

Shortlisting applicants offline on paper for employers **user guide**



Created by the NHS Jobs Training and Support Team
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Overview

This guide provides instructions for how to shortlist applicants by not using the systems functionality to score them. This will require the applications to be downloaded and scored outside of the system to make a shortlisting decision.

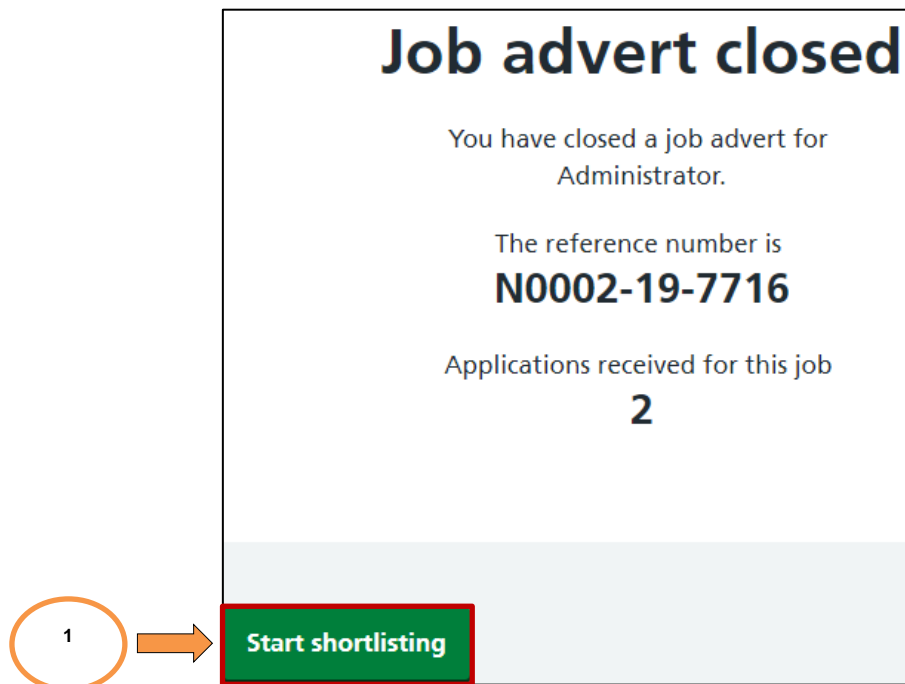
Audience

This guide is for use by employers only.

Start shortlisting

This section provides instructions for how to start shortlisting applicants. The job advert must be closed before shortlisting can start.

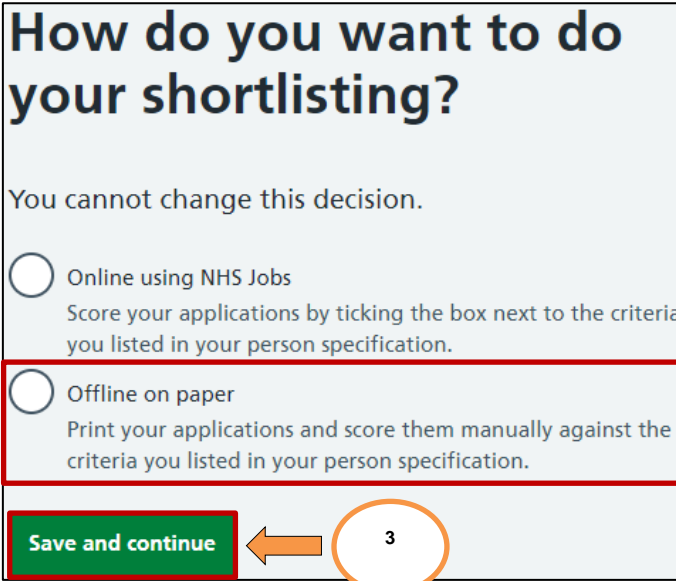
1. Select **Start shortlisting**.



