

How to score applications in NHS Jobs user guide

This guide gives you instructions for how to score applications in the NHS Jobs service.

To score applications, you'll need to:

- score applications online or offline.
- score the criteria against the applicant's evidence.
- download all or individual applications (optional).
- add an application summary (optional).
- view and change the application scores (optional).
- close your advert early (optional).

To score applications for an open job, go to the '[Published](#)' page.

To score applications for a closed job, go to the '[Shortlisting](#)' page.

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.

Important: You'll only see this page if you're scoring an application for an open job listing.

To access a job listing at the published stage, complete the following step:

1. Select the '[Published](#)' link.

The screenshot shows the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a table with three rows: 'Draft' (52 - on track 25, overdue 27), 'Approvals' (6 - on track 2, overdue 4), and 'Published' (5 - on track 4, overdue 1). The 'Published' row is highlighted with a yellow circle and a '1' icon. To the right, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Approval settings'.

Stage	Count	On Track	Overdue
Draft	52	25	27
Approvals	6	2	4
1 Published	5	4	1

Select the published job listing for scoring


This page gives you instructions for how to select the published job listing for scoring.

Important: You must have received at least 1 application to score it. In this example, there is 1 application submitted.

To select the published job listing for scoring, complete the following step:

1. Select the '[Job title](#)' link

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


Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[Go back](#)

NHS Business Services Authority

Published

Showing tasks for

Showing tasks

Published

Job title	Closing date	Applications in progress	Applications submitted
1 Administration Assistant A0090-22-5793	25 Dec 2022	0	1

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)
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Score applications

This page gives you instructions for how to score applications.

To score applications, complete the following step:

1. Select the '[Score applications](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHSBSA MW UAT' with a 'Change' link, and 'Signed in as Michael Wardman' 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 title 'NHSBSA MW UAT Training and Support Officer listing'. Below the title, there is a 'PUBLISHED' badge and the reference number 'A0201-22-4879'. There are three tabs: 'Job details', 'Team', and 'Applicant details'. The 'Applicant details' tab is active. Below the tabs, there are sections for 'The job title' with a link 'Job title and reference number', and 'The details of the job' with a link 'About the job and pay'. On the right side, there is a 'What needs doing next' section with two buttons: 'Score applications' (highlighted in green with a yellow notification bubble containing the number '1') and 'Close early'. Below these buttons are several links: 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Set up rolling recruitment', 'Download applicant contact details', and 'Add Applicant'.

Start scoring applications

This page gives you instructions for how to start scoring applications.

Important: You need to complete your scoring before you select your shortlist. In this example, there are no applications scored and there is 1 application to score.

To start scoring applications, complete the following steps:

1. Select the '[1 to score](#)' link to view the applications to score.
or
2. Select the '[Start scoring applications](#)' button.

To manage the shortlisting lead and panel, complete one of the the following steps:

3. Select the '[Change the shortlisting lead](#)' link (optional).
or
4. Select the '[Add someone to the panel](#)' link (optional).

The screenshot displays the NHS Jobs interface for scoring applications. At the top, the NHS logo and 'Jobs' are visible, along with user information: 'You're viewing training account', 'Signed in as', and 'Sign Out'. The main heading is 'Score your Training and Support Officer applications'. A message states: 'Your advert will close in 41 days. You can [close the advert early](#) if you need to.' Below this, a vertical bar indicates 'You cannot choose your shortlist until the advert is closed.' The user is identified as 'Dan Moore' with a 'NOT STARTED' status. Two action links are highlighted with numbered circles: 'Change the shortlisting lead' (3) and 'Add someone to the panel' (4). A green button labeled 'Start scoring applications' (2) is prominently displayed. A summary shows 'You are scoring as the Shortlisting lead.', 'There have been 1 applications so far.', and 'You have scored 0'. A '1 to score' link (1) is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Who do you want to add as the shortlisting lead?

This page gives you instructions for how to add the shortlisting lead.

Important: You'll only see this page if you're changing the shortlisting lead. If the shortlisting lead is not on the list, you need to contact a super user for your organisation.

