

# A guide to how 17c and 17j Practices can advertise vacancies

This vacancy advertising solution is for 17c and 17j Practices who cannot access Jobtrain.

When recruiting please consider using the [recruitment good practice guide](#) Currently the guide is focused on GP recruitment however the principles apply equally to other roles.

The vacancy advertising system at <https://jobsadmin.azurewebsites.net/umbraco> allows you to add information and save it as you go along however if you want to gather information beforehand then use the supplied template. Your vacancy advert will be published at [practice.jobs.nhs.scot](https://practice.jobs.nhs.scot)



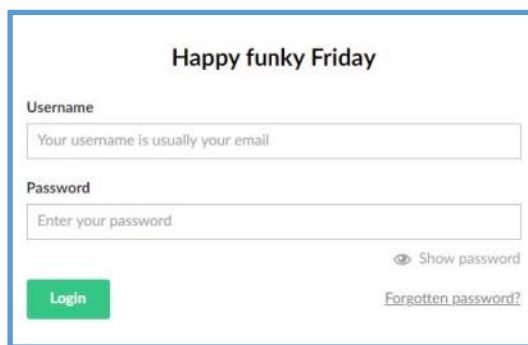
# A guide to how 17c and 17j Practices can advertise vacancies

1

Go to

<https://jobsadmin.azurewebsites.net/umbraco>

and login



Happy funky Friday

Username  
Your username is usually your email

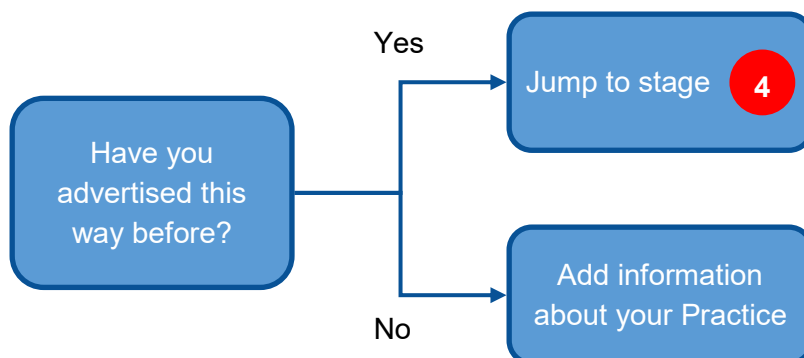
Password  
Enter your password

Show password

Forgotten password?

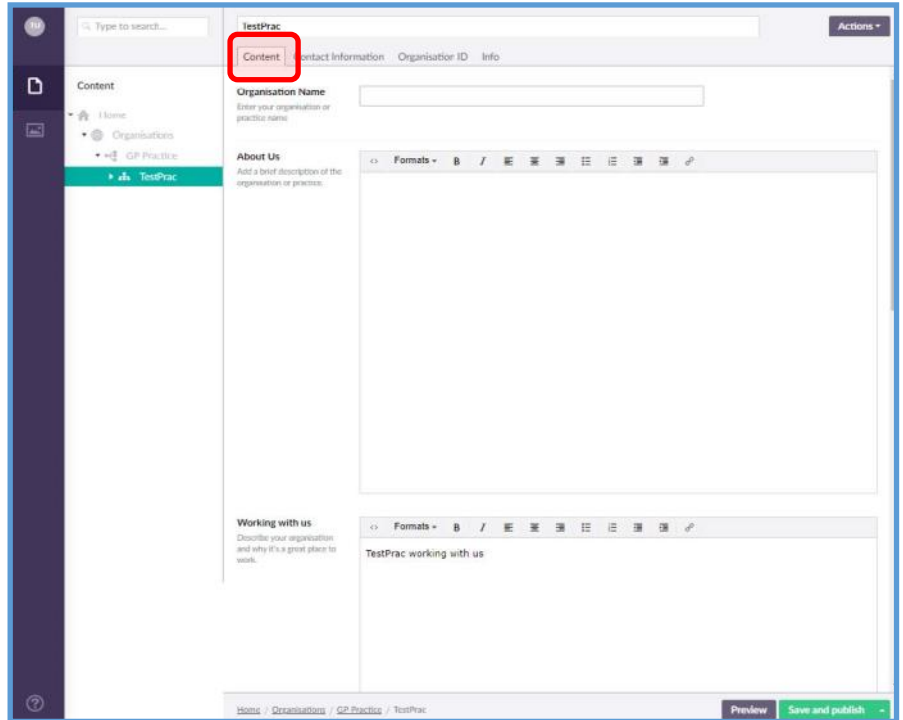
Login

If you don't have login details then send a request to [nss.practicerecruitment@nhs.scot](mailto:nss.practicerecruitment@nhs.scot)



2

Add information about your Practice on the Content tab. You only have to do this once



**Organisation Name**

Enter your organisation or practice name

**Our Values**

If you have a specific vision or values statement, you can enter it here.