Offline on paper

This section provides instructions for how to choose shortlisting offline. Once a shortlisting decision has been made it cannot be changed.

2. Select the **Offline on paper** tick box.
3. Select **Save and continue**.



The screenshot shows a form titled "How do you want to do your shortlisting?". Below the title is the text "You cannot change this decision." There are two radio button options: "Online using NHS Jobs" and "Offline on paper". The "Offline on paper" option is highlighted with a red border. Below the options is a green button labeled "Save and continue". Annotations include a circle with the number "2" and an arrow pointing to the "Offline on paper" radio button, and a circle with the number "3" and an arrow pointing to the "Save and continue" button.

How do you want to do your shortlisting?

You cannot change this decision.

Online using NHS Jobs
Score your applications by ticking the box next to the criteria you listed in your person specification.

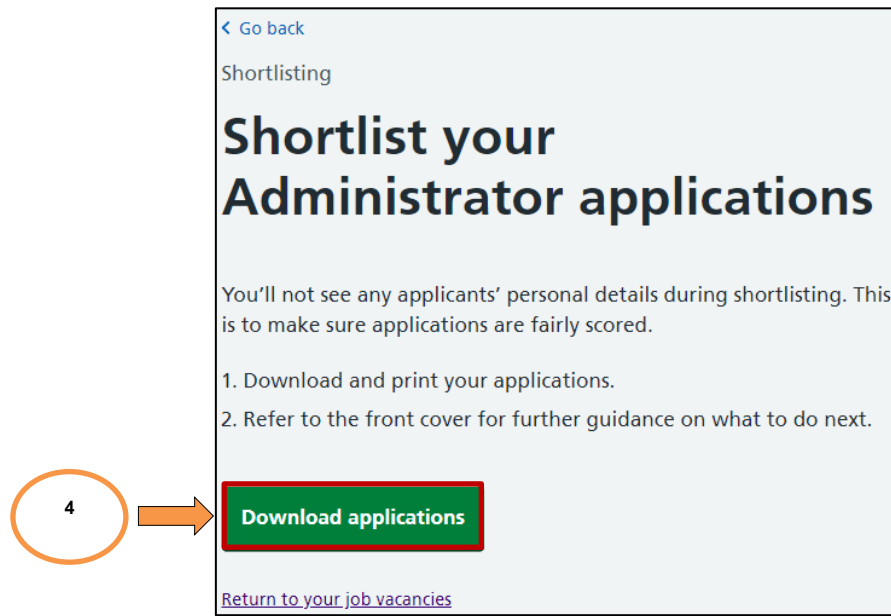
Offline on paper
Print your applications and score them manually against the criteria you listed in your person specification.

Save and continue

Shortlist your applications

This section provides instructions for how to shortlist your applications by downloading the applications.

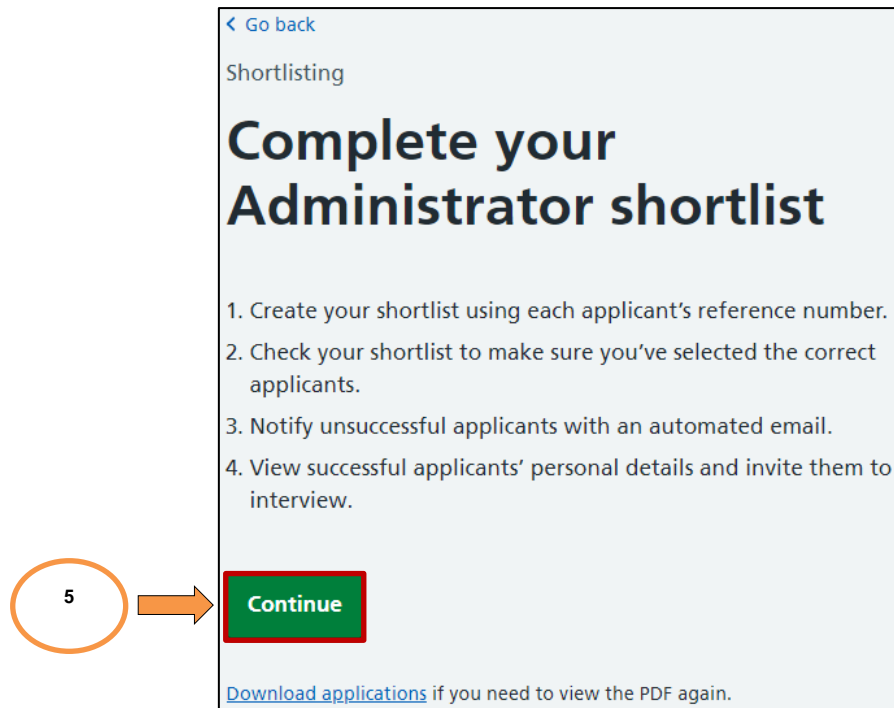
4. Select **Download applications** to view the applications information in a PDF format.
It is recommended you save this information for future use.



