

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

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

To add the recruitment team, you'll need to:

- add the recruitment manager
- add the recruitment administrator (optional)
- add or remove any approvers if you're using online approvals in your organisations account
- select the department for the listing if you're using departments (optional)
- add the shortlisting lead
- add or remove any users to your shortlisting panel (optional)
- select online or offline shortlisting

To add a user to your recruitment team, they must have an account in your organisations account.

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 user guide – Add the recruitment team	1
 Add the recruitment team	3
 Are you the recruiting manager for this listing?	4
 Who do you want to add as the recruiting manager?	5
 Do you know who the recruitment administrator will be for this listing?	6
 Who do you want to add as the recruitment administrator?	7
 How do you want the approvers to approve your job listings?	8
 Who will approve your job listing?	9
 Who do you want to add as an approver?	10
 Manage your approvers	11
 Select the department for the listing	12
 Will you be the shortlisting lead?	13
 Who do you want to add as the shortlisting lead?	14
 Do you want to add more people to the shortlisting panel?	15
 Who will be on the shortlisting panel?	16
 Who do you want to add to the shortlisting panel?	17
 Manage your shortlisting panel	18
 How do you want to do your shortlisting?	19
 Check and save the recruitment team	20
 You've completed the recruitment team	21

Add the recruitment team

This page gives you instructions for how to add the recruitment team.

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 recruitment team to your job listing, complete the following step:

1. Select the '[Recruitment team](#)' link.

The screenshot shows the NHS BSA Training job listing page for 'Training and Support Officer job listing'. The page is in a 'DRAFT' state with reference number T1111-22-3776. It indicates that 11 of 13 sections are completed. The sections listed are:

- 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), [Supporting information](#) (COMPLETED)
- Add pre-application and additional application questions**: [Pre-application questions](#) (COMPLETED), [Additional application questions](#) (COMPLETED)
- Add the internal documents**: [Internal documents](#) (COMPLETED)
- Add the recruitment team**: [Recruitment team](#) (NOT STARTED)

The 'Recruitment team' section is highlighted with a yellow circle containing the number '1'.

Are you the recruiting manager for this listing?

This page gives you instructions for how to confirm if you're the recruiting manager for this listing.

To confirm if you're the recruiting manager for this listing, 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' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, it says 'Signed in as NHS.BSA Training' with 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 heading is 'Create a job advert' followed by 'Are you the recruiting manager for this listing?'. The job title is 'Training and Support Officer' with a 'DRAFT' badge. The reference number is 'A0090-22-1950'. There are two radio button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is highlighted. Below it is a link 'Save and come back later'. 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 in the bottom right corner.

Who do you want to add as the recruiting manager?

This page gives you instructions for how to confirm the recruiting manager for this listing.

Important: You'll only see this page if you're not the recruiting manager for this listing.

To add the recruiting manager for this listing, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' link.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA.Training](#) [Sign Out](#)

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

[Go back](#)

Create a job advert

Who do you want to add as the recruiting manager?

Training and Support Officer DRAFT

Reference no: T1111-22-1234

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 Save and continue

[Save and come back later](#)

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

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Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list, you need to contact a super user for your organisation.

Do you know who the recruitment administrator will be for this listing?

This page gives you instructions for how to confirm if you know who the recruitment administrator will be for this listing.

To confirm if you know who the recruitment administrator will be for this listing, complete the following steps:

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

The screenshot shows the NHS Jobs portal 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' banner indicates that feedback will help improve the service. The main content area is titled 'Create a job advert' and features the question 'Do you know who the recruitment administrator will be for this listing?'. Below the question, the job title 'Training and Support Officer' is shown with a 'DRAFT' status. The reference number 'A0090-22-1950' is also displayed. There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green 'Save and continue' button with a '2' in a yellow circle next to it. A link 'Save and come back later' is located below the 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'. The footer includes the text '© Crown copyright'.

Who do you want to add as the recruitment administrator?

This page gives you instructions for how to confirm the recruitment administrator for this listing.

Important: You'll only see this page if you're adding the recruitment administrator for this listing.

To add the recruitment administrator for this listing, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' link.

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

NHS Jobs

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

[< Go back](#)

Create a job advert

Who do you want to add as the recruitment administrator?

Training and Support Officer **DRAFT**

Reference no: T1111-22-1234

To mark as unassigned, search for 'unassigned'

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

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

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Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list, you need to contact a super user for your organisation.

How do you want the approvers to approve your job listings?

This page gives you instructions for how to confirm how you want approvers to approve your job listings.

