

How to make a job offer in NHS Jobs user guide

This guide gives you instructions for how to make a job offer in the NHS Jobs service.

You must have a job listing at the 'Ready to offer' recruitment stage.

To make a job offer to an applicant, you can choose one of the following options:

- create or select an offer letter template in your organisations account
- upload an offer letter to send to the applicant
- manually create and send the offer letter offline outside the NHS Jobs online service

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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Ready to offer

This page gives you instructions for how to make a job offer.

Important: You must have a job listing at the ready to offer recruitment stage.

To make a job offer, complete the following step:

1. Select the ['Ready to offer'](#) link.

The screenshot shows the NHS BSA Training Dashboard. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NH5BSA Training'. Below this is a 'Show tasks for all accounts' toggle switch. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main section is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard lists several recruitment stages with progress bars and counts:

Stage	Count	Track	Overdue
Draft	98	on track 28	overdue 70
Approvals	1		
Published	12	on track 10	overdue 2
Shortlisting	60	on track 27	overdue 33
Interviews	22	on track 2	overdue 20
Ready to offer	9	on track 5	overdue 4
Conditional offers	5	on track 3	overdue 2
Pre-employment checks	0		

On the right side, there are two sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; and 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Welsh listings', and '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'.

Commented [AM1]: Updated screen shot

Select applicants to offer

This page gives you instructions for how to select the applicants to make a job offer.

Find the job title and complete the following steps:

1. Select the 'Job title' link to view the details (optional).
2. Select the '[Select applicants to offer](#)' link.

The screenshot displays the 'Ready to offer' page in the NHS Jobs system. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link and the text 'NHS BSA Training Ready to offer'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. The main content is a table with the following data:

Job title	Deadline	Task	What needs doing next
Team Manager T1111-22-8798 INTERNAL	01 May 2023 ON TRACK	Ready to start offer	Select applicants to offer

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer also includes '© Crown copyright'.

Commented [AM2]: Updated screen shot

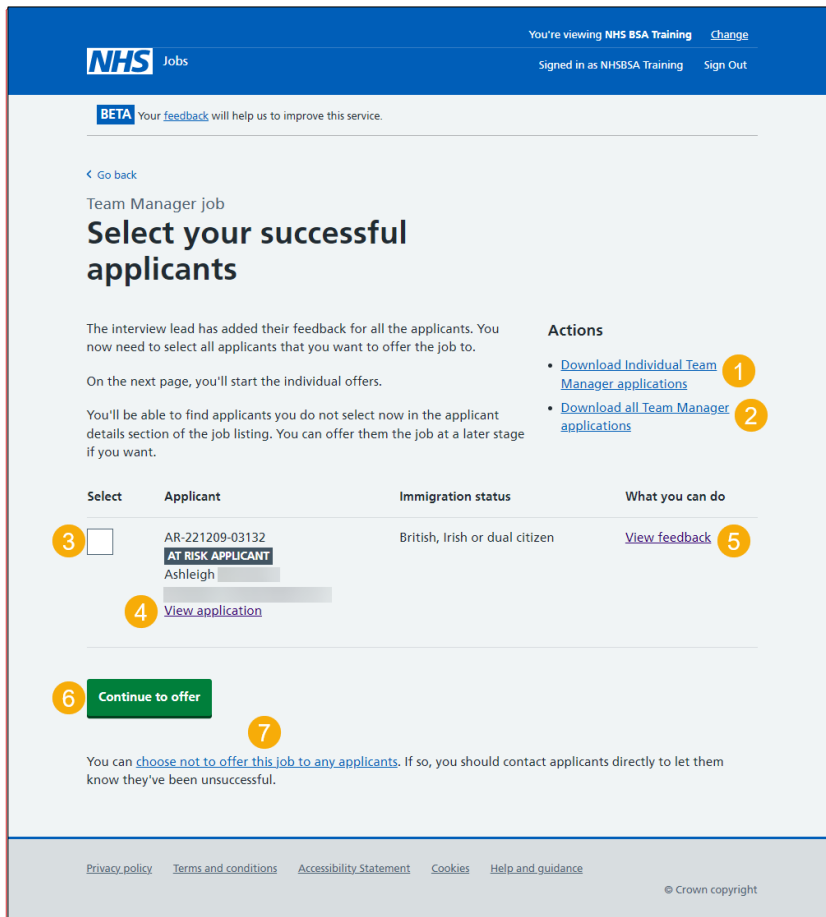
Select your successful applicants

This page gives you instructions for how to select your successful applicants.