To add the shortlisting lead, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the ['Save and continue'](#) button.
- or
3. Select the ['The person I want is not on the list'](#) link.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA - UAT', 'Signed in as Mike Wardman', and 'Sign Out' on the right. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Who do you want to add as the shortlisting lead?'. Below this, there are three numbered steps: 1. A search input field. 2. A green 'Save and continue' button. 3. A link 'The person I want is not on the list' with a dropdown arrow, followed by the text 'To get someone added to the list you need to contact a super user for your organisation.' Below step 2, there is a link 'Save and come back later'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', and a copyright notice '© Crown copyright'.

Who do you want to add to the shortlisting panel?

This page gives you instructions for how to add someone to the shortlisting panel.

Important: You'll only see this page if you're adding someone to the shortlisting panel. If the shortlisting panel person is not on the list, you need to contact a super user for your organisation.

To add someone to the shortlisting panel, complete the following steps:

1. In the **Search** box, enter the details and select a user.
 2. Select the ['Save and continue'](#) button.
- or
3. Select the 'The person I want is not on the list' link.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA - UAT' and 'Signed in as Mike Wardman Sign Out'. Below the header, there's 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 title 'Score applications Who do you want to add to the shortlisting panel?'. There are three numbered steps: 1. A search box. 2. A green 'Save and continue' button. 3. A link 'The person I want is not on the list' with a dropdown arrow. Below this link, there's a text box: 'To get someone added to the list you need to contact a super user for your organisation.' At the bottom, there's a 'Save and come back later' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

Applications to score

This page gives you instructions for how to score the applications.

Important: In this example, you have 2 applications to score and you have scored 0 out of the 2 applications you received.

To score the applications, complete the following step:

1. Select the [‘Score this application’](#) link.

The screenshot displays the 'Applications to score' page on the NHS Jobs portal. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing Training account 356' and 'Signed in as Andrea Ballantyne Sign Out' on the right. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Score applications Applications to score'. Below this, it says 'You have 2 applications to score.' and 'You have scored 0 out of the 2 applications you received'. A section titled 'Applications ready to score' contains a table with two columns: 'Applicant ID' and 'Action'. The table lists two applications with IDs AR-220517-00037 and AR-220517-00038, each with a 'Score this application' link. A yellow circle with the number '1' is positioned over the second link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

Applicant ID	Action
AR-220517-00037	Score this application
AR-220517-00038	Score this application

Score qualifications

This page gives you instructions for how to score the qualifications.

Important: In this example, essential and desirable criteria are added.

To score the qualifications against the criteria, complete the following steps:

1. In the **Essential criteria** section, select all the boxes they have evidenced.
2. In the **Desirable criteria** section, select all the boxes they have evidenced.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[Go back](#)

Score applications
AR-220118-00001

[Qualifications, training and job history](#)

Qualifications

Academic

Qualifications

Subject	Place of study	Result	Qualification type	Dates
English and Maths	Secondary School	A	GCSE	March 2012 to May 2012

Person Specification

Qualifications

Essential Qualifications

GCSE grade A to C in English and Maths
Qualified to NVQ level 2 in Administration

Desirable Qualifications

Qualified in Digital Administration
Qualified to NVQ level 3

Essential criteria

Select all they have evidenced.

GCSE grade A to C in English and Maths

Qualified to NVQ level 2 in Administration

Desirable criteria

Select all they have evidenced.

Qualified in Digital Administration

Qualified to NVQ level 3

Go to the [Score experience](#) section.

Score experience

This page gives you instructions for how to score the experience.

Important: In this example, essential and desirable criteria are added.

To score the experience against the criteria, complete the following steps:

1. In the **Essential criteria** section, select all the boxes they have evidenced.
2. In the **Desirable criteria** section, select all the boxes they have evidenced.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA.Training](#) [Sign Out](#)

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

[Go back](#)

Score applications
AR-220118-00001

[Qualifications, training and job history](#)

Job history

Job title: Administrator

Employer: NHS

Dates: July 2018 to October 2021

Hospital / base: Not applicable

Speciality: Not applicable

Sub-speciality (if applicable): Not applicable

Contract type: Not applicable

Grade: Not applicable

Main tasks: Administrative duties.

Person Specification

Experience

Essential Experience

Experience of working within an administration team
Experience of dealing with vulnerable patients

Desirable Experience

Experience of working in the NHS
Experience of working in an office environment

Essential criteria

Select all they have evidenced.