To confirm how you want approvers to approve job listings, complete the following steps:

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

The screenshot shows a web interface for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training' on the right. Below the header, a 'BETA' notice states '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 'How do you want the approvers to approve your job listings?'. It features two radio button options: 'All at the same time' (with a '1' in a yellow circle) and 'In a set order' (with a '2' in a yellow circle). The 'All at the same time' option is selected. Below the options is a green 'Save and continue' button. A 'Save and come back later' link is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

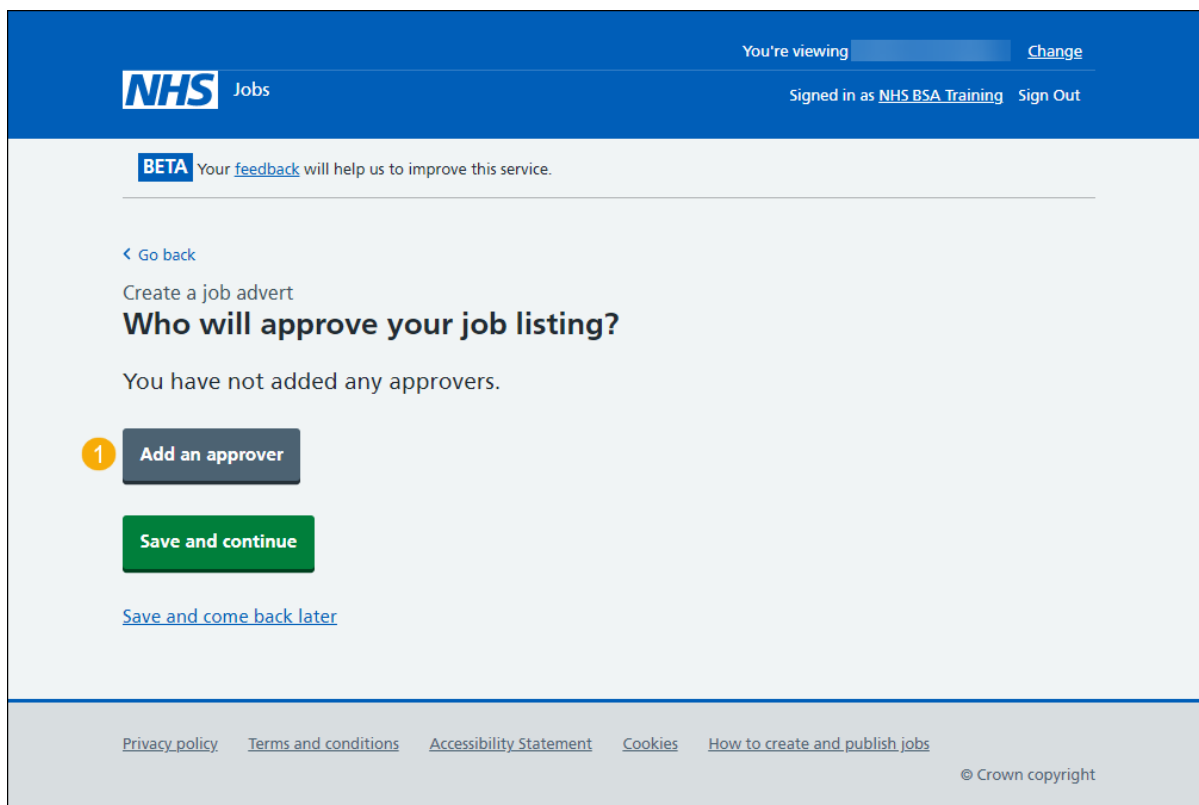
Who will approve your job listing?

This page gives you instructions for how to confirm who will approve your job listing.

Important: You'll only see this page if you're using online approvals. All approvers must approve the listing before it's published.

To add who will approve your job listing, complete the following steps:

1. Select the ['Add an approver'](#) 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' followed by a dropdown menu and a 'Change' link on the right. Below the header, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link and the text 'Create a job advert'. The main heading is 'Who will approve your job listing?'. Below the heading, it says 'You have not added any approvers.' There are two buttons: a grey 'Add an approver' button with a yellow circle containing the number '1' to its left, and a green 'Save and continue' button below it. A link 'Save and come back later' is also visible. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Tip: If you're not using online approvals, go to the ['Select the department for this listing'](#) page.

Who do you want to add as an approver?

This page gives you instructions for how to confirm who you want to add as an approver.

Important: You'll only see this page if you're using online approvals in your organisations account.

To add an approver, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
or
3. Select 'The person I want is not on the list' link.

