How to create a job listing in NHS Jobs – ESR Position

This guide gives you instructions for how to create a job listing in the NHS Jobs service linked to an Electronic Staff Record (ESR) Position.

To create an ESR job listing in NHS Jobs, you'll need:

- an active ESR position
- cost centre
- position details.

If you don't have an active position, contact your ESR team or your HR team

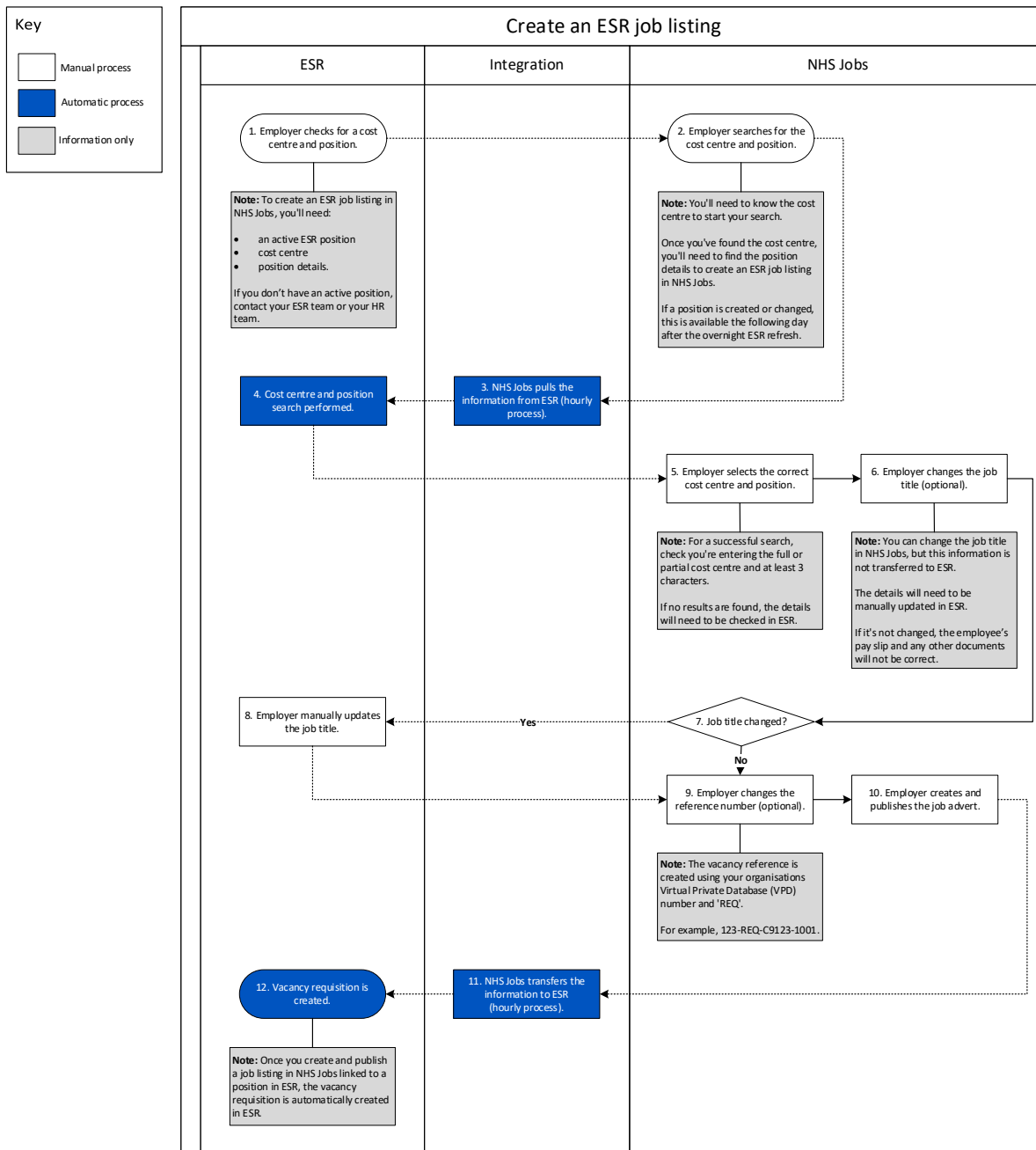To find out more information, go to the 'Process flow diagram' page.

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.

Delivered by the NHS Business Services Authority

Contents

Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for creating a job listing.