Experience of working within an administration team

Experience of dealing with vulnerable patients

Desirable criteria

Select all they have evidenced.

Experience of working in the NHS

Experience of working in an office environment

Go to the '[Application summary](#)' section.

Application summary

This page gives you instructions for how to add an application summary.

Important: You can add notes for internal use. They could be requested as feedback by the applicant.

To add an application summary and score the next application, complete the following steps:

1. In the **Notes about the application** box, enter the details (optional).
2. Select the ['Finish and score next application'](#) button.

To save you progress or return to the scoring overview, complete one of the following steps:

3. Select the ['Save your progress and come back later'](#) button.
or
4. Select the ['Finish and return to scoring overview'](#) link.

The screenshot shows the NHS Jobs interface for scoring an application. At the top, it says 'You're viewing Training account 356' and 'Signed in as Andrea Ballantyne Sign Out'. Below that is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Score applications AR-220517-00038'. Underneath is the 'Application summary' section, which includes 'Notes about application (optional)' and a text box for adding notes, marked with a '1'. Below the text box, it states 'After you've finished scoring this application, you'll have 0 left to score.' Three action buttons are shown: '2 Save your progress and come back later', '3 Finish and score next application', and '4 Finish and return to scoring overview'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Tip: The number of applications left to score is shown under the application summary box.

Manage your applications


This page gives you instructions for how to manage your applications.

Important: You can close the advert early if you need to. You cannot choose your shortlist until the advert is closed.

To manage your applications, complete the following steps:

1. Select the '[close the advert early](#)' link (optional).
2. Select the '[view and change your scores](#)' link (optional).
3. Select the '[Continue scoring](#)' button.

You're viewing Training account 356


Signed in as [Andrea Ballantyne](#) [Sign Out](#)

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

[Go back](#)

Close advert

Score your Training Assistant applications

Your advert will close in 222 days. You can [close the advert early](#) if you need to.

You cannot choose your shortlist until the advert is closed.

You are scoring as the **Shortlisting lead**.

There have been 2 applications so far.

You have **scored 2** (▲ 1 is in progress).
You have **0 to score**.

You can [view and change your scores](#).

[Continue scoring](#)

Shortlisting lead

Andrea Ballantyne
IN PROGRESS
2 scored

[Change the shortlisting lead](#)

Shortlisting panel

[Add someone to the panel](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

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View and change scores

This page gives you instructions for how to view and change the application scores.

Important: You'll only see this page if you're changing the application scores.

To view and change the application scores, complete the following step:

1. Select the '[View and change score](#)' link.
or
2. Select the '[Go back](#)' link.

NHS Jobs You're viewing Training account 356
Signed in as [Andrea Ballantyne](#) [Sign Out](#)

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

[Go back](#)

Score applications

Applications scored

You have scored 2 applications.

You have 0 left to score out of the 2 applications you received (⚠️ 1 is in progress).

Applications already scored

Applicant ID	Score	Action
AR-220517-00038	IN PROGRESS	View and change score
AR-220517-00037	2 out of 4	View and change score

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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If you don't want to change the application scores, you've reached the end of this user guide.

View the application score

This page gives you instructions for how to view the application score.

Important: You can only view the application scores on this page.

To change the application score, complete the following step:

1. Select the '[Change score](#)' button (optional).
or
2. Select the '[Go back](#)' link.

NHS Jobs 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.

2 [Go back](#)

Scored application
AR-220427-00012

You scored this application 2 out of 3.

You scored:

2 out of 3 for essential criteria
0 out of 0 for desirable criteria

Your notes about this application

1 [Change score](#)

[+ Qualifications, training and job history](#)

Person Specification

Qualifications

Essential Qualifications

O'level grade A to C in English, Maths and Science

Essential criteria

Select all they have evidenced.

GCSE grade A to C in English and Maths

Qualified to NVQ level 2 in Training and Support

Experience

Essential Experience

My current role as an Administrator is extremely fast-paced. The phones never stop ringing, I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the judgement and skill to complete and prioritise tasks. I like to push myself to go the extra mile and work well under pressure.

Essential criteria

Select all they have evidenced.

Experience of working within a busy office environment

2 [Go back](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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If you don't want to change the application score, you've reached the end of this user guide.

