSA Training](#) [Sign Out](#)

BETA

 Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

Add your person specification

Training and Support Officer DRAFT

Reference no: A0090-22-6375

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

Qualifications, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified in Phlebotomy	Change or
Qualified to NVQ level 2 in Health and Social Care	Qualified to NVQ level 3	delete

Experience

List your essential criteria. You can list desirable criteria, if you have any.

1
Enter experience criteria

List your experience criteria

This page gives you instructions for how to list your experience criteria.

Important: Refer to your Person Specification to either type the information, or copy and paste from them. Listing only the criteria you want to see evidence of will make it easier to find the information and score it.

To add your experience criteria, complete the following steps:

1. In the **Essential criteria** box, enter the details.
2. In the **Desirable criteria** box, enter the details (optional).
3. Select the '[Save and continue](#)' button.

The screenshot shows the 'List your Experience criteria' page for a 'Training and Support Officer' role (DRAFT). The page includes a 'BETA' notice, a 'Go back' link, and instructions on how to list criteria. It features two text input areas: 'Essential criteria' (marked with a '1') and 'Desirable criteria' (marked with a '2'). A 'Save and continue' button (marked with a '3') is located at the bottom of the form, along with a 'Save and come back later' link. The page footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice for Crown copyright.

Tip: Make sure to press the 'Enter' key after each criteria, so it'll appear on a new line as a bullet point.

Enter additional criteria

This page gives you instructions for how to enter any additional criteria (optional).

To enter any additional criteria, complete the following step:

1. Select the '[Enter more criteria](#)' button (optional).

You're viewing [NHS Business Services Authority](#) [Change](#)
Signed in as [NHS BSA Training](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Create a job advert

Add your person specification

Training and Support Officer DRAFT

Reference no: A0090-22-6375

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

Qualifications, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified in Phlebotomy	Change or
Qualified to NVQ level 2 in Health and Social Care	Qualified to NVQ level 3	delete

Experience

List your essential criteria. You can list desirable criteria, if you have any.

Experience, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
Experience of working within a nursing team	Experience of working in primary care	Change or
Experience of dealing with vulnerable patients	Experience of working in a GP practice	delete

Additional criteria

Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

1 Enter more criteria

Tip: If you don't want to add additional criteria, go to the '[Add your person specification](#)' page.

Add your additional criteria

This page gives you instructions for how to add your additional criteria.

Important: This page is only shown if you're adding additional criteria. Refer to your Person Specification to either type the information, or copy and paste from them. Listing only the criteria you want to see evidence of will make it easier to find the information and score it.

To add your additional criteria, complete the following steps:

1. In the **Criteria title** box, enter the details.
2. In the **Essential criteria**, enter the details.
3. In the **Desirable criteria**, enter the details (optional).
4. Select the '[Save and continue](#)' button.

NHS Jobs

You're viewing NHS Business Services Authority [Change](#)

Signed in as [NHS BSA Training](#) [Sign Out](#)

BETA Your feedback will help us to improve this service.

[Go back](#)

Create a job advert

Add additional criteria

Training and Support Officer **DRAFT**

Reference no: A0990-22-6375

You'll add a new title and then list the criteria the same way you did for Qualifications and Experience. This means you can add those from your Person Specification for this job. For example, Knowledge, Skills, Qualities are common in person specifications.

Refer to your Person Specification to either type the information, or copy and paste from them. Make sure to press Enter after each criteria, so it'll appear on a new line as a bullet point.

Criteria title
For example, Knowledge and skills

1

You can type your list or you can copy and paste it from an existing document. Press Enter or Return after each one to put them on a new line in your list.

Essential criteria
For example,

- Ability to provide quality care
- Good interpersonal and communication skills

2

Desirable criteria
For example,

- Basic IT skills
- Awareness of blood-borne viruses

3

4 [Save and continue](#)

[Save and come back later](#)

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Tip: You can add more than one additional criteria to score applicants against.

Manage your person specification

This page gives you instructions for how to manage your person specification.

Important: If you delete any information, you'll not be able to recover this.

To manage your person specification, complete the following steps:

1. Select a '[Change](#)' link (optional).
2. Select a '[Delete](#)' link (optional).
3. Select the '[Enter more criteria](#)' button (optional).
4. Select the '[Save and continue](#)' button.

NHS Jobs
You're viewing NHS Business Services Authority [Change](#)
Signed in as NHS BSA Training [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Create a job advert

Add your person specification

Training and Support Officer **DRAFT**

Reference no: A0090-22-1614

Refer to your Person Specification and type or copy and paste your criteria under Qualifications and Experience. You can add more criteria you want to score against.

To make your scoring easier, list only the criteria you want to see evidence of.

Qualifications

List your essential criteria. You can list desirable criteria, if you have any.

Qualifications, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
GCSE grade A to C in English and Maths	Qualified in digital training	Change 1
Qualified to NVQ level 2 in Training and Support		delete 2

Experience

List your essential criteria. You can list desirable criteria, if you have any.

Experience, List your essential criteria. You can list desirable criteria, if you have any.

