New service employer manage applicants at risk

User guide v0.1

Created by the Training and Support Manager – NHS Jobs

Updated December 2019

Delivered by the NHS Business Services Authority

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Overview

This guide provides instructions for an employer on how to identify applicants at risk of redundancy employed within their organisation. This functionality is only available to a system administrator once they login to the NHS Jobs service.

The employer using NHS Jobs will easily identify these applicants once shortlisting has been completed with a status of at risk.

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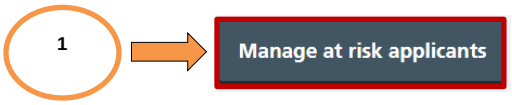
Manage at risk

This section provides instructions for how to manage at risk applicants by signing in to your job adverts dashboard in the NHS Jobs system.

1. Select **Manage at risk applicants**.



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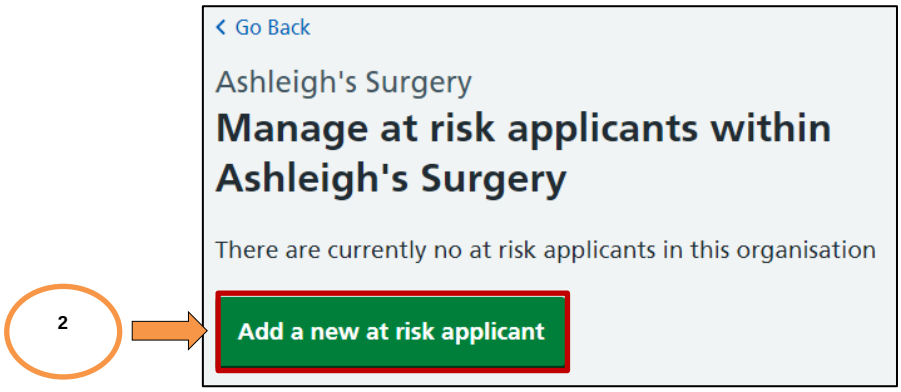
Add at risk applicant

This section provides instructions for how to add a new at risk applicant.

2. Select **Add a new at risk applicant**.



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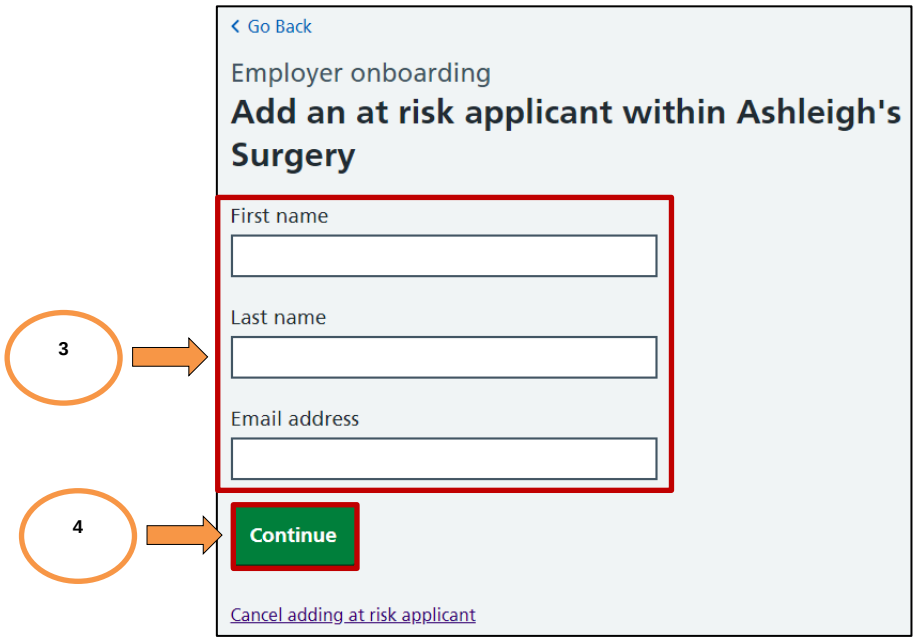
Add at risk applicant details

This section provides instructions for how to add the at risk applicant details.

3. Enter the at risk applicant information in the boxes:
    - **First name**
    - **Last name**
    - **Email address**

4. Select **Continue**.



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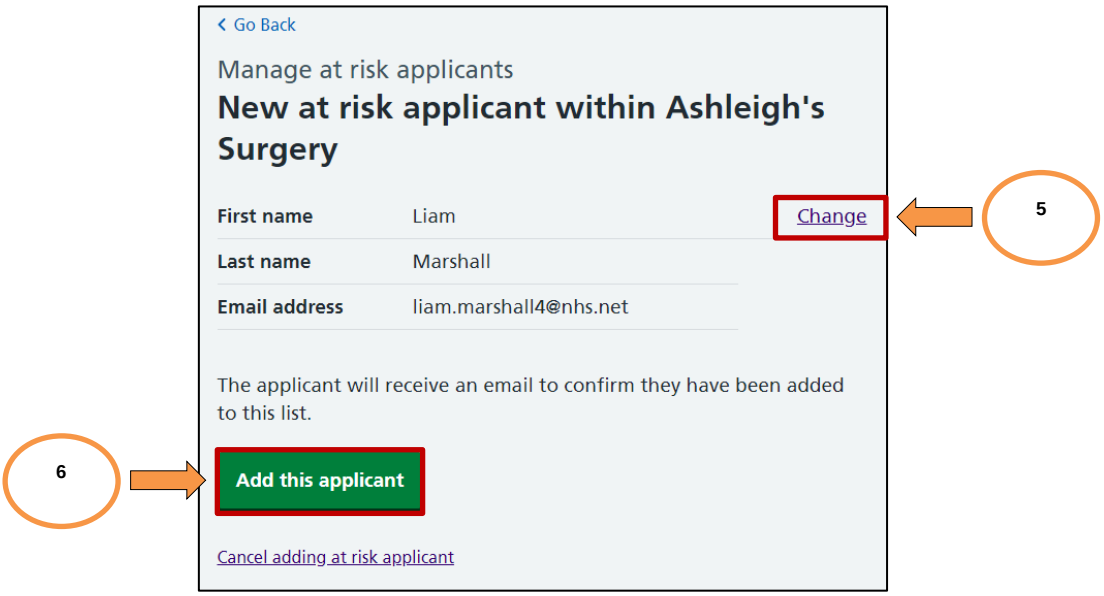
Add this applicant

