

How to manage a contract in NHS Jobs user guide

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

Once you've issued a contract to an applicant, you can choose one of the following options:

- accept the contract on the applicant's behalf
- wait for the applicant to respond to the contract
- edit and then resend the contract
- withdraw the job offer and the contract

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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Contracts

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

Important: To manage a contract, you must have issued the applicant with a contract of employment.

To manage a contract, complete the following step:

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

The screenshot shows the NHSBSA MW UAT Dashboard. At the top, it indicates the user is signed in as Michael Wardman. The dashboard features a 'Tasks by stage' tab and a 'Listings by user' tab. A dropdown menu shows 'All users'. The main content area displays a list of contract stages with their respective counts and progress bars. A 'Contracts' link is highlighted with a yellow circle and the number 1. On the right, there are sections for 'What you can do' (Create a job listing, Search for a listing, Search for an applicant) and '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). At the bottom right, there is a 'Documents and templates' section with links for Overview of your organisation, Supporting information library, Contract templates, and Offer letter templates.

Stage	Count	Progress
Draft	23 - on track 20, overdue 3	87%
Approvals	4 - on track 0, due 2, overdue 2	0%
Published	9	100%
Shortlisting	15 - on track 6, due 3, overdue 6	40%
Interviews	10 - on track 0, overdue 10	0%
Ready to offer	6 - on track 0, overdue 6	0%
Conditional offers	1 - on track 0, overdue 1	0%
Pre-employment checks	0	0%
1 Contracts	7 - on track 0, overdue 7	0%

Manage contracts

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

Important: In this example, you've sent a contract to the applicant.

Find the applicant and 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' link to view the applicant's details (optional).
4. Select the 'Job title' link to view the job details (optional).
5. Select the '[Manage Contract](#)' link.

The screenshot shows the NHS Jobs interface for NHSBSA MW UAT. At the top, it indicates the user is signed in as Michael Wardman. Below the header, there's a toggle for 'Show tasks for all accounts'. The main content area is titled 'Contracts' and features two dropdown menus: 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All'). Below these is a table of contracts:

Applicant	Job title	Deadline	Task	What needs doing next
michael wardman AR-221125-01816	Administration Manager A0201-22-2612	09 Dec 2022 ON TRACK	Contract sent	Manage contract

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

Manage the applicant's contract

This page gives you instructions for how to manage the applicant's contract.

Important: You do not have to complete an action on this page, you can wait for the applicant to respond. If you accept the contract on the applicant's behalf, you're confirming that the applicant has agreed to all the terms and conditions in the contract.

To manage the applicant's contract, complete the following steps:

1. Select an answer:
 - ['Accept contract on applicant's behalf'](#)
 - ['Edit and resend contract'](#)
 - ['Withdraw job offer and contract'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface for managing a contract. 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' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is present. The main heading is 'Manage wayne Liddle's contract'. Below this, a message states: 'You do not have to complete an action on this page, you can wait for the applicant to respond.' The section 'What would you like to do?' contains three radio button options: 'Accept contract on applicant's behalf' (with a sub-note: 'You're confirming that the applicant has agreed to all the terms and conditions in the contract.'), 'Edit and resend contract', and 'Withdraw job offer and contract'. A green 'Continue' button is highlighted with a '3' in a yellow circle. The footer includes links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', and a copyright notice: '© Crown copyright'.

Tip: If you don't want to do any of the options, select the '< Go back' link.

If you're waiting for the applicant to respond, you've reached the end of this user guide.

When did the applicant accept the contract?

This page gives you instructions for how to confirm when the applicant accepted the contract.

Important: You'll only see this page if you're accepting the contract on behalf of the applicant.

To confirm when the applicant accepted the contract, 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 application 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.' A '< Go back' link is visible. The main heading is 'When did the applicant accept the contract?'. Below this, there are three input fields labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' field. Below the input fields is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. At the bottom of the page, 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'.

