NHS
Jobs

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.

Contents

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 '<u>Run a report</u>' link.

Which report do you want to run?

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

<mark>Important:</mark> 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.

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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	Run report (opens in new tab)
Equal opportunities	Run report (opens in new tab)
Equal opportunities progress	Run report (opens in new tab) ①
Equal opportunities for a specific job	Run report (opens in new tab)
Vacancy numbers	Run report (opens in new tab)
Time taken to hire	Run report (opens in new tab)
Vacancy bulletin	Run report (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.

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.

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< Go back

Equal opportunities progress

Which dates do you want the report to cover?

Date from

For example, 15 3 2020

Day   Month   Year

Date to

For example, 11 4 2020

Day   Month   Year

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.

You're viewing **NHS Business Services Authority**   Change

NHS Jobs

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< Go back

Equal opportunities progress

Which staff group is the report for?

Select as many as you need.

- [ ] 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
- [ ] Students

Continue

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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.

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NHS Jobs

Signed in as Dan Moore   Sign out

< Go back

Equal opportunities progress
Check your answers

Which report do you want to run?	Equal opportunities progress	
Which job listings do you want to export the CSV file for?	All open job listings and closed job listings	Change
Date from	01/01/2023	Change ①
Date to	01/12/2023	Change
Which staff group is the report for?	Additional Clinical Services	Change
	Additional Professional Scientific & Technical	
	Administrative & Clerical	
	Allied Health Professionals	
	Estates & Ancillary	
	Healthcare Scientists	
	Medical & Dental	
	Nursing & Midwifery Registered	
	Students	

② **Continue**

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Your report is complete

This page shows confirmation your report is complete.

<mark>Important:</mark> 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.

You've ran and downloaded the equal opportunities progress report and reached the end of this user guide.