How to set up a rolling recruitment in NHS Jobs user guide

This guide gives you instructions for how to set up a rolling recruitment on a job listing in the NHS Jobs service.

Rolling recruitment allows you to continue with the recruitment of a job listing whilst leaving the job listing open to new applicants.

Once you've selected to set up rolling recruitment, you'll be able to create a copy of the listing and change the job reference number.

You'll need to create a new job listing and have more than one application to set up rolling recruitment. The option to set up rolling recruitment is only available in a 'Published' recruitment stage and won't be available for re-used job listings.

For users of NHS Jobs and Electronic Staff Record (ESR) integration.

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.

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Published

This page gives you instructions for how to access a published job listing.

To access a published job listing, complete the following step:
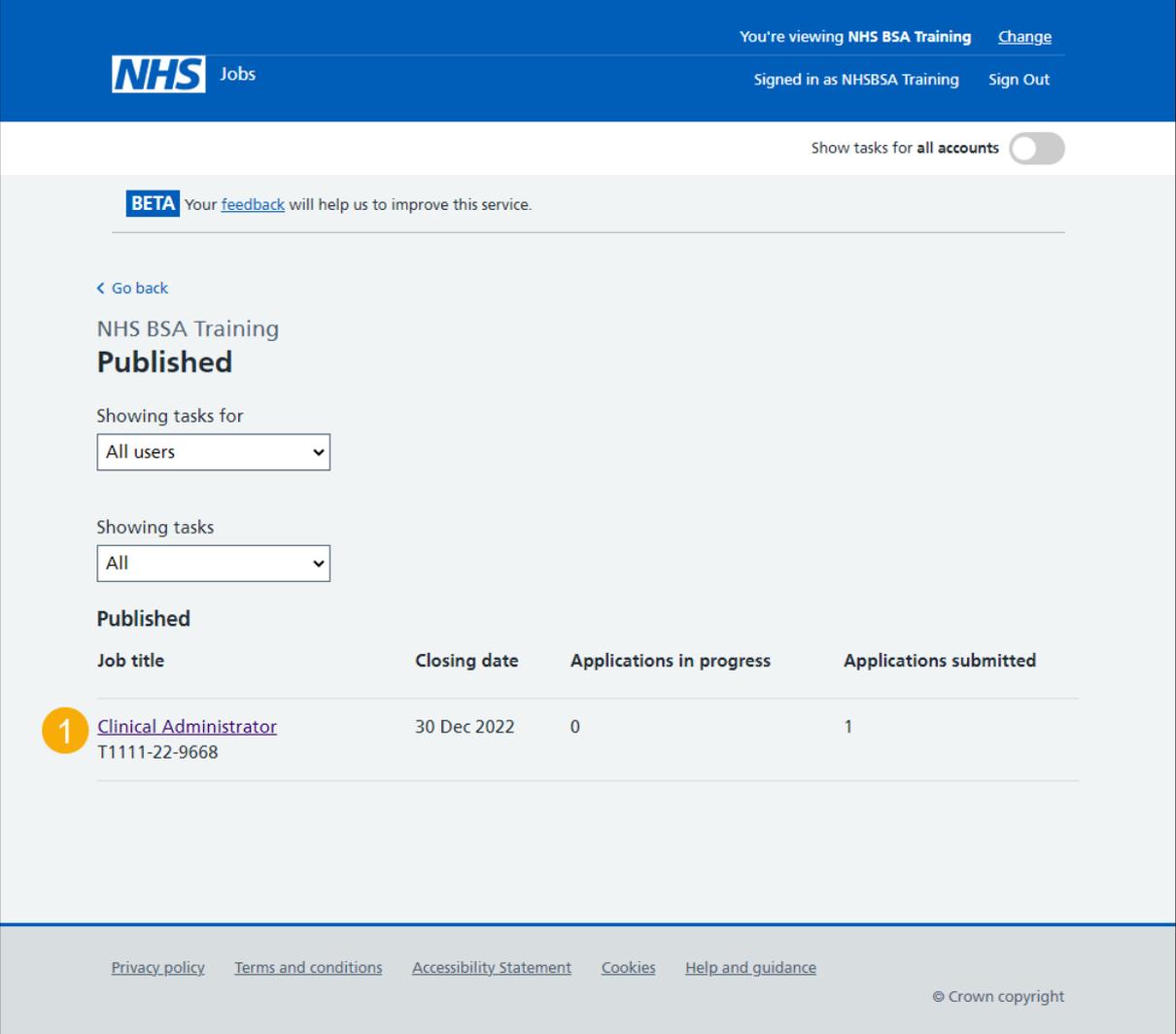
1. Select the 'Published' link.

