

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



Created by the NHS Jobs Training and Support Team
Updated 20th April 2020

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Overview

This guide provides instructions for how to add applicants at risk of redundancy employed within your organisation. The employer will easily identify these applicants once shortlisting has been completed with a status of at risk.

Audience

This guide is for use by an employer with an NHS super user role.

Manage at risk applicants

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

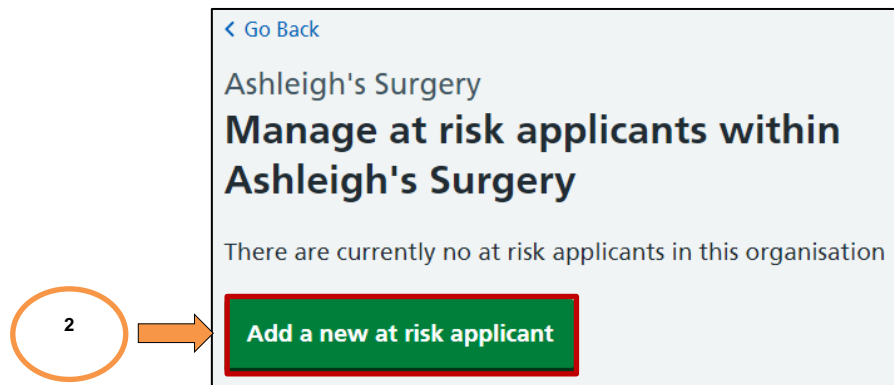
1. Sign in to your account and select **Manage at risk applicants**.



Add a new at risk applicant

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

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



Add at risk applicant details

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

3. Enter the **at risk applicant** information in the boxes.
4. Select **Continue**.
5. Select the [Cancel adding at