

How to create a job listing - Add Internal documents to NHS Jobs user guide

This guide gives instructions on adding Internal documents to NHS Jobs.

Internal documents are for internal use only. And they won't appear on the published job listing.

Examples of these documents include:

- Business cases
- Finance documents
- Vacancy requisition forms

Internal documents are useful to ensure a listing gets approval before it's published.

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Internal documents

This page gives you instructions on how to add Internal documents to your job listing.

To add Internal documents, complete the following step:

1. Select the '[Internal Documents](#)' link.

The screenshot shows the 'Test job listing' page for a 'Lucy Brown Training Account'. The page is in 'DRAFT' status with reference number A0547-24-0003. It displays a progress bar for 12 sections, with 10 completed and 2 not started. The 'Internal documents' section is the first of the two not started sections and is highlighted with a yellow circle and a '1' icon.

Section	Status
Job title and reference number	COMPLETED
About the job and pay	COMPLETED
Location	COMPLETED
Contact details and closing date	COMPLETED
Job overview	COMPLETED
Job description	COMPLETED
Person specification	COMPLETED
Supporting information	COMPLETED
Pre-application questions	COMPLETED
Additional application questions	COMPLETED
Internal documents	NOT STARTED
Recruitment team	NOT STARTED

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 the text '© Crown copyright'.

Do you want to add Internal documents?

This page gives you instructions to confirm if you want to add Internal documents.

To confirm if you want to add Internal documents, complete the following steps:

1. Select an answer:
 - a. [Yes](#)
 - b. [No](#)
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' on the left, and 'You're viewing Lucy', 'Signed in as Lucy', and 'Sign Out' on the right. Below the header, a blue box contains the text 'BETA Your feedback will help us to improve this service.' A breadcrumb trail shows '< Go back' and 'Create a job advert'. The main heading is 'Do you want to add internal documents?'. Below this, it says 'Test DRAFT' and 'Reference no: A0547-24-0003'. A note states 'These documents will not be added to the advert'. There are two radio buttons: 'Yes' (selected) and 'No'. A green button labeled 'Save and continue' is highlighted with a yellow '2' in a circle. A link 'Save and come back later' is below the button. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

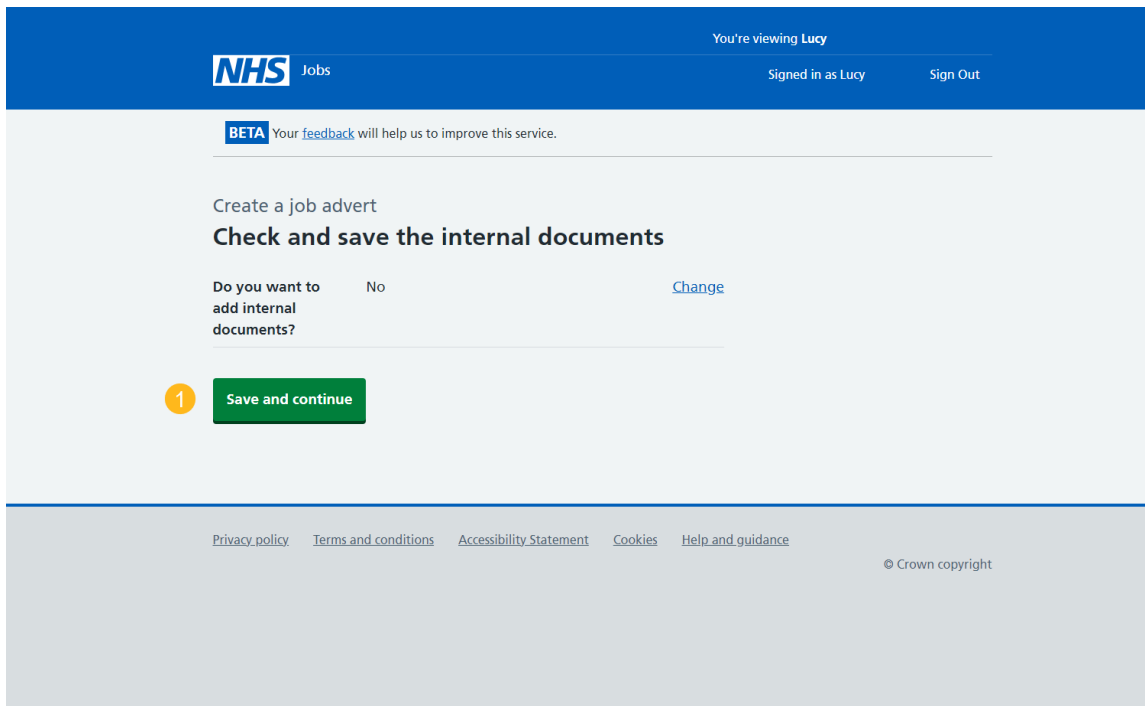
Check and save the Internal documents

This page gives you instructions on how to check and save the Internal documents.

