

## How to issue a contract in NHS Jobs user guide

This guide gives you instructions for how to issue a contract in the NHS Jobs service.

You must have an applicant at the contract recruitment stage to issue a contract.

To issue a contract to an applicant, you can choose one of the following options:

- create or select a contract template in your organisations account
- manually create and send the contract offline outside the NHS Jobs online service

For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

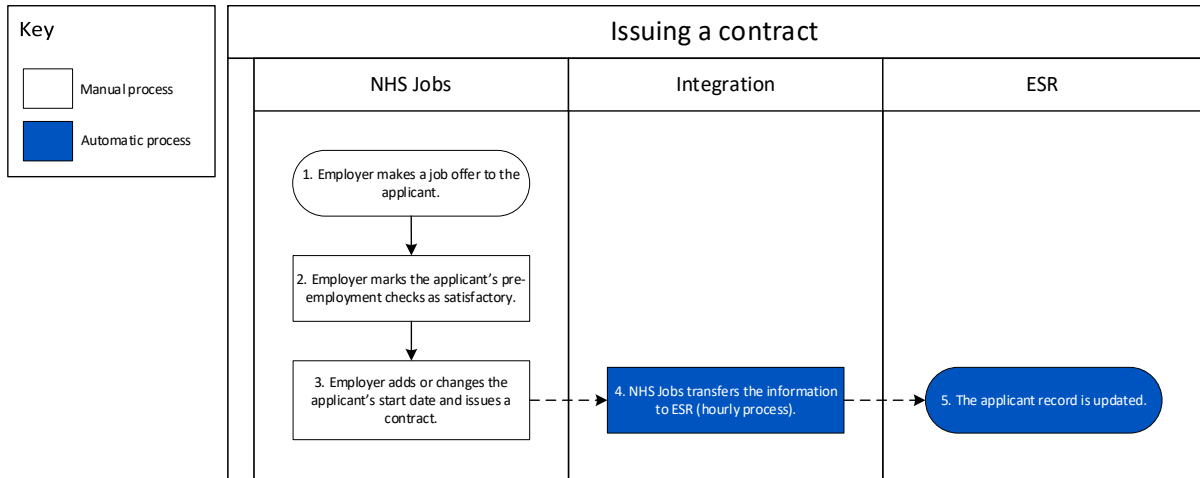
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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### Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for issuing a contract.



Go to the [Contracts](#) page.

## Contracts

This page gives you instructions for how to issue a contract.

**Important:** You must have an applicant at the contract recruitment stage to issue a contract. In this example, there's 1 applicant at this stage.

To issue a contract, complete the following step:

1. Select the '[Contracts](#)' link.

The screenshot shows the NHSBSA MW UAT Dashboard. At the top, it says 'You're viewing NHSBSA MW UAT' and 'Signed in as Michael Wardman'. The dashboard title is 'NHSBSA MW UAT Dashboard'. There are two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a list of recruitment stages with progress bars and counts:

Stage	Count	Progress	Overdue
<a href="#">Draft</a>	24	20% (Green)	4
<a href="#">Approvals</a>	4	0% (Red)	4
<a href="#">Published</a>	5	0% (Green)	0
<a href="#">Shortlisting</a>	19	8% (Green, Yellow, Red)	6
<a href="#">Interviews</a>	10	0% (Red)	10
<a href="#">Ready to offer</a>	2	1% (Green)	1
<a href="#">Conditional offers</a>	1	0% (Red)	1
<a href="#">Pre-employment checks</a>	0	0%	0
<b>1</b> <a href="#">Contracts</a>	1	0% (Green)	0
<a href="#">End recruitment</a>	2	0% (Red)	2

The 'Contracts' link is highlighted with a yellow circle containing the number '1'. On the right side, there are several utility sections: 'What you can do' (Create a job listing, Search for a listing, Search for an applicant), 'Manage the account' (Manage users, At risk applicants, Accredited logos, Key performance indicators (KPIs), Approval settings, Departments, Criminal convictions and cautions, Welsh listings, Moving applicants to other accounts), 'Documents and templates' (Overview of your organisation, Supporting information library, Contract templates, Offer letter templates), 'Help and information' (The employer hub, Roles and permissions, Contact your super users), and 'Reporting' (Run a report).

## Create and issue a contract

This page gives you instructions for how to create and issue a contract.

