

## How to run the equal opportunities for a specific job report in NHS Jobs user guide

This guide gives you instructions for how to run the equal opportunities for a specific job report in the NHS Jobs service.

To run and download the equal opportunities for a specific job report, you'll confirm:

- the job listing reference you want the report to cover

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

## Contents

<a href="#">How to run the equal opportunities for a specific job report in NHS Jobs user guide.....</a>	<a href="#">1</a>
<a href="#">Run a report .....</a>	<a href="#">3</a>
<a href="#">Which report do you want to run?.....</a>	<a href="#">4</a>
<a href="#">What's the job listing reference you want the report to cover?.....</a>	<a href="#">5</a>
<a href="#">Check your answers .....</a>	<a href="#">6</a>
<a href="#">Your report is complete.....</a>	<a href="#">7</a>

## Run a report

This page gives you instructions for how to run a report.

**Important:** The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the ['Run a report'](#) link.

The screenshot displays the NHS Jobs Employer Dashboard for user Michael Wardman. The dashboard is divided into several sections:

- Header:** NHS Jobs logo, user information (Signed in as Michael Wardman), and a 'Show tasks for all accounts' toggle.
- Navigation:** 'Tasks by stage' and 'Listings by user' tabs.
- Main Content:** A list of recruitment stages with counts and progress bars:
 

Stage	Count	On Track	Overdue
Draft	28	24	4
Approvals	2	0	2
Published	6	6	0
Shortlisting	22	11	11
Interviews	10	0	10
Ready to offer	4	0	4
Conditional offers	4	0	4
Pre-employment checks	0	0	0
Contracts	3	0	3
End recruitment	3	0	3
- Right-hand Side (What you can do):** Buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** Links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Welsh listings', and 'Moving applicants to other accounts'.
- Documents and templates:** Links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'.
- Help and information:** Links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'.
- Reporting:** A link for 'Run a report' is highlighted with a yellow circle containing the number 1.

At the bottom of the dashboard, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

## Which report do you want to run?


This page gives you instructions for how to confirm which report you want to run.

**Important:** The report will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

To confirm which report you want to run, complete the following steps:

1. Select the '[Equal opportunities for a specific job](#)' option.

You're viewing NHSBSA Lee UAT [Change](#)


Signed in as   [Sign out](#)

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

[Go back](#)

Reporting

### Which report do you want to run?

Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

Type of report	Action
Export of application and listing data	<a href="#">Run report</a> (opens in new tab)
Equal opportunities	<a href="#">Run report</a> (opens in new tab)
Equal opportunities progress	<a href="#">Run report</a> (opens in new tab)
Equal opportunities for a specific job	<a href="#">Run report</a> (opens in new tab) <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold;">1</span>
Vacancy numbers	<a href="#">Run report</a> (opens in new tab)
Time taken to hire	<a href="#">Run report</a> (opens in new tab)
Vacancy bulletin	<a href="#">Run report</a> (opens in new tab)

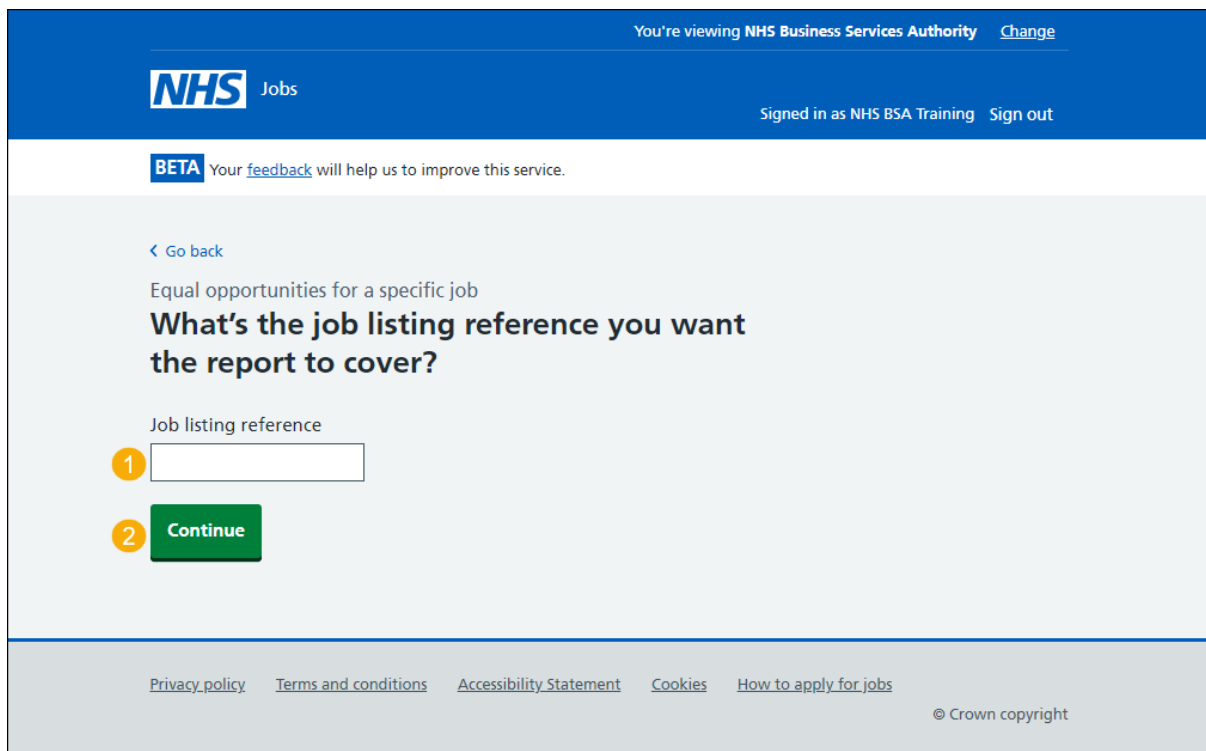
[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)
© Crown copyright

## What's the job listing reference you want the report to cover?

This page gives you instructions for how to confirm the job listing reference you want the report to cover.

