

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.

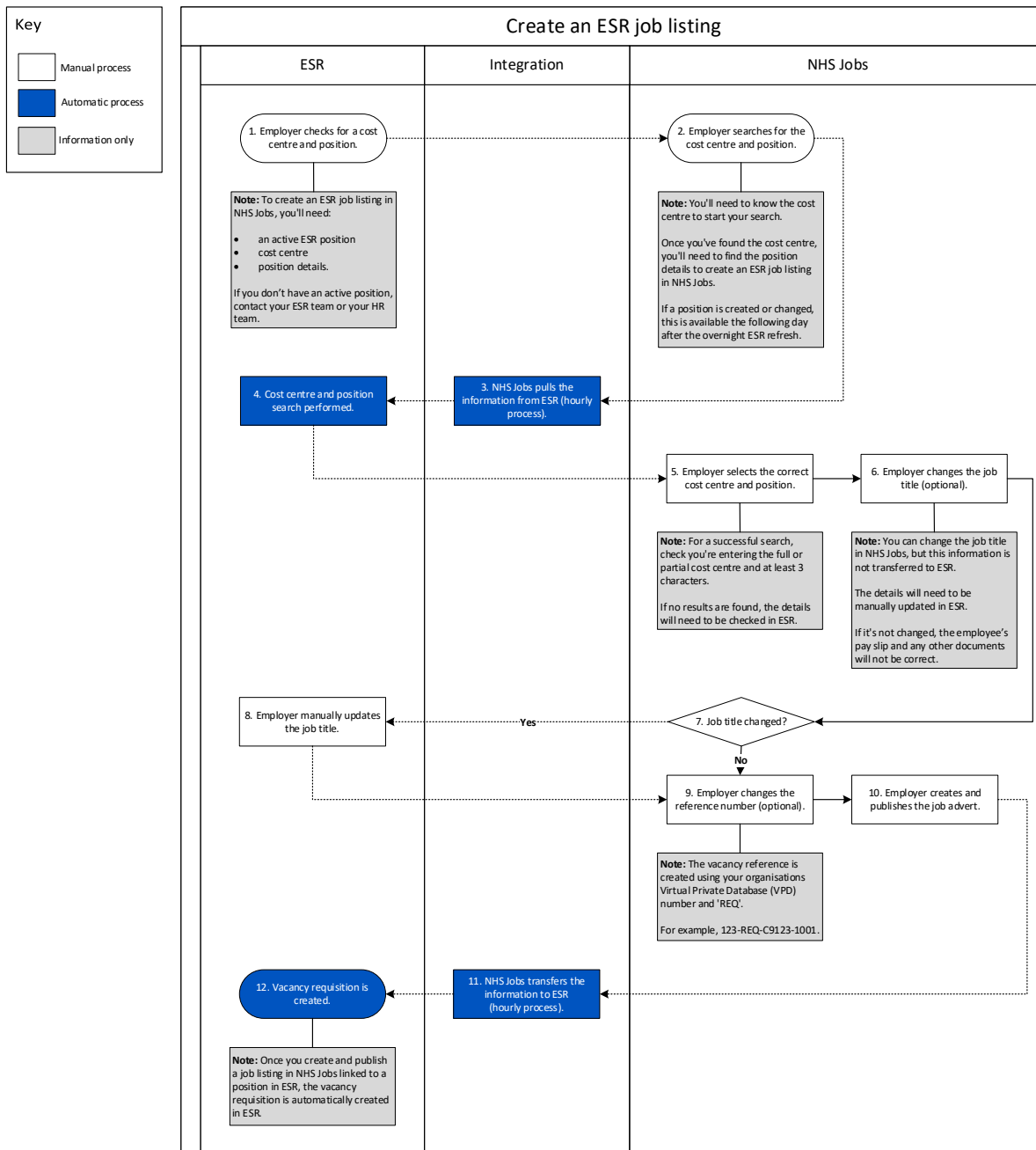
To find out which roles can do this, go to the **'Roles and permissions'** link in the **'Help and information'** section of the [employer dashboard](#).