Complete your shortlist

This section provides instructions for how to complete your shortlist.

5. Read the guidance and select **Continue**.



The screenshot shows a web interface for 'Shortlisting'. At the top left is a blue link '< Go back'. Below it is the heading 'Shortlisting'. The main heading is 'Complete your Administrator shortlist'. There are four numbered instructions: 1. Create your shortlist using each applicant's reference number. 2. Check your shortlist to make sure you've selected the correct applicants. 3. Notify unsuccessful applicants with an automated email. 4. View successful applicants' personal details and invite them to interview. At the bottom of the instructions is a green button with a red border labeled 'Continue'. Below the button is a blue link 'Download applications' followed by the text 'if you need to view the PDF again.'. To the left of the screenshot, a circled number '5' has an orange arrow pointing to the 'Continue' button.

Shortlist your applicants

This section provides instructions for how to shortlist your applicants.

6. Select the **Application reference ID** tick boxes to shortlist your applicants.

Do not tick a box if you do not want to shortlist the applicant.

7. Select **Continue**.

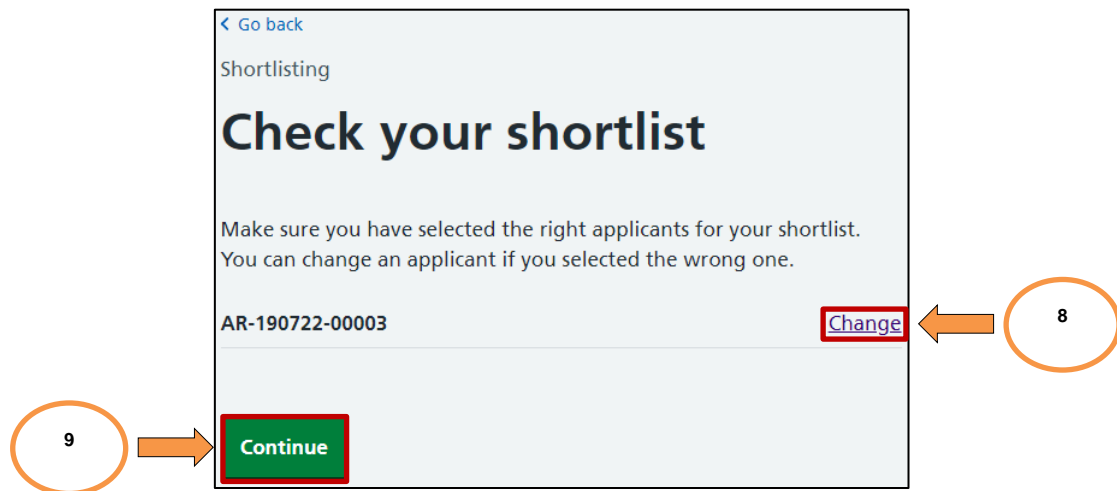
Selection	Application reference
<input type="checkbox"/>	AR-200304-00006 AT RISK APPLICANT
<input type="checkbox"/>	AR-200304-00004

Continue

Check your shortlist

This section provides instructions for how to check your shortlisted applicant(s).