To create and issue a contract, complete the following steps:

1. Select the 'Showing tasks for' dropdown to filter tasks for each user (optional).
2. Select the 'Showing tasks' dropdown to filter the tasks shown (optional).
3. Select the 'Applicant name' link to view the details (optional).
4. Select the 'Job title link' to view the details (optional).
5. Select the '[Create and issue contract](#)' link.

**NHS** Jobs

You're viewing NHSBSA MW UAT [Change](#)  
Signed in as Michael Wardman [Sign Out](#)

Show tasks for all accounts

**BETA** Your feedback will help us to improve this service.

[Go back](#)

NHSBSA MW UAT  
**Contracts**

Showing tasks for  
1 All users

Showing tasks  
2 All

**Contracts**

Applicant	Job title	Deadline	Task	What needs doing next
3 <a href="#">michael wardman</a> AR-221202-03035	<a href="#">Administration Manager</a> A0201-22-5900	16 Dec 2022 <b>ON TRACK</b>	Issue contract	<a href="#">Create and issue contract</a> 5

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## Are you sure you want to continue?

This page gives you instructions for how to confirm if you're sure you want to continue and issue a contract.

**Important:** You'll only see this page if the applicant has outstanding pre-employment checks.

To confirm if you're sure you want to issue a contract, complete the following steps:

1. Select an answer:
  - ['Yes, I want to continue'](#)
  - 'No, I want to view their outstanding checks'
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 NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' banner that says 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Pre-employment checks' followed by 'Are you sure you want to continue?'. A notification bar states 'wayne Liddle has outstanding pre-employment checks.' Below this, there are two radio button options: '1 Yes, I want to continue' and '2 No, I want to view their outstanding checks'. A green 'Continue' button is positioned below the second option. 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:** To find out how to complete pre-employment checks, go to a user guide or video in the 'Complete pre-employment checks' section of the ['Help and support for employers'](#) webpage.

If you don't want to continue and issue a contract, you've reached the end of this user guide.

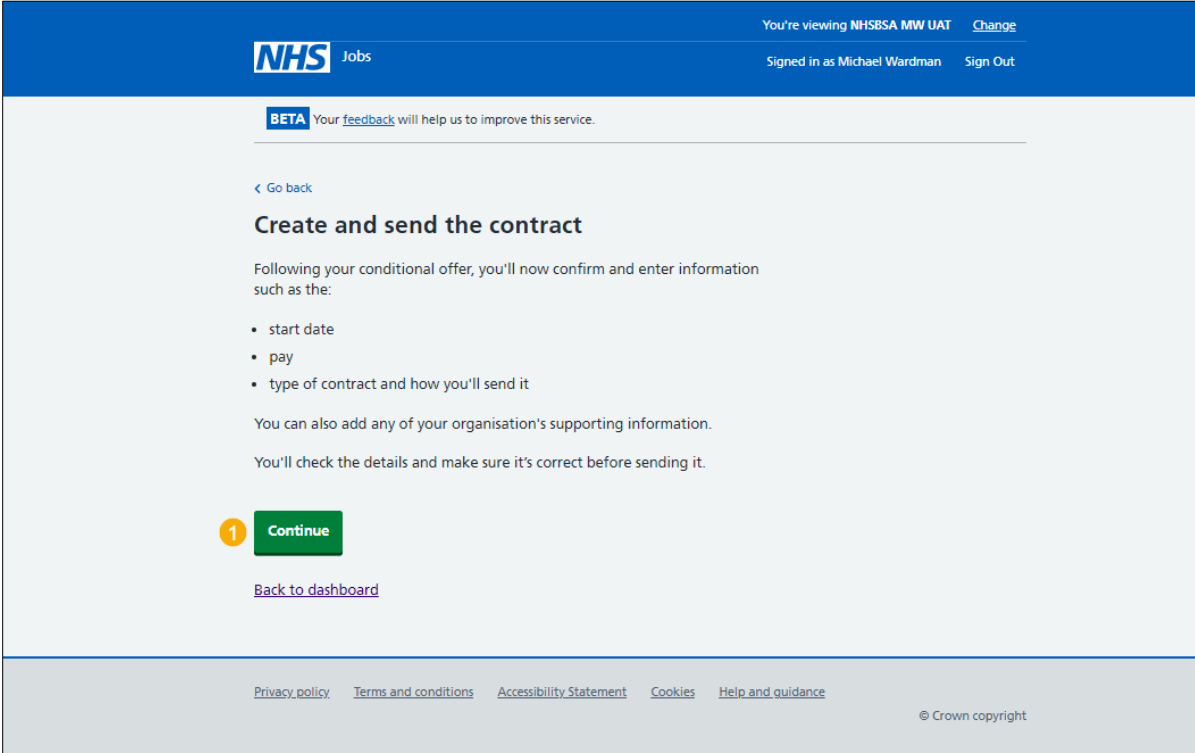
## Create and send the contract

This page gives you instructions for how to create and send the contract.