Important: In this example, you've chosen 'No'.

If you are happy to continue without adding Internal documents, complete the following steps:

1. Select the [Save and continue](#) button.



If you've selected 'No', you've reached the end of this document.

Add an Internal document

This page gives you instructions on how to add an Internal document.

Important: The file you choose must not exceed 1MB in file size and be a DOC, DOCX or PDF. You can upload 4 documents.

To an Internal document, complete the following steps:

1. Select the 'Choose File' button and select the file to upload from your device.
2. Enter a document name into the box. Use a name that is clear and will be understood by the people approving the job listing.
3. Select the '[Upload Document](#)' button.

The screenshot shows the 'Add an internal document' page on the NHS Jobs portal. The page is titled 'Add an internal document' and is marked as 'DRAFT'. It includes a reference number 'A0547-24-0003' and instructions for file uploads: 'The file you choose must: not exceed 1MB in file size, be a DOC, DOCX or PDF. You can upload 4 documents.' The page features a 'Choose File' button (step 1), a text input field for the document name (step 2), and an 'Upload Document' button (step 3). The page also includes a feedback banner, a 'Go back' link, and a footer with links to Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance.

Manage Internal documents

This page gives you instructions on how to manage Internal documents.

To manage Internal documents, complete the following steps:

1. Select the 'File Name' link to view it.
2. Select the [Remove](#) link to remove it.
3. Select the [Add another Internal document](#) button (up to 4 times).
4. Select the [Save and continue](#) button.

NHS Jobs You're viewing Lucy Training Account
Signed in as Lucy Sign Out

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

[Go back](#)

[Create a job advert](#)

Internal documents

Test **DRAFT**

Reference no: A0547-24-0003

You can upload up to 4 documents

File Name	Size	Action
1 Case study 2351.docx	55 KB	Remove 2

[3 Add another internal document](#)

[4 Save and continue](#)

[Save and come back later](#)

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

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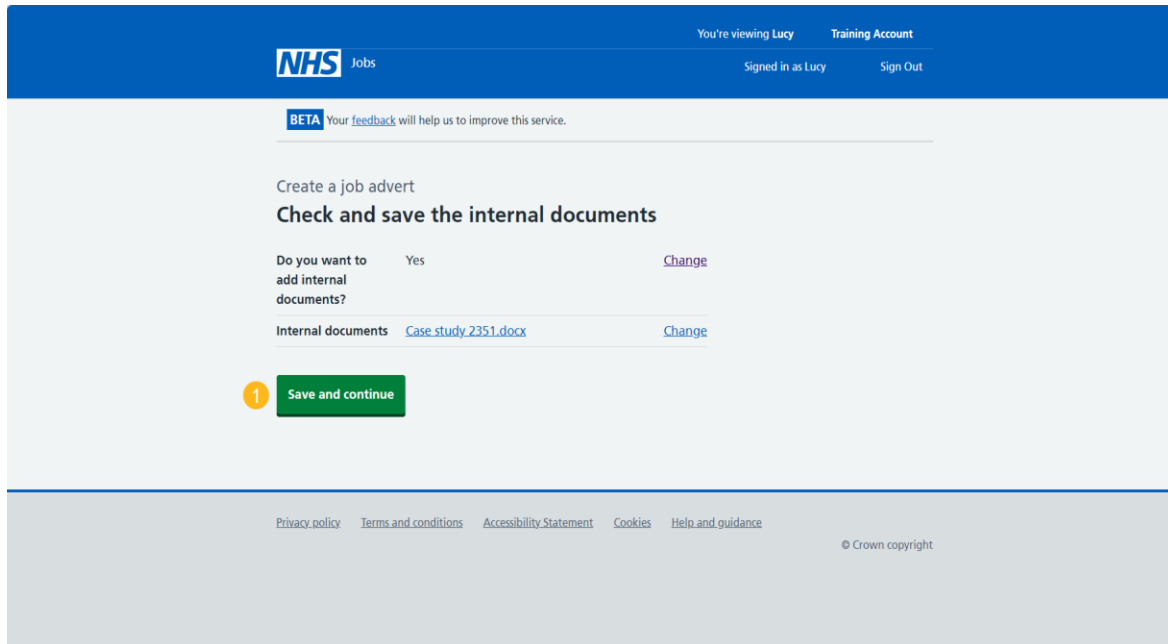
Check and save the Internal documents

