Introduction to reporting in NHS Jobs user guide

This guide gives you an introduction to reporting in the NHS Jobs service.

In your organisations account, the following reports are available:

- Export application and listing data report
- Equal opportunities report
- Equal opportunities progress report
- Equal opportunities for a specific job report
- Vacancy numbers report
- Time taken to hire report
- Vacancy bulletin report

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

Export of applications and listing data report

This report shows the organisations jobs and applications.

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

To find out how to run this report, go to the '**How to run the export of applications and listing data report'** user guide or video from the '**Run a report**' section of the 'Help and support for employers' webpage.

Equal opportunities report

This report shows the number of submitted applications grouped into the equality and diversity monitoring categories.

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

	Category	Description	Jun21 Adverts	Jul21 Adverts	Aug21 Adverts	Sep21 Adverts
1	Category	Description	Jun21 Adverts	Jul21 Adverts	Aug21 Adverts	Sep21 Adverts
2	Gender	Male	14	2	10	0
3		Female	23	1	9	1
4		Prefer not to say	11	2	8	2
5	Is your gender the same as that assigned at birth?	Yes	27	1	13	1
6		No	9	2	5	0
7		Prefer not to say	12	2	9	2
8	Disability	Yes	10	1	8	0
9		No	27	2	11	2
10		Prefer not to say	11	2	8	1
11	Criminal Conviction	Yes	4	0	5	0
12		No	44	5	22	3
13	Ethnicity	White: English, Scottish, Welsh, Northern Irish, British	16	0	4	1
14		White: Irish	1	0	1	0
15		Any other white background	1	1	3	0
16		Asian/Asian British: Bangladeshi	2	0	0	0
17		Asian/Asian British: Chinese	1	0	1	0
18		Asian/Asian British: Indian	2	0	1	0
19		Asian/Asian British: Pakistani	0	0	1	0
20		Asian/Asian British: Other	1	1	2	0
21		Black/Black British: African	1	0	1	0
22		Black/Black British: Caribbean	2	1	0	0
23		Black/Black British: Other	0	0	0	0
24		Mixed: White and Asian	0	0	0	0
25		Mixed: White and Black African	0	0	0	0
26		Mixed: White and Black Caribbean	5	1	2	0
27		Mixed: Other	4	0	1	0
28		Any other ethnic group	2	0	1	0
29		Prefer not to say	10	1	9	2
30	Age Range	Under 24 years	11	0	2	0
31		24-44 years	19	2	9	2
32		45-59 years	6	1	6	0
33		60-74 years	0	1	2	0
34		75+ years	1	0	1	0
35		Prefer not to say	11	1	7	1
36	Religion	Atheism/no religion	16	1	4	1
37		Buddhism	2	1	0	0
38		Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	9	1	6	1
39		Hinduism	2	0	0	0
40		Judaism	1	0	2	0

EQUAL_OPPORTUNITIES_e1f5a987-73

To find out how to run this report, go to the '**How to run the equal opportunities report'** user guide or video from the '**Run a report**' section of the 'Help and support for employers' webpage.

Equal opportunities progress report

This report shows the number and percentages of submitted applications, including applicants shortlisted or recruited, sorted by the equality and diversity monitoring categories.