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

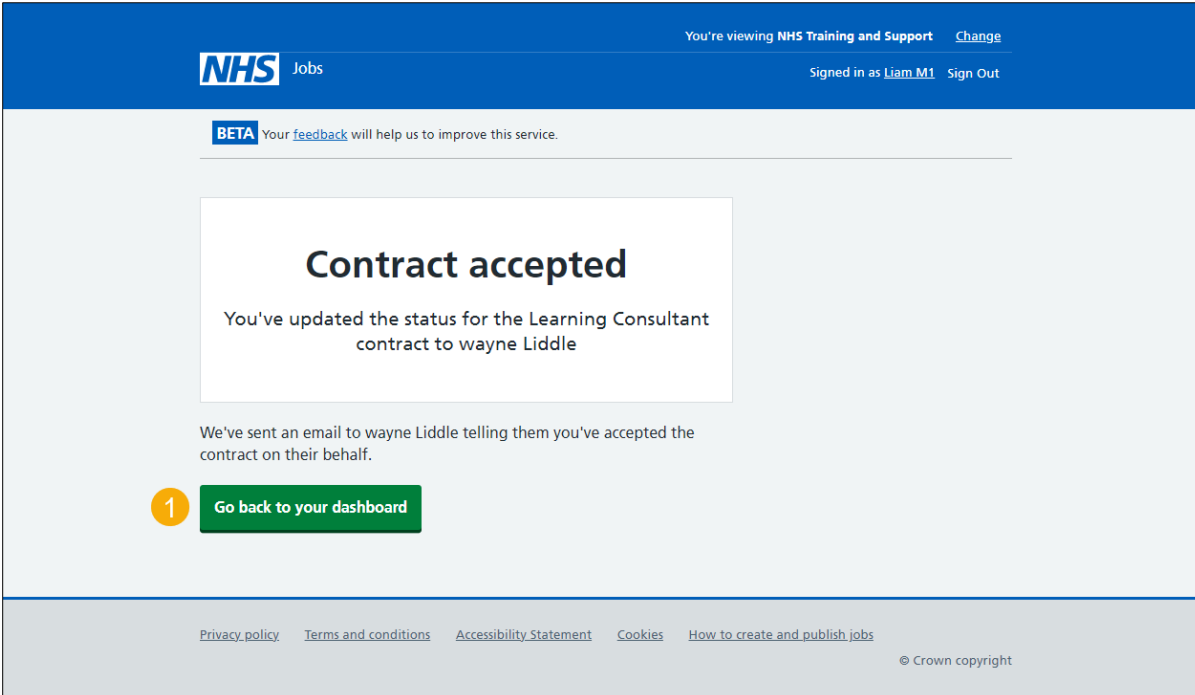
Contract accepted on behalf of the applicant

This page shows confirmation you've accepted the contract on behalf of the applicant.

Important: An email is sent to the applicant telling them you've accepted the contract on their behalf.

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' 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' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a white box with the heading 'Contract accepted' and the message 'You've updated the status for the Learning Consultant contract to wayne Liddle'. Below this, it states 'We've sent an email to wayne Liddle telling them you've accepted the contract on their behalf.' 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 the copyright notice '© Crown copyright'.

You've accepted the contract on behalf of the applicant and reached the end of this user guide.

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'll only see this page if you're editing and resending the contract. 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, change and confirm 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 (optional).
4. Select the 'download the contract' link (optional).
5. Select the '[Send now](#)' 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](#)

Check the details of the permanent Learning Consultant contract and send it to wayne Liddle

Any changes you make to these employment terms will not update the original template.

Location	Goldcrest Way Newcastle Upon Tyne NE158NY	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	37.5 hours a week	Change 1
Pay scheme	Agenda for Change	
Band	Band 7	
Pay	£40000 a year	Change
Start date	01 March 2022	Change
Type of agreement	An addendum to an existing contract	Change
Contract template	NHS Jobs test	Change

Additional terms of employment

You can add more terms to this contract. They will not be added to the original template.

2 [Add another](#)

Send the contract

When you're satisfied that the details are correct, send this contract of employment to the applicant.

You can also:

- [preview the contract \(PDF, 4 KB\)](#) 3
- [download the contract \(PDF, 4 KB\)](#) 4

5 [Send now](#)

[Save and come back later](#)

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

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Tip: The offer letter document is in a portable document format (PDF). To find out how to change the contract, go to the '**How to issue a contract in NHS Jobs**' user guide or video from the '**Issue a contract**' section of the '[Help and support for employers](#)' webpage.