Create an ESR job listing

Key
- Manual process
- Automatic process
- Information only

ESR | **Integration** | **NHS Jobs**

1. Employer checks for a cost centre and position.

2. Employer searches for the cost centre and position.

Note: To create an ESR job listing in NHS Jobs, you'll need:
- an active ESR position
- cost centre
- position details.

If you don't have an active position, contact your ESR team or your HR team.

Note: You'll need to know the cost centre to start your search.

Once you've found the cost centre, you'll need to find the position details to create an ESR job listing in NHS Jobs.

If a position is created or changed, this is available the following day after the overnight ESR refresh.

3. NHS Jobs pulls the information from ESR (hourly process).

4. Cost centre and position search performed.

5. Employer selects the correct cost centre and position.

6. Employer changes the job title (optional).

Note: For a successful search, check you're entering the full or partial cost centre and at least 3 characters.

If no results are found, the details will need to be checked in ESR.

Note: You can change the job title in NHS Jobs, but this information is not transferred to ESR.

The details will need to be manually updated in ESR.

If it's not changed, the employee's pay slip and any other documents will not be correct.

8. Employer manually updates the job title.

7. Job title changed? — **Yes**

No

9. Employer changes the reference number (optional).

10. Employer creates and publishes the job advert.

Note: The vacancy reference is created using your organisations Virtual Private Database (VPD) number and 'REQ'.

For example, 123-REQ-C9123-1001.

12. Vacancy requisition is created.

11. NHS Jobs transfers the information to ESR (hourly process).

Note: Once you create and publish a job listing in NHS Jobs linked to a position in ESR, the vacancy requisition is automatically created in ESR.
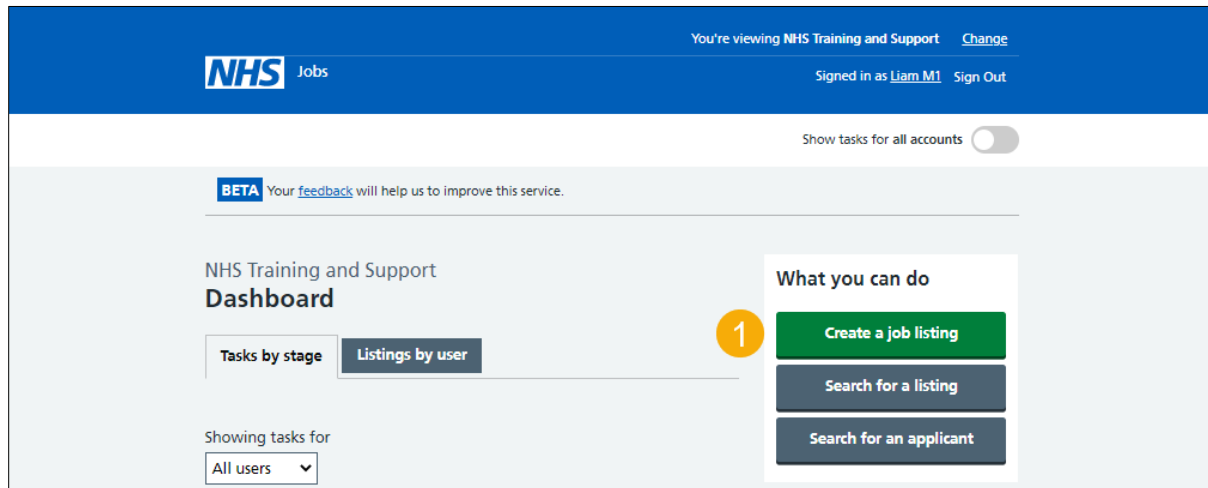
Go to the 'Create a job listing' page.

Create a job listing

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

To create a job listing, complete the following step:

1. Select the 'Create a job listing' button.

Do you want to create the listing from a position in ESR?

This page gives you instructions for how to confirm if you want to create the listing from a position in ESR.

Important: You'll only see this page if you're setup with NHS Jobs and ESR integration.

To confirm if you want to create the listing from a position in ESR, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

You're viewing ESR - API Test   Change

NHS Jobs

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Create a job advert
Do you want to create the listing from a position in ESR?

1 ◯ Yes   ◯ No

2 **Continue**

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Find the cost centre in ESR

This page gives you instructions for how to find the cost centre in ESR.

