



NHS Jobs system release communications 19.12.2022

New features

- New CSV download

Continuous improvement

- Contract journey
- Approvals journey
- Safeguarding improvements
- Move applicants between listings
- Copy listing
- Change published listing stage

New features

CSV download

Recruiting managers, Recruitment administrators and Team managers can now download anonymised applications prior to shortlisting.

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Download a list of applicants

Which stages do you want to download a list of applicants for?

Applicant details will be anonymised before shortlisting to make sure recruitment is fair and unbiased.

Select all stages that are relevant to you.

Offline applicant incomplete

Submitted

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Continuous improvement

Name	Description	Benefit
Contract journey	We have made several improvements to the contract journey for employers and applicants.	Increased flexibility for employers and the service is more consistent across the offer and contract stages.
Approvals journey	We have made several improvements to the advert approval journey for employers, including the option for sequential approval and to add internal documents required for internal approval processes.	Improved employer experience as more elements of approvals can be managed within the NHS Jobs service, and now cater for more internal processes. The functionality is also more streamlined for approvers who use sequential approval, as users are not prompted that they need to approve a listing until it is appropriate for them to do so.
Safeguarding improvements	We have aligned the safeguarding journey and questions for the current and new NHS Jobs service. This also allows employers to choose to not include safeguarding questions on a listing.	Questions are aligned with the Rehabilitation of Offenders Act 1974 legislation and guidance, providing a consistent user experience for applicants and employers.
Move applicants between listings	We have added functionality to copy an applicant to a different listing in another organisation's NHS Job's account.	Employers can share quality candidates who they identify are suitable for a role other than the one they initially applied for. This will also support centralised recruitment initiatives.
Copy listing improvements	We have extended the ability to copy a listing and transfer applicants to the copied listing into shortlisting stage.	Employers have a short-term longlisting solution after the listing has closed. This will help them to manage their resource by easily filtering out applicants that they do not want/need to fully score (for example, if role requires GMC registration and applicants have selected that they are not GMC registered).
Change published listing stage	We have added the ability to change a published listing with no applicants immediately to shortlisting, interview or ready to offer stage.	This allows employers to manually add applicants to a listing at the correct stage, where their recruitment may have already begun outside of the service.

For further information:

Employer: beta.jobs.nhs.uk/home

Applicant: beta.jobs.nhs.uk/candidate