**About Us**

Add a brief description of the organisation or practice.

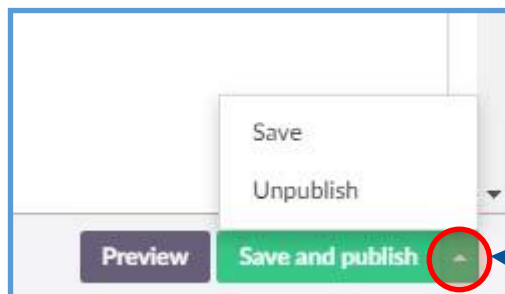
These are the choices you have

**Find out more**

If you have any arrangements in place for e.g. practice visits, information events, attendance at conferences or any other activities for formal and informal conversations about the post advertised, you can add them here.

**Working with us**

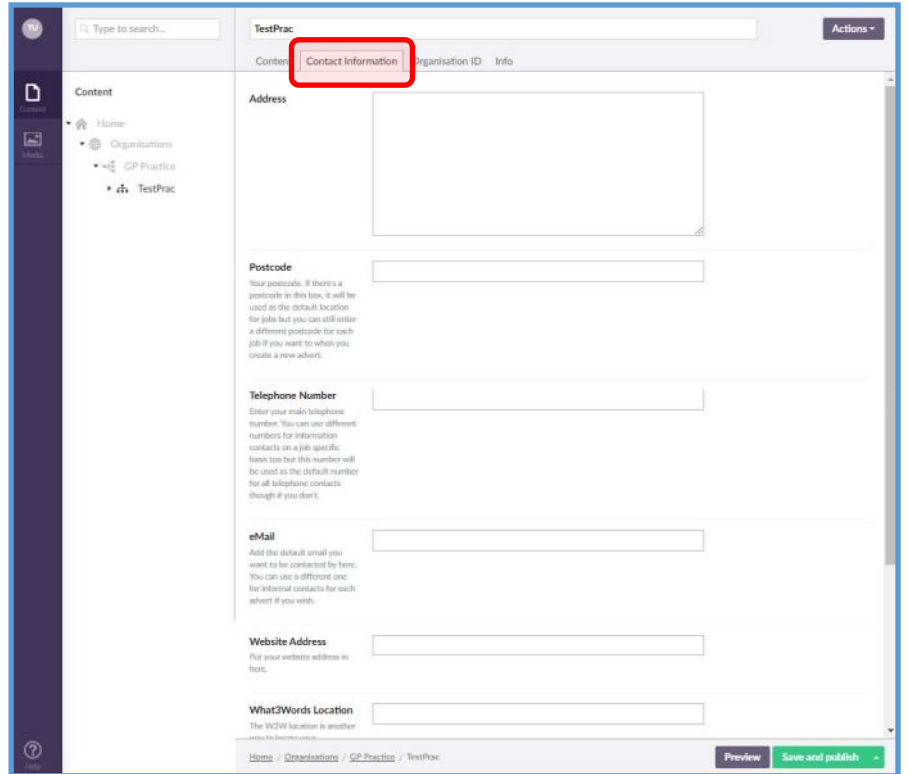
Describe your organisation and why it's a great place to work.



Once you're happy with the Content tab then save by clicking here and then Save

3

Add information about how people can contact your Practice on the Contact Information tab



**Address**

**Postcode**

Your postcode. If there's a postcode in this box, it will be used as the default location for jobs but you can still enter a different postcode for each job if you want to when you create a new advert.

**Telephone Number**

Enter your main telephone number. You can use different numbers for information contacts on a job specific basis too but this number will be used as the default number for all telephone contacts though if you don't.

These are the choices you have

**eMail**

Add the default email you want to be contacted by here. You can use a different one for informal contacts for each advert if you wish.

**Website Address**

Put your website address in here.