Important: You'll need to know the cost centre to start your search. Once you've found the cost centre, you'll need to find the position details to create an ESR job listing in NHS Jobs. If a position is created or changed, this is available the following day after the overnight ESR refresh.

To find the cost centre in ESR, complete the following steps:

1. In the **Cost centre** box, enter the details.
2. Select the 'Find cost centre' button.

Tip: Enter the full cost centre code. Partial codes will return more results and use at least 3 characters in your search.
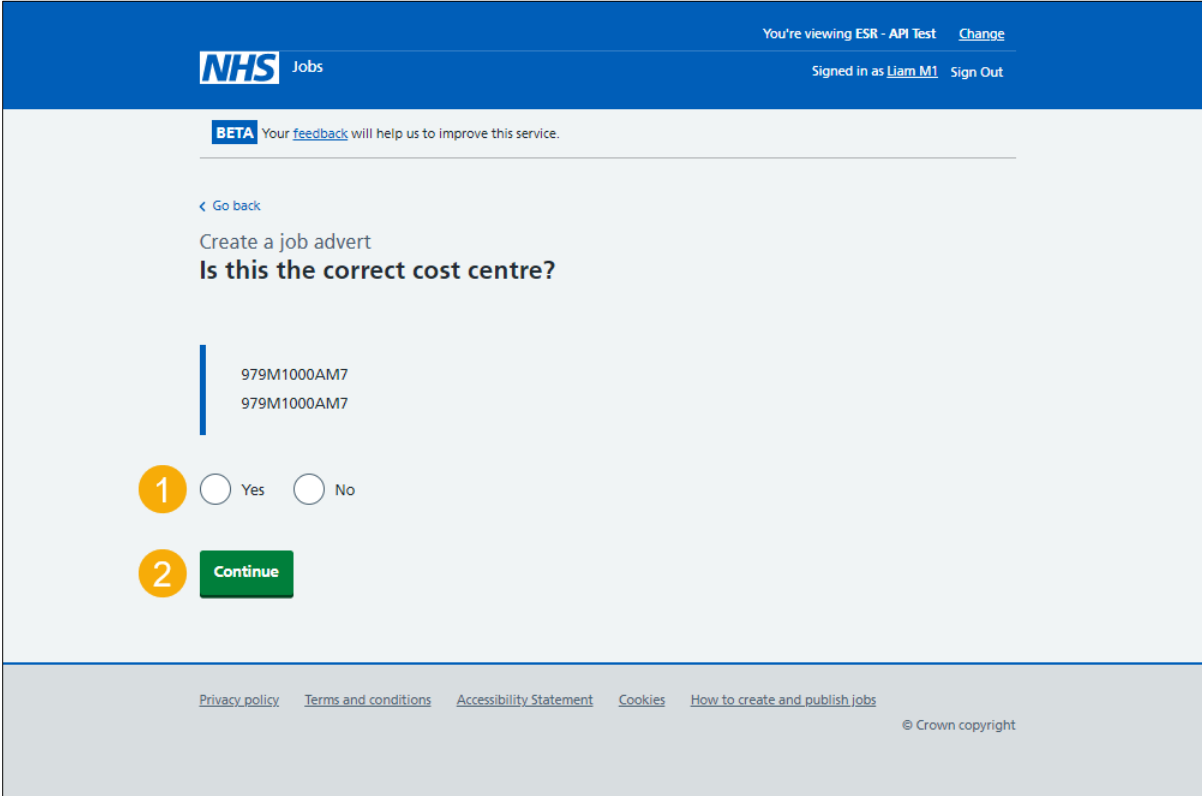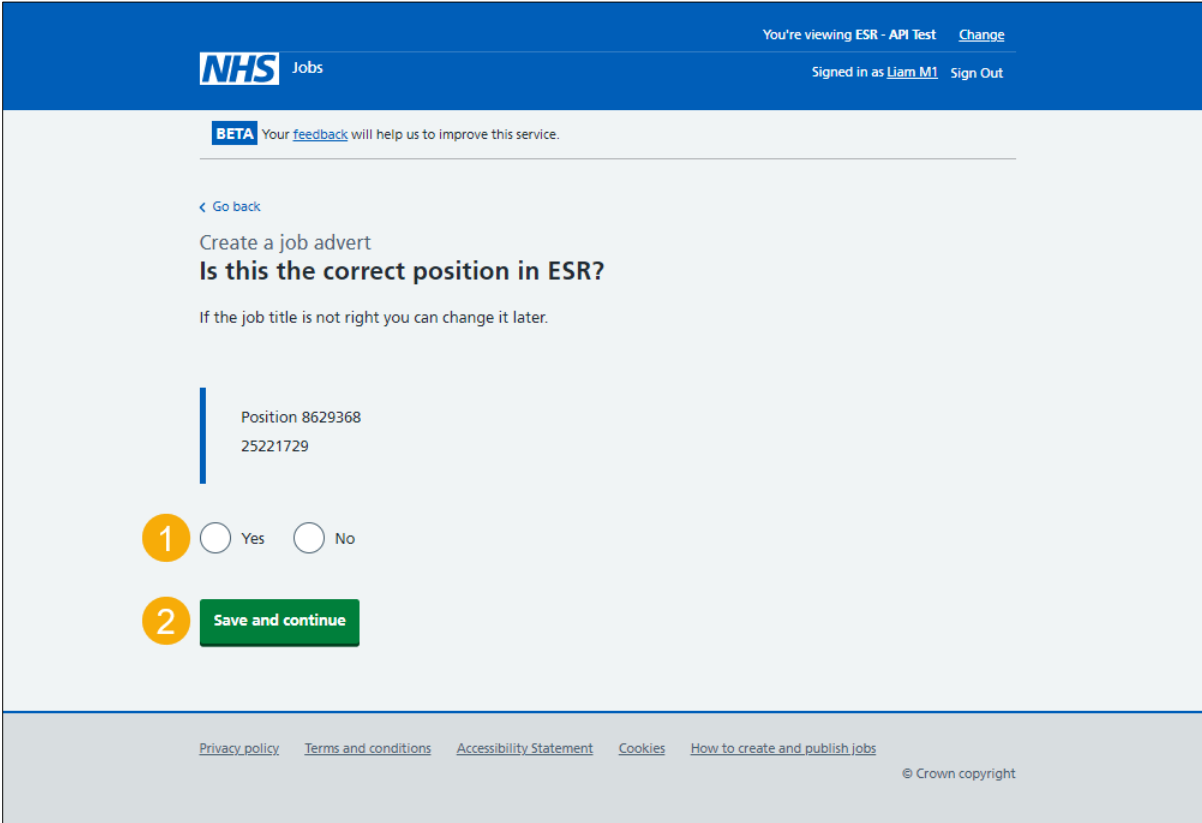
Is this the correct cost centre in ESR?

