NHS Jobs

NHS Jobs and ESR integration – Withdraw a job offer or contract

This document is for users of NHS Jobs and ESR integration.
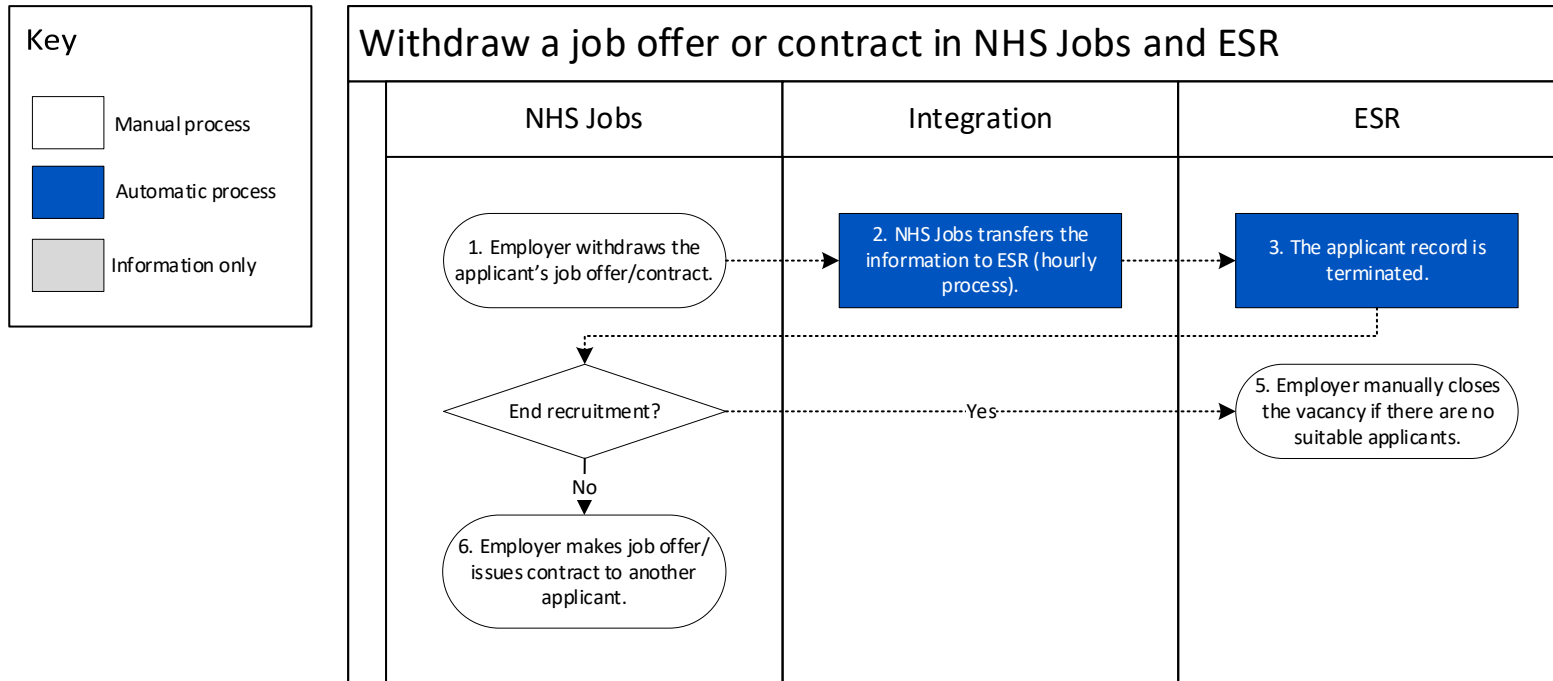
It includes a process flow for withdrawing an applicant's job offer or contract and has links to help and guidance.

Delivered by the NHS Business Services Authority

Contents

Process flow diagram

This page shows the process flow for withdrawing an applicant's job offer or contract in NHS Jobs and ESR.

Key	
☐	Manual process
■	Automatic process
■	Information only

Withdraw a job offer or contract in NHS Jobs and ESR

NHS Jobs	Integration	ESR
1. Employer withdraws the applicant's job offer/contract.	2. NHS Jobs transfers the information to ESR (hourly process).	3. The applicant record is terminated.
End recruitment?		5. Employer manually closes the vacancy if there are no suitable applicants.
No		
6. Employer makes job offer/ issues contract to another applicant.	Yes	

Help and guidance

This page gives you access to help and guidance.

Knowledge base: https://faq.nhsbsa.nhs.uk/knowledgebase

Help and support for employers: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-employers

Help and support for applicants: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants

YouTube channel: www.youtube.com/nhsjobsservice

You've reached the end of this document.