Contents

How to create a job listing in NHS Jobs – ESR Position.....	1
 Process flow diagram	3
 Create a job listing.....	4
 Do you want to create the listing from a position in ESR?	5
 Find the cost centre in ESR.....	6
 Is this the correct cost centre in ESR?	7
 Find the position in ESR	8
 Is this the correct position in ESR?	9
 Do you need to change the job title?.....	10
 Are you sure you need to change the job title?.....	11
 Change the job title.....	12
 Would you like to change the reference number?.....	13
 What is the new reference number?	14
 Check and save the position details in ESR	15
 Check the ESR position status in NHS Jobs	16
 Check the vacancy requisition in ESR	17

Process flow diagram

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



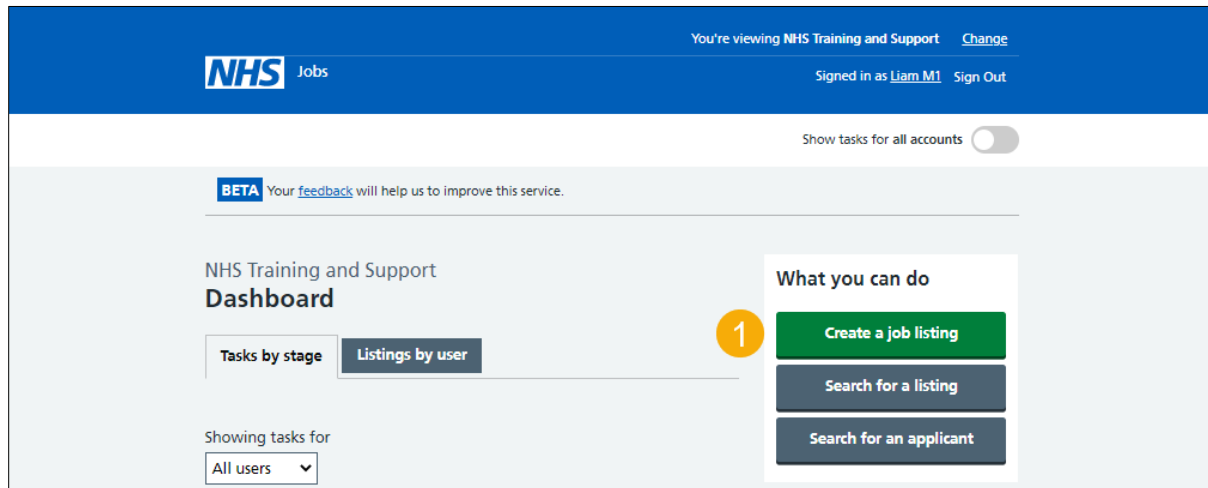
Go to the ['Create a job listing'](#) page.

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.

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 side of the header, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam.M1' 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 content area has the heading 'Create a job advert' followed by the question 'Do you want to create the listing from a position in ESR?'. Below the question, there are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to them. Below the radio buttons, there is a '2' in a yellow circle next to a green 'Continue' button. 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', along with a copyright notice: '© Crown copyright'.

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.

NHS Jobs

You're viewing ESR - API Test [Change](#)

Signed in as Liam M1 [Sign Out](#)

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

[< Go back](#)

Create a job advert

Find the cost centre

Enter the full cost centre code if possible. Partial codes will return more results.

