NHS Jobs

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

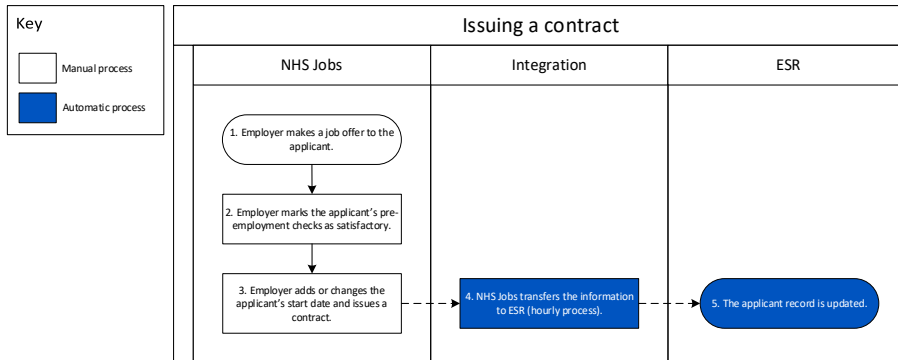For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the 'Process flow diagram' page.

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.

Delivered by the NHS Business Services Authority

Contents

Process flow diagram

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

Key		
☐ Manual process		
■ Automatic process		

Issuing a contract

NHS Jobs	Integration	ESR
1. Employer makes a job offer to the applicant.		
2. Employer marks the applicant's pre-employment checks as satisfactory.		
3. Employer adds or changes the applicant's start date and issues a contract.	4. NHS Jobs transfers the information to ESR (hourly process).	5. The applicant record is updated.

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.

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).
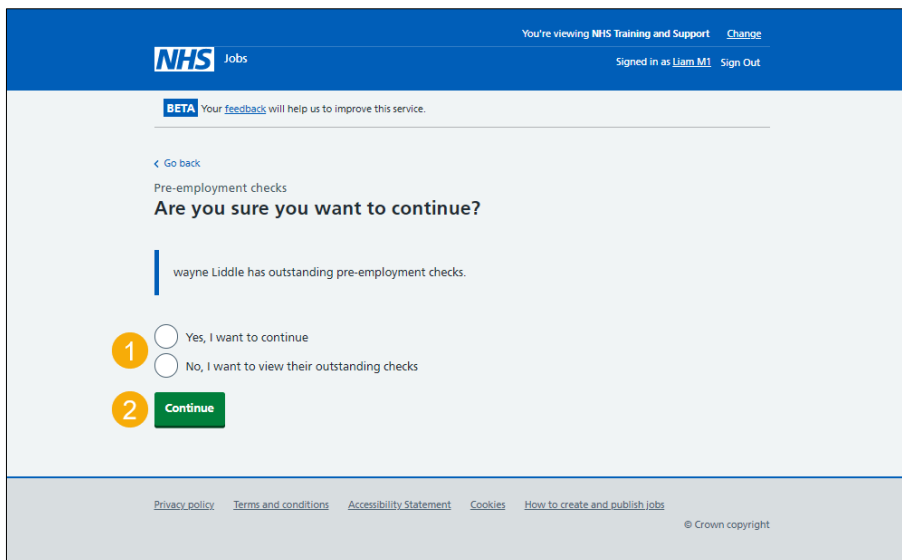5. Select the '<u>Create and issue contract</u>' link.

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.

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.