**Important:** You'll now confirm and enter the start date, pay, type of contract and how you'll send it. You'll check the details to make sure it's correct before sending it.

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

1. 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 NHSBSA MW UAT' with a 'Change' link, and 'Signed in as Michael Wardman' 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 and send the contract'. Below this, it says 'Following your conditional offer, you'll now confirm and enter information such as the:' followed by a bulleted list: 'start date', 'pay', and 'type of contract and how you'll send it'. It then says 'You can also add any of your organisation's supporting information.' and 'You'll check the details and make sure it's correct before sending it.' A prominent green button with a yellow circle containing the number '1' and the text 'Continue' is shown. Below the button is a link 'Back to dashboard'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

## What date will the applicant start?

This page gives you instructions for how to confirm the applicant's start date.

**Important:** For users of NHS Jobs to ESR integration. Once a start date is added, NHS Jobs transfers the information to ESR within 1 hour and the applicant record is updated.

To add the applicant's start date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
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 NHS Training and Support' 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 'Issue the contract' followed by 'What date will the applicant start?'. Below this, it says 'For example, 12 1 2019' and has three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day box. Below the input boxes is a green button with a yellow circle containing the number '2' 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', along with a copyright notice '© Crown copyright'.

**Tip:** You must enter the date in the DD-MM-YYYY format. For example, 12 01 2019.



## What is the pay for this contract?

This page gives you instructions for how to confirm the pay for this contract.

**Important:** You can check the pay you've offered in the conditional offer before confirming it.

To add the pay for this contract, complete the following steps:

1. In the **Pay amount** box, enter the details.
2. From the **Timeframe** drop-down menu, select an option.
3. In the **More details about the pay** box, enter the details (optional).
4. Select the '[Save and continue](#)' button.

**NHS** Jobs You're viewing NHS Training and Support [Change](#)  
Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Issue the contract

### What is the pay for this contract?

This was £40057 to £45839 in the conditional offer.

Pay amount      Timeframe

1      £       a year      2

More details about the pay (optional)  
For example, includes high cost area supplements (HCAS) or plus inner London HCAS

3     

4      [Save and continue](#)

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

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## Which type of agreement do you want to issue?

This page gives you instructions for how to confirm the type of agreement you want to issue.

To confirm the type of agreement you want to issue, complete the following steps:

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

**NHS** Jobs

You're viewing NHS Training and Support [Change](#)

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

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

[Go back](#)

Issue the contract

### What type of agreement do you want to issue?

An addendum to an existing contract

**1**  A contract of employment

An internal secondment

An external secondment

**2** [Save and continue](#)

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## How do you want to create your contract?

This page gives you instructions for how to confirm how you want to create your contract.

**Important:** Choose 'Online' to use a contract template in your organisations account. Choose 'Offline' to create it offline outside the NHS Jobs online service. You cannot change this decision.

To confirm how you want to create your contract, complete the following steps:

1. Select an answer:
  - ['Online'](#)
  - ['Offline'](#)
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 NHS Training and Support' 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 'Issue the contract' followed by 'How do you want to create your contract?'. There are two radio button options: '1 Online Use a template in the NHS Jobs online service.' and 'Offline Create it offline outside the NHS Jobs online service. You cannot change this decision.' Below these options is a green button labeled '2 Save and continue'. 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 copyright notice '© Crown copyright'.

## Which contract template do you want to use?

This page gives you instructions for how to confirm the contract template you want to use.

**Important:** This page is only shown if you're selecting a contract template in your organisations account. If the template you need is not displayed, you'll need to contact a super user for your organisation.

To add the contract template you want to use, complete the following steps:

1. Select a contract template.
2. Select the 'If the template you need is not displayed' link (optional).
3. Select the '[Save and 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 NHSBSA MW UAT' with a 'Change' link, and 'Signed in as Michael Wardman' 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 'Issue the contract' followed by 'Which contract template do you want to use?'. There is a radio button labeled '1' next to 'NHS Jobs test'. Below it is a link '2' labeled 'If the template you need is not displayed'. A text box explains: 'Only those who manage your organisation's NHS Jobs account can create and edit templates. You'll need to contact them and ask them to create one.' At the bottom, there is a green button labeled '3' 'Save and continue'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

**Tip:** To find out how to manage contract templates, go to the '**How to manage contracts templates in NHS Jobs**' user guide or video from the '**Manage your organisations account**' section of the '[Help and support for employers](#)' webpage.