8. Select Change to change any of the shortlisted applicants (Optional).
9. Select **Continue**.

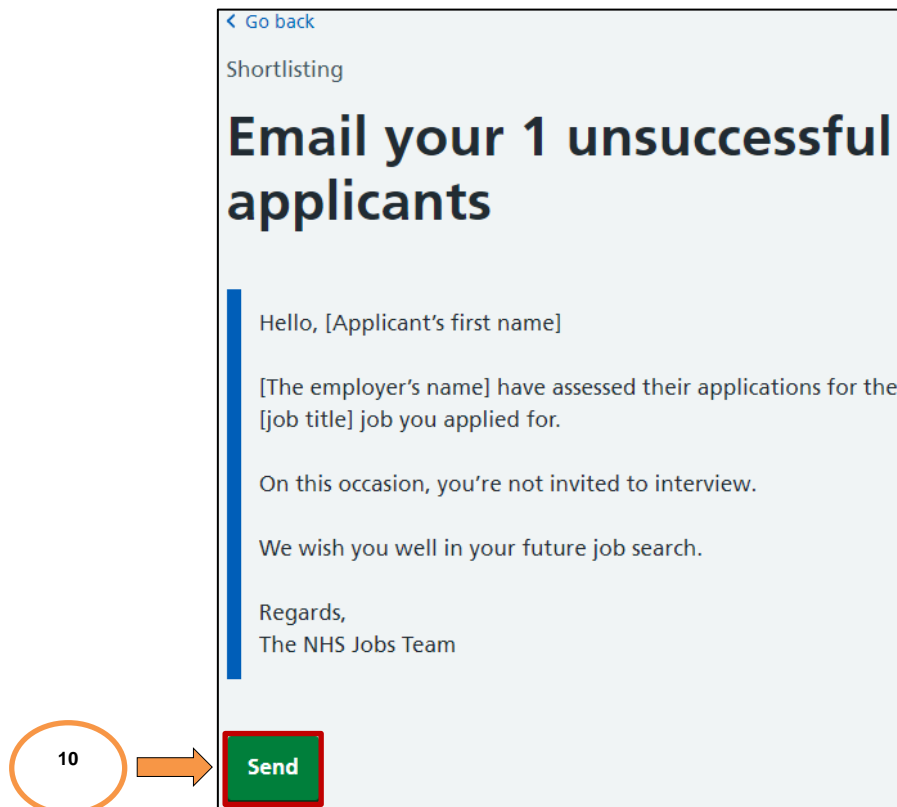


Email unsuccessful applicants

This section provides instructions for how to email unsuccessful applicants who have not been shortlisted. The system provides an email template and automatically adds the applicant's first name, the employer's name and job title information.

If there are **0** unsuccessful applicants then this page will not be displayed.