Change the application scores

This page gives you instructions for how to change the application score.

To change the application scores, complete the following steps:

1. In the **Essential criteria** section, select all the boxes they have evidenced.
2. In the **Desirable criteria** section, select all the boxes they have evidenced.
3. Select the [‘Save changes to scored application’](#) button.
- or
4. Select the [‘Exit without changes’](#) link.

The screenshot shows the NHS Jobs application scoring interface. At the top, it says "You're viewing NHS Business Services Authority" and "Signed in as NHS.BSA.Training". The main heading is "Scored application" for "Change AR-220427-00012 score". There is a link for "Qualifications, training and job history".

Person Specification

Qualifications

Essential Qualifications
O'level grade A to C in English, Maths and Science

Essential criteria
Select all they have evidenced.

- GCSE grade A to C in English and Maths
- 1 Qualified to NVQ level 2 in Training and Support

Experience

Essential Experience
My current role as an Administrator is extremely fast-paced. The phones never stop ringing. I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the judgement and skill to complete and prioritise tasks. I like to push myself to go the extra mile and work well under pressure.

Essential criteria
Select all they have evidenced.

- 2 Experience of working within a busy office environment

Application summary

Notes about application (optional)
You can add notes for internal use. They could be requested as feedback by the applicant.

After you've finished scoring this application, you'll have 0 left to score.

3 [Save changes to scored application](#)

4 [Exit without changes](#)

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You've saved changes to scored applications or exited without changes and reached the end of this user guide.

Shortlisting

This page gives you instructions for how to access a job listing at the shortlisting recruitment stage.

Important: You'll only see this page if you're scoring an application for a closed job listing.

To access a job listing at shortlisting recruitment stage, complete the following step:

1. Select the '[Shortlisting](#)' link.

The screenshot shows the NHS BSA - UAT Dashboard. At the top, it says 'You're viewing NHS BSA - UAT' and 'Signed in as Mike Wardman'. Below the header, there's a 'BETA' notice. The main content area is titled 'NHS BSA - UAT Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays four task categories with their counts and progress bars:

Task Category	Count	On Track	Overdue
Draft	109	43	66
Approvals	8	0	8
Published	17	16	1
1 Shortlisting	83	6	77

On the right side, there's a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Criminal convictions and cautions'.