Important: In this example, there's 1 applicant.

To select your successful applicants, complete the following steps:

1. Select the 'Download individual applications' link (optional).
2. Select the 'Download all applications' link (optional).
3. Select an applicant.
4. Select the 'View application' link (optional).
5. Select the 'View feedback' link (optional).
6. Select the ['Continue to offer'](#) button.
- or
7. Select the ['Choose not to offer this job to any applicants'](#) link.



Commented [AM3]: Updated screen shot

Tip: You can offer the job to more than one applicant, if applicable.

Offer the job to the selected applicant

This page gives you instructions for how to offer the job to the selected applicant.

Important: You'll only see this page if you're offering the job to a selected applicant. In this example, there's 1 applicant to offer the job to.

To offer the job to the selected applicant, complete the following steps:

1. Select the 'View notes' link (optional).
2. Select an applicant.
3. Select the 'Offer the job to selected applicant' button.

The screenshot shows the NHS Jobs interface for offering a job. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below that, there's a 'BETA' notice and a 'Go back' link. The main heading is 'Team Manager job Offer the job'. A note states: 'If you want to make the same offer to multiple applicants you'll have to offer them one at a time.' There are two columns: 'Select' and 'Applicant'. The 'Applicant' column lists 'AR-221209-03132 AT RISK APPLICANT Ashleigh' with a 'View application' link. The 'What you can do' column has a 'View notes' link. To the right, under 'Actions', there are links for 'Download Individual Team Manager applications' and 'Download all Team Manager applications'. At the bottom, there's a green button labeled 'Offer the job to selected applicant' with a '3' in a circle next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

Commented [AM4]: Updated screen shot

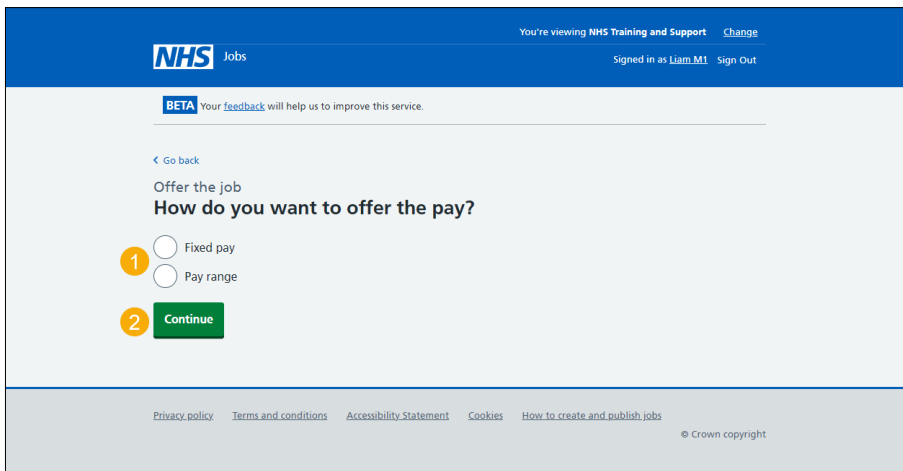
Tip: If you want to make the same offer to multiple applicants, you'll have to offer them one at a time.

How do you want to offer the pay?

This page gives you instructions for how to confirm the pay type.

To add the pay type, complete the following steps:

1. Select an answer:
 - ['Fixed pay'](#)
 - ['Pay range'](#)
2. Select the 'Continue' 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, 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 message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main content area is titled 'Offer the job' and 'How do you want to offer the pay?'. There are two radio button options: 'Fixed pay' and 'Pay range'. A yellow circle with the number '1' is next to the 'Fixed pay' option. Below these options is a green 'Continue' button with a yellow circle and the number '2' next to it. 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'.

Tip: For example, a fixed pay is £25,000 and a pay range is £20,000 to £30,000.

What is the fixed pay?

This page gives you instructions for how to confirm the fixed pay.

