NHS Jobs statuses for employers

This document shows the different statuses for employers in the NHS Jobs service.

Draft
This table shows the different statuses in draft.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Draft	**From** the job listing being created	**To** it being sent for approval or to publish	Complete the listing
Marked as ready to publish (draft)	**From** it being marked as ready to publish	**To** it being published	Publish the listing

Approvals
This table shows the different statuses in approvals.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Ready to approve	**From** the job listing being sent for approval	**To** it being approved by all approvers or rejected by one of them	Manage the approval
Ready to reapprove	**From** the job listing being sent for reapproval	**To** it being approved by all approvers or rejected by one of them	Manage the reapproval or reuse
Approval rejected	**From** the job listing being rejected by an approver	**To** it being edited and sent for reapproval or withdrawn	View rejection reason or reuse
Ready to publish	**From** the job listing being approved by all approvers	**To** it being published	Publish the listing or reuse

Published
This table shows the different statuses in published.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Published	**From** the job listing being published	**To** it being closed by the system or user	View the listing View and score applications Close listing early Make changes or reuse the listing

			View the listing
Published (cloned)	**From** a published listing being cloned	**To** the listing being closed by the system or user	View and score applications Close listing early

Scoring and shortlisting

This table shows the different statuses in scoring and shortlisting.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Closed	**From** the listing being closed by the system or user and no applications received	**To** the user ending recruitment early	End recruitment early or reuse
Online scoring	**From** the lead has completed shortlisting and selects to select a shortlist	**To** all shortlisters have completed scoring	Score applications or reuse
Ready to select who to interview (online)	**From** the lead has completed shortlisting and selects to select a shortlist	**To** the shortlisting lead selects the shortlist and emails, unsuccessful applicants	Select who to interview or reuse
Offline scoring	**From** the job listing being closed by the system or user	**To** the user selects to download applications	Download applications or reuse
Ready to select who to interview (offline)	**From** the lead has completed shortlisting and selects to select a shortlist	**To** the shortlisting lead selects the shortlist and emails, unsuccessful applicants	Select who to interview or reuse
Ready to select reserve list	**From** the shortlisting lead selects the shortlist	**To** the shortlisting lead selects the reserve list or that they don't want a reserve list	Select reserve list or reuse
Ready to email unsuccessful applicants	**From** the shortlisting lead selects the reserve list or that they don't want a reserve list	**To** the shortlisting lead emails, unsuccessful applicants	Email unsuccessful applicants or reuse
No applications received	**From** the listing being closed by the system or user and 0 applications received	None	Pause page explaining scenario and link to reuse

Interviews

This table shows the different statuses in interviews.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Ready to invite to interview	**From** rejection emails sent to unsuccessful applicants	**To** the interviews have been arranged and the invite emails sent	Invite to interview or reuse
Interviews scheduled	**From** interviews have been arranged and the invite emails sent	**To** midday 2 days (48 hours) before the first interview or it is manually moved to interviews in progress	Manage your interviews or reuse

Interviews in progress	**From** midday 2 days (48 hours) before the first interview or it is manually moved to interviews in progress	**To** the last interview is ended	View interview schedule or reuse
Interviews complete	**From** the last interview is ended	**To** all the interview feedback has been added	Add interview feedback Offer the job or reuse
No interviews scheduled	**From** when no applicants accepted invite to interview at time of cut off	**To** applicant assigned to interview or Invite shortlist reserve or remove listing	Manage job listing or reuse

Ready to offer

This table shows the different statuses in ready to offer.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Ready to start offer	**From** all the interview feedback has been added	**To** the successful applicants ready to start offer	Select applicant to offer
Applicants selected	**From** successful applicants being selected	**To** the offer has been started (save and continue after entering salary)	Offer the job or reuse
Offers in progress	**To** the offer has been started (save and continue after entering salary)	**To** recruitment is ended	Offer to another applicant or reuse
Not offered	**From** the employer sends rejection email to the applicant	**To** the employer ends recruitment early	Offer the job

Conditional offers

This table shows the different statuses in conditional offers.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Offer started	**From** the offer has been started (save and continue after entering salary)	**To** the offer is sent to the applicant(s)	Send the offer
Offer sent	**From** the offer has been sent to the applicant	**To** they accept or reject it or the offer is withdrawn	Respond on behalf of the applicant
Offer rejected	**From** the applicant has rejected the offer	**To** the offer is changed and resent or sent to another applicant	Respond to rejection
Offer withdrawn	**From** the offer is withdrawn	**To** the offer is changed and resent or sent to another applicant	Offer it to another applicant

Pre-employment checks

This table shows the different statuses in pre-employment checks.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Pre-employment checks	**From** the offer is accepted by the applicant	**To** the pre-employment checks decision is made	View all checks View checks or withdraw offer

Contracts

This table shows the different statuses in contracts.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Issue contract (online)	**From** the pre-employment checks decision is made	**To** the contract being sent to the applicant or issued offline	Create and send contract
Issuing contract (offline)	**From** the contract being issued offline	**To** the contract being accepted or rejected by the applicant	Respond for the applicant
Contract sent	**From** the contract being sent to the applicant	**To** the contract being accepted or rejected by the applicant	Edit or resend contract
Contract rejected	**From** the contract being rejected by the applicant	**To** edit and resend contract, offer to another applicant or recruitment being ended	Respond to rejection
Contract accepted	**From** the contract being accepted	**To** the recruitment being ended	End recruitment or reuse
Contract accepted for applicant	**From** the contract being accepted by the employer	**To** the recruitment being ended	Accept on behalf of applicant

End recruitment

This table shows the different statuses in end recruitment.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Ready to end recruitment	**From** all applicants accepting or rejecting their contract, rejecting their offer or offer being withdrawn	**To** the recruitment being ended	End recruitment Manage offers or reuse

Moving applicants between job listings

This table shows the different statuses in moving applicants between listings.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Copy listing	**From** a published listing is copied (rolling recruitment)	**To** a listing is closed by the system or user	Close listing