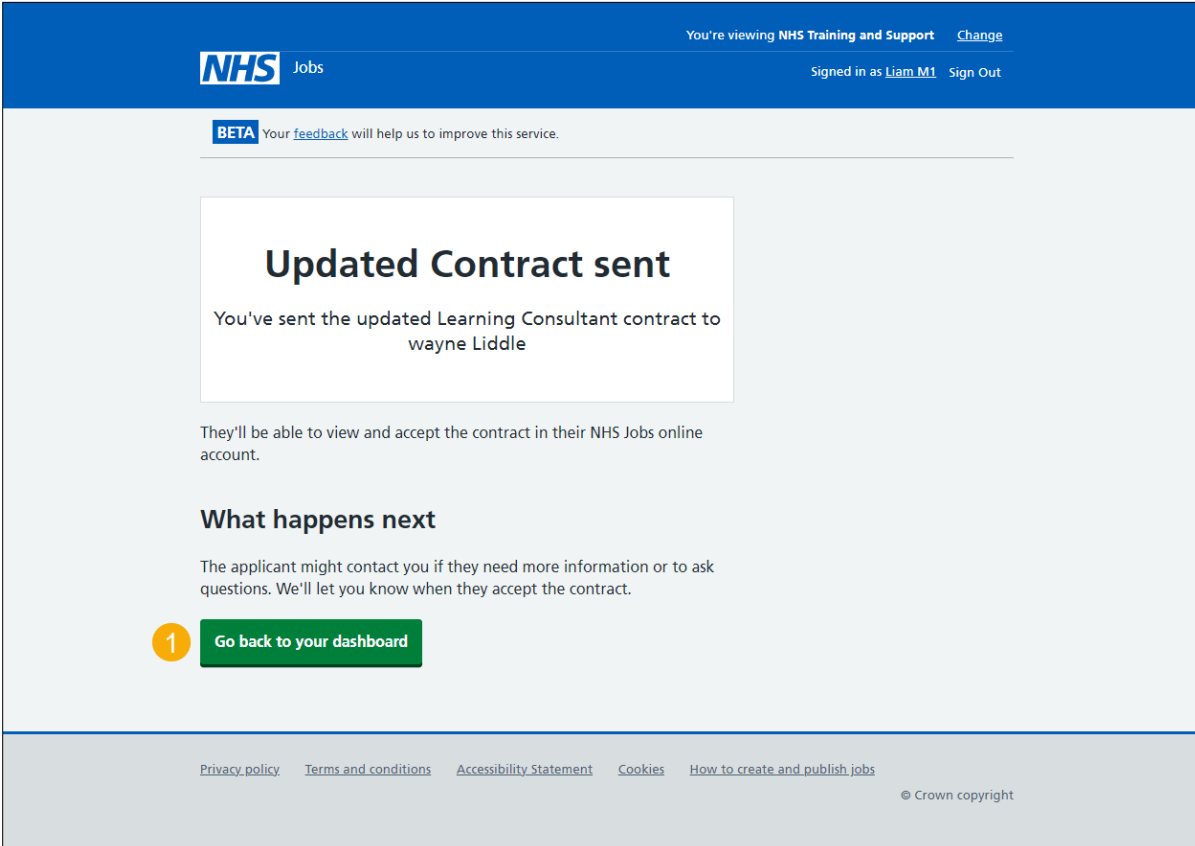
Updated contract sent

This page shows confirmation you've sent the updated contract.

Important: You'll only see this page if you've updated and sent the contract. The applicant will be able to view and accept the contract in their NHS Jobs online 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 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' notice: 'Your feedback will help us to improve this service.' The main content area has a white box with the heading 'Updated Contract sent' and the text 'You've sent the updated 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'. 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'.

You've edited and resent the contract and reached the end of this user guide.

Withdraw your job offer and contract

This page gives you instructions for how to withdraw your job offer and the contract.

Important: You'll only see this page if you're withdrawing the job offer and the contract. Describe why you're withdrawing the job offer and contract. This is only for internal use.

To withdraw your job offer and the contract, complete the following steps:

1. In the **Withdraw reason** box, enter the details.
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](#)

Withdraw your job offer and contract?

Describe why you're withdrawing the job offer and contract. This is only for internal use.