Important: You'll only see this page if you've selected a fixed pay. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the fixed pay, 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 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 NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Offer the job' followed by 'What is the pay?'. The role is 'Team Manager' at 'NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne'. A note states: 'This was advertised as depending on experience. . You must now enter the actual pay that's on offer for this job.' The form has two main sections: 1. 'Pay amount' and 'Timeframe' - 'Pay amount' has a text box with a pound sign (£) and a '1' in a yellow circle; 'Timeframe' has a dropdown menu showing 'a year' and a '2' in a yellow circle. 2. 'More details about the pay (optional)' - This section includes the text 'For example, includes high cost area supplements (HCAS) or plus inner London HCAS' and a text box with a '3' in a yellow circle. At the bottom of the form is a green button labeled 'Save and continue' with a '4' in a yellow circle. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

Commented [AM5]: Updated screen shot

What is the pay range?

This page gives you instructions for how to confirm the pay range.

Important: You'll only see this page if you've selected a pay range. The advertised pay is shown. You must now enter the actual pay that's on offer for this job.

To add the pay range, complete the following steps:

1. In the **From pay** box, enter the details.
2. In the **To pay** box, enter the details.
3. From the **Timeframe** drop-down menu, select an option.
4. In the **More details about the pay** box, enter the details (optional).
5. Select the **'Save and continue'** button.

You're viewing **NHS BSA Training** [Change](#)

NHS Jobs Signed in as NHSBSA Training [Sign Out](#)

BETA Your feedback will help us to improve this service.

[Go back](#)

Offer the job

What is the pay?

Training and Support Officer
NHS BSA Training, Goldcrest Way, Newcastle Upon Tyne

This was advertised as depending on experience. . You must now enter the actual pay that's on offer for this job.

From

1 £

To

2 £

Timeframe

3 a year

More details about the pay (optional)
For example, includes high cost area supplements (HCAS) or plus inner London HCAS

4

5 [Save and continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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What's the working pattern?

This page gives you instructions for how to confirm the working pattern.

To add the working pattern, complete the following steps:

1. Select an answer.
2. Select the ['Continue'](#) 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, 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 message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Offer the job' and 'What is the working pattern?'. Under 'Working pattern', there are nine radio button options: Full-time, Part-time, Job share, Flexible working, Home or remote working, Compressed hours, Term time hours, and Annualised hours. A yellow circle with the number '1' is next to the 'Flexible working' option. Below the options is a green button with a yellow circle containing the number '2' and the text 'Continue'. 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'.

How many hours or sessions will they work in a week?

This page gives you instructions for how to confirm how many hours or sessions they will work in a week.

To add how many hours or sessions they will work in a week, complete the following steps:

1. In the **Number** box, enter the details.
2. From the **Hours or sessions a week** drop-down menu, select an option.
3. 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. 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 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 'Offer the job' followed by 'How many hours or sessions will they work a week?'. There are two input fields: a 'Number' box with a '1' in a yellow circle next to it, and a 'Hours or sessions a week' dropdown menu with 'hours a week' selected and a '2' in a yellow circle next to it. Below these is a green 'Save and continue' button with a '3' in a yellow circle next to it. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

How do you want to send the offer letter to the applicant?

This page gives you instructions for how to confirm how you want to send the offer letter to the applicant.

Important: The offer letter should include the terms and conditions of the offer including the salary and the reporting manager's name and title, as well as any benefits such as annual leave and pension that come with the job.

To confirm how you want to send the offer letter to the applicant, complete the following steps:

1. Select an answer:
 - ['Use a template in the NHS Jobs online service'](#)
 - ['Upload an offer letter to send to the applicant online'](#)
 - ['Offline outside the NHS Jobs online service'](#)
2. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs online service 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 message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Offer the job' followed by 'How do you want to send the offer letter to the applicant?'. Below this, there is a paragraph explaining that the letter should include terms and conditions, salary, reporting manager's name and title, and benefits. There are three radio button options: 'Use a template in the NHS Jobs online service', 'Upload an offer letter to send to the applicant online' (which is selected and marked with a '1' in a yellow circle), and 'Offline outside the NHS Jobs online service'. Below the options is a green 'Save and continue' button marked with a '2' in a yellow circle. 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'.

