

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.

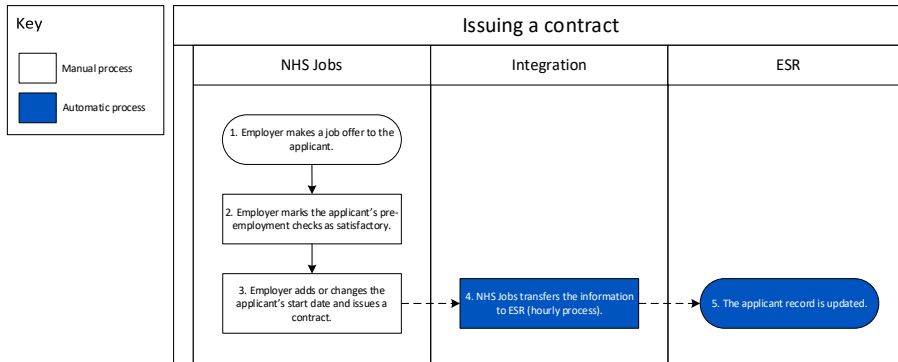
To find out which roles can do this, go to the **'Roles and permissions'** link in the **'Help and information'** section of the employer dashboard.

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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 NHS Jobs dashboard for user Michael Wardman. The main section is titled 'NHSBSA MW UAT Dashboard' and displays 'Tasks by stage'. A table lists various recruitment stages with their counts and progress indicators:

Stage	Count	Progress / Status
Draft	24	- on track 20, overdue 4
Approvals	4	- on track 0, overdue 4
Published	5	
Shortlisting	19	- on track 8, due 5, overdue 6
Interviews	10	- on track 0, overdue 10
Ready to offer	2	- on track 1, overdue 1
Conditional offers	1	- on track 0, overdue 1
Pre-employment checks	0	
Contracts	1	
End recruitment	2	- on track 0, overdue 2

The 'Contracts' row is highlighted with a yellow circle and the number 1. The right-hand sidebar contains 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.

The screenshot shows the NHS Jobs 'Contracts' page. At the top, there is 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 is a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area has a 'Go back' link and the title 'NHSBSA MW UAT Contracts'. There are 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-221202-03035	Administration Manager A0201-22-5900	16 Dec 2022 ON TRACK	Issue contract	Create and issue 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'.

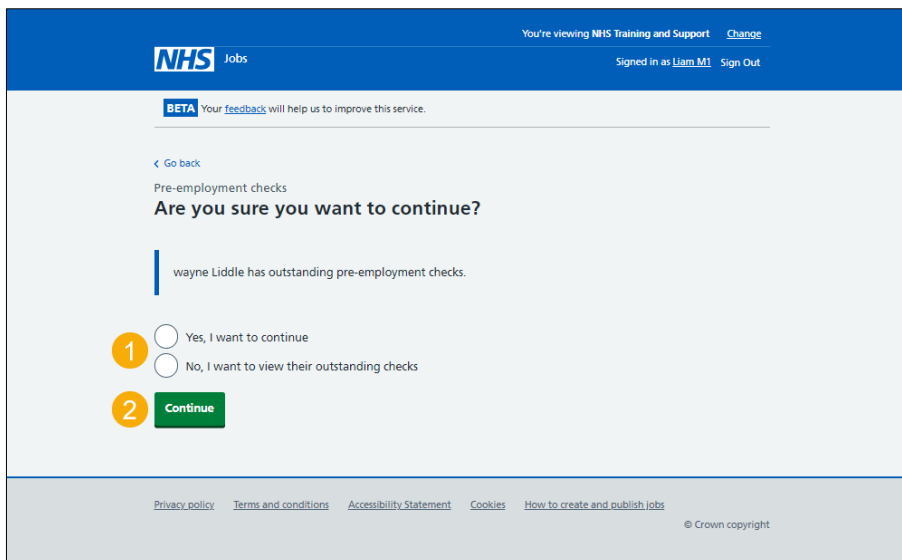
Are you sure you want to continue?

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, it says 'You're viewing NHS Training and Support' with a 'Change' link. Below that, it says 'Signed in as Liam M1' with a 'Sign Out' link. The main content area has a blue header with the NHS logo and 'Jobs'. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' There's a 'Go back' link. The main heading is 'Pre-employment checks' followed by 'Are you sure you want to continue?'. Below this, it says 'wayne Liddle has outstanding pre-employment checks.' 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 next to the second option. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is at the very bottom.