This page gives you instructions for how to confirm if this is the correct cost centre in ESR.

Important: In this example, the cost centre '979M100AM7' is found.

To confirm if this is the correct cost centre, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

Tip: If no results are found, the details will need to be checked in ESR.

Find the position in ESR

This page gives you instructions for how to find the position in ESR.

Important: If a position is created or changed, this is available the following day after the overnight ESR refresh.

To find the position in ESR, complete the following steps:

1. In the **Position in ESR** box, enter the details.
2. Select the 'Find position' button.

Tip: Enter the full or partial job title as it is in ESR and use at least 3 characters in your search.

Is this the correct position in ESR?

This page gives you instructions for how to confirm if this is the correct position in ESR.

Important: In this example, 'Position 8629369 25221729' is pulled from ESR. If the job title is not right, you can change it later.

To confirm if this is the correct position in ESR, complete the following steps:

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

Tip: If no results are found, the details will need to be checked in ESR.

Do you need to change the job title?

This page gives you instructions for how to confirm if you need to change the job title.

Important: In this example, the job title is 'Position 8629369'.

To confirm if you need to change the job title, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

Are you sure you need to change the job title?

This page gives you instructions for how to confirm if you're sure you need to change the job title.

Important: You'll only see this page if you're changing the job title. You can change the job title in NHS Jobs, but this information is not transferred to ESR. The details will need to be manually updated in ESR. If it's not changed, the employee's pay slip and any other documents will not be correct.

To confirm if you're sure you need to change the job title, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

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Are you sure you need to change the job title?

Position 8629368 DRAFT

Reference no: T0979-22-1356

This will only change the job title in the NHS Jobs service. It will not automatically change it in ESR.

Make sure contact your ESR team or HR team to change the job title in ESR.

If it is not changed in ESR the employee's pay slip and any other documents will not be correct.