Essential	Desirable	Actions
Experience of working within a digital team	Experience of working in the NHS	Change 1
Experience of dealing with training requirements	Experience of working in an office environment	delete 2

Additional criteria

Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

Additional criteria, Add more criteria you want to score against. You'll list this the same way you did for Qualifications and Experience.

Criteria	Essential	Desirable	Actions
Knowledge and skills	Ability to create quality care		Change 1
	Good interpersonal and communication skills		delete 2

3 Enter more criteria

4 Save and continue

[Save and come back later](#)

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Check and save the person specification

This page gives you instructions for how to check and save the person specification.

To check, change and save the person specification, complete the following steps:

1. Select a [‘Change’](#) link (optional).
2. Select the [‘Save and continue’](#) button.

You're viewing [NHS Business Services Authority](#) [Change](#)
Signed in as [NHS BSA Training](#) [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

Create a job advert

Check and save the person specification

Qualifications	<p>Essential criteria Change 1</p> <p>GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support</p> <p>Desirable criteria</p> <p>Qualified in digital training</p>
Experience	<p>Essential criteria Change 1</p> <p>Experience of working within a digital team Experience of dealing with training requirements</p> <p>Desirable criteria</p> <p>Experience of working in the NHS Experience of working in an office environment</p>
Knowledge and skills	<p>Essential criteria Change 1</p> <p>Ability to create quality care Good interpersonal and communication skills</p>

2
Save and continue

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You've completed the person specification

This page shows confirmation you've completed the person specification 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:

1. Select the '[Supporting documents](#)' link to begin this section.
or
2. Select the 'Save and come back later' link.

NHS Jobs You're viewing NHS BSA Training
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NHS BSA Training
Training and Support Officer job listing

DRAFT
Reference no: T1111-22-8930

Job listing incomplete
You have completed 7 of 12 sections.

Add the job title

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

Add the details of the job

[About the job and pay](#) **COMPLETED**

[Location](#) **COMPLETED**

[Contact details and closing date](#) **COMPLETED**

Add the job overview, job description and person specification

[Job overview](#) **COMPLETED**

[Job description](#) **COMPLETED**

[Person specification](#) **COMPLETED**

1 [Supporting information](#) **NOT STARTED**

Add pre-application and additional application questions

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

[Additional application questions](#) **NOT STARTED**

Add the recruitment team

[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](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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

Do you want to add supporting information to the advert?

This page gives you instructions for how to confirm if you want to add any supporting information to the advert.

Important: This will help applicants decide whether to apply. It may also mean that you get more suitable applicants. For example, you could upload a job description and person specification document.

To confirm if you want to add any supporting information, complete the following steps:

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

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training', 'Signed in as NHSBSA Training', and 'Sign Out' on the right. Below the header, a blue box contains the text 'BETA Your feedback will help us to improve this service.' A link '< Go back' is visible. The main content area has the heading 'Create a job advert' followed by 'Do you want to add supporting information to the advert?'. Below this is 'Training and Support Officer DRAFT' and 'Reference no: T1111-22-8930'. A paragraph explains that supporting documents can be added to help applicants decide. There are two radio buttons: '1 Yes' (selected) and '2 No'. A green button labeled '2 Save and continue' is highlighted. A link 'Save and come back later' is at the bottom. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

Your advert's supporting information

This page gives you instructions for how to add supporting information to your advert.

Important: In this example, this organisation already has supporting information in their organisation's library.

To add supporting information to your advert, complete the following steps:

1. Select the '[Add from your organisation's library](#)' button (optional).
2. Select the '[Add new document](#)' button (optional).
3. Select the '[Add new link](#)' button (optional).

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[Go back](#)

Create a job advert

Your Training and Support Officer advert's supporting information

Training and Support Officer **DRAFT**

Reference no: T1111-22-8930

1 [Add from your organisation's library](#)

Documents

You can add up to 4 documents to the job advert.

No documents have been added yet.

2 [Add new document](#)

Links

You can add up to 10 links to the job advert.

No links have been added yet.

3 [Add new link](#)

[Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Tip: You can add a total of 4 documents and 10 links to a job advert.

Add from your organisation's library

This page gives you instructions for how to add supporting information to your advert from your organisation's library.

Important: You'll only see this page if you selected to add from your organisation's library.

To add supporting information from your organisation's library, complete the following steps:

1. Select a document tick box (optional).
2. Select the 'Download document' link to view the document (optional).
3. Select a link tick box (optional).
4. Select a link to view the webpage (optional).
5. Select the '[Save and continue](#)' button.

NHS Jobs You're viewing NHS BSA Training
Signed in as NHSBSA Training Sign Out

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[Go back](#)

Create a job advert

Add from your organisation's library

Training and Support Officer **DRAFT**

Reference no: T1111-22-8930

Documents

Select up to 4 documents to add to the job advert

Select	Document	What you can do
<input type="checkbox"/>	Working for the NHSBSA	Download document (DOCX, 12 KB)

Links

Select up to 10 links to add to the job advert

Select	Link	What you can do
<input type="checkbox"/>	Working for the NHSBSA	https://www.nhsbsa.nhs.uk/ (opens in new tab)

▼ [Adding documents and links to your organisation's library](#)

Documents and links can be added to the organisation's library from the dashboard by users with access. If you do not have access, you'll need to contact a super user:

- NHS BSA Training
- Ashleigh
- NHSBSA Training
- Vasudev
- Jane
- Jen

5 Save and continue

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Tip: You can add a total of 4 documents and 10 links to a job advert. Select the 'Adding documents and links to your organisations' drop down link to see how you can add documents and links to your organisations account.

