

Posting jobs on our BSW General Practice Jobs website

Guidance for employers

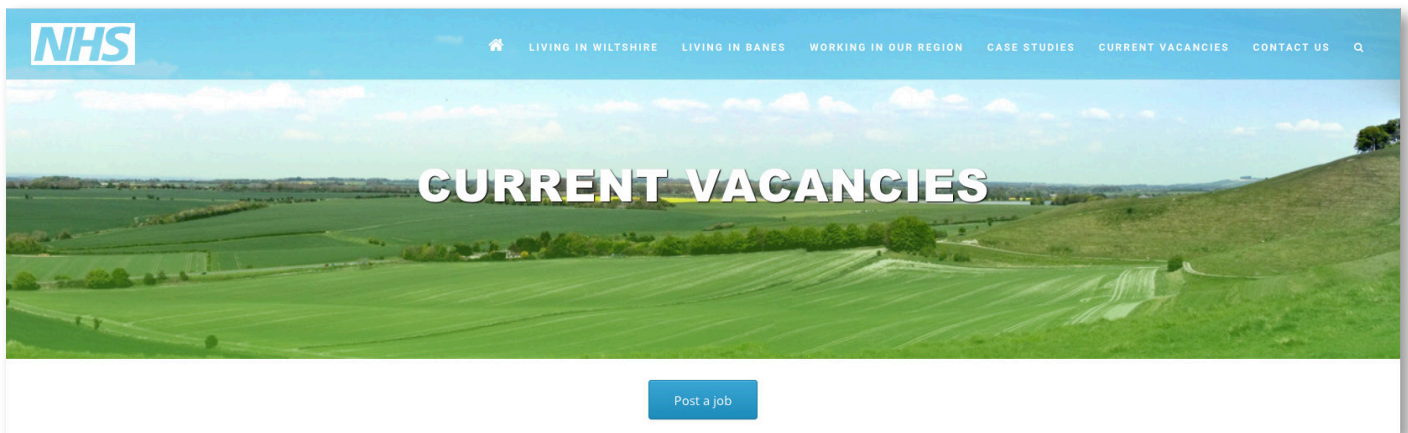


Posting jobs on our website

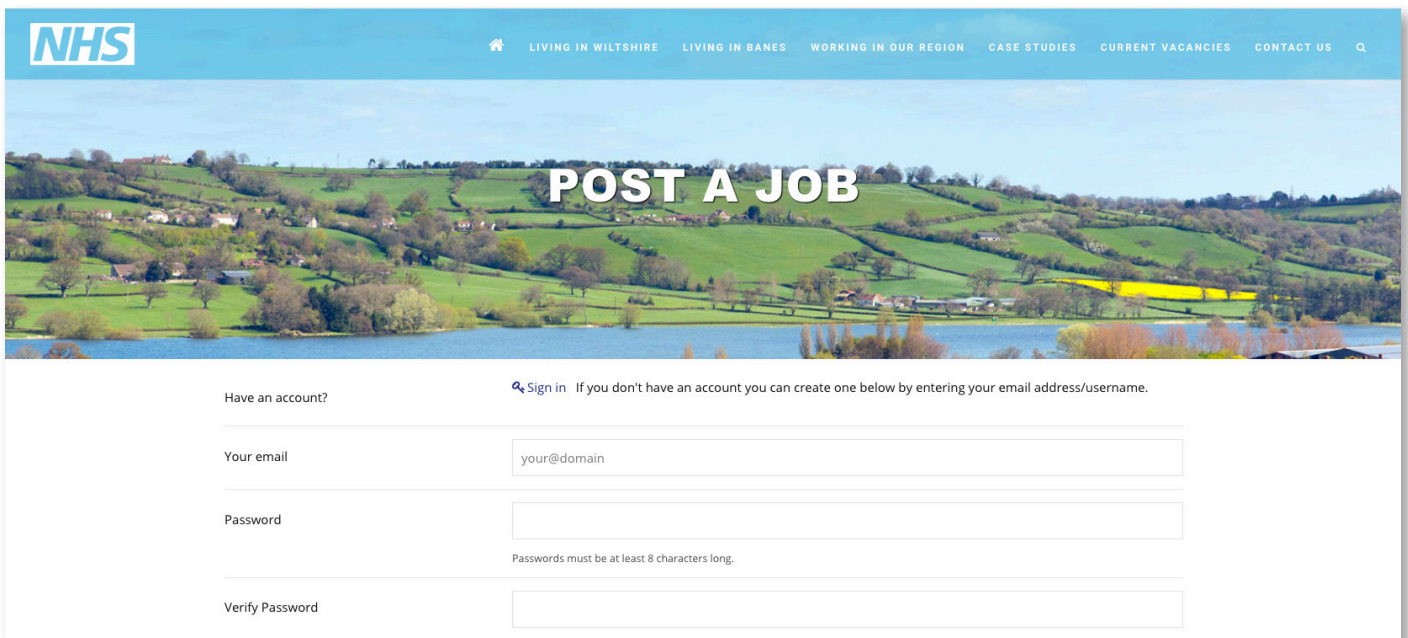
Our jobsite has been created to support GP surgeries across Bath and North East Somerset, Swindon and Wiltshire to recruit staff by providing a free and easily accessible platform to advertise their vacancies.