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.

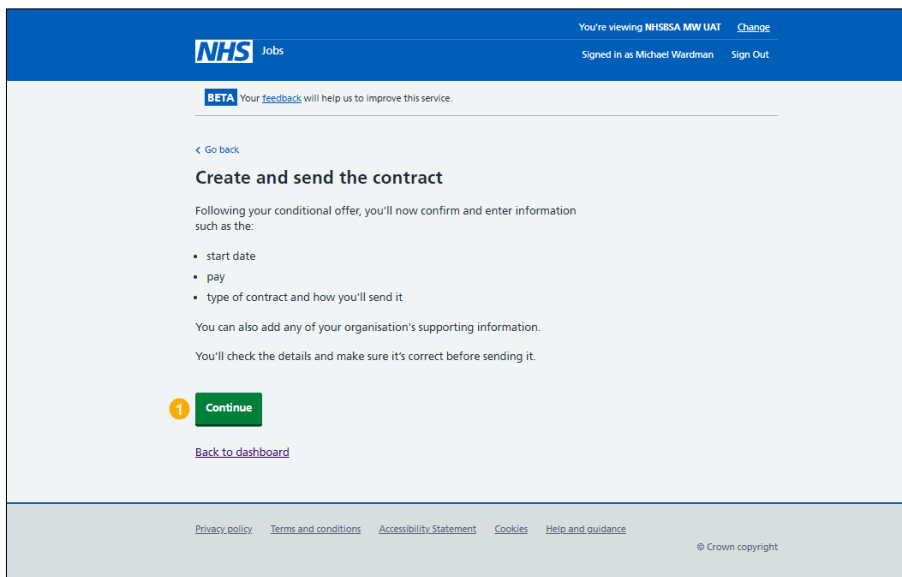
Create and send the contract

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'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 '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 states '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 '1' icon and the text 'Continue' is shown. Below the button is a link 'Back to dashboard'. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

Where is the job location?

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

Important: 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.

The screenshot shows the 'Where is the job location?' page in the NHS Jobs system. At the top, there is a blue header with the NHS logo and the text 'Jobs'. On the right side of the header, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' 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 also present. The main heading is 'Issue the contract' followed by 'Where is the job location?'. There are two radio button options: 'Organisation address' (which is selected) and 'Add an address'. The 'Organisation address' option is pre-filled with the text '1 Street', 'Town', and 'AA1 1AA'. A green 'Save and continue' button is located below the options. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

Find the job location address

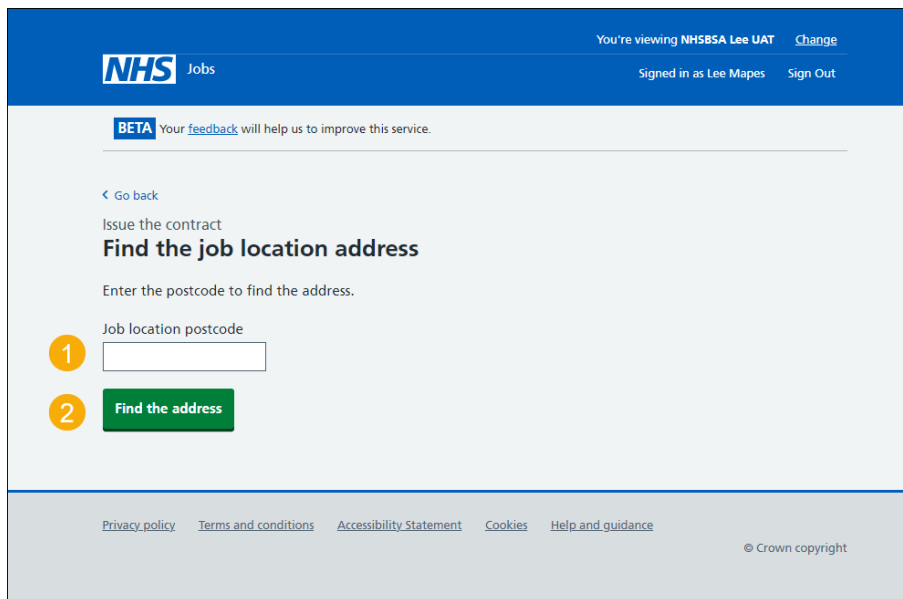
This page gives you instructions for how to add a new address.