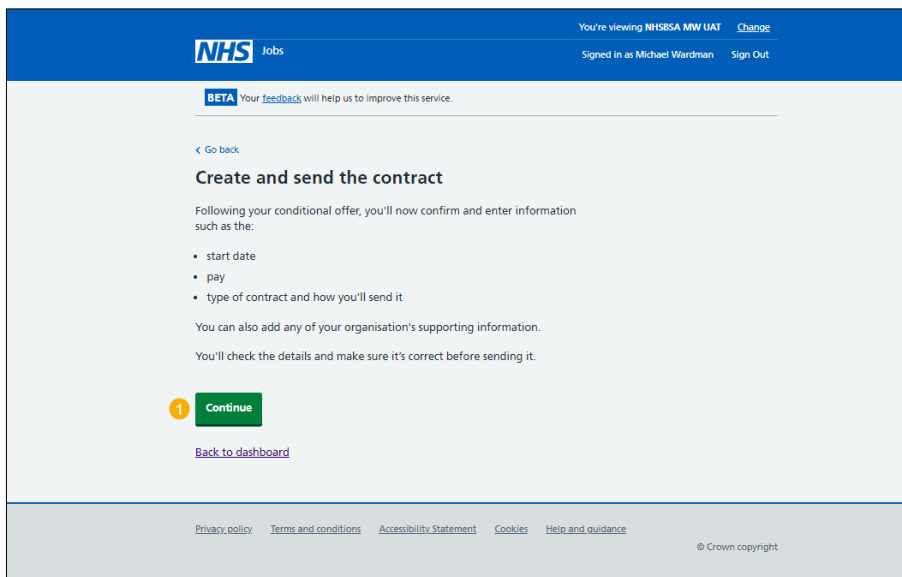If you don't want to continue and issue a contract, you've reached the end of this user guide.

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.

Where is the job location?

This page gives you instructions for how to add the job location.

<mark>Important:</mark> The address listed on the job advert will be the default option.

To add the job location, complete the following steps:

1. Select an option:
   - Existing address
   - 'Add an address'
2. Select the 'Save and continue' button.

You're viewing **NHSBSA Lee UAT**   Change

NHS Jobs

Signed in as Lee Mapes   Sign Out

BETA Your feedback will help us to improve this service.

< Go back

Issue the contract

Where is the job location?

①
○ **Organisation address**   1 Street
Town
AA1 1AA

or

○ Add an address

② **Save and continue**

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Find the job location address

This page gives you instructions for how to add a new address.

Important: You will only see this page if you selected 'Add an address'.

To add a new address, complete the following steps:

1. In the 'Job location postcode' box, enter the details.
2. Select the '<u>Find the address</u>' button.

Select an address

This page gives you instructions for how to select an address after searching by postcode.

To select an address, complete the following steps:

1. Select an option:
    a. 'Existing address'
    b. 'It's not any of these – add an address'
2. Select the 'Save and continue' button.

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Add a job location

This page gives you instructions for how to add a new job location.

Important: You will only see this screen if you selected 'It's not any of these – add an address'.

To add a job location, complete the following steps:

1. In the boxes, fill in the address details.
2. Select the 'Save and continue' button.

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.

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.

<mark>Important:</mark> 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 '<u>Save and continue</u>' button.

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 '<u>Save and continue</u>' button.

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.

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 '<u>Save and continue</u>' button.
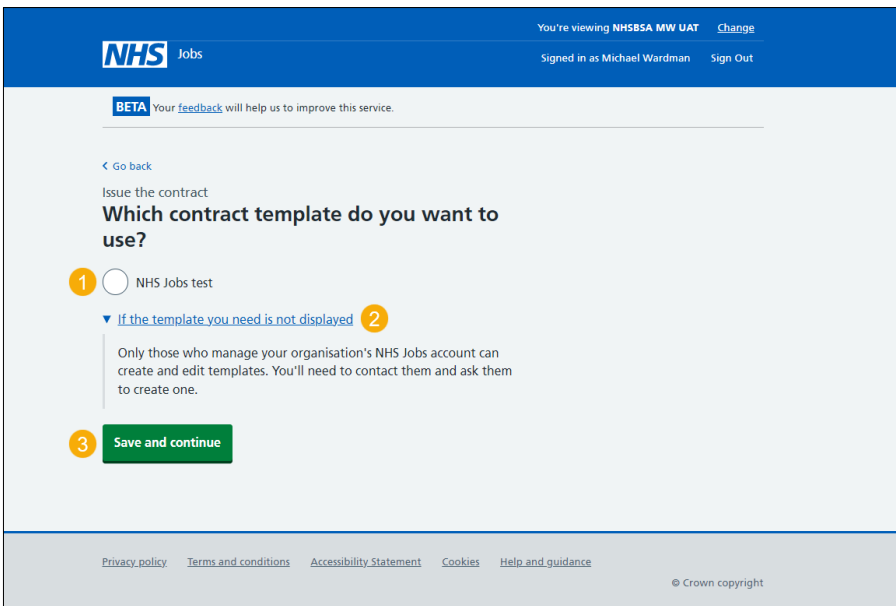
Tip: To find out how to manage contract templates, go to the '**How to manage contracts templates in NHS Jobs**' user guide or video from the '**Manage your organisations account**' section of the '<u>Help and support for employers</u>' webpage.