## Select the supporting information (optional)

This page gives you instructions for how to select supporting documents or links to send with the contract.

**Important:** In this example the organisation has included the supporting documents Pension information and Training document, they have also included a link to NHS Pensions.

To add the supporting information, complete the following steps:

1. Select a document (optional).
2. Select a link (optional).
3. Select the 'If the document or link you need is not shown' link (optional).
4. Select the [Save and continue](#) button.

You're viewing [NHSBSA MW UAT](#) [Change](#)
Signed in as Michael Wardman [Sign Out](#)

Jobs

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

[Go back](#)

Issue the contract

### Select the supporting information (optional)

Select which supporting documents or links to send with the contract. The applicant will be able to access them alongside the contract.

#### Documents

Select	Document	What you can do
<input type="checkbox"/> <span style="font-size: 24px; color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px 5px; display: inline-block; margin-left: 10px;">1</span>	Pension information	<a href="#">Download document (DOCX, 17 KB)</a>
<input type="checkbox"/>	Training document	<a href="#">Download document (DOCX, 17 KB)</a>

#### Links

Select	Link	What you can do
<input type="checkbox"/> <span style="font-size: 24px; color: orange; border: 1px solid orange; border-radius: 50%; padding: 2px 5px; display: inline-block; margin-left: 10px;">2</span>	NHS Pensions	<a href="#">View (opens in new tab)</a>

3 [If the document or link you need is not shown](#)

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

Michael

Michael

Jen

4 [Save and continue](#)

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

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## Check the details of the contract and send it

This page gives you instructions for how to check the details of the contract and send it.

**Important:** You can add more terms to this contract. They will not be added to the original contract template. When you're satisfied the details are correct, send this contract to the applicant.

To check the details of the contract and send it, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Add another' button (optional).
3. Select the 'preview the contract' link.
4. Select the 'download the contract' link.
5. Select the '[Send now](#)' button.

The screenshot shows the NHS Jobs portal interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA MW UAT' and 'Signed in as Michael Wardman'. Below the header, there's a 'BETA' notice and a 'Go back' link. The main heading is 'Check the details of the permanent Test Test contract and send it to michael wardman'. A note states: 'Any changes you make to these employment terms will not update the original template.' Below this is a table of contract details:

Location	1 Street Town AA1 1AA	<a href="#">Change</a>
Working pattern	Full-time	<a href="#">Change</a>
Number of hours or sessions a week	37.5 hours a week	<a href="#">Change</a>
Pay scheme	Other	
Pay	£20000 a year	<a href="#">Change</a>
Start date	10 October 2022	<a href="#">Change</a>
Type of agreement	A contract of employment	<a href="#">Change</a>
Contract template	Full	<a href="#">Change</a>
Supporting information	Pension information Training document NHS Pensions	<a href="#">Change</a>

Below the table is the 'Additional terms of employment' section, which includes an 'Add another' button. The 'Send the contract' section contains the text: 'When you're satisfied that the details are correct, send this contract of employment to the applicant.' It also includes a note: 'You can also: [preview the contract \(PDF, 4 KB\)](#) or [download the contract \(PDF, 4 KB\)](#).' At the bottom of this section is a 'Send now' button and a 'Save and come back later' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