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 'Find the address' button.

Commented [AM1]: Lee Mapes I'd change this to 'In the job location box, enter the details' so it's consistent with the rest of the guide



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.

Commented [AM2]: Lee Mapes Change this to 'Select an option' for consistency

Commented [AM3]: Remove this full stop Lee Mapes

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, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, a 'BETA' badge indicates that user feedback will help improve the service. The main content area shows a 'Go back' link, the text 'Issue the contract', and 'We found 14 results for NE15 8NY'. Underneath, it asks the user to 'Select the correct job location.' and lists 14 radio button options, each with a job name and address. The first option, 'Unit C1 The Waterfront, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY', is highlighted with a red circle containing the number 1. Below the list, there is an 'or' label and a radio button for 'It's not any of these - add an address'. At the bottom of the list, a green button with a red circle containing the number 2 and the text 'Save and continue' is highlighted. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice for the Crown.

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.

Commented [AM4]: Change this like above so it's in line and consistent with the rest of guide [Lee Mapes](#)

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 NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' 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 has a 'Go back' link and the heading 'Issue the contract' followed by 'Add a job location'. The form contains several input fields: 'Address line 1', 'Address line 2 (optional)', 'Town or city', 'County (optional)', and 'Postcode'. A green 'Save and continue' button is located at the bottom of the form. A red circle with the number '1' is placed to the left of the 'Town or city' field, and a red circle with the number '2' is placed to the left of the 'Save and continue' button. 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'.

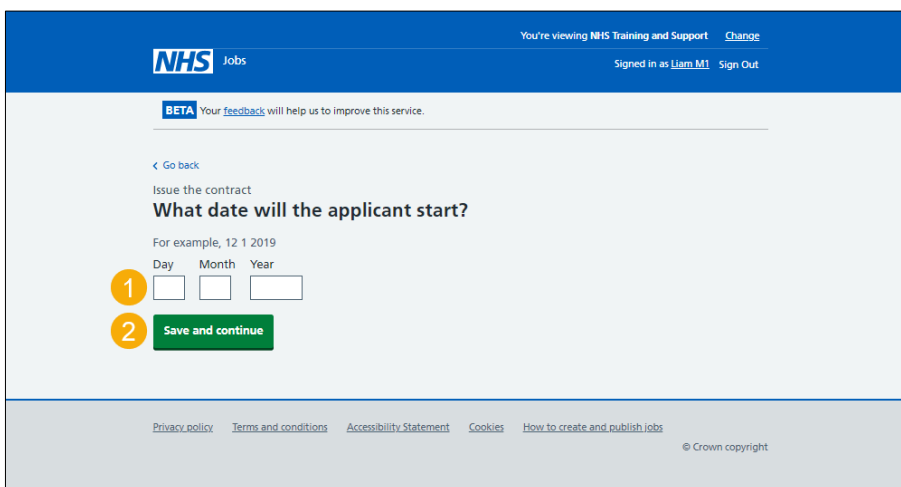
What date will the applicant start?

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. To 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 feedback prompt: 'Your feedback will help us to improve this service.' The main content area is titled 'Issue the contract' and '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 red circle with the number '1' is next to the 'Day' box. Below the input boxes is a green button with a red circle and the number '2' next to it, labeled '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', followed by '© 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.

The screenshot shows the NHS Jobs interface for issuing a contract. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main heading is 'What is the pay for this contract?' with a sub-heading 'Issue the contract'. Below this, it states 'This was £40057 to £45839 in the conditional offer.' The form has two main sections: 'Pay amount' and 'Timeframe'. The 'Pay amount' section has a text input field with a pound sign (£) and a '1' in a yellow circle next to it. The 'Timeframe' section has a dropdown menu with 'a year' selected and a '2' in a yellow circle next to it. Below these is a section for 'More details about the pay (optional)' with a text input field and a '3' in a yellow circle next to it. At the bottom of the form is a green 'Save and continue' button with a '4' in a yellow circle next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. To 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 visible. The main heading is 'Issue the contract' followed by 'What type of agreement do you want to issue?'. There are four radio button options: 'An addendum to an existing contract', 'A contract of employment', 'An internal secondment', and 'An external secondment'. A yellow circle with the number '1' is next to 'A contract of employment'. Below the options is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

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, it says 'You're viewing NHS Training and Support' with a 'Change' link. Below that, it says 'Signed in as Liam M1' with a 'Sign Out' link. The main content area has a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. 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' with the subtext 'Use a template in the NHS Jobs online service.' and 'Offline' with the subtext 'Create it offline outside the NHS Jobs online service. You cannot change this decision.' Below these is a '2 Save and continue' button. 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'.