Add a new supporting document to the advert


This page gives you instructions for how to add a new supporting document to the advert.

Important: You'll only see this page if you selected to add a new document. You can upload 4 supporting documents in a doc, docx and pdf format. The document size is limited to 1MB and the document name must be a maximum of 100 characters. In this example, the 'Training and Support Officer' document is selected for upload.

To add a new supporting document to your advert, complete the following steps:

1. Select the 'Choose file' button to find the file.
2. In the 'What do you want to call this document?' box, enter the details.
3. Select the 'Upload document' button.

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Signed in as NHSBSA Training [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

Add a new supporting document to the advert

Training and Support Officer DRAFT

Reference no: T1111-22-8930

The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

Choose File Training an...Officer.docx

What do you want to call this document?

Use a name that applicants will understand. For example, Working for the London Ambulance Service

Upload document

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[Terms and conditions](#)
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[Cookies](#)
[Help and guidance](#)

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Add a new supporting link to the advert

This page gives you instructions for how to add a new supporting link to the advert.

Important: You can add a total of 10 links to a job advert.

To add a new supporting link to the advert, complete the following steps:

1. In the **'What is the URL?'** box, enter the details.
2. In the **'What do you want to call this link?'** box, enter the details.
3. Select the **'Add link'** button.

The screenshot shows the 'Add a new supporting link to the advert' page in the NHS Jobs system. The page is for a draft job advert titled 'Training and Support Officer' with reference number T1111-22-8930. The main heading is 'Add a new supporting link to the advert'. Below this, there are two input fields: 'What is the URL?' and 'What do you want to call this link?'. The 'What is the URL?' field has a placeholder text 'For example, https://www.nhs.uk'. The 'What do you want to call this link?' field has a placeholder text 'Use a name that applicants will understand. For example, Working for the London Ambulance Service.' A green 'Add link' button is located below the second input field. The page includes a blue header with the NHS logo and 'Jobs' text, and a footer with links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice.

Manage your supporting information

This page gives you instructions for how to manage your supporting information.

To manage your supporting documents, complete the following steps:

1. Select the '[Add from your organisation's library](#)' button (optional).
2. Select the document 'File name' to view the document (optional).
3. Select the document '[Change](#)' or 'Remove' link (optional).
4. Select the '[Add new document](#)' button to add more new documents (optional).
5. Select the 'URL' to view the webpage (optional).
6. Select the link '[Change](#)' or 'Remove' link (optional).
7. Select the '[Add new link](#)' button to add more new links (optional).
8. Select the '[Save and continue](#)' button.

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Signed in as NHSBSA Training Sign Out

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Create a job advert

Your Training and Support Officer advert's supporting information

Training and Support Officer DRAFT

Reference no: T1111-22-8930

1 Add from your organisation's library

Documents

You can add up to 4 documents to the job advert.

Name	Document	What you can do
Training and Support Officer	Training and Support Officer.docx (DOCX, 12 KB) 2	Change or Remove 3

4 Add new document

Links

You can add up to 10 links to the job advert.

Name	URL	What you can do
Working for the NHS	https://www.nhs.uk (opens in new tab) 5	Change or Remove 6

7 Add new link

8 Save and continue

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Check and save your supporting information

This page gives you instructions for how to check and save your supporting information.

To check, change or save the supporting documents, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Do you want to add supporting information to the advert?'](#)
 - ['Supporting documents'](#)
 - ['Supporting links'](#)
2. Select the ['Save and continue'](#) button.

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Signed in as NHSBSA Training [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

Create a job advert

Check and save the supporting information

Do you want to add supporting information to the advert?	Yes	Change
Supporting documents	Training and Support Officer	Change
Supporting links	Working for the NHS	Change

2
Save and continue

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You've completed supporting information

This page shows confirmation you've completed the supporting information 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:

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

The screenshot shows the 'Training and Support Officer job listing' page in a 'DRAFT' state. The page is titled 'NHS BSA Training' and 'Training and Support Officer job listing'. It indicates that 8 of 12 sections are completed. The sections and their completion status are as follows:

Section	Status
Job title and reference number	COMPLETED
About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED
Job overview	COMPLETED
Job description	COMPLETED
Person specification	COMPLETED
Supporting information	COMPLETED
Pre-application questions	NOT STARTED
Additional application questions	NOT STARTED
Recruitment team	NOT STARTED
Welsh translation	CANNOT START YET

At the bottom of the page, there is a 'Save and come back later' link, which is highlighted with a yellow circle and the number 2. The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice for Crown copyright.

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 job advert and reached the end of this user guide.