

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

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

If you receive a contract offer, you'll download and save your contract of employment and read through it and make sure it's correct. You'll also be able to download any supporting information.

To confirm your response, you'll choose one of the following options:

- accept the contract and confirm taking the job
- get more information or ask questions about the contract
- reject the contract and add your reason why

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## Review your contract

This page gives you instructions for how to review your contract.

To review your contract, complete the following steps:

1. Select the 'View application' link (optional).
2. Select the '[Review contract](#)' link.

**NHS** Jobs Liam MA Sign out

English | Cymraeg

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

### Your applications

Job title	Employer	Job closing date	Application	Task
IT Trainer T0111-22-5186	NHS Training and Support	23 February 2022	<a href="#">View application</a> 1	<a href="#">Review contract</a> 2

## Save then respond to your contract

This page gives you instructions for how to save then respond to your contract.

**Important:** Download and save your contract of employment and supporting information before you continue. The link is temporary and will expire. Read through it and make sure it's correct.

To save then respond to your contract, complete the following steps:

1. Select the 'Download and save your contract and supporting information' links.
2. Select the '[Continue and respond](#)' 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 the user name 'michael wardman' with a 'Sign out' link on the right. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a title 'Save then respond to your Test Test contract'. Below the title, there are three numbered steps: 1. Download and save your contract and supporting information: with links for 'Test Test contract of employment (PDF, 4 KB)', 'Pension information (DOCX, 17 KB)', 'Training document (DOCX, 17 KB)', and 'NHS Pensions (opens in a new tab)'. 2. Read through the contract and make sure it's correct. 3. Continue and respond to it. A green button labeled 'Continue and respond' is highlighted with a yellow circle containing the number 2. Below the steps, there is a link 'Back to your applications'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', and a copyright notice '© Crown copyright'.

**Tip:** The contract of employment document is downloaded and saved in a portable document format (PDF).

## What do you want to do with your contract?

This page gives you instructions for how to respond to your contract.

To respond to your contract, complete the following steps:

1. Select an answer:
  - [‘Accept it and confirm taking the job’](#)
  - [‘Get more information or ask questions about it’](#)
  - [‘Reject both the contract and job offer’](#)
2. Select the ‘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 left, and 'Liam MA Sign out' on the right. 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 'What do you want to do with your contract?' and features three radio button options: 'Accept it and confirm taking the job', 'Get more information or ask questions about it' (marked with a '1' in a yellow circle), and 'Reject both the contract and the job offer'. Below these options is a green 'Continue' button (marked with a '2' in a yellow circle). A link for 'Back to your applications' is located below the 'Continue' button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

## Contract accepted

This page shows confirmation you've accepted the contract.

**Important:** You'll only see this page if you've accepted the contract. You'll receive a confirmation email. Your start date is shown. If you need to contact the hiring manager, use their email address, and quote the job reference.

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

1. Use the 'Email address' link to contact the hiring manager (optional).
2. Select the 'Back to your applications' 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 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' The main content area has a light blue background. A white box in the center contains the heading 'Contract accepted' and the text 'You've accepted the IT Trainer contract and confirmed you're taking the job'. Below this, it says 'We've sent you a confirmation email.' A section titled 'What happens next' provides details about the start date (01 March 2022) and contact information for the hiring manager (Joe Bloggs, email: joe.bloggs@nhs.net, job reference: T0111-22-5186). A numbered list shows step 1 as the contact information and step 2 as a green button labeled 'Back to your applications'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

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

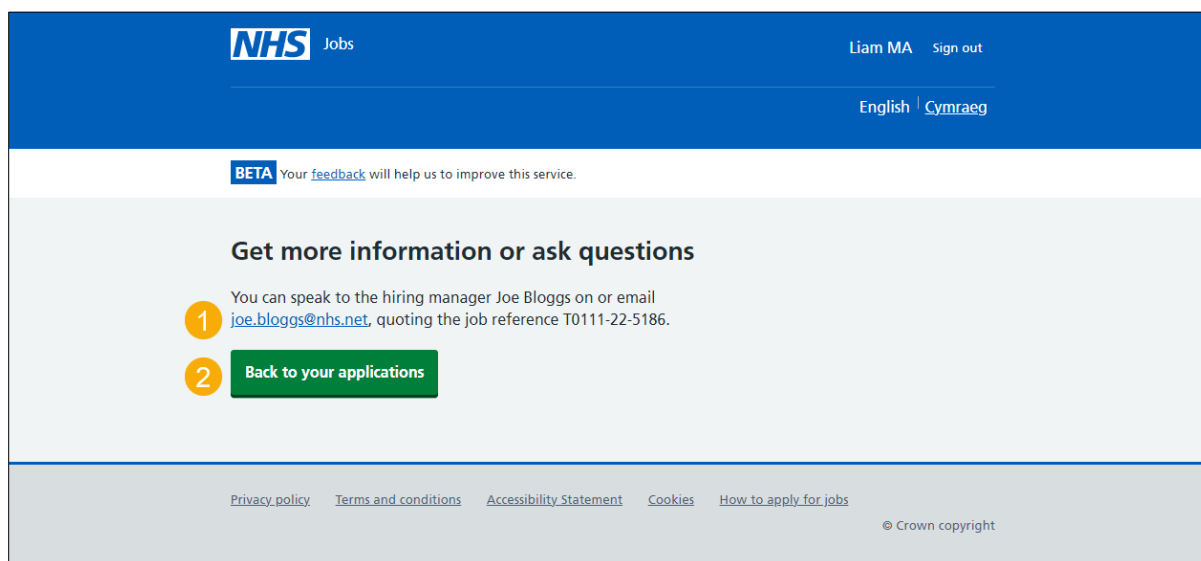
## Get more information or ask questions

This page gives you instructions for how to get more information or ask questions about your contract.