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

	Category	Description	Applications	%	Shortlisted	% Short / Applied	% Short / Short
1	Category	Description	Applications	%	Shortlisted	% Short / Applied	% Short / Short
2	Gender	Male	26	30.23%	15	57.69%	35.71%
3		Female	34	39.53%	17	50.00%	40.48%
4		Prefer not to say	23	26.74%	10	43.48%	23.81%
5	Is your gender the same as that assigned at birth?	Yes	42	48.84%	21	50.00%	50.00%
6		No	16	18.60%	10	62.50%	23.81%
7		Prefer not to say	25	29.07%	11	44.00%	26.19%
8	Disability	Yes	19	23.46%	13	68.42%	20.00%
9		No	42	51.85%	20	47.62%	30.77%
10		Prefer not to say	22	27.16%	9	40.91%	13.85%
11	Criminal Conviction	Yes	9	10.47%	6	66.67%	14.29%
12		No	74	86.05%	36	48.65%	85.71%
13	Ethnicity	White: English, Scottish, Welsh, Northern Irish, British	21	24.42%	6	28.57%	14.29%
14		White: Irish	2	2.33%	2	100.00%	4.76%
15		Any other white background	5	5.81%	3	60.00%	7.14%
16		Asian/Asian British: Bangladeshi	2	2.33%	2	100.00%	4.76%
17		Asian/Asian British: Chinese	2	2.33%	2	100.00%	4.76%
18		Asian/Asian British: Indian	3	3.49%	1	33.33%	2.38%
19		Asian/Asian British: Pakistani	1	1.16%	1	100.00%	2.38%
20		Asian/Asian British: Other	4	4.65%	2	50.00%	4.76%
21		Black/Black British: African	2	2.33%	0	0.00%	0.00%
22		Black/Black British: Caribbean	3	3.49%	3	100.00%	7.14%
23		Black/Black British: Other	0	0.00%	0	0.00%	0.00%
24		Mixed: White and Asian	0	0.00%	0	0.00%	0.00%
25		Mixed: White and Black African	0	0.00%	0	0.00%	0.00%
26		Mixed: White and Black Caribbean	8	9.30%	5	62.50%	11.90%
27		Mixed: Other	5	5.81%	3	60.00%	7.14%
28		Any other ethnic group	3	3.49%	3	100.00%	7.14%
29		Prefer not to say	22	25.58%	9	40.91%	21.43%
30	Age Range	Under 24 years	13	15.12%	7	53.85%	16.67%
31		24-44 years	32	37.21%	13	40.63%	30.95%
32		45-59 years	13	15.12%	9	69.23%	21.43%
33		60-74 years	3	3.49%	2	66.67%	4.76%
34		75+ years	2	2.33%	2	100.00%	4.76%
35		Prefer not to say	20	23.26%	9	45.00%	21.43%
36	Religion	Atheism/no religion	22	25.58%	8	36.36%	19.05%
37		Buddhism	3	3.49%	3	100.00%	7.14%
38		Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	17	19.77%	9	52.94%	21.43%
39		Hinduism	2	2.33%	1	50.00%	2.38%
40		Judaism	3	3.49%	2	66.67%	4.76%

EQUAL_OPPORTUNITIES_PROGRESS_19

To find out how to run this report, go to the '**How to run the equal opportunities progress report**' user guide or video from the '**Run a report**' section of the '<u>Help and support for employers</u>' webpage.

Equal opportunities for a specific job report

This report shows the number of submitted applications for an individual job listing grouped by the equality and diversity monitoring categories.

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

	Category	Description	Applications	Shortlisted	Interview	Offer	Recruited
1	Category	Description	Applications	Shortlisted	Interview	Offer	Recruited
2	Gender	Male	1	1	1	1	0
3		Female	2	1	1	1	1
4		Prefer not to say	1	0	0	0	0
5	Is your gender the same as that assigned at birth?	Yes	3	2	2	2	1
6		No	0	0	0	0	0
7		Prefer not to say	1	0	0	0	0
8	Disability	Yes	1	1	1	1	1
9		No	2	1	1	1	0
10		Prefer not to say	1	0	0	0	0
11	Criminal Conviction	Yes	0	0	0	0	0
12		No	4	2	2	2	1
13	Ethnicity	White: English, Scottish, Welsh, Northern Irish, British	1	0	0	0	0
14		White: Irish	0	0	0	0	0
15		Any other white background	1	1	1	1	0
16		Asian/Asian British: Bangladeshi	0	0	0	0	0
17		Asian/Asian British: Chinese	1	1	1	1	1
18		Asian/Asian British: Indian	0	0	0	0	0
19		Asian/Asian British: Pakistani	0	0	0	0	0
20		Asian/Asian British: Other	0	0	0	0	0
21		Black/Black British: African	0	0	0	0	0
22		Black/Black British: Caribbean	0	0	0	0	0
23		Black/Black British: Other	0	0	0	0	0
24		Mixed: White and Asian	0	0	0	0	0
25		Mixed: White and Black African	0	0	0	0	0
26		Mixed: White and Black Caribbean	0	0	0	0	0
27		Mixed: Other	0	0	0	0	0
28		Any other ethnic group	0	0	0	0	0
29		Prefer not to say	1	0	0	0	0
30	Age Range	Under 24 years	1	1	1	1	1
31		24-44 years	1	0	0	0	0
32		45-59 years	1	1	1	1	0
33		60-74 years	0	0	0	0	0
34		75+ years	0	0	0	0	0
35		Prefer not to say	1	0	0	0	0
36	Religion	Atheism/no religion	1	0	0	0	0
37		Buddhism	1	1	1	1	1
38		Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	0	0	0	0	0
39		Hinduism	0	0	0	0	0
40		Judaism	1	1	1	1	0