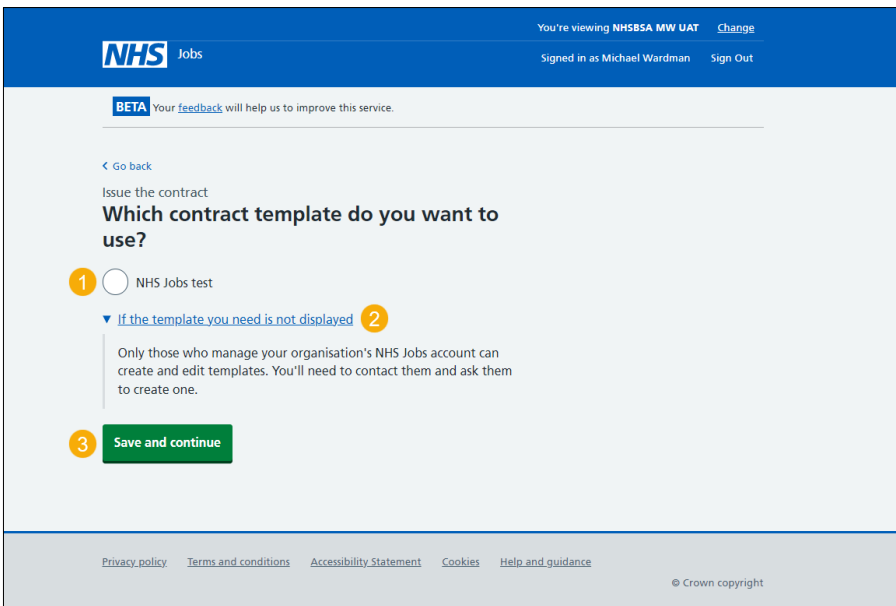
Which contract template do you want to use?

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.



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.

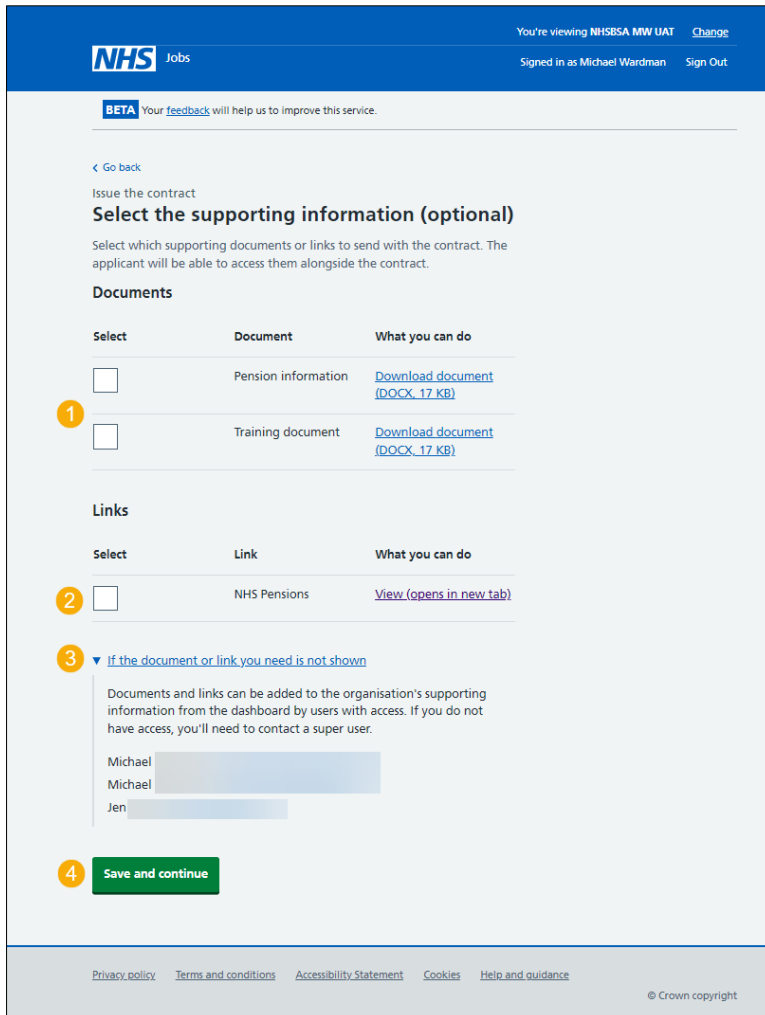
Select the supporting information (optional)

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.