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 NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A navigation breadcrumb shows '< Go back' and 'Create a job advert'. The main heading is 'Who do you want to add as the approver?'. Below this, it asks 'Who do you want to add as the approver?' and shows a search box labeled '1'. Below the search box, there's a link '3 The person I want is not on the list' with a dropdown arrow. Underneath, it says 'To get someone added to the list you need to contact a super user for your organisation.' Below that, there's a green button labeled '2 Save and continue'. At the bottom of the main content area, there's a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

Manage your approvers

This page gives you instructions for how to manage your approvers.

Important: You'll only see this page if you're using online approvals in your organisations account.

To manage your approvers, complete the following steps:

1. Select the ['Remove'](#) link (optional).
2. Select the ['Add an approver'](#) button (optional).
3. Select the ['Save and continue'](#) button.

The screenshot displays the 'Manage your approvers' 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 NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, a BETA banner states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Who will approve your job listing?' followed by the text 'All approvers need to approve your listing in NHS Jobs before you can publish it.' A list of approvers is shown, with one entry: '1 Ashleigh [redacted] Training and Support Officer' with a 'Remove' link and a yellow circle containing the number '1'. Below the list are two buttons: '2 Add an approver' and '3 Save and continue'. A link 'Save and come back later' is also visible. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Select the department for the listing

This page gives you instructions for how to select the department for the listing.

Important: You'll only see this page if you're using departments in your organisations account.

To select the department, complete the following steps:

1. Select an answer.
2. Select the ['Save and continue'](#) button.
- or
3. Select 'The department I want is not on the list' link.

NHS Jobs

You're viewing **NHS BSA Training** [Change](#)

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

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

[< Go back](#)

Create a job advert

Select the department for the listing

NHS Jobs Training and Support

1 or

Mark as unassigned

3 [The department I want is not on the list](#)

To get a department added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

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

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Tip: If the person you want is not on the list. You need to contact a super user for your organisation. If you're not using departments, go to the ['Will you be the shortlisting lead?'](#) page.

Will you be the shortlisting lead?

This page gives you instructions for how to confirm if you're the shortlisting lead.

To confirm if you're the shortlisting lead, complete the following steps:

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

The screenshot shows a web page from NHS Jobs. 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 heading is 'Create a job advert' followed by 'Will you be the shortlisting lead?'. There are two radio button options: '1 Yes' and 'No'. A green '2 Save and continue' button is highlighted. Below the button is a link 'Save and come back later'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Who do you want to add as the shortlisting lead?

This page gives you instructions for how to confirm the shortlisting lead for the listing.

Important: You'll only see this page if you're not the shortlisting lead for the listing.

To add the shortlisting lead for the listing, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.
- or
3. Select 'The person I want is not on the list' link.

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

NHS Jobs

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

[Go back](#)

Create a job advert

Who do you want to add as the shortlisting lead?

Training and Support Officer **DRAFT**

Reference no: T1111-22-8270

1

3 [The person I want is not on the list](#)

To get someone added to the list you need to contact a super user for your organisation.

2 [Save and continue](#)

[Save and come back later](#)

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

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Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

Do you want to add more people to the shortlisting panel?

This page gives you instructions for how to confirm if you want to add more people to the shortlisting panel.

Important: You cannot change this decision once this job listing is published.

To confirm if you want to add more people to the shortlisting panel, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and 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, it says 'Signed in as NHS BSA Training' with 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 heading is 'Create a job advert' followed by 'Do you want to add more people to the shortlisting panel?'. A note states 'You cannot change this decision once this job listing is published.' There are two radio buttons: '1 Yes' (selected) and 'No'. Below the radio buttons is a green '2 Save and continue' button. At the bottom of the main content area is a link 'Save and come back later'. 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'.

Who will be on the shortlisting panel?

This page gives you instructions for how to confirm who will be on the shortlisting panel.

Important: You'll only see this page if you're adding people to the shortlisting panel. In this example, you have not added anyone.

To add who will be on the shortlisting panel, complete the following steps:

1. Select the '[Add a person](#)' 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, it says 'Signed in as NHS BSA Training' with 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 heading is 'Who will be on the shortlisting panel?' with the subtext 'Create a job vacancy'. Below the heading, it says 'You have not added anyone.' There are two buttons: a grey 'Add a person' button with a yellow '1' in a circle to its left, and a green 'Save and continue' button. Below the buttons is a link 'Save and come back later'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

Who do you want to add to the shortlisting panel?

This page gives you instructions for how to add users to the shortlisting panel.