Criteria for vacancies to be posted are as follows:

- your vacancy must be for a GP surgery or PCN
- your GP surgery or PCN must be within the Bath and North East Somerset, Swindon and Wiltshire region
- multiple postings are acceptable, as long as they aren't to advertise the exact same role
- employers take full responsibility for the content that they post.



Click on Post a job



Firstly set up your own job posting account details. You can only have one account per email address and this will allow you to post multiple job postings.

The screenshot shows the top part of a job posting form on the NHS website. The header is blue with the NHS logo and navigation links: LIVING IN WILTSHIRE, LIVING IN BANES, WORKING IN OUR REGION, CASE STUDIES, CURRENT VACANCIES, and CONTACT US. Below the header, there is a note: "Leave this blank if the location is not important." The form fields are:

- Job type:** A dropdown menu with "Full Time" selected and a close button (x).
- Job category:** A dropdown menu with "Choose a category..." selected.
- Description:** A rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with icons for bold, italic, bulleted list, numbered list, link, unlink, undo, and redo.
- Application email/URL:** A text input field with the placeholder "Enter an email address or website URL,".
- Closing date (optional):** A text input field with the placeholder "yyyy-mm-dd".

Below the closing date field, there is a note: "Deadline for new applicants. The listing will end automatically after this date."

On the same screen, now complete the details of your job vacancy.

Some useful tips

- some sections offer multiple options to select such as Full Time, Part Time, Temporary....
- multiple options can be selected for each role depending on what is applicable
- a detailed description section is your chance to share details about the role
- the application email/URL section – this is mandatory and provides either a link to your practice website for the candidate to complete their application, or an email for the potential candidate to contact you to start the application process. Change this as appropriate.

The screenshot shows the "Employer Details" section of the job posting form. It includes the following fields:

- Employer name:** A text input field with the placeholder "Enter the name of the employer."
- Website (optional):** A text input field with the placeholder "http://".
- Tagline (optional):** A text input field with the placeholder "Briefly describe your company".
- Video (optional):** A text input field with the placeholder "A link to a video about your company".

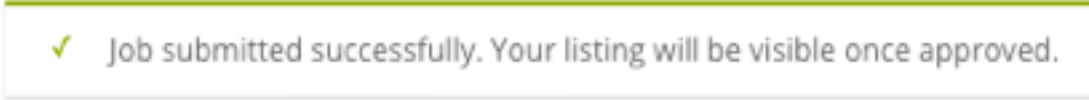
At the bottom of the form, there are two buttons: "Preview" and "Save Draft".

Now enter your GP surgery or employer details – this includes an option to include a tagline or embed a film.

If you have not completed the posting then click **Save Draft** and come back to it later.

If you have finished click **Preview**.

Once you have checked your listing you can either edit the listing if required, or if you are happy with the listing click **Submit Listing**.



Our Site Administrator will now review and approve your request. Once this is approved, your job listing will go live automatically. You will receive an email notification once your job listing is live.

If you have any problems, please send us a message via the Contact Us form on our website.

Good luck recruiting!

What to do if you've lost your password

If you have lost or forgotten your password, please click on the 'sign in' link next to 'Have an account' and you will be redirected to another screen where you can click on 'Lost your password' and then follow the on screen instructions.