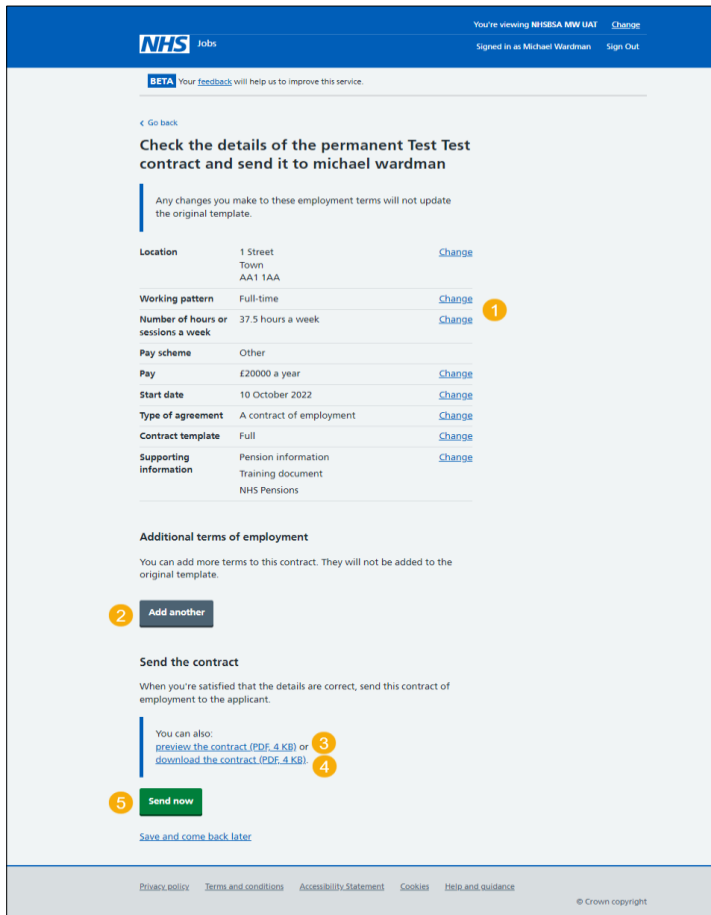
Check the details of the contract and send it

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).

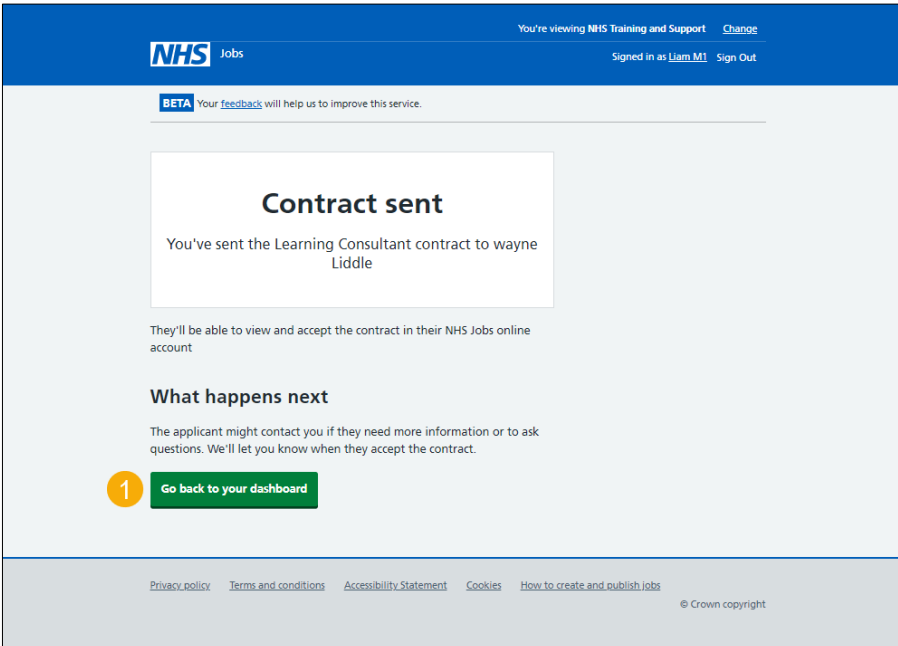
Contract sent

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. To 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 feedback prompt: 'Your feedback will help us to improve this service.' The main content area features a 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 '1' icon and the text 'Go back to your dashboard' is highlighted. 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.