1

2 [Find cost centre](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

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

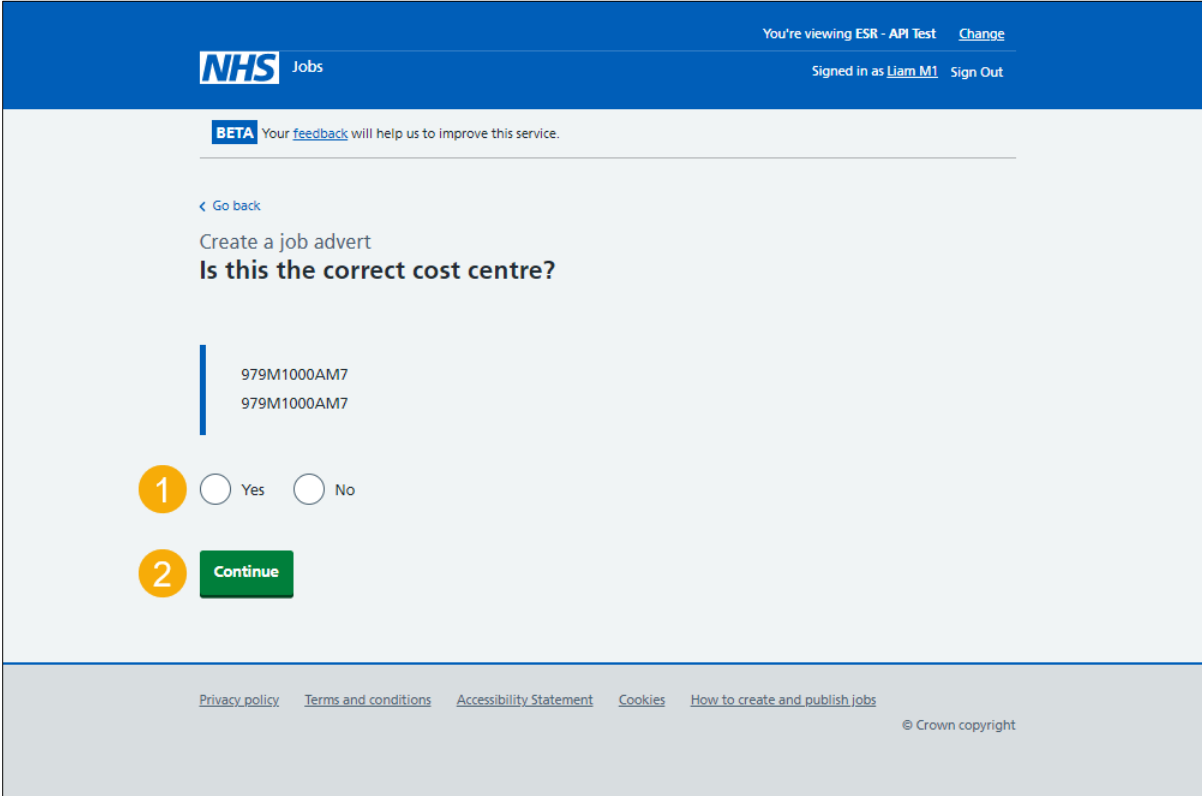
Is this the correct cost centre in ESR?

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.



The screenshot shows the NHS Jobs ESR interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' 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 content area is titled 'Create a job advert' and 'Is this the correct cost centre?'. It displays two identical cost centre codes: '979M100AM7'. Below the codes, there are two radio buttons: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons, there is a 'Continue' button with a '2' in a yellow circle next to it. 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', along with a copyright notice: '© Crown copyright'.

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.

NHS Jobs

You're viewing ESR - API Test [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Create a job advert