**Important:** You'll only see this page if you need more information or to ask questions about your contract. To contact the hiring manager, use their email address, and quote the job reference.

To get more information or ask questions about your contract, complete the following steps:

1. Use the 'Email address' link to contact the hiring manager.
2. Select the 'Back to your applications' 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 'Liam MA Sign out' on the right. Below the header, there is a language selector showing 'English' and 'Cymraeg'. A 'BETA' banner indicates that user feedback will help improve the service. The main content area is titled 'Get more information or ask questions' and contains the following text: 'You can speak to the hiring manager Joe Bloggs on or email [joe.bloggs@nhs.net](mailto:joe.bloggs@nhs.net), quoting the job reference T0111-22-5186.' Below this text, there are two numbered steps: '1' and '2'. Step 2 is highlighted with a green button that says 'Back to your applications'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

Once the hiring manager has responded, you'll need to accept or reject the contract on the ['What do you want to do with your contract?'](#) page.

## Why are you rejecting the contract and the job offer?

This page gives you instructions for how to confirm why you're rejecting the contract and the job offer.

**Important:** You'll only see this page if you're rejecting the contract and the job offer. The hiring manager will see your response.

To add why you're rejecting the contract and the job offer, complete the following steps:

1. In the **Reject reason** box, enter the details.
2. Select the '[Reject the offer](#)' 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 left, and 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and a 'Go back' link. The main content area is light blue and contains the title 'Why are you rejecting the contract and the job offer?'. Below the title is a large text input field with a yellow circle containing the number '1' to its left. Below the input field is a green button with a yellow circle containing the number '2' and the text 'Reject the offer'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.



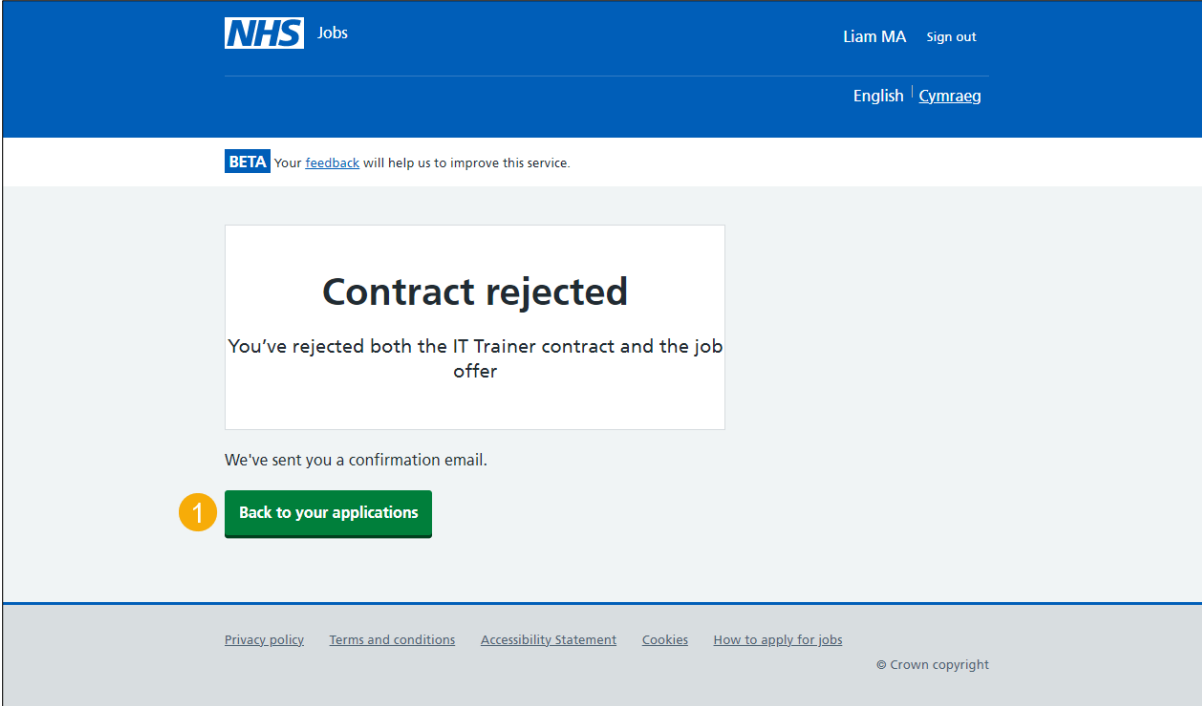
## Contract rejected

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

**Important:** You'll receive a confirmation email that you've rejected the contract and the job offer.

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

1. Select the 'Back to your applications' 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 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a white box with the heading 'Contract rejected' and the text 'You've rejected both the IT Trainer contract and the job offer'. Below this, it says 'We've sent you a confirmation email.' and features a green button with a yellow circle containing the number '1' and the text 'Back to your applications'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

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