EQUAL_OPPORTUNITIES_VACANCY_c4f

To find out how to run this report, go to the '**How to run the equal opportunities for a specific job report**' user guide or video from the '**Run a report**' section of the 'Help and support for employers' webpage.

Vacancy numbers report

This report shows the total number of jobs listings advertised per month to include job listings that are open, closed or both, the staff group, the pay scheme and pay band.

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

	A	B	C	D	E	F	G	H
1	Staff Group	Jun21 Adverts	Jul21 Adverts	Aug21 Adverts	Sep21 Adverts	Oct21 Adverts	Nov21 Adverts	Dec21 Adverts
2	Additional Clinical Services	0	0	0	0	0	0	0
3	Additional Professional Scientific & Technical	1	1	1	0	0	0	0
4	Administrative & Clerical	4	0	1	0	0	0	0
5	Allied Health Professionals	0	1	1	0	0	0	0
6	Estates & Ancillary	3	0	0	1	0	0	0
7	Healthcare Scientists	1	1	0	0	0	0	0
8	Medical & Dental	1	0	5	0	0	0	0
9	Nursing & Midwifery Registered	4	0	0	0	0	0	0
10	Students	0	0	0	0	0	0	0

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To find out how to run this report, go to the '**How to run the vacancy numbers report'** user guide or video from the '**Run a report**' section of the 'Help and support for employers' webpage.

Time taken to hire report

This report shows the average number of days (in a five-day format) between different recruitment stages. For example, the average time between publishing a job listing to completing shortlisting.

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

	Staff Group	Advert Created to Advert Published (Days)	Advert Published to Conditional Offer (Days)	Advert Published to Start Date (Days)	Advert Published to Advert Closed (Days)	Advert Closed to Shortlisting Complete (Days)
1	Staff Group					
2	Additional Clinical Services					
3	Additional Professional Scientific & Technical	3.7	42		6.3	0.5
4	Administrative & Clerical	8.8	65.5	83.5	6.6	15.3
5	Allied Health Professionals	0.5			30.5	6
6	Estates & Ancillary	6	50		15.5	11.7
7	Healthcare Scientists	12			6	13
8	Medical & Dental	0.5	19	60	4.8	7.7
9	Nursing & Midwifery Registered	2	59	61	30	7.3
10	Students					

TIME_TO_HIRE_6a369d11-9ef2-4827

To find out how to run this report, go to the '**How to run the time taken to hire report**' user guide or video from the '**Run a report**' section of the '[Help and support for employers](#)' webpage.

Vacancy bulletin report

This report provides a printable list of all published job listings. For example, to show internal only, external only or both, the staff groups and if the advert text is shown.

<mark>Important:</mark> The report is downloaded in a portable document format (PDF) document.

To find out how to run this report, go to the '**How to run the vacancy bulletin report'** user guide or video from the '**Run a report**' section of the 'Help and support for employers' webpage.

You've completed an introduction to reporting and reached the end of this user guide.