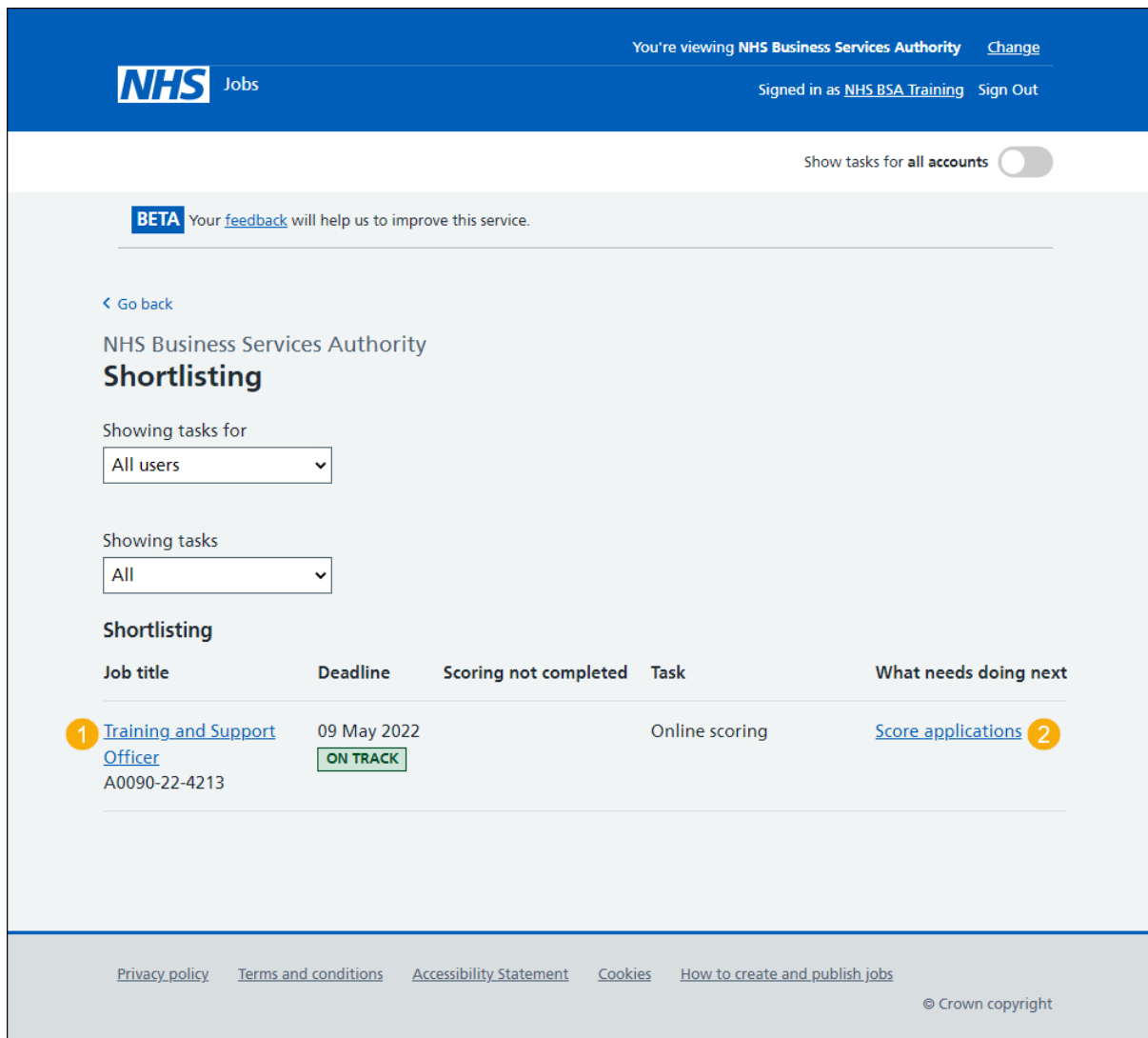
Select the shortlisted job listing for scoring

This page gives you instructions for how to select the shortlisted job listing for scoring.

Important: You must have received at least 1 application to score it.

To select the shortlisted job listing for scoring, complete the following steps:

1. Select the '[Job title](#)' link to view the job details (optional).
2. Select the '[Score applications](#)' link.



The screenshot shows the NHS Business Services Authority 'Shortlisting' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On 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 toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main heading is 'Shortlisting'. Below this, there are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. The main content is a table with the following columns: 'Job title', 'Deadline', 'Scoring not completed', 'Task', and 'What needs doing next'. The table contains one row for the job 'Training and Support Officer' (ID: A0090-22-4213) with a deadline of '09 May 2022' and a status of 'ON TRACK'. The task is 'Online scoring' and the next step is 'Score applications'. A yellow circle with the number '1' is next to the job title, and a yellow circle with the number '2' is next to the 'Score applications' link. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Job title	Deadline	Scoring not completed	Task	What needs doing next
1 Training and Support Officer A0090-22-4213	09 May 2022 ON TRACK		Online scoring	Score applications 2

Score applications

This page gives you instructions for how to score applications.

To score applications, complete the following step:

1. Select the 'Score applications' button.

The screenshot shows the NHS Jobs interface for a 'Training and Support Officer listing'. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA MW UAT' with a 'Change' link, and 'Signed in as Michael Wardman' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link, the title 'NHSBSA MW UAT Training and Support Officer listing', and two tabs: 'SHORTLISTING' and 'ONLINE SCORING'. Below the tabs is the reference number 'A0201-22-4879'. There are three tabs: 'Job details', 'Team', and 'Applicant details'. The 'Job details' tab is active. Underneath, there's a section for 'The job title' with a link 'Job title and reference number'. Below that is 'The details of the job'. On the right side, there's a 'What needs doing next' sidebar with a prominent green 'Score applications' button marked with a yellow circle containing the number 1. Below this button are several links: 'Reuse this listing', 'Transfer applicants to a copy of this listing', 'Remove this listing', 'Download applicant contact details', and 'Add Applicant'.

If you're using online scoring, go to the '[Score applications online](#)' page.

If you're using offline scoring, go to the '[Score applications offline](#)' page.