This section provides instructions for how to check the details of the at risk applicant and add them.

5. Select Change to make any changes to the at risk applicant details (Optional).
6. Select **Add this applicant**.



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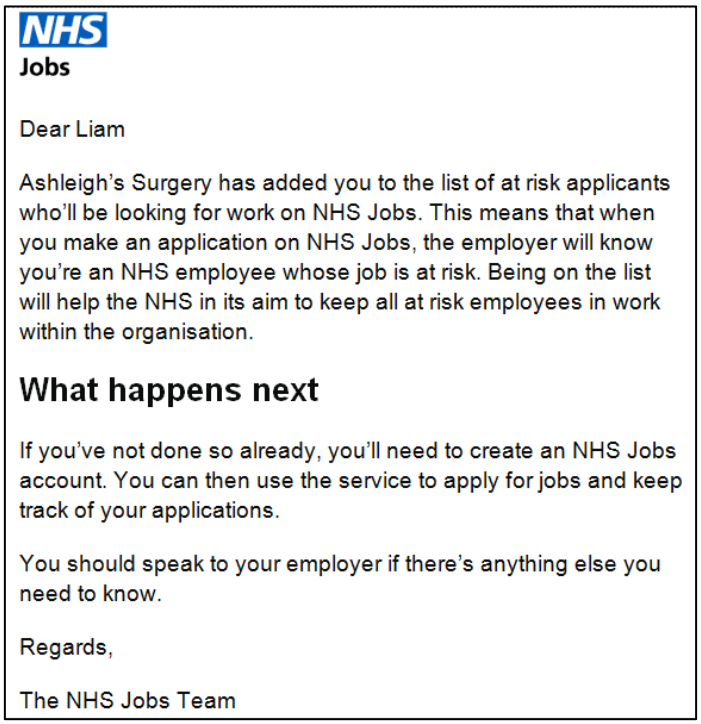
Applicant email

This section provides a copy of the email the applicant will receive once they have been added at risk.



NHS
Jobs

Dear Liam

Ashleigh's Surgery has added you to the list of at risk applicants who'll be looking for work on NHS Jobs. This means that when you make an application on NHS Jobs, the employer will know you're an NHS employee whose job is at risk. Being on the list will help the NHS in its aim to keep all at risk employees in work within the organisation.

What happens next

If you've not done so already, you'll need to create an NHS Jobs account. You can then use the service to apply for jobs and keep track of your applications.

You should speak to your employer if there's anything else you need to know.

Regards,

The NHS Jobs Team

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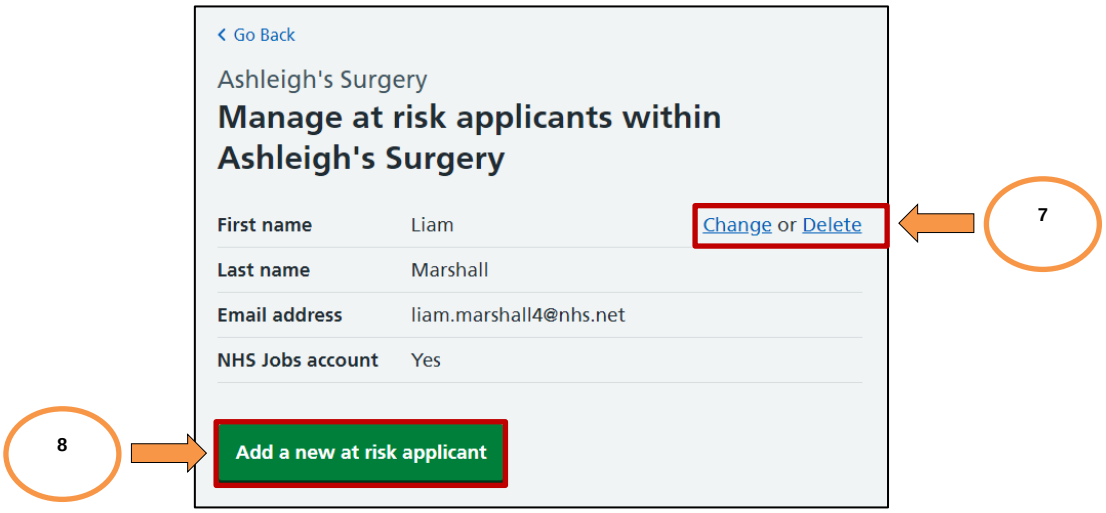
Manage applicant at risk

This section provides instructions for how to confirm the applicant at risk has been added. It also provides the option to change, delete and add more at risk applicants.

7. Select Change to make any changes to the at risk applicant details.
8. Select **Add a new at risk applicant** (Optional).



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