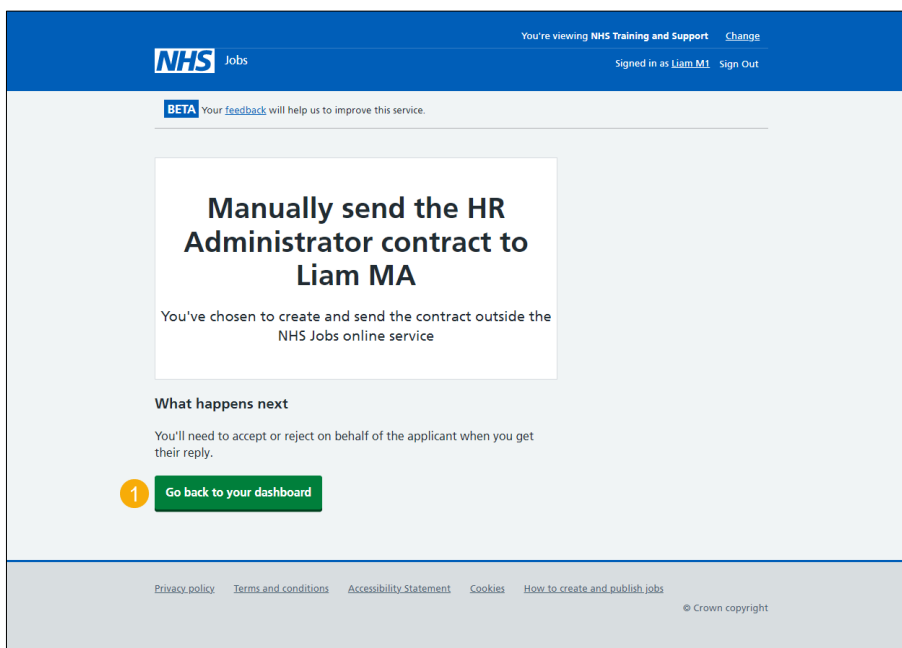
Manually create and send the contract

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.



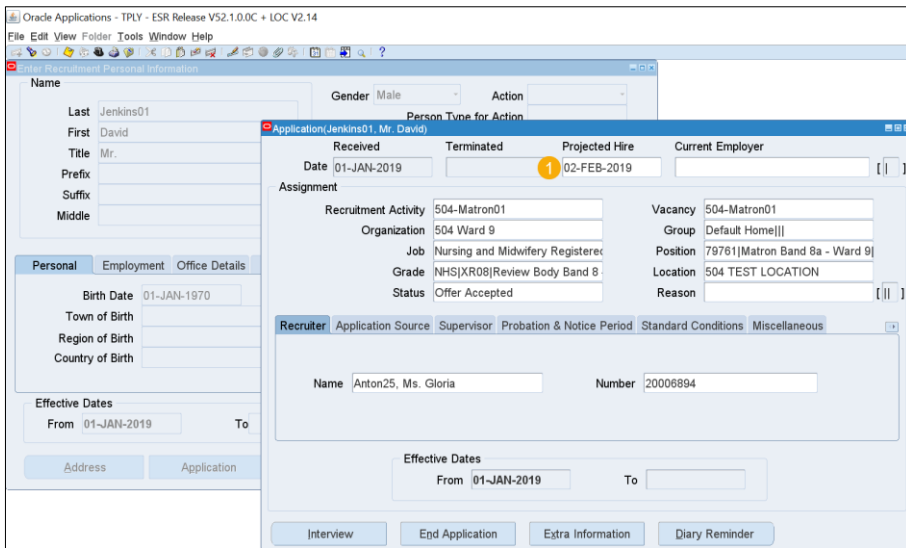
You've manually created and sent the contract and reached the end of this user guide.

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.