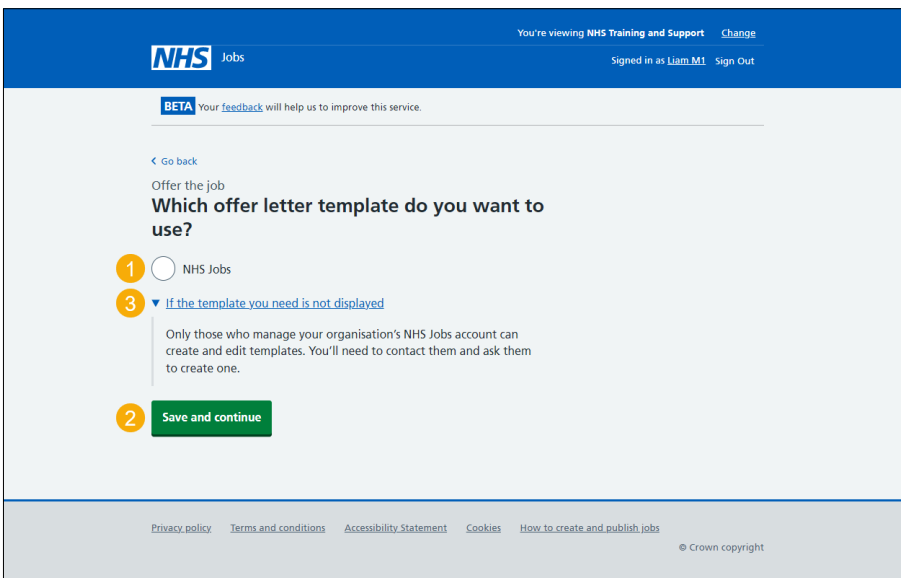
Which offer letter template do you want to use?

This page gives you instructions for how to confirm the offer letter template you want to use.

Important: You'll only see this page if you're selecting an offer letter template in your organisations account. If the template you need is not displayed, only those who manage your organisation's NHS Jobs account can create and edit templates. You'll need to contact them and ask them to create one.

To add the offer letter template you want to use, complete the following steps:

1. Select an offer letter template.
2. Select the ['Save and continue'](#) button.
or
3. Select the 'If the template you need is not displayed' link.



Tip: To find out how to manage offer letter templates, go to the **'How to manage offer letter templates in NHS Jobs'** user guide or video from the **'Manage your account'** section of the ['Help and support for employers'](#) webpage.

Add an offer letter

This page gives you instructions for how to add an offer letter.

Important: You'll only see this page if you're uploading an offer letter. The file must not exceed 1MB in file size and be a DOC, DOCX or PDF.

To add an offer letter, complete the following steps:

1. Select the 'Choose file' button.
2. Select the 'Upload' button.
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface for adding an offer letter. 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' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Offer the job' followed by 'Add an offer letter'. Below this, it says 'The file you choose must:' followed by two bullet points: 'not exceed 1MB in file size' and 'be a DOC, DOCX or PDF'. Underneath, there's a section 'Upload a file' with three numbered steps: 1. 'Choose File' (No file chosen), 2. 'Upload', and 3. 'Save and continue'. 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 for Crown copyright.

Tip: To choose a file, you'll need to know where this is located.

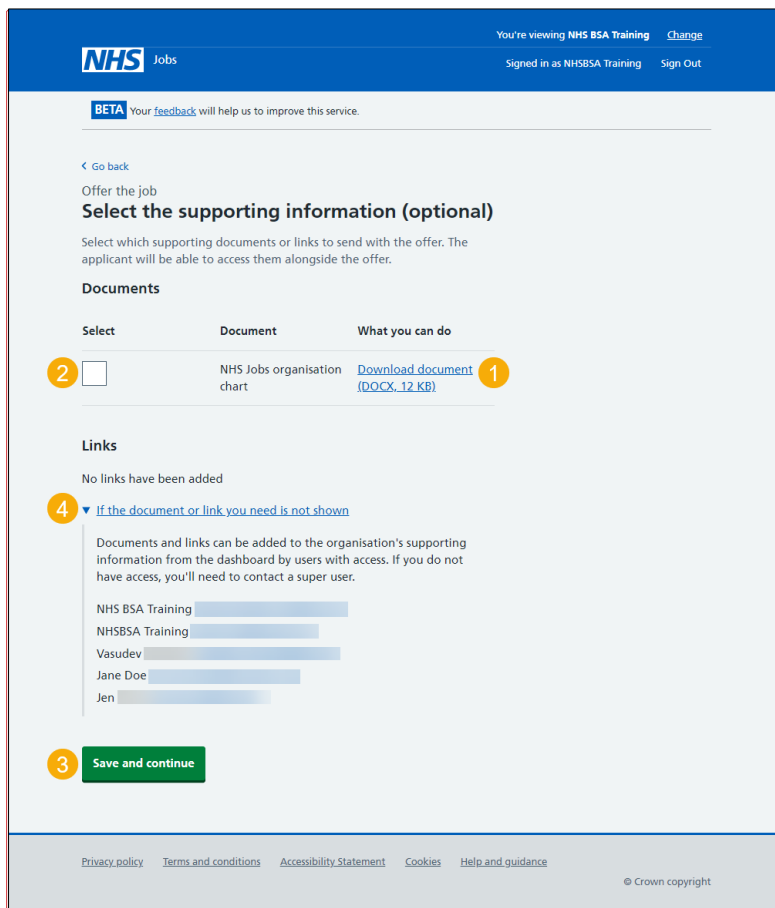
Select supporting documents (optional)