Find the position in ESR

Enter the full or partial job title as it is in ESR

1

2 [Find position](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

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

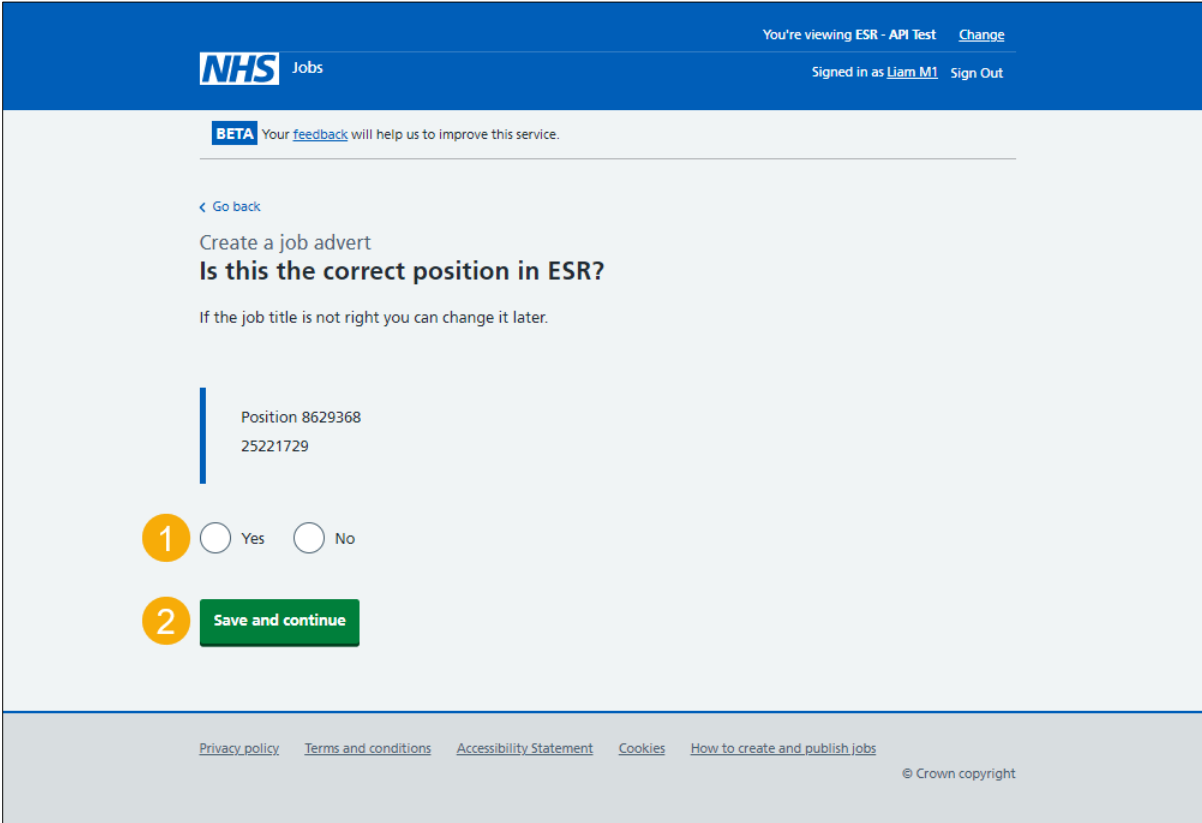
Is this the correct position in ESR?

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.



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 ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' 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 'Is this the correct position in ESR?'. Below this, it says 'If the job title is not right you can change it later.' The form displays 'Position 8629368' and '25221729'. There are two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons is a green 'Save and continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is at the bottom right.

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.

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 side of the header, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' 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 'Do you need to change the job title?'. Below this, it shows 'Position 8629368' with a 'DRAFT' badge and 'Reference no: T0979-22-1356'. A vertical bar highlights the job title 'Position 8629368'. There are two radio button options: '1 Yes' and '2 No'. Below these is a green 'Continue' button. 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', along with a copyright notice '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' 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 'Are you sure you need to change the job title?'. Below this, it shows 'Position 8629368' with a 'DRAFT' badge and 'Reference no: T0979-22-1356'. A blue vertical bar highlights a warning: '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.' Below the warning, there are two radio buttons: '1 Yes' and 'No'. A green 'Continue' button is highlighted with a '2' in a yellow circle. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface for changing a job title. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Change the job title'. Below this, it shows 'Position 8629368' with a 'DRAFT' tag and 'Reference no: T0979-22-1356'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green button with '2' in a yellow circle and the text 'Save and continue'. 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'. A copyright notice '© Crown copyright' is also present.

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.

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 side of the header, it says 'You're viewing ESR - API Test' and 'Change'. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. A blue banner below the header says 'BETA Your feedback will help us to improve this service.' Below the banner, there is a link '< Go back'. The main content area has the heading 'Create a job advert' followed by 'Would you like to change the reference number?'. Below this, it says 'Administrator DRAFT' and 'Reference no: T0979-22-1356'. There are two radio buttons: 'Yes' and 'No'. A yellow circle with the number '1' is next to the 'Yes' radio button. Below the radio buttons, there is a green button with the text 'Continue' and a yellow circle with the number '2' next to it. 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'. On the right side of the bottom, it says '© Crown copyright'.

