

How to manage approvals in NHS Jobs user guide

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

You can use approvals to approve or reject all your job listings before they're published to jobseekers.

In your organisations account, you can choose one of the following options:

- Online to approve all job listings using the NHS Jobs online service
- Offline to approve job listings outside of the NHS Jobs online service, if needed

The default setting is 'Offline'. If you change this setting, it only applies to your new job listings.

If you're using 'Online', you'll select the approvers from a list of your organisations users. All approvers must approve the listing before it can be published.

If approved, the listing can be published. If rejected, the listing can't be published but you can re-send it for approval.

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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Approval settings

This page gives you instructions for how to manage approval settings in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Approval settings' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage your approval settings, complete the following step:

1. Select the [Approval settings](#) link.

The screenshot displays the NHSBSA Lee UAT Dashboard. At the top, it indicates the user is signed in as Lee Mapes. The dashboard is divided into several sections:

- Header:** NHS Jobs logo, user name 'Signed in as Lee Mapes', and a 'Sign Out' link.
- Feedback:** A 'BETA' notice stating 'Your feedback will help us to improve this service.'
- Tasks by stage:** A table showing the number of tasks in different stages:

Stage	Count	Progress
Draft	12	Progress bar (green)
Published	5	Progress bar (green)
Shortlisting	25 - on track 24, overdue 1	Progress bar (green and red)
Interviews	15 - on track 12, overdue 3	Progress bar (green and red)
- What you can do:** Three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** A list of links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings' (with a notification badge '1'), 'Departments', and 'Criminal convictions and cautions'.

How do you want your job listings approved?

This page gives you instructions to confirm your job listing approval settings.

Important: Use 'Online' to approve all job listings using the NHS Jobs online service. Use 'Offline' to approve job listings outside of the NHS Jobs online service, if needed. If you change this setting, it only applies to your new job listings.

To confirm your approval settings, complete the following steps:

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

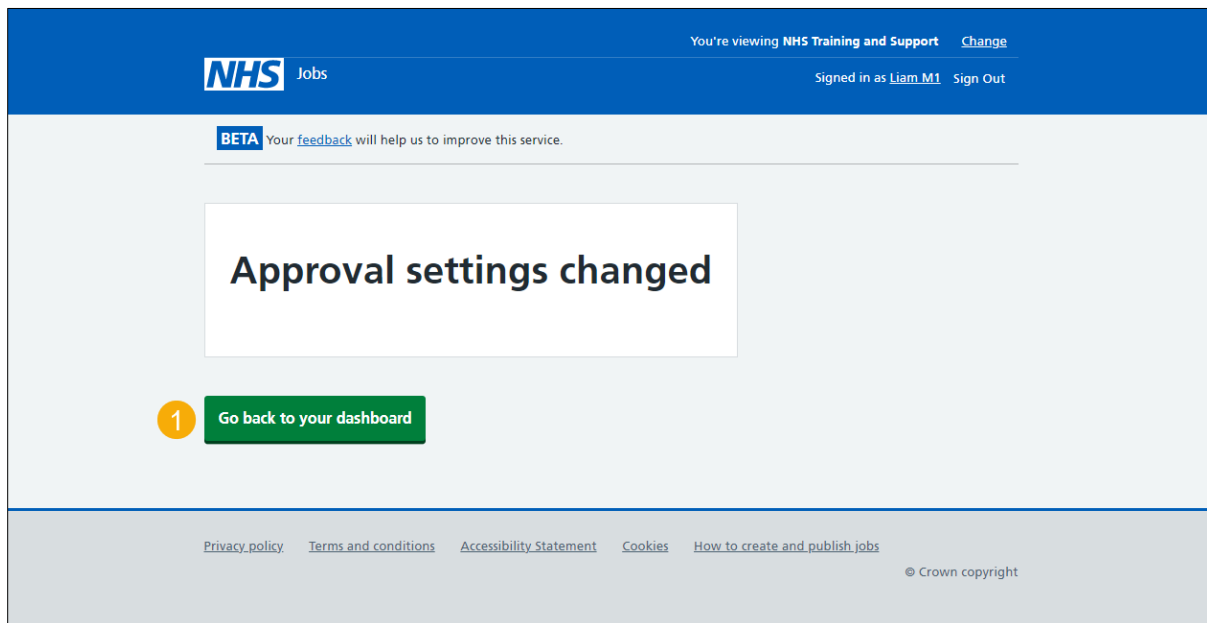
The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'How do you want your job listings approved?'. There are two radio button options: 'Online' (with a '1' in a yellow circle) and 'Offline' (with a '2' in a yellow circle). Below the 'Offline' option is a green 'Save changes' button. 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'.

Approval settings changed

This page shows confirmation you've changed the approval settings.

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

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



You've changed your approval settings and reached the end of this user guide.