**What3Words Location**

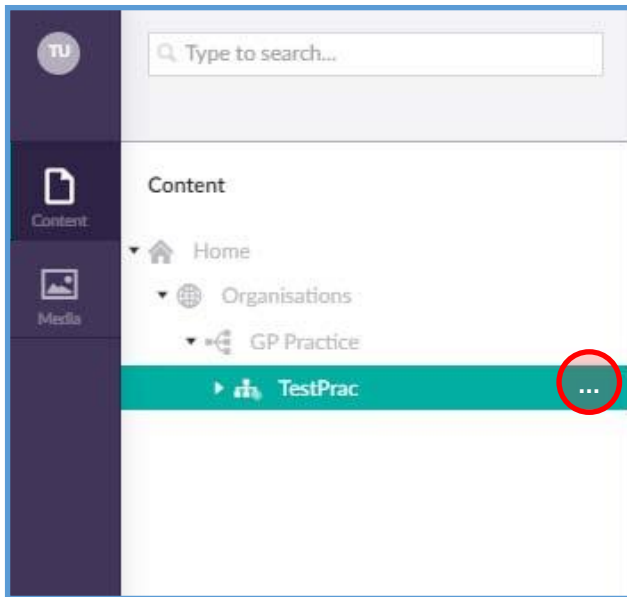
The W3W location is another way to locate your organisation. (You can find out more at <https://what3words.com/> or just leave blank if you wish and we'll use the postcode.)

**Health Board Area \***

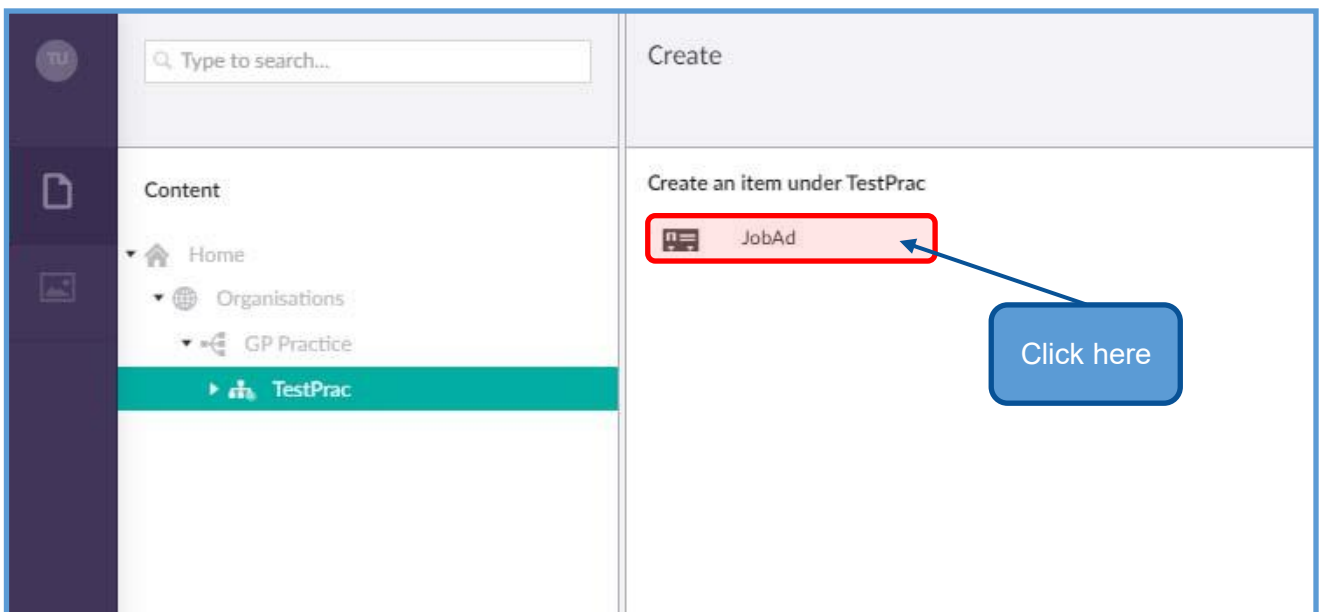
Once you're happy with the Contact Information tab then save as before