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.

NHS Jobs

You're viewing ESR - API Test [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Create a job advert

What is the new reference number?

Administrator **DRAFT**

Reference no: T0979-22-1356

1 T0979-

2 [Save and continue](#)

[Save and come back later](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

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

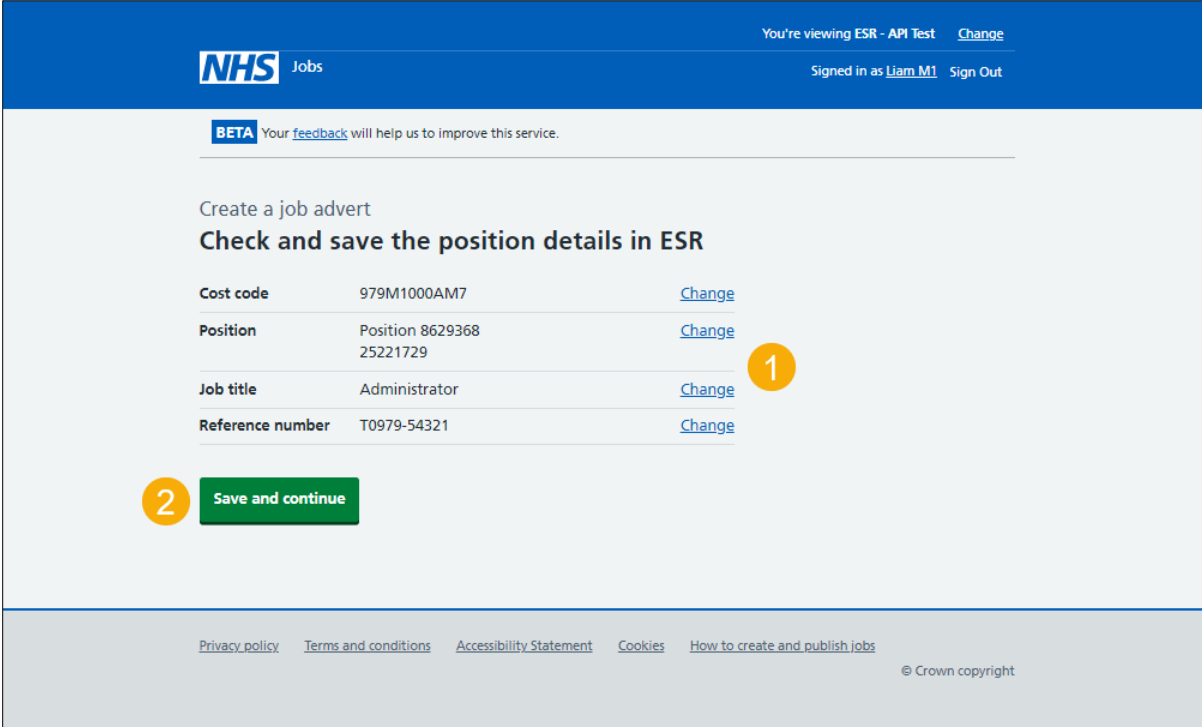
Check and save the position details in ESR

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.



The screenshot shows the NHS Jobs ESR interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing ESR - API Test' with a 'Change' link, and 'Signed in as Liam M1' 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.' The main content area is titled 'Create a job advert' and 'Check and save the position details in ESR'. It contains a table with the following details:

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

A yellow circle with the number '1' is positioned to the right of the 'Job title' row. Below the table, there is a green button labeled 'Save and continue' with a yellow circle containing the number '2' to its left. 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', followed by the copyright notice '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface for an 'Administrator job listing'. The page is in a 'DRAFT' state with reference number T0979-54321. It indicates that the job listing is incomplete, with 1 of 11 sections completed. The 'Find the position within ESR' section shows the 'ESR position' link as 'COMPLETED'. Other sections include 'Add the details of the job', 'Add the job overview, job description and person specification', 'Add pre-application and additional application questions', and 'Add the recruitment team'. Each of these sections has a 'NOT STARTED' button. A 'Save and come back later' link is also visible at the bottom of the task list. 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 for Crown copyright.