This page gives you instructions for how to select the supporting documents.

Important: In this example, the 'NHS Jobs Organisation Chart' supporting document is available to select in your organisations account. If the document you need is not displayed, only those who manage your organisation's NHS Jobs account can add documents. You'll need to contact them and ask them to add one.

To select the supporting documents, complete the following steps:

1. Select a 'Document name link' to view the document (optional).
 2. Select a supporting document (optional).
 3. Select the ['Save and continue'](#) button.
- or
4. Select the 'If the document you need is not displayed' link.



Commented [AM6]: Updated screen shot

Tip: The applicant will be able to download the document alongside the offer letter.

Check the details of the offer

This page gives you instructions for how to check the details of the offer.

To check, change and confirm the details of the offer, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Continue' button.

NHS Jobs You're viewing NHS BSA Training [Change](#)
Signed in as NHSBSA Training [Sign Out](#)

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Offer the job

Check the details of the offer

Applicant name	[Redacted]	Change
Telephone number		
Job title	Team Manager	
Job location	Nhs Property Services Ltd Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
Contract type	Permanent	Change
Working pattern	Full-time	Change
Number of hours or sessions a week	30 Hours a week	Change 1
Pay Scheme	Other	
Pay	£25,000 a year	Change
Send offer	Use a template in the NHS Jobs online service	Change
Offer letter template	Training & Support	Change
Supporting Information	NHS Jobs organisation chart	Change
Contact	Ashleigh [Redacted] ashleigh.[Redacted]	Change

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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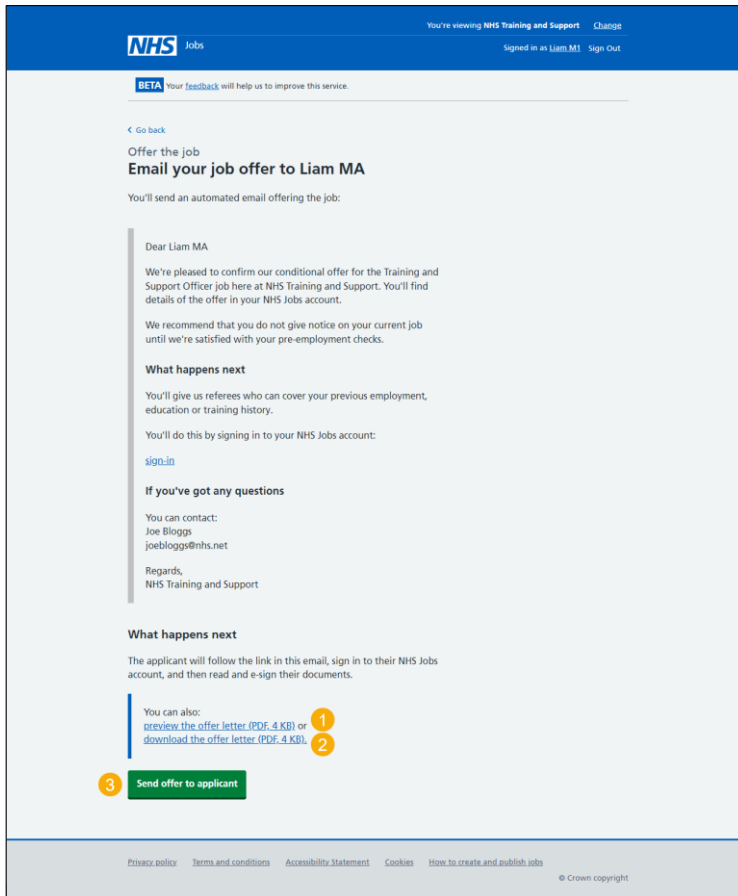
Email your job offer to the applicant

This page gives you instructions for how to email your job offer to the applicant.