**Tip:** The offer letter document is previewed and downloaded in a portable document format (PDF).

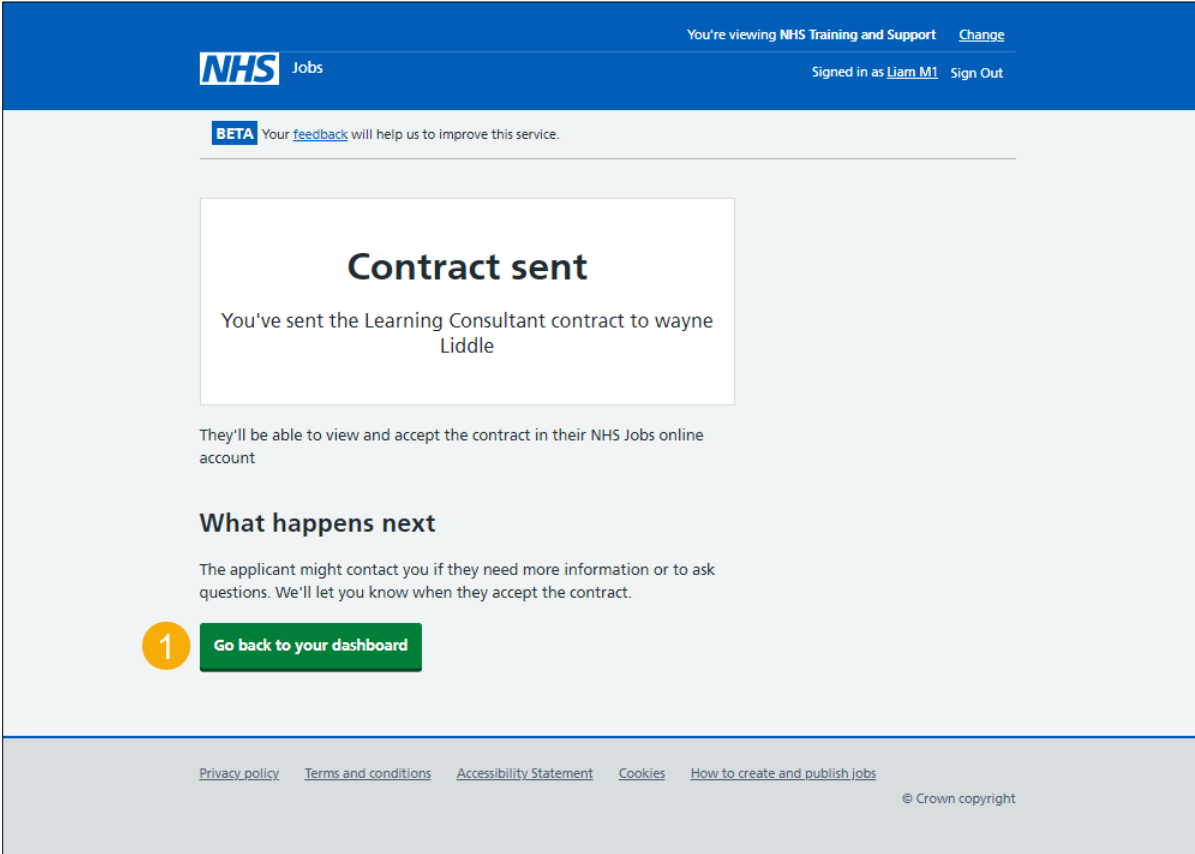
## Contract sent

This page shows confirmation you've sent the contract.

**Important:** The applicant will be able to view and accept the contract in their NHS Jobs account. They might contact you if they need more information or to ask questions. The NHS Jobs service will let you know when they accept the contract.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' 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 right side of the header, it says 'You're viewing NHS Training and Support' 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 features a large white box with the heading 'Contract sent' and the text 'You've sent the Learning Consultant contract to wayne Liddle'. Below this, it states 'They'll be able to view and accept the contract in their NHS Jobs online account'. A section titled 'What happens next' explains that the applicant might contact for more information. A green button with a yellow circle containing the number '1' is labeled 'Go back to your dashboard'. 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:** To find out how to manage contract responses, go to the '**How to manage a contract in NHS Jobs**' user guide or video from the '**Issue and manage a contract**' section of the '[Help and support for employers](#)' webpage.

For users of NHS Jobs and ESR integration, go to the '[Check the start date in ESR](#)' page.

You've sent the contract online and reached the end of this user guide.