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.

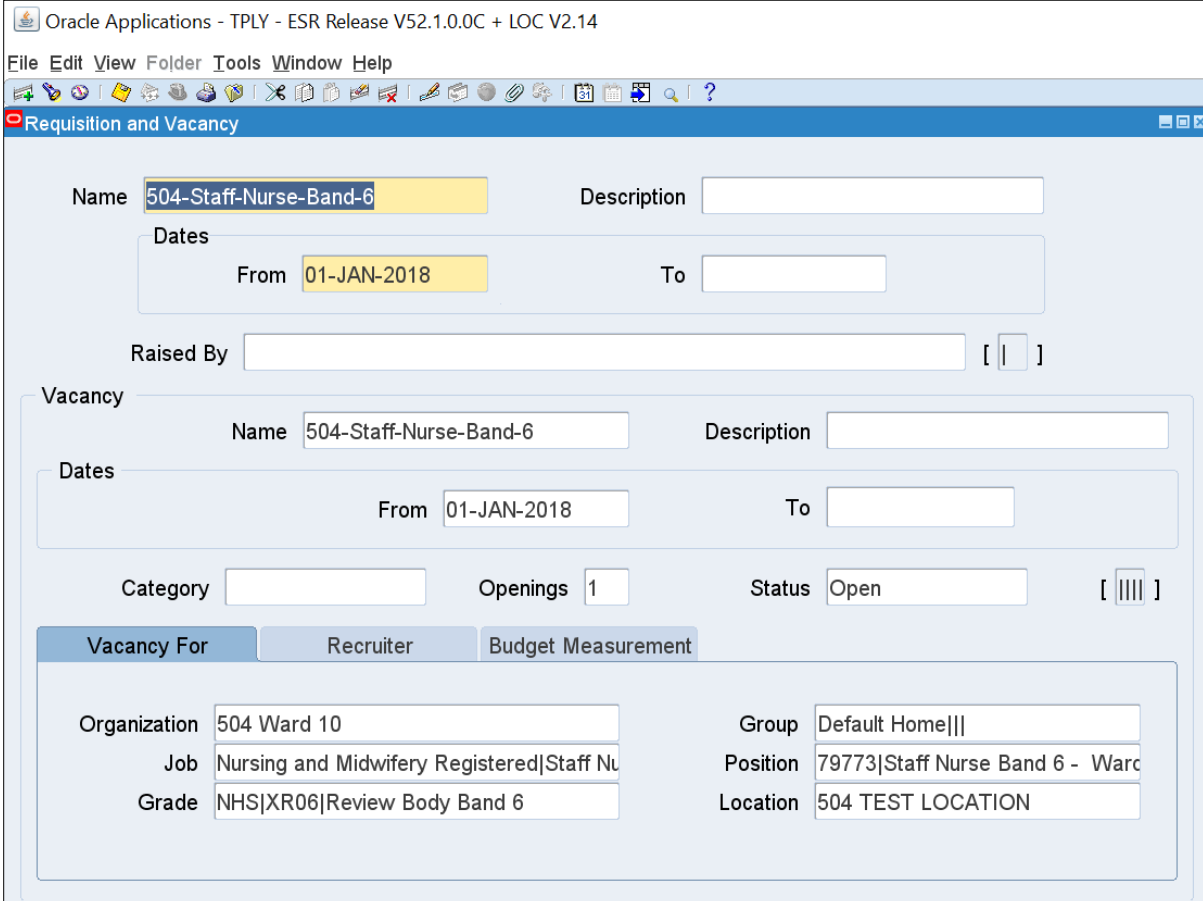
You've completed the ESR position section in NHS Jobs and reached the end of this user guide.

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.



Oracle Applications - TPLY - ESR Release V52.1.0.0C + LOC V2.14

File Edit View Folder Tools Window Help

Requisition and Vacancy

Name Description

Dates
From To

Raised By [|]

Vacancy

Name Description

Dates
From To

Category Openings Status [||||]

Vacancy For Recruiter Budget Measurement

Organization Group

Job Position

Grade Location

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.