

# Manage at risk applicants for employers **user guide**



Created by the NHS Jobs Training and Support Team  
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## Contents

Overview.....	2
Audience.....	2
Manage at risk applicants .....	3
Add a new at risk applicant .....	4
Add an at risk applicant details.....	5
Add this applicant.....	6
At risk applicant email .....	7
Check at risk applicants .....	8

## **Overview**

This guide provides instructions for how to identify applicants at risk of redundancy employed within their organisation.

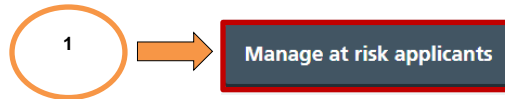
## **Audience**

This guide is for use by an employer and super user role only.

## Manage at risk applicants

This section provides instructions for how to manage at risk applicants.

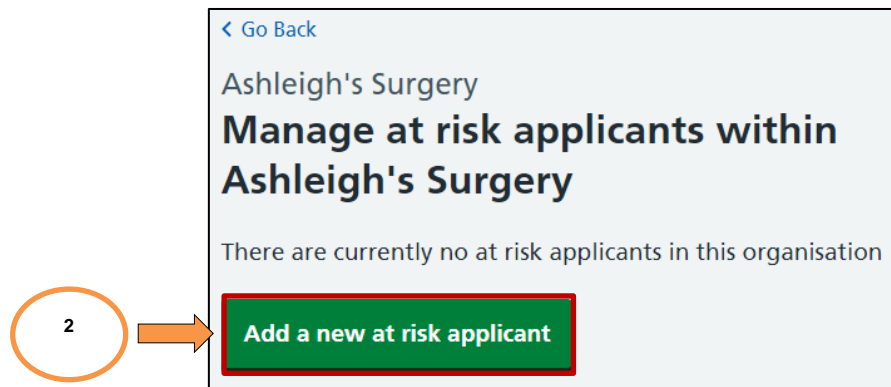
1. Sign in to the system and select **Manage at risk applicants**.



## Add a new at risk applicant

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

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



## Add an 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.
4. Select Cancel adding at risk applicant to cancel adding this applicant (Optional).
5. Select **Continue**.

The screenshot shows a mobile application interface for 'Employer onboarding' with the title 'Add an at risk applicant within Ashleigh's Surgery'. At the top left is a '< Go Back' link. The form contains three input fields: 'First name', 'Last name', and 'Email address'. Below these fields are two buttons: a green 'Continue' button and a blue link 'Cancel adding at risk applicant'. Three numbered callouts are present: '3' points to the input fields, '5' points to the 'Continue' button, and '4' points to the 'Cancel adding at risk applicant' link.

## Add this applicant

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

6. Select Change to make any changes to the information (Optional).
7. Select **Add this applicant**.

< Go Back

Manage at risk applicants

### New at risk applicant within Ashleigh's Surgery

First name	Liam	<a href="#">Change</a>
Last name	Marshall	
Email address	liam.marshall4@nhs.net	

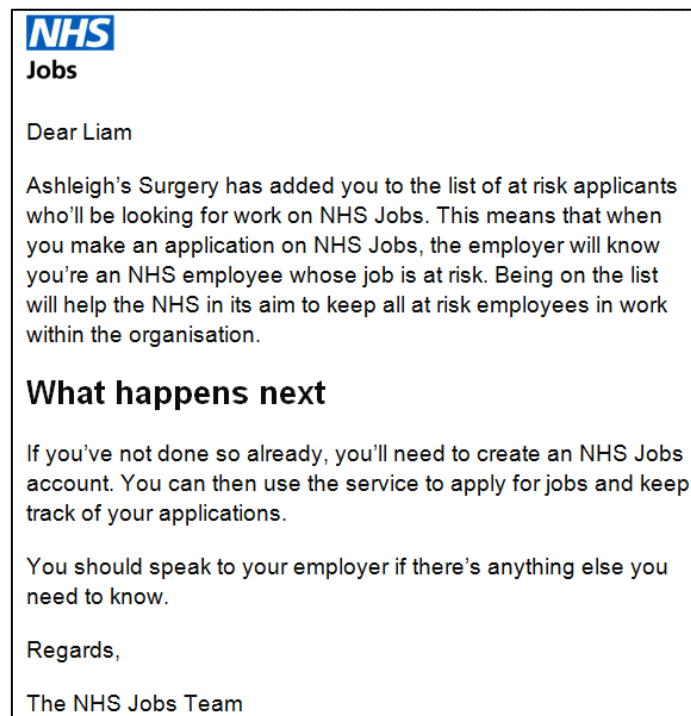
The applicant will receive an email to confirm they have been added to this list.

**Add this applicant**

[Cancel adding at risk applicant](#)

## At risk applicant email

This section provides a view of the email the at risk applicant will receive.





## Check at risk applicants

This section provides instructions for how to check the at risk applicant has been added.

8. Select Change or Delete to change or delete the information (Optional).
9. Select **Add a new at risk applicant** to add more applicants (Optional).

< Go Back

Ashleigh's Surgery

### Manage at risk applicants within Ashleigh's Surgery

First name	Liam	<a href="#">Change or Delete</a>
Last name	Marshall	
Email address	liam.marshall4@nhs.net	
NHS Jobs account	Yes	

**Add a new at risk applicant**

End of document.