This page gives you instructions on how to the check and save the Internal documents.

Important: In this example 'Yes' has been selected.

If you are happy with the document(s) you have uploaded, complete the following steps:

1. 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 side of the header, it says 'You're viewing Lucy Training Account' and 'Signed in as Lucy Sign Out'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the internal documents'. It contains two rows of form elements: 'Do you want to add internal documents?' with a 'Yes' radio button selected and a 'Change' link; and 'Internal documents' with a link to 'Case study 2351.docx' and a 'Change' link. A green button with a yellow circle containing the number '1' is labeled 'Save and continue'. 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'.

If you've selected 'Save and continue', you've reached the end of this document.

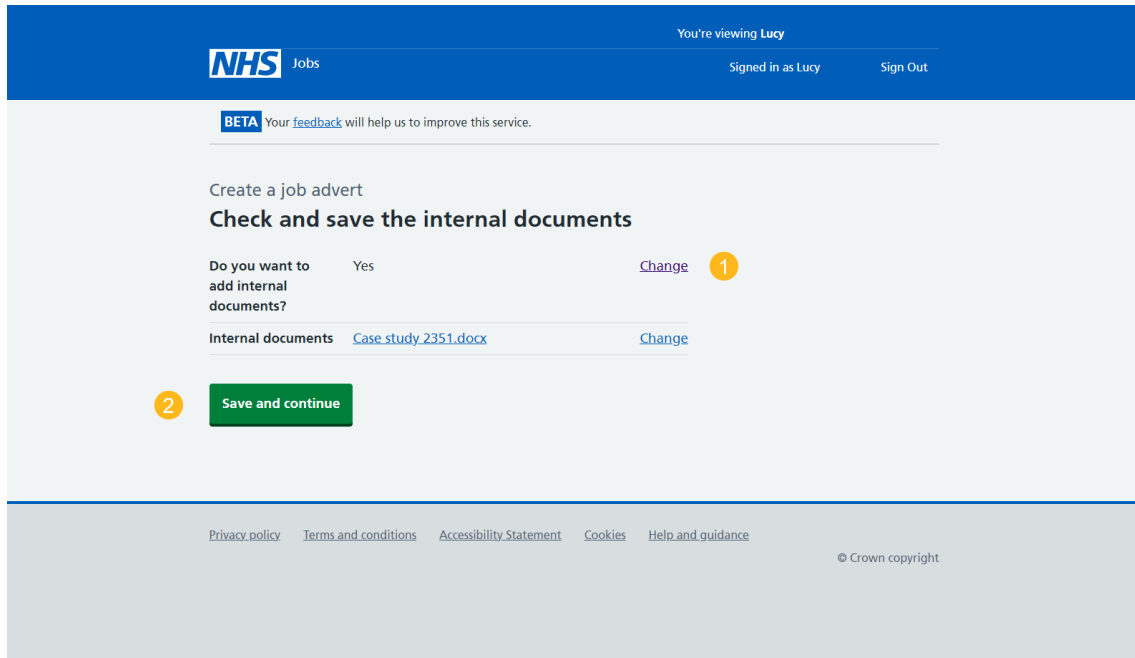
Remove Internal documents

This page gives you instructions on how to remove Internal documents if they are no longer required.

Important: In this example 'Yes' has been selected.

If the Internal documents are no longer required:

1. Go to the 'Do you want to add Internal documents?' section
2. Select the [Change](#) button



Amend your response if Internal documents are no longer required

This page gives you instructions on how to amend your response if Internal documents are no longer required.