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.
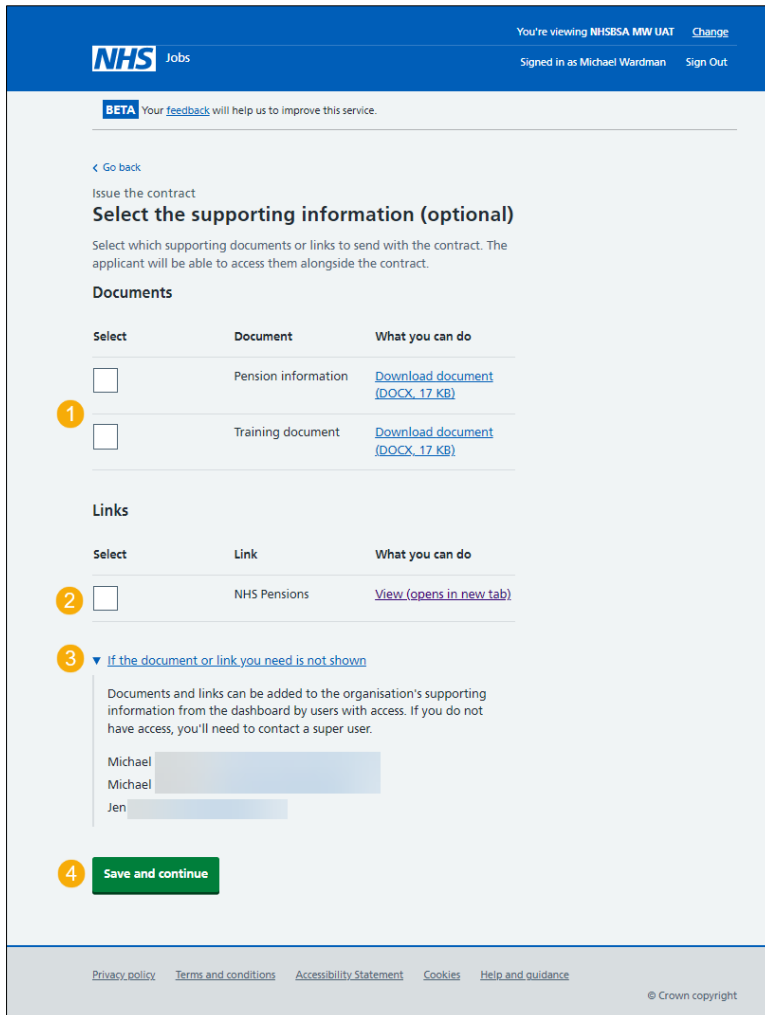
Check the details of the contract and send it