How to select a job listing

This page gives you instructions for how to select a job listing to set up a rolling recruitment.

Important: In this example, the 'Clinical Administrator' job is used.

To select a job listing to set up a rolling recruitment, complete the following step:

1. Select the 'Job title' link.

Set up rolling recruitment

This page gives you instructions for how to set up a rolling recruitment.

Important: You'll only see the 'Set up rolling recruitment' link if applications have been received and you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To set up a rolling recruitment, complete the following step:

1. Select the 'Set up rolling recruitment' link.

Before you can set up rolling recruitment

This page gives you instructions for what you need to do before you can set up rolling recruitment.

Important: The copied listing won't be live NHS Jobs and applicants will only be able to apply using the original published listing. The copied listing will have a different reference number, everything else will remain the same.

Read the information on the page and complete the following step:

1. Select the 'Create a copy of this listing' button.

Which copied listing do you want to transfer applicants to?

This page gives you instructions for how to confirm the copied listing do you want to transfer applicants to.

Important: You can only transfer applicants from this listing to a copy of it that you have not finished scoring.

To confirm the copied listing do you want to transfer applicants to, complete the following steps:

1. Select an answer:
   - 'A copied listing'
   - 'Create another copy of this listing'
2. Select the 'Continue' button.

Would you like to change the new reference number of the copied listing?

This page gives you instructions for how to confirm if you would like to change the new reference number of the copied listing.

To confirm if you would like to change the new reference number of the copied listing, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

You're viewing **NHSBSA Lee UAT**   Change

NHS Jobs   Signed in as Lee Mapes   Sign Out

BETA Your feedback will help us to improve this service.

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Set up rolling recruitment

Would you like to change the new reference number of the copied listing?

Original reference number: A0199-22-4534

New reference number: A0199-22-5865

1. ◯ Yes   ◯ No

2. Continue

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What is the new reference number of the copied listing?

This page gives you instructions for how to confirm the new reference number of the copied listing.

<mark>Important:</mark> You'll only see this page if you're changing the reference number. The original reference number is shown. You'll need to replace this with the new reference number. The reference number must be 15 characters or less and can only contain numbers, letters, or hyphens.

To confirm the new reference number of the copied listing, complete the following steps:

1. In the **Reference number** box, enter the details.
2. Select the 'Continue' button.

Would you like to transfer all the applicants to the copied listing?

This page gives you instructions for how to confirm if you would like to transfer all the applicants to the copied listing.

To confirm if you would like to transfer all the applicants to the copied listing, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

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Set up rolling recruitment

Would you like to transfer all the applicants to the copied listing?

Select no, if you want to choose which applicants to transfer.

1 ◯ Yes   ◯ No

2 Continue

Which applicants do you want to transfer to the copied listing?

This page gives you instructions for how to confirm which applicants you want to transfer to the copied listing.

Important: You'll only see this page if you're not transferring all applicants to the copied listing. Select all applicants you want to transfer.

To confirm which applicants you want to transfer to the copied listing, complete the following steps:

1. Select the applicants to add to the copied listing.
2. Select the '**Continue**' button.

Tip: If there are more than 15 applicants, they will be spread across multiple pages.

Check the details and transfer applicants

This page gives you instructions for how to check the details and transfer applicants.

To check, change and confirm the details to transfer the applicants, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '<u>Transfer applicants</u>' button.

Applicants transferred

This page shows confirmation you've transferred the applicants to a copied listing.

Important: If you select the 'copied listing' link, you can close the listing early to begin scoring and continue with the recruitment process.

To do a task, complete the following steps:

1. Select the 'copied listing' link to close the listing early and start scoring (optional).
2. Select the 'Go to your dashboard' button.

Applicants transferred

from **T1111-22-9668**
to **T1111-22-1527**

What happens next?

The copied listing is not live and other applicants will not be able to apply for it.

You can now view the cloned listing T1111-22-1527, close it early and start scoring the applicants that have been transferred to it.

1 Go to your dashboard

You've set up a rolling recruitment and have reached the end of this user guide.