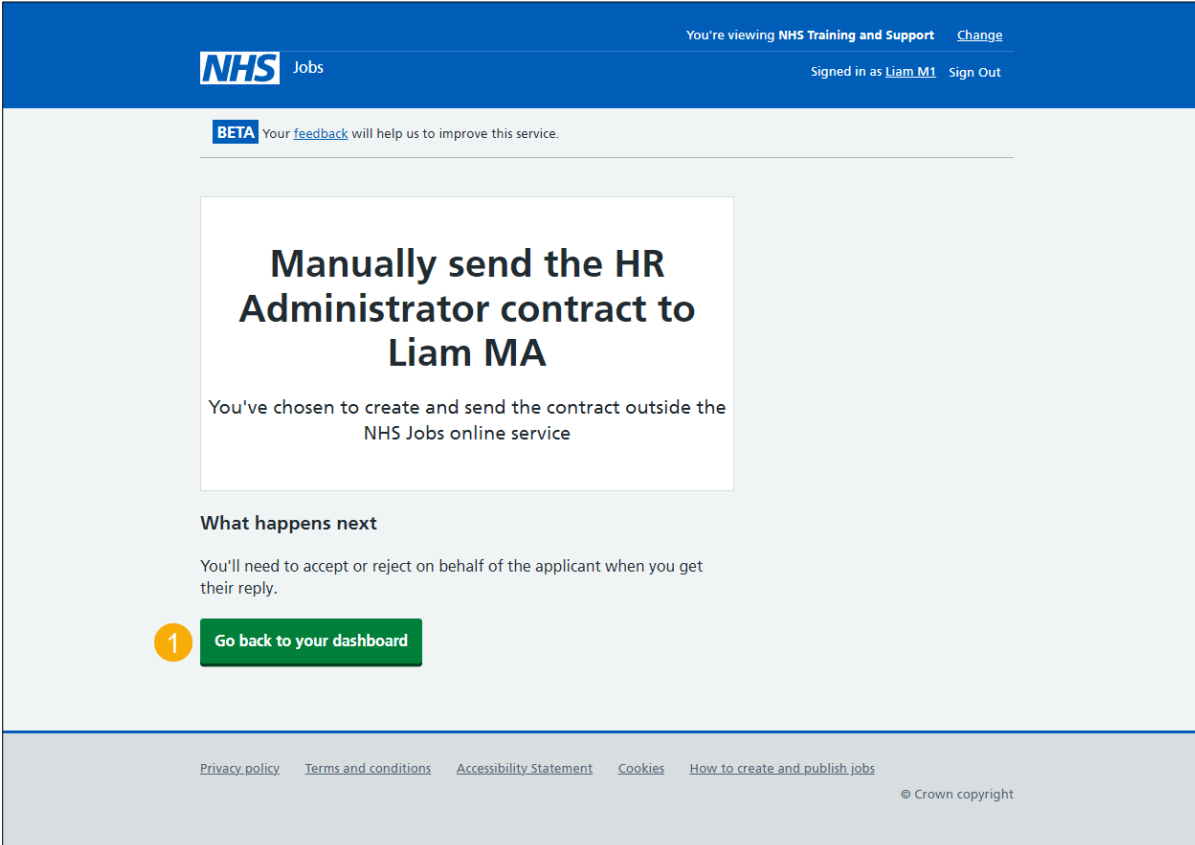
## Manually create and send the contract

This page shows confirmation you've manually created and sent the contract offline.

**Important:** You'll only see this page if you're manually creating and sending the contract outside of the NHS Jobs online service. You'll need to accept or reject on behalf of the applicant when you get their reply.

To go back to your dashboard, complete the following step:

1. Select the 'Go back to your dashboard' button.



The screenshot shows a confirmation page from the NHS Jobs system. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam.M1' with a 'Sign Out' link. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Manually send the HR Administrator contract to Liam MA' and the subtext 'You've chosen to create and send the contract outside the NHS Jobs online service'. Below this, a section titled 'What happens next' explains that the user will need to accept or reject on behalf of the applicant. A green button with a yellow circle containing the number '1' is labeled 'Go back to your dashboard'. 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'.

You've manually created and sent the contract and reached the end of this user guide.



## Check the start date in ESR

This page gives you instructions for how to check the start date in ESR.

**Important:** This information is found in the applicant record within the 'Enter Recruitment Person Information' section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant's start date is shown.

The screenshot displays the Oracle Applications interface for ESR. The main window is titled 'Application(Jenkins01, Mr. David)'. It shows the following details:

- Received Date:** 01-JAN-2019
- Terminated:** (Empty)
- Projected Hire Date:** 02-FEB-2019 (highlighted with a yellow circle and the number 1)
- Current Employer:** (Empty)
- Assignment:**
  - Recruitment Activity: 504-Matron01
  - Organization: 504 Ward 9
  - Job: Nursing and Midwifery Registered
  - Grade: NHS|XR08|Review Body Band 8
  - Status: Offer Accepted
  - Vacancy: 504-Matron01
  - Group: Default Home|||
  - Position: 79761|Matron Band 8a - Ward 9|
  - Location: 504 TEST LOCATION
  - Reason: (Empty)
- Recruiter:** Anton25, Ms. Gloria (Number: 20006894)
- Effective Dates:** From 01-JAN-2019 To (Empty)

Buttons at the bottom include: Interview, End Application, Extra Information, and Diary Reminder.

**Tip:** For more information about ESR, go to the '[ESR User Manual](#)'.

You've issued a contract, checked the start date in ESR and reached the end of this user guide.