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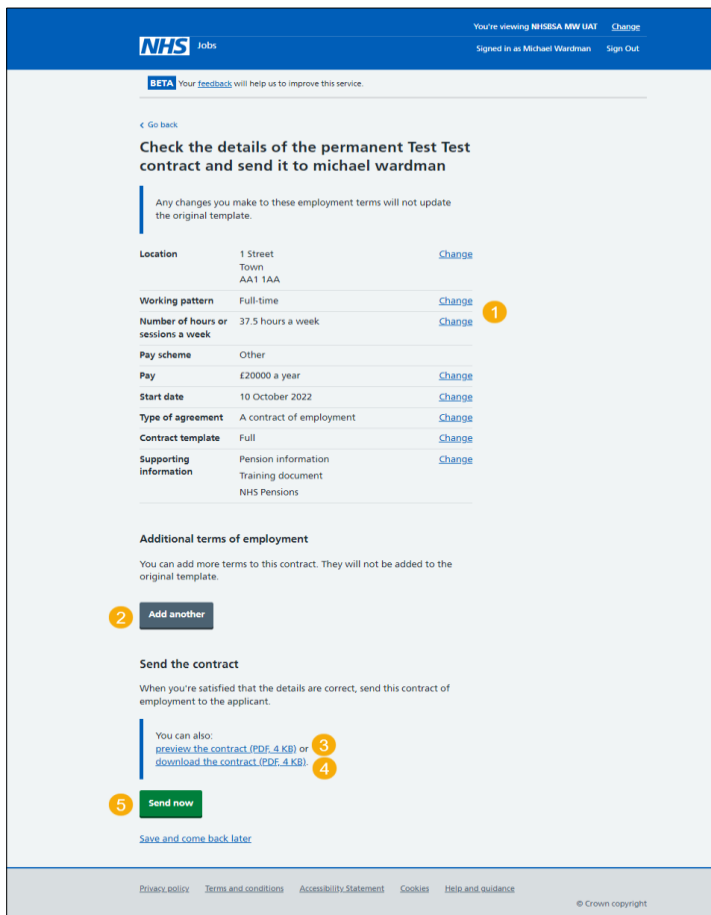
Tip: The offer letter document is previewed and downloaded in a portable document format (PDF).

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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.

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.

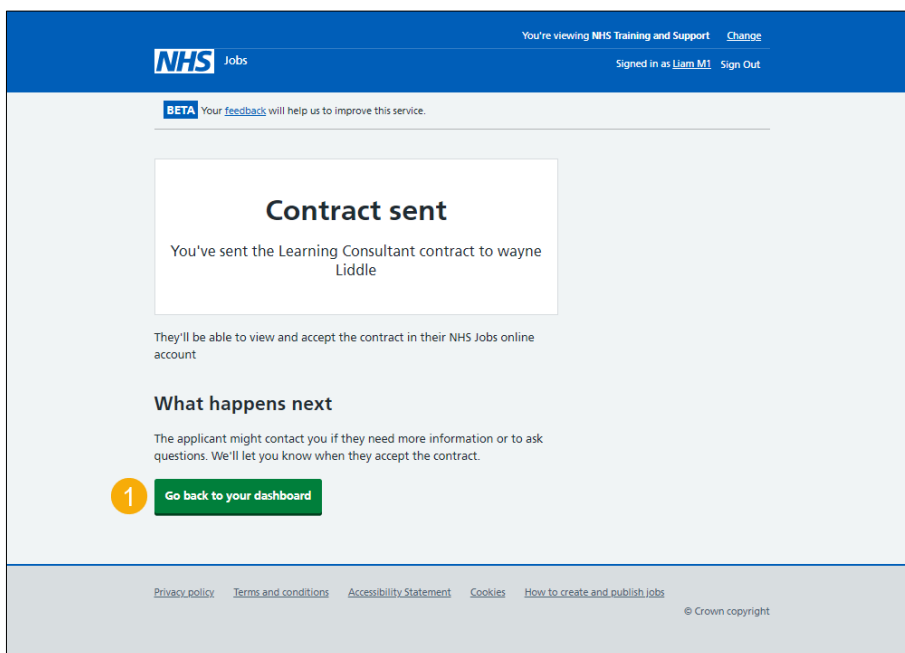For users of NHS Jobs and ESR integration, go to the 'Check the start date in ESR' page.