1

2 [Save and continue](#)

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

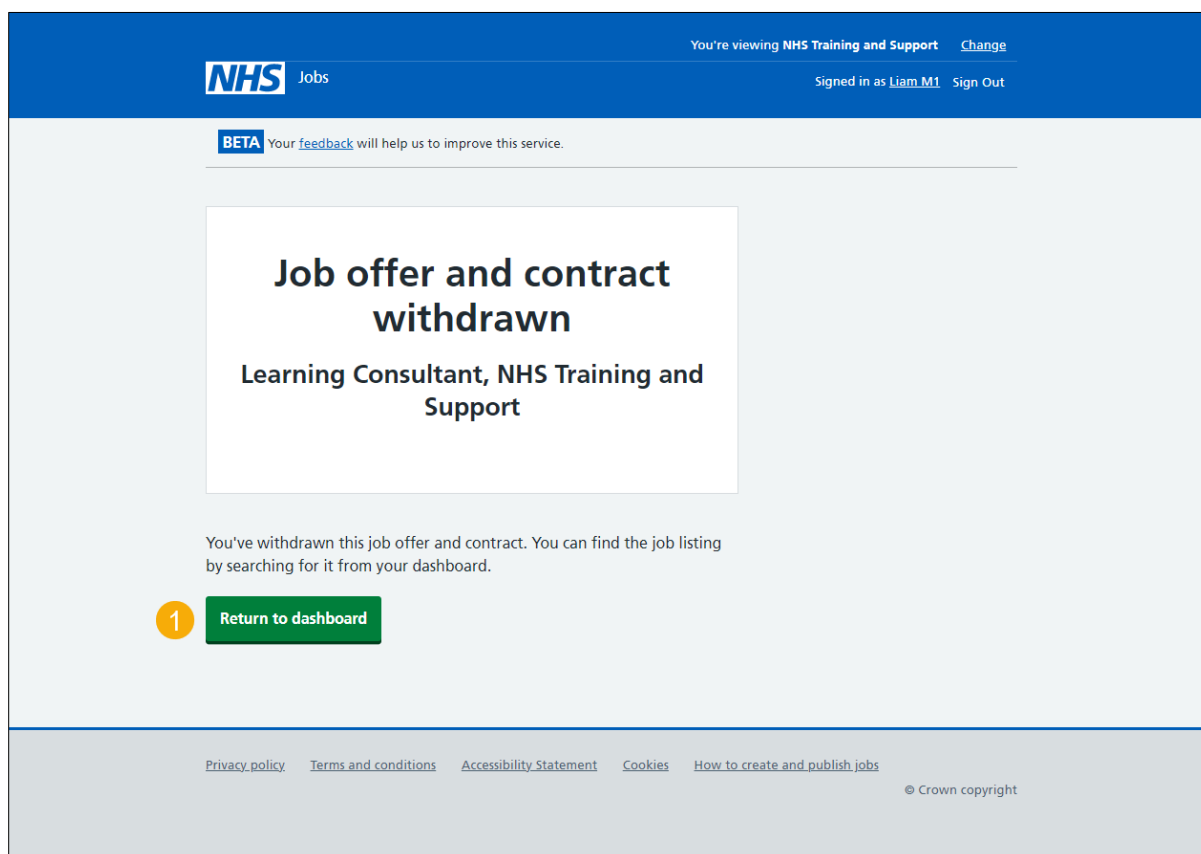
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Job offer and contract withdrawn

This page shows confirmation you've withdrawn the job offer and the contract.

To return to your dashboard, complete the following step:

1. Select the 'Return to 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 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' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a white box with the heading 'Job offer and contract withdrawn' and the job title 'Learning Consultant, NHS Training and Support'. Below this, a message states: 'You've withdrawn this job offer and contract. You can find the job listing by searching for it from your dashboard.' A green button with a yellow circle containing the number '1' and the text 'Return to dashboard' is prominently displayed. 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 make an offer to another applicant, go to the '**How to make a job offer in NHS Jobs**' user guide or video from the '**Make a job offer**' section of the '[Help and support for employers](#)' webpage. To find out how to end the recruitment, go to the '**How to end a recruitment in NHS Jobs**' user guide or video from the '**End a recruitment**' section of the '[Help and support for employers](#)' webpage.

You've withdrawn the job offer and the contract and reached the end of this user guide.