4

Add details about your vacancy



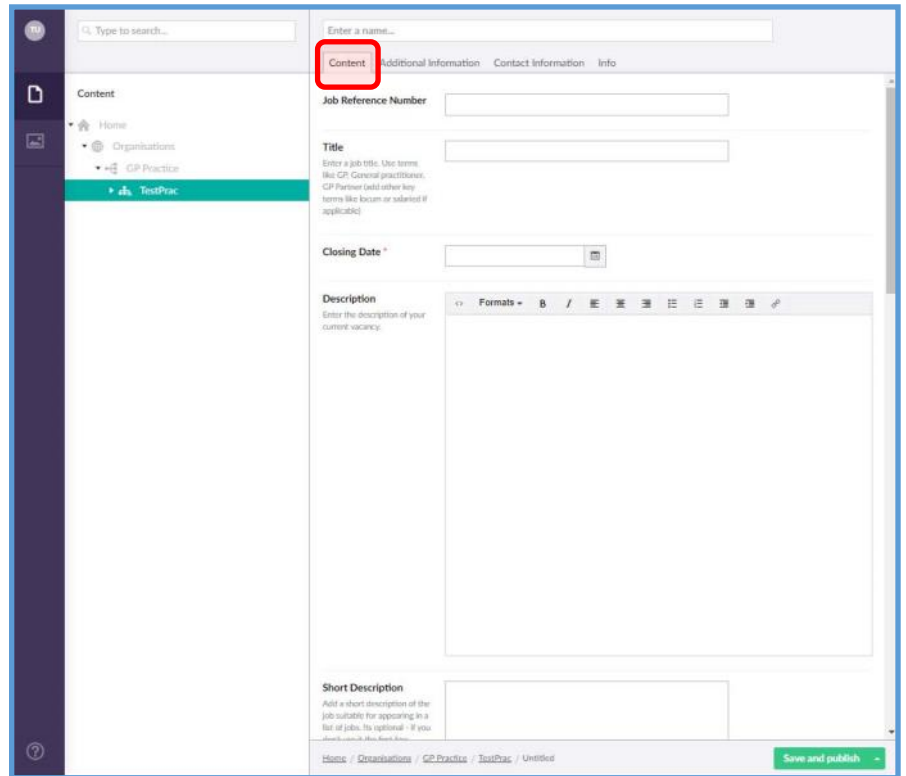
Click on your Practice



Click here

5

Add information about your vacancy on the Content tab



Job Reference Number

Closing Date \*

Short Description

Add a short description of the job suitable for appearing in a list of jobs. Its optional - if you don't use it the first few words of the main description will be used instead.

Title

Enter a job title. Use terms like GP, General practitioner, GP Partner (add other key terms like locum or salaried if applicable)

Description

Enter the description of your current vacancy.

Job Family \*

These are the choices you have

Postcode

Add a postcode to allow the location of the vacancy to be added to a map.

Job Packs/More Information

You can upload a file with more information about the job or the practice if you wish. Pdfs are preferred but Word documents or Powerpoint are ok too.

Financial Package

You can add details of any additional financial entitlements or other elements of the reward package.

Who we're looking for

You can give a short description of the type of person you're looking for here if you want.

Image 1

Salary

Once you're happy with the Content tab then save as before

6

Add additional information about your vacancy on the Additional information tab

Content: Home, Organisations, GP Practice, TestPrac

Enter a name...

Content: Additional Information, Contact Information, Info

**Vacancy Type**  
You can check the boxes to give us some more information on the vacancy. It's optional but if you supply it it will help the vacancy to be found more accurately in searches.

Consultant GP  
 GP Locum  
 GP Partner  
 Salaried GP  
 GP Retainer

**Permanent Post**

**Vacancy Duration**

**Full Time**

**Hours Per Week**

Home / Organisations / GP Practice / TestPrac / Untitled Save and publish

### Vacancy Type

You can check the boxes to give us some more information on the vacancy. It's optional but if you supply it it will help the vacancy to be found more accurately in searches.

Hours Per Week

These are the choices you have

Permanent Post

Full Time

Vacancy Duration

Once you're happy with the Additional information tab then save as before

7

Add contact information about your vacancy on the Contact information tab

The screenshot shows a web interface with a dark sidebar on the left and a main content area on the right. The sidebar contains a search bar and a navigation menu with items like 'Home', 'Organisations', 'GP Practice', and 'TestPrac'. The main content area has a header with 'Enter a name...' and a tabbed interface with 'Content', 'Additional Information', and 'Contact Information' (highlighted with a red box). Below the tabs are three input fields: 'Contact Name', 'Contact eMail', and 'Contact Phone Number'. At the bottom right, there is a 'Save and publish' button.

Contact Name

Contact Phone Number

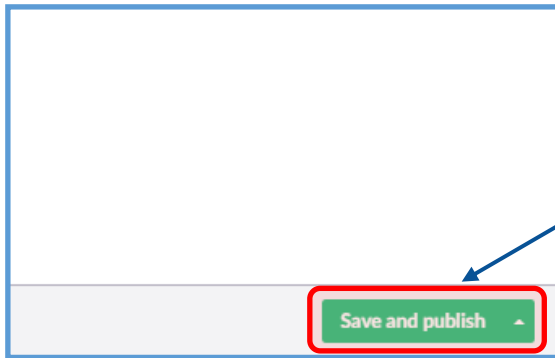
These are the choices you have

Contact eMail

Once you're happy with the Contact Information tab then save as before



# Publishing your vacancy advert



8

Once you're happy with the information you've added on each tab click Save and Publish

Your vacancy advert will be published at

<https://practice.jobs.nhs.scot>

It can take up to 60 minutes for your vacancy advert to appear.

If it fails to appear email

[nss.practicerecruitment@nhs.scot](mailto:nss.practicerecruitment@nhs.scot)

If the vacancy advert is for a GP it will automatically be published at

<https://gpjobs.scot>