On the Do you want to add Internal documents page:

1. Amend your response to 'No'.
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. On the right, it says 'You're viewing Lucy', 'Signed in as Lucy', and 'Sign Out'. 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 'Create a job advert' followed by 'Do you want to add internal documents?'. Below this, it says 'Test DRAFT' and 'Reference no: A0547-24-0003'. A note states 'These documents will not be added to the advert'. There are two radio buttons: 'Yes' (selected) and 'No'. A yellow circle with the number '1' is next to the 'No' radio button. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle and the number '2' next to it. A link 'Save and come back later' is also visible. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

Change Internal documents

This page gives you instructions on how to change to the document(s) you have uploaded.

If you need to change the document(s) you have already uploaded. On the 'Check and save the Internal documents' page:

1. Select '[Change](#)' in the Internal documents section.

You're viewing **Lucy**

NHS Jobs Signed in as Lucy Sign Out

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

Create a job advert

Check and save the internal documents

Do you want to add internal documents? Yes [Change](#)

Internal documents	Case study 2351.docx	Change
--------------------	--------------------------------------	------------------------

[Save and continue](#)

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

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Select the Internal document(s) you want to change

This page gives you instructions on how to select the Internal document(s) you wish to change.

Locate the document(s) you wish to change:

1. Select [Remove](#)

NHS Jobs

You're viewing Lucy

Signed in as Lucy Sign Out

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

[Go back](#)

Create a job advert

Internal documents

Test **DRAFT**

Reference no: A0547-24-0003

You can upload up to 4 documents

File Name	Size	Action
Case study 2351.docx	55 KB	Remove 1

2 [Add another internal document](#)

3 [Save and continue](#)

[Save and come back later](#)

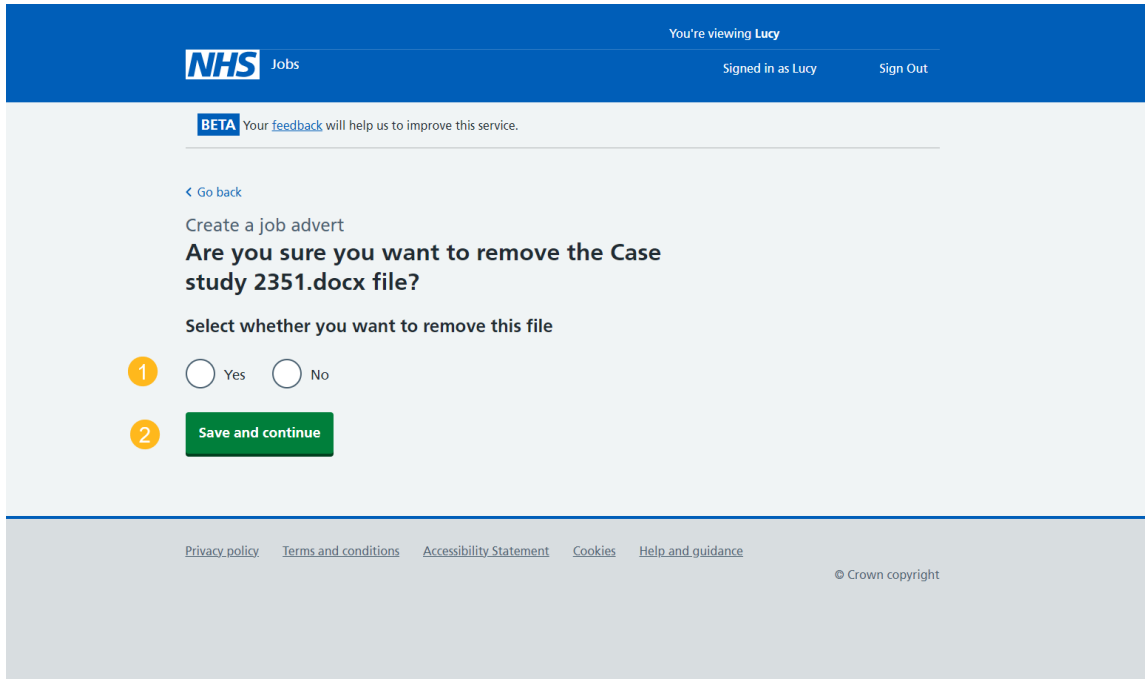
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Remove the Internal document(s) you want to change

This page gives you instructions on how to remove the Internal document you want to change.