Score applications online

This page gives you instructions for how to score applications online.

Important: You'll only see this page if you're scoring applications online. You need to complete your scoring before you select your shortlist.

To start scoring your applications, complete the following steps:

1. Select the ['2 to score'](#) link.
or
2. Select the ['Start scoring applications'](#) button.
3. Select the ['Change the shortlisting lead'](#) link (optional).
4. Select the ['Add someone to the panel'](#) link (optional).

The screenshot shows the NHS Jobs interface for scoring applications. At the top, it says 'You're viewing Training Account 365' and 'Signed in as Lee Mapes TM'. The main heading is 'Score your Training and Support Officer applications'. A message states 'Your advert closed on 12th September 2022.' Below this, a blue bar indicates 'You need to complete your scoring before you select your shortlist.' The user is identified as the 'Shortlisting lead' and has 'scored 0'. A green button labeled 'Start scoring applications' is highlighted with a yellow circle '2'. To the right, the 'Shortlisting lead' section shows 'Lee Mapes TM' with a 'NOT STARTED' status and a link 'Change the shortlisting lead' highlighted with a yellow circle '3'. Below that, the 'Shortlisting panel' section has a link 'Add someone to the panel' highlighted with a yellow circle '4'. A yellow circle '1' is placed next to the '1 to score' link in the text 'You have 1 to score.' At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Score applications offline

This page gives you instructions for how to score applications offline.

Important: You'll only see this page if you're scoring applications offline. You'll still choose your shortlist online. You cannot do this online until the advert is closed.

To score applications offline, complete the following steps:

1. Select the 'Download all applications' button.
or
2. Select the '[Download individual applications](#)' button.
3. Select the '[close your advert early](#)' link (optional).

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

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

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

[Go back](#)

Score the Administration Assistant applications

Your advert will close in 233 days.

There have been 2 applications so far. You can [close the advert early](#) if you need to.

To score the applications, download them and follow your offline process.

You'll use their reference number to identify them. You can find this on their application form. You will not have their personal details at this point.

You'll come back into the NHS Jobs online service to choose your shortlist. You cannot do this online until the advert is closed.

Which applications do you want to download?

1 [Download all applications](#)

2 [Download individual applications](#)

3 [close the advert early](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: The applications are downloaded in a portable document format (PDF) file.

Which applications do you want to download?

This page gives you instruction for how to download individual applications.

Important: You'll only see this page if you're downloading one or more applications to score.

To download one or more applications, complete the following steps:

1. Select the 'Select all' link.
or
2. Select an individual application box.
3. Select the 'Download applications' button.
4. Select the ['Return to overview'](#) link.

The screenshot shows the NHS Jobs interface. 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' with a 'Sign Out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link. The main heading is 'Which applications do you want to download?'. There are two application rows, each with a checkbox and an 'Application reference ID'. The first row has ID 'AR-220505-00008' and the second has 'AR-220505-00009'. A green button labeled 'Download applications' is positioned below the table. At the bottom left, there is a 'Return to overview' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Tip: You can select more than one application to download.

Once you've finished scoring applications, you can go to the ['Close your advert early'](#) page.

Close advert early

This page gives you instructions for how to close the job advert early.

Important: You'll only see this option if you're a 'Super user', Team manager' or Recruiting Administrator' role. Closing the advert early will mean that no one else will be able to apply for the job.

To close the job advert early, complete the following step:

1. Select the 'Yes, close advert early' button.
or
2. Select the 'No, keep advert open' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On 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.' A 'Go back' link is visible. The main heading is 'Administration Assistant'. Below that, a 'PUBLISHED' badge is shown, followed by the reference number 'A0090-22-3065 | 1 applications received'. The central question is 'Are you sure you want to close your Administration Assistant advert before 25 December 2022?'. Below this, a note states: 'Closing the advert early will mean that no one else will be able to apply for the job.' There are two options: a green button labeled '1 Yes, close advert early' and a blue link labeled '2 No, keep advert open'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is in the bottom right corner.

Tip: To find out how to shortlist applicants for interview, go to the 'How to shortlist applicants for interview in NHS Jobs' user guide or video from the 'Score and shortlist' section of the [Help and support for employers](#) webpage.

You've reached the end of this user guide.