1 ◯ Yes ◯ No

2 Continue

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Change the job title

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

Important: You'll only see this page if you're changing the job title.

To change the job title, complete the following steps:

1. In the **Change job title** box, enter the details.
2. Select the 'Save and continue' button.

Would you like to change the reference number?

This page gives you instructions for how to confirm if you would like to change the reference number.

Important: The default vacancy reference is created using your organisations Virtual Private Database (VPD) number and 'REQ' from ESR.

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?

Administrator **DRAFT**

Reference no: T0979-22-1356

1 ◯ Yes   ◯ No

2 Continue

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What is the new reference number?

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

Important: You'll only see this page if you're creating a new reference number. You'll need to replace the existing reference number.

To confirm the new reference number, complete the following steps:

1. In the **Change reference number** box, enter the details.
2. Select the 'Save and continue' button.

Tip: If you want to save your progress and finish the steps later, select the 'Save and come back later' link.
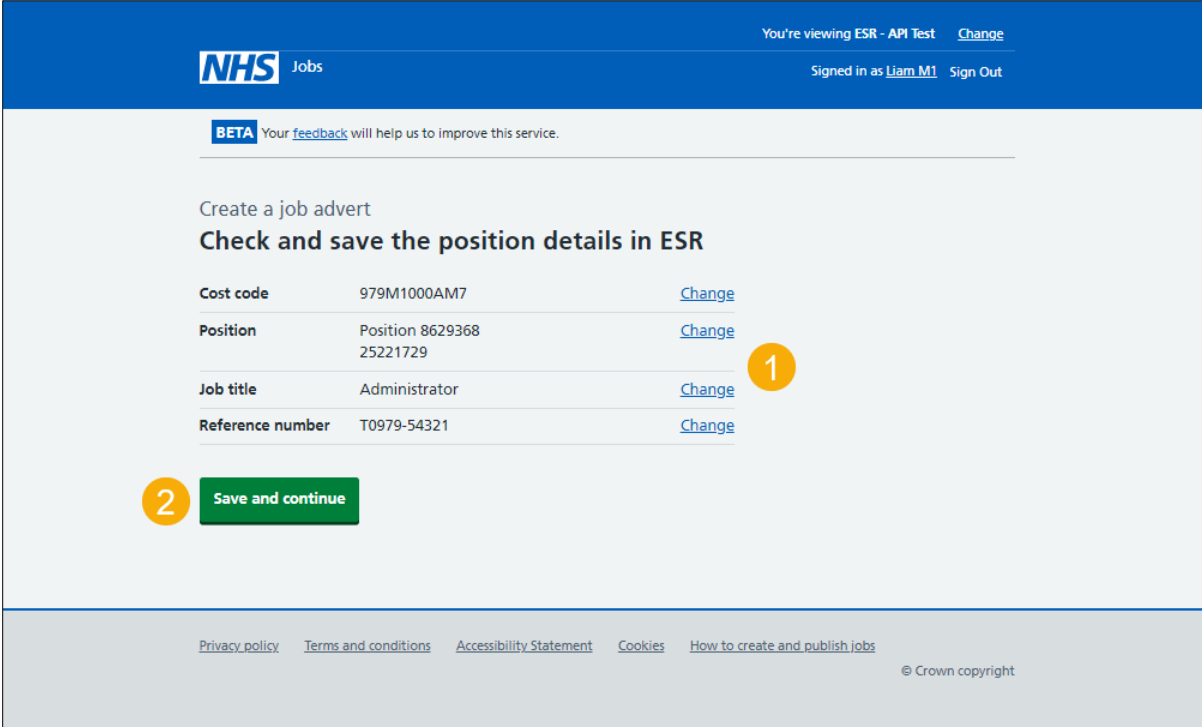
Check and save the position details in ESR

This page gives you instructions for how to check and save the position details in ESR.

Important: In this example, you've changed the job title and reference number.

To check, change and save the position details in ESR, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Save and continue' button.

You're viewing ESR - API Test   Change
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NHS Jobs

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Create a job advert
Check and save the position details in ESR

Cost code	979M1000AM7	Change
Position	Position 8629368 25221729	Change
Job title	Administrator	Change
Reference number	T0979-54321	Change

2 Save and continue

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Check the ESR position status in NHS Jobs

This page gives you instructions for how to check the ESR position status in NHS Jobs.

Important: In this example, the status is '**COMPLETED**' as you've completed the ESR position section. 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 a link to begin a section of the task list.
   or
2. Select the 'Save and come back later' link.