Important: Once the applicant receives this email, they will follow the link, sign into their NHS Jobs account, and then read and e-sign their documents.

To email your job offer to the applicant, complete the following steps:

1. Select the 'preview the offer letter' link.
2. Select the 'download the offer letter' link.
3. Select the '[Send offer to applicant](#)' button.



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

Job offer sent to the applicant

This page shows confirmation the job offer is sent to the applicant.

Important: The applicant should read and respond to your email.

To view the applicants offered the job, complete the following step:

1. Select the ['View the applicants offered the job'](#) button.

The screenshot shows the NHS Jobs portal 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, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area features a white box with the text: 'Training administrator job offer sent to Liam MA for NHS Training and Support'. Below this, a section titled 'What happens next' explains that the applicant should read and respond to an email. A numbered step '1' is followed by a green button labeled 'View the applicants offered the job'. 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'.

Applicants you've offered the job to

This page gives you instructions for how to view the applicants you've offered the job to.

Important: In this example, you have sent offers to all available applicants. There are no other applicants you can offer the job to.

To do a task, complete the following steps:

1. Select the 'Respond for the applicant' button (optional).
2. Select the 'Return to dashboard' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. The main heading is 'Applicants you've offered the job to'. Below this is a table with the following data:

Applicant	Status	What needs doing next
Liam MA AR-220317-00003	OFFER SENT	Respond for the applicant 1

Below the table, it states: 'You have sent offers to all available applicants. There are no other applicants you can offer the job to.' At the bottom of the table area, there is a green button labeled 'Return to dashboard' with a '2' 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 a copyright notice: '© Crown copyright'.

Tip: To find out how to manage a job offer, go to the 'How to manage 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.

You've offered the job to an applicant and reached the end of this user guide.

Are you sure you want to reject all applicants?

This page gives you instructions for how to confirm if you're sure you want to reject all applicants.

Important: You'll only see this page if you're not offering the job to any applicants. You should contact applicants offline first to tell them they have been unsuccessful and give them feedback.

To confirm if you're sure you want to reject all applicants, complete the following steps:

1. Select an answer:
 - ['Yes, reject all applicants'](#)
 - ['No, return to review applicants'](#)
2. 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. 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 'Are you sure you want to reject all applicants?' with the role 'Training administrator' above it. A vertical bar highlights the instruction: 'You should contact applicants offline first to tell them they have been unsuccessful and give them feedback.' Below this, a tip states: 'Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.' There are two radio button options: '1 Yes, reject all applicants' and '2 No, return to review applicants'. A green 'Continue' button is located below the options. 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'.

Tip: Once you reject the applicants you will not be able to return and offer them the job. You'll send them an automated email letting them know they have been unsuccessful.

Do you want to provide an email address for unsuccessful applicants to get feedback?

This page gives you instructions for how to confirm if you want to provide an email address for unsuccessful applicants to get feedback.

Important: Unsuccessful applicants may want to contact you to get feedback about their interview.

To confirm if you want to provide an email address for unsuccessful applicants to get feedback, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface for a training administrator. At the top, it says "You're viewing NHS Training and Support" with a "Change" link. The user is signed in as "Liam.M1" with a "Sign Out" link. A "BETA" banner indicates that feedback will help improve the service. A "Go back" link is present. The main heading is "Do you want to provide an email address for unsuccessful applicants to get feedback?". Below this, it explains that unsuccessful applicants may want to contact for feedback. There are two radio buttons: "Yes" and "No", with a "1" in a yellow circle next to the "Yes" option. A "2" in a yellow circle is next to a green "Continue" button. 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 "© Crown copyright" notice.

Give an email address for applicant feedback

This page gives you instructions for how to give an email address for applicant feedback.

Important: You'll only see this page if you're adding an email address for applicant feedback. This will be included in the email that will be sent to unsuccessful applicants.