To add users to the shortlisting panel, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the [‘Save and continue’](#) button.
- or
3. Select ‘The person I want is not on the list’ link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below that is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main heading is 'Who do you want to add to the shortlisting panel?'. There are three numbered steps: 1. A search box. 2. A green 'Save and continue' button. 3. A link 'The person I want is not on the list' with a dropdown arrow, followed by text: 'To get someone added to the list you need to contact a superuser for your organisation.' Below step 2 is a link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: Once you start entering a name, the results are shown for you to select a user. Deactivated users won't appear in your search results. If the person you want is not on the list. You need to contact a super user for your organisation.

Manage your shortlisting panel

This page gives you instructions for how to manage your shortlisting panel.

Important: In this example, you've added a user to your shortlisting panel. You can add up to 10 people.

To manage your shortlisting panel, complete the following steps:

1. Select the ['Remove'](#) link (optional).
2. Select the ['Add a person'](#) button (optional).
3. Select the ['Save and continue'](#) button.

The screenshot displays the NHS Jobs interface for managing a shortlisting panel. At the top, it shows the NHS logo and 'Jobs' text, along with user information: 'You're viewing NHS Business Services Authority' and 'Signed in as NHS BSA Training'. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link and the heading 'Create a job vacancy'. The main heading is 'Who will be on the shortlisting panel?' followed by the text 'You can add up to 10 people.' A list of people is shown, with one person's name obscured by a grey box and a 'Remove' link next to it, marked with a '1' in a yellow circle. Below the list are two buttons: 'Add a person' (marked with a '2' in a yellow circle) and 'Save and continue' (marked with a '3' in a yellow circle). A link 'Save and come back later' is also present. 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'.

How do you want to do your shortlisting?

This page gives you instructions to confirm how you want to do your shortlisting.

Important: If you choose 'Online', you'll score applicants using the NHS Jobs online service. If you choose 'Offline', you'll score applicants outside of the NHS Jobs online service by downloading the applications. You cannot change your decision once the job is published.

To confirm how you want to do your shortlisting, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.

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

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

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

[Go back](#)

Create a job advert

How do you want to do your shortlisting?

Training and Support Officer **DRAFT**

Reference no: A0090-22-1950

You cannot change this decision after you publish the advert.

Online using NHS Jobs
Score your applications by ticking a box next to the criteria you listed in your person specification.

1

Offline on paper
Print your applications and score them manually against the criteria you listed in your person specification.

2 [Save and continue](#)

[Save and come back later](#)

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

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Check and save the recruitment team

This page gives you instructions for how to check and save the recruitment team.

To check, change and save the recruitment team, complete the following steps:

1. Select a 'Change' link (optional):
 - ['Recruiting manager'](#)
 - ['Recruitment administrator'](#)
 - ['Approval method'](#)
 - ['Approvers'](#)
 - ['Department'](#)
 - ['Shortlisting lead'](#)
 - ['Are there additional people on the shortlisting panel?'](#)
 - ['Shortlisting method'](#)
2. Select the ['Save and continue'](#) button.

You're viewing [NHS BSA Training](#) [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 recruitment team

Recruiting manager	NHS BSA Training (Administrator)	Change 1
Recruitment administrator		Change 1
Approvers	NHSBSA Training (Practice Manager)	Change 1
Department	NHS Jobs Training and Support	Change 1
Shortlisting lead	NHS BSA Training (Administrator)	Change 1
Are there additional people on the shortlisting panel?	Yes	Change 1
Shortlisting panel	John Doe (Administrator)	Change 1
Shortlisting method	Online using NHS Jobs	Change 1

2
Save and continue

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

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You've completed the recruitment team

This page shows confirmation you've completed the recruitment team 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 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 has a reference number of 'T1111-22-3776'. It indicates that 12 of 13 sections are completed. The sections listed are:

- 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)
 - [Supporting information](#) (COMPLETED)
- Add pre-application and additional application questions:
 - [Pre-application questions](#) (COMPLETED)
 - [Additional application questions](#) (COMPLETED)
- Add the internal documents:
 - [Internal documents](#) (COMPLETED)
- Add the recruitment team:
 - [Recruitment team](#) (COMPLETED)
- Add the Welsh (Cymraeg) translation for this advert:
 - [Welsh translation](#) (NOT STARTED)

At the bottom, there is a 'Save and come back later' link (2) and a note: 'You need to complete all sections before you send it for approval.' The footer includes links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice: © Crown copyright.

To find out how to create 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.

You've added the recruitment team and reached the end of this user guide.