10. Select **Send**.

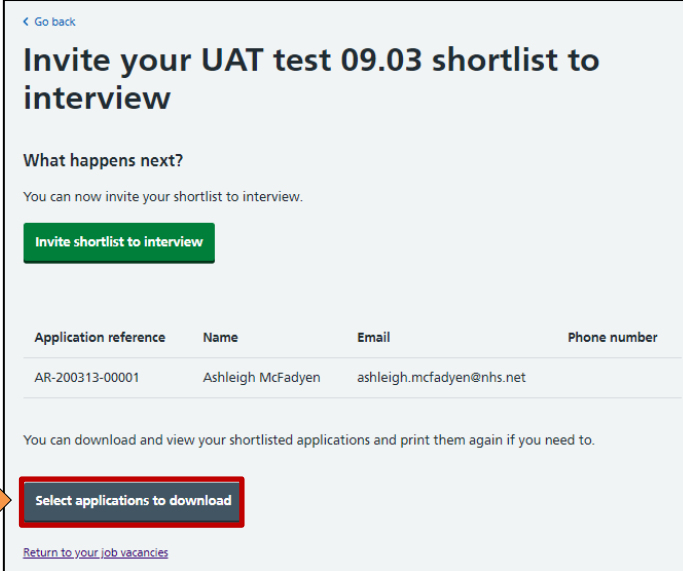


The screenshot shows a web interface for sending emails to unsuccessful applicants. At the top left, there is a blue link that says '< Go back'. Below that, the word 'Shortlisting' is displayed. The main heading is 'Email your 1 unsuccessful applicants'. The email content is as follows: 'Hello, [Applicant's first name]', '[The employer's name] have assessed their applications for the [job title] job you applied for.', 'On this occasion, you're not invited to interview.', 'We wish you well in your future job search.', and 'Regards, The NHS Jobs Team'. At the bottom of the email preview, there is a green button with the text 'Send' in white. An orange circle containing the number '10' has an orange arrow pointing to the 'Send' button. The 'Send' button itself is also outlined with a red border.

Select applications to download

This section provides instructions of how to select applications to download and view prior to arranging an interview.

11. Select **Select applications to download**.



< Go back

Invite your UAT test 09.03 shortlist to interview

What happens next?

You can now invite your shortlist to interview.

[Invite shortlist to interview](#)

Application reference	Name	Email	Phone number
AR-200313-00001	Ashleigh McFadyen	ashleigh.mcfadyen@nhs.net	

You can download and view your shortlisted applications and print them again if you need to.

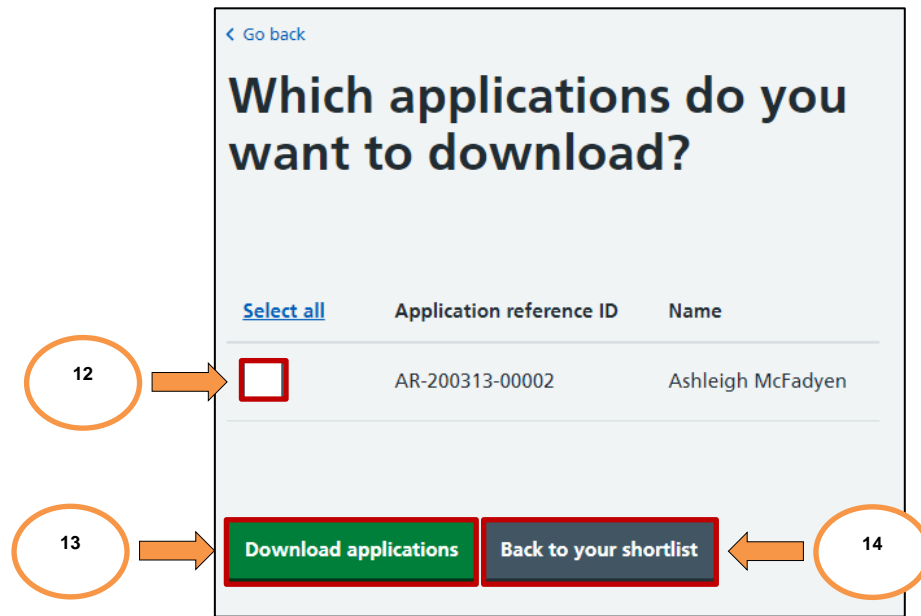
[Select applications to download](#)

[Return to your job vacancies](#)

Which applications do you want to download?

This section provides instructions for how to select and download applications.

12. Select an **application tick box** to select this application.
13. Select **Download applications** to view the application information.
14. Select **Back to your shortlist** to return to the previous page.




Check shortlist status

This section provides instructions for how to check shortlisting has been completed.

15. Find the job name and check the status is **SHORTLISTED**.

Your job adverts			
Job name	Last updated	Applications	Status
Administrator N0002-19-7716	22/07/2019	2	SHORTLISTED



End of document.