To confirm the job listing reference you want the report to cover, complete the following steps:

1. In the **Job listing reference** box, enter the details.
2. Select the '[Continue](#)' button.



The screenshot shows a web page from the NHS Business Services Authority. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Equal opportunities for a specific job' followed by 'What's the job listing reference you want the report to cover?'. Below this is a form with a label 'Job listing reference' and a text input field. A yellow circle with the number '1' is next to the input field. Below the input field is a green 'Continue' button with a yellow circle with the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text is '© Crown copyright'.

## Check your answers

This page gives you instructions for how to check your answers.

To check, change and confirm your answers, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '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. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Check your answers'. There are two rows of questions and answers:

Which report do you want to run?	Equal opportunities for a specific job	<a href="#">Change</a> <b>1</b>
What's the job listing reference you want the report to cover?	T1111-21-0385	<a href="#">Change</a>

At the bottom of the table area is a green 'Continue' button with a '2' in a yellow circle next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

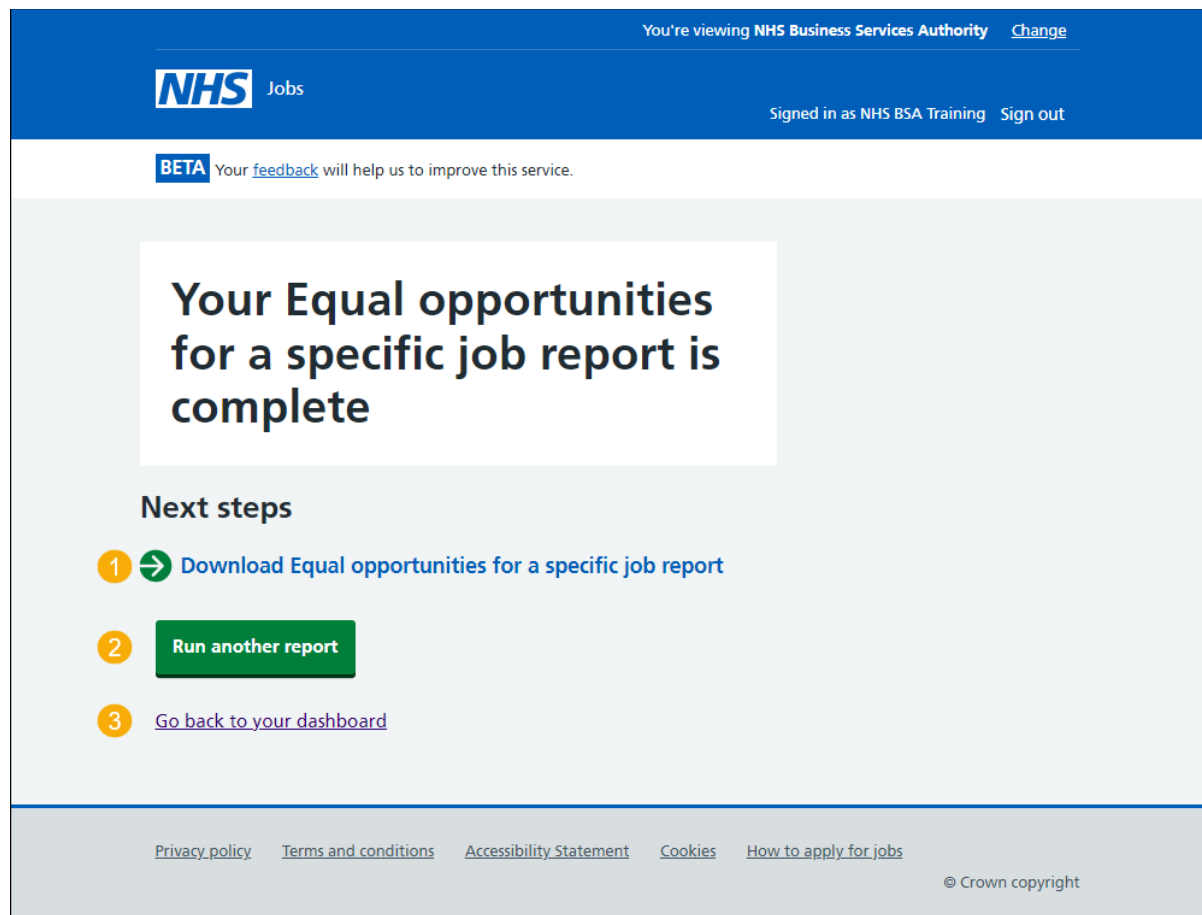
## Your report is complete

This page shows confirmation your report is complete.

**Important:** The report is downloaded in a comma-separated values (CSV) document.

To do a task, complete the following steps:

1. Select the 'Download Equal opportunities for a specific job report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it indicates 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Your Equal opportunities for a specific job report is complete'. Below this, under the heading 'Next steps', there are three numbered items: 1. 'Download Equal opportunities for a specific job report' with a right-pointing arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a purple link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

You've ran and downloaded the equal opportunities for a specific job report and reached the end of this user guide.