To give an email address for applicant feedback, complete the following steps:

1. In the **Email address** box, enter the details.
2. Select the [Continue](#) button.

The screenshot shows the NHS Jobs interface for adding an email address for applicant feedback. 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 'Give an email address for applicant feedback' under the role 'Training administrator'. Below this, it states: 'This will be included in the email that will be sent to unsuccessful applicants.' There is a text input field with a '1' in a yellow circle to its left. Below the input field is a green 'Continue' button with a '2' in a yellow circle to its left. 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'.

Send email to unsuccessful applicants

This page gives you instructions for how to send an email to unsuccessful applicants.

Important: You'll only see this page if you're sending an email to unsuccessful applicants. If you have not contacted any applicants offline to let them know they have been unsuccessful you should do that first.

To send an email to unsuccessful applicants, complete the following step:

1. Select the ['Send rejection'](#) button.

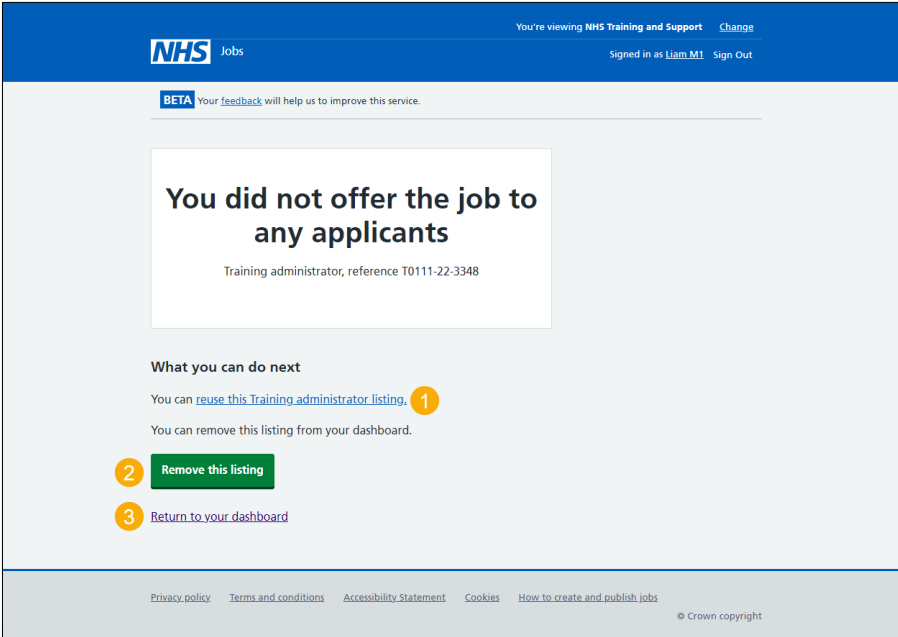
The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a feedback prompt: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Training administrator' and 'Send email to unsuccessful applicants'. It contains a paragraph: 'If you have not yet contacted them offline to let them know they have been unsuccessful you should do that first.' Below this is a vertical line, followed by a draft email template: 'Dear [applicant full name], Thank you for taking the time to interview for the Training administrator job at NHS Training and Support. On this occasion, you've been unsuccessful. The employer will not be continuing with your application. If the employer has not provided you with feedback yet, you can contact joe.bloggs@nhs.net. We wish you well in your job search. Kind regards, The NHS Jobs Team'. At the bottom of the draft, there is a green button labeled 'Send rejection' with a yellow circle containing the number '1' 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 a copyright notice: '© Crown copyright'.

You did not offer the job to any applicants

This page shows confirmation you did not offer the job to any applicants.

To do a task, complete the following steps:

1. Select the 'Reuse this listing' link (optional).
2. Select the 'Remove this listing' button (optional).
3. Select the 'Return to your dashboard' link.



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, 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 message: 'Your feedback will help us to improve this service.' The main content area features a white box with the heading 'You did not offer the job to any applicants' and the reference 'Training administrator, reference T0111-22-3348'. Underneath, a section titled 'What you can do next' provides three options: 1. 'reuse this Training administrator listing.' with a '1' in a yellow circle; 2. 'Remove this listing' with a '2' in a yellow circle and a green button; 3. 'Return to your dashboard' with a '3' in a yellow circle. 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'.

You did not offer the job to any applicants and you've reached the end of this user guide.