Tip: To find out how to create and publish a job listing, go to a user guide or video from the '**Create and publish a job listing'** section of the '[Help and support for employers'](#) webpage.

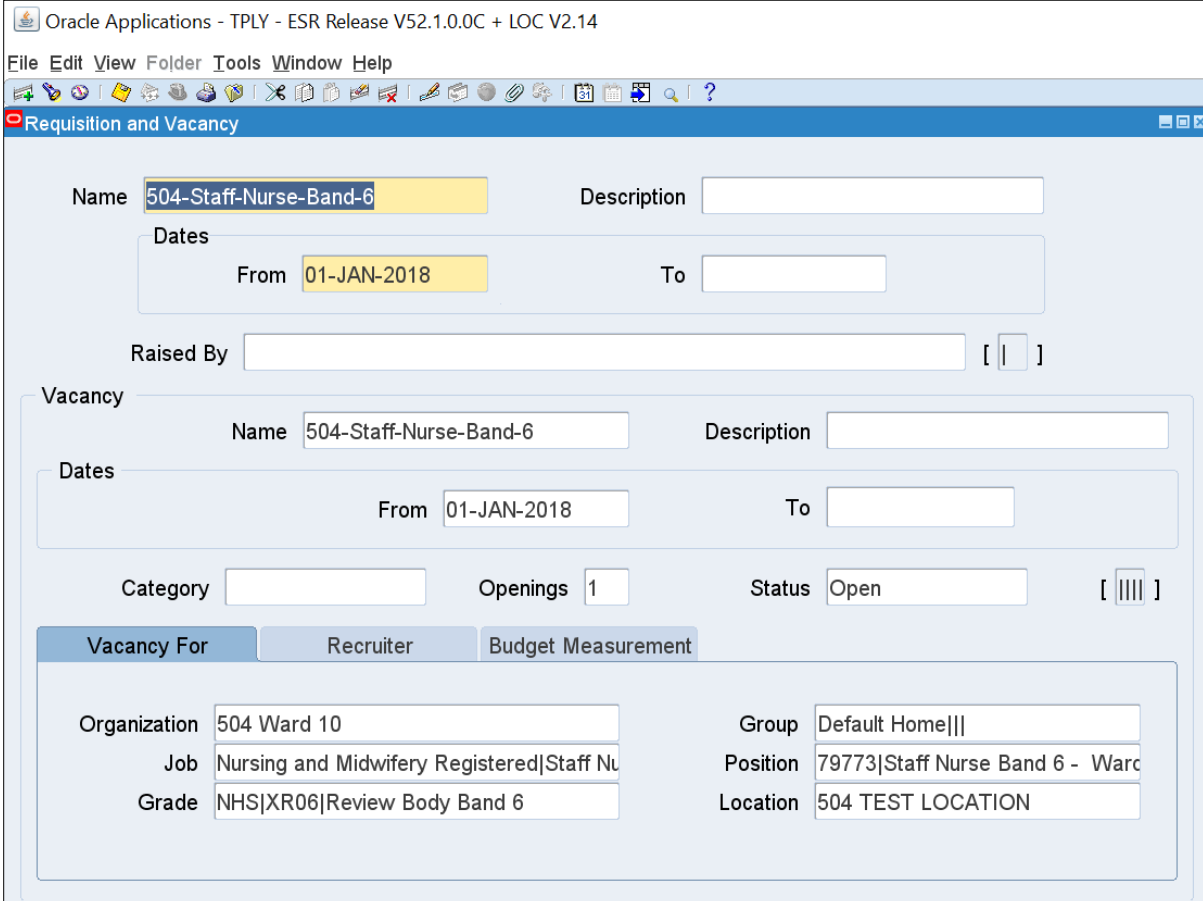To check this information in ESR, go to the '[Check the vacancy requisition in ESR](#)' page.

You've completed the ESR position section in NHS Jobs and reached the end of this user guide.

Check the vacancy requisition in ESR

This page gives you instructions for how to check the vacancy requisition in ESR.

Important: This information is found in the '**Requisition and Vacancy**' section of ESR and can be checked with the correct ESR roles and permissions.

1. The vacancy requisition details are shown.

Tip: For more information about ESR, go to the 'ESR User Manual'.

You've checked the vacancy requisition in ESR and reached the end of this user guide.