

## How to run the equal opportunities progress report in NHS Jobs user guide

This guide gives you instruction for how to run the equal opportunities progress report in the NHS Jobs service.

To run and download the equal opportunities progress report, you'll confirm which:

- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for

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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## 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 titled 'NHSBSA MW UAT Dashboard' and features a 'Listings by user' filter. It shows recruitment metrics across various stages, each with a progress bar and a count of tasks. On the right, there are sections for 'What you can do' (with buttons for creating listings, searching for listings, and searching for applicants), 'Manage the account' (with links for user management, at-risk applicants, logos, KPIs, settings, departments, convictions, Welsh listings, and moving applicants), 'Documents and templates' (with links for organisation overview, information library, contract templates, and offer letter templates), 'Help and information' (with links for employer hub, roles and permissions, and contact for super users), and 'Reporting' (with a highlighted 'Run a report' link marked with a '1').

Task Category	Count	Progress	Details
<b>Draft</b>	28	On track 24, overdue 4	
<b>Approvals</b>	2	On track 0, due 1, overdue 1	
<b>Published</b>	6		
<b>Shortlisting</b>	22	On track 11, overdue 11	
<b>Interviews</b>	10	On track 0, overdue 10	
<b>Ready to offer</b>	4	On track 0, overdue 4	
<b>Conditional offers</b>	4	On track 0, overdue 4	
<b>Pre-employment checks</b>	0		
<b>Contracts</b>	3	On track 0, overdue 3	
<b>End recruitment</b>	3	On track 0, overdue 3	

## 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 selected will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV 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 progress](#)' option.

You're viewing [NHS BSA Training](#) [Change](#)


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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) <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 6px; font-weight: bold;">1</span>
Equal opportunities for a specific job	<a href="#">Run report</a> (opens in new tab)
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)

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## Which job listing do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listing you want to export the CSV file for.

To confirm which job listings you want to export the CSV file for, complete the following steps:

1. Select an answer.
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, 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.' The main content area has a 'Go back' link and the text 'Equal opportunities progress'. The title of the page is 'Which job listings do you want to export the CSV file for?'. There are three radio button options: 'All open job listings', 'All closed job listings', and 'All open job listings and closed job listings'. The 'All closed job listings' option is selected, indicated by a yellow circle with the number '1'. Below the options is a green 'Continue' button with a yellow circle and 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 reads '© Crown copyright'.


## Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

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

1. In the **Date from** boxes, enter the details.
2. In the **Date to** boxes, enter the details.
3. Select the ['Continue'](#) button.

You're viewing **NHS Business Services Authority** [Change](#)


Signed in as NHS BSA Training [Sign out](#)

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

[Go back](#)

Equal opportunities progress

### Which dates do you want the report to cover?

**Date from**

For example, 15 3 2020

Day	Month	Year
1 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>

**Date to**

For example, 11 4 2020

Day	Month	Year
2 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>

3 [Continue](#)

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**Tip:** You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

## Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

**Important:** You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

1. Select an answer.
2. Select the [‘Continue’](#) button.

The screenshot shows a web page from the NHS Business Services Authority. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training Sign out' is on the right. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Which staff group is the report for?' with a 'Go back' link. Below the heading, it says 'Select as many as you need.' and lists ten staff groups with checkboxes: 'Select all staff groups', 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary', 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. A green 'Continue' button with a yellow circle and the number '2' is at the bottom of the list. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© 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.

You're viewing **Dan Moore** training account


Signed in as Dan Moore [Sign out](#)

[< Go back](#)

Equal opportunities progress

### Check your answers

<b>Which report do you want to run?</b>	Equal opportunities progress	
<b>Which job listings do you want to export the CSV file for?</b>	All open job listings and closed job listings	<a href="#">Change</a>
<b>Date from</b>	01/01/2023	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 6px; font-weight: bold;">1</span>
<b>Date to</b>	01/12/2023	<a href="#">Change</a>
<b>Which staff group is the report for?</b>	Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	<a href="#">Change</a>

2

Continue

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## 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 progress 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 portal 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 text 'Your Equal opportunities progress report is complete'. Below this, under the heading 'Next steps', there are three numbered items: 1. 'Download Equal opportunities progress 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 progress report and reached the end of this user guide.