1. Confirm if you want to delete document(s):
 - a. 'Yes' will remove the document permanently.
 - b. 'No' will redirect you to the '[Uploading an Internal document](#)' page.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing Lucy', 'Signed in as Lucy', and 'Sign Out' on the right. Below the header, a blue banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area is white and contains a 'Go back' link, the text 'Create a job advert', and a bold heading 'Are you sure you want to remove the Case study 2351.docx file?'. Below this heading, it says 'Select whether you want to remove this file'. There are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons is a green button labeled 'Save and continue'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', and a copyright notice '© Crown copyright'.

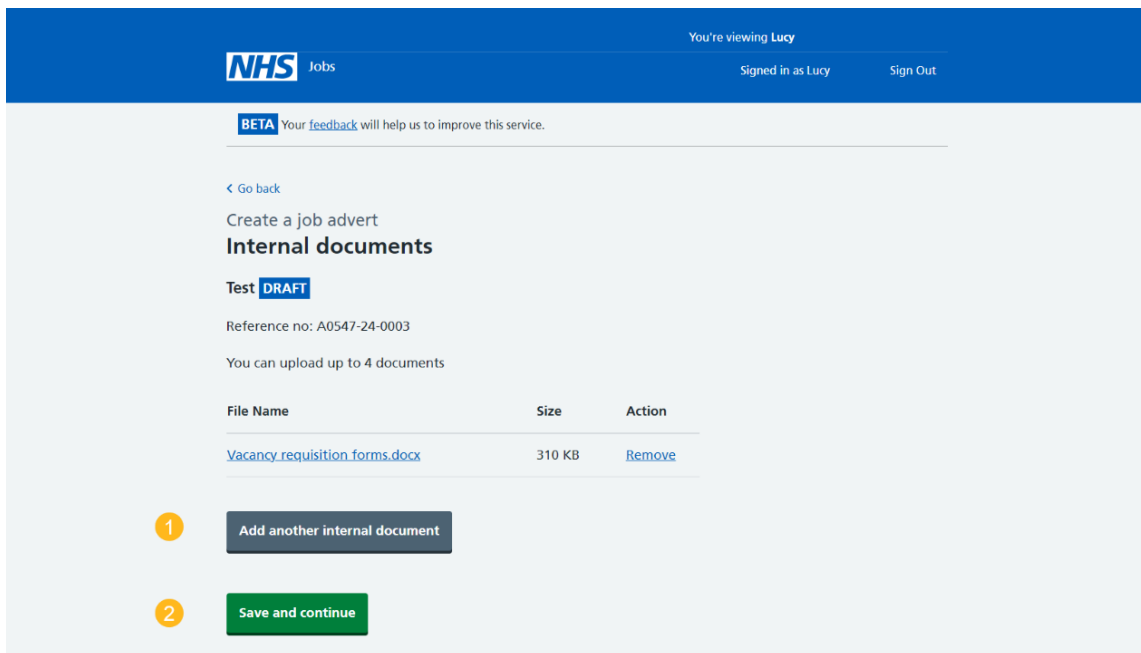
Replace the Internal document

This page gives you instructions on how to upload the replacement Internal document.

Important: Once you remove a document it cannot be undone. If you have deleted a document in error, re-upload it following the instructions provided on the '[Uploading Internal documents](#)' page.

To upload a new document to replace the one you have deleted:

1. Select the 'Add another Internal document' button.
2. Follow the process as explained in the '[Uploading an Internal document](#)' page.
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 Lucy', 'Signed in as Lucy', and 'Sign Out'. 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 'Create a job advert' and 'Internal documents'. It shows a 'Test DRAFT' document with 'Reference no: A0547-24-0003'. Below this, it states 'You can upload up to 4 documents'. A table lists the current document:

File Name	Size	Action
Vacancy_requisition_forms.docx	310 KB	Remove

Below the table, there are two numbered buttons:

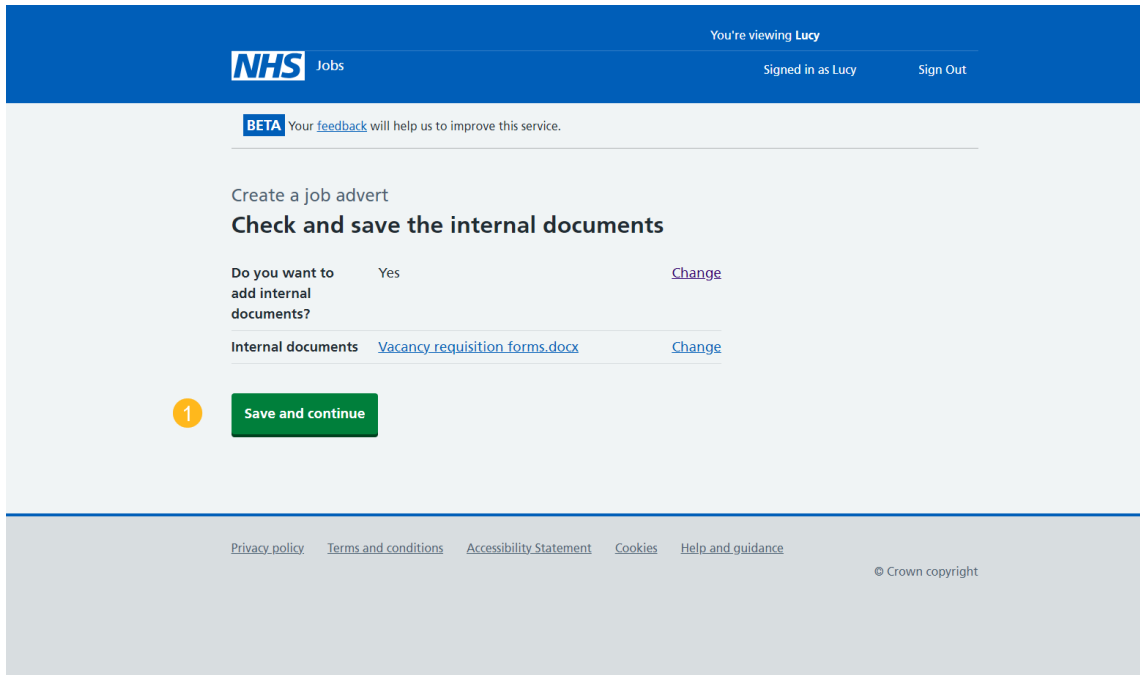
- 1 Add another internal document
- 2 Save and continue

Save Internal documents

This page gives you instructions on how to check and save the Internal documents after the changes have been made.

Once you have saved the new Internal document(s), confirm you are happy to continue.

1. 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, 'Jobs', and user information: 'You're viewing Lucy', 'Signed in as Lucy', and 'Sign Out'. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'Create a job advert' and 'Check and save the internal documents'. It contains a form with the following elements:

- A question: 'Do you want to add internal documents?' with a 'Yes' radio button selected and a 'Change' link.
- A field for 'Internal documents' with the value 'Vacancy requisition forms.docx' and a 'Change' link.
- A green button labeled 'Save and continue' with a yellow circle containing the number '1' next to it, indicating the step to follow.

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'.

Complete the Internal documents section

This page gives you instructions on what you need to do once you have completed the Internal documents section.

Important: You need to complete all sections before you can publish your listing.

To go to a new section of your task list, complete the following steps:

1. Select a link to begin a section of the task list.

or

2. Select the 'Save and come back later' link.

NHS Jobs You're viewing Lucy
Signed in as Lucy Sign Out

BETA Your feedback will help us to improve this service.

Lucy Brown Training Account
Test job listing

DRAFT
Reference no: A0547-24-0003

Job listing incomplete
You have completed 11 of 12 sections.

Add the job title

[Job title and reference number](#) **COMPLETED**

Add the details of the job

[About the job and pay](#) **COMPLETED**

[Location](#) **COMPLETED**

[Contact details and closing date](#) **COMPLETED**

Add the job overview, job description and person specification

[Job overview](#) **COMPLETED**

[Job description](#) **COMPLETED**

[Person specification](#) **COMPLETED**

[Supporting information](#) **COMPLETED**

Add pre-application and additional application questions

[Pre-application questions](#) **COMPLETED**

[Additional application questions](#) **COMPLETED**

Add the internal documents

[Internal documents](#) **COMPLETED**

Add the recruitment team

1 [Recruitment team](#) **NOT STARTED**

You need to complete all sections before you can publish your listing.

2 [Save and come back later](#)

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

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You've reached the end of this user guide.