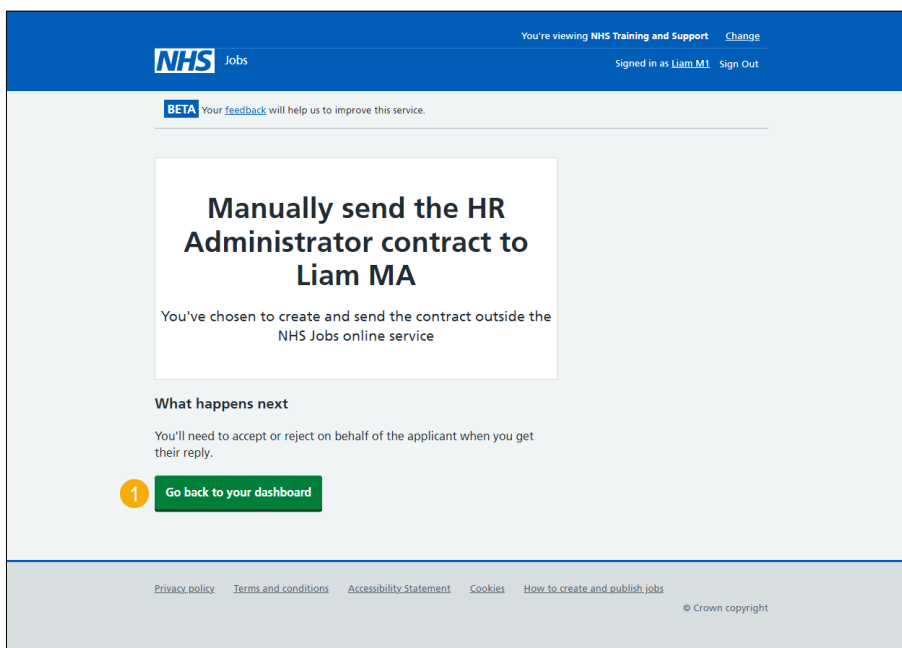You've sent the contract online and reached the end of this user guide.

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.

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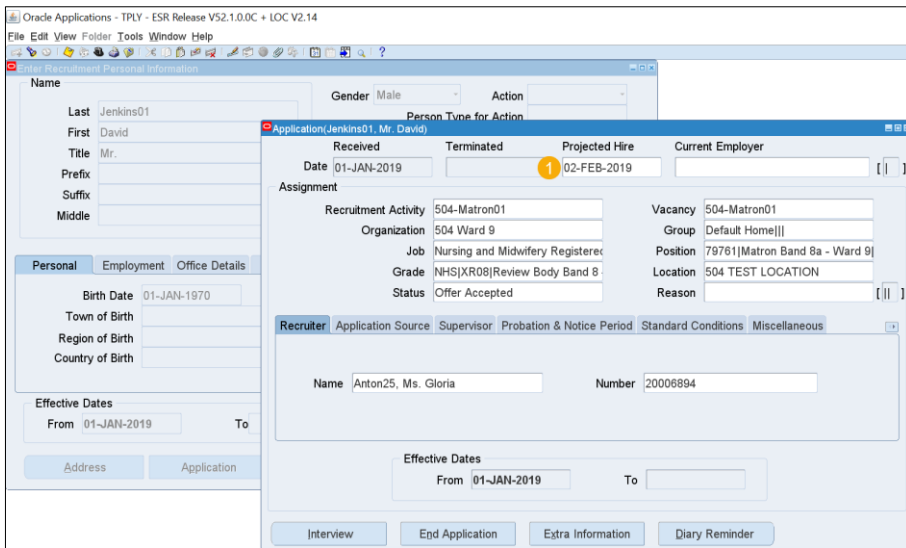
Tip: For more information about ESR, go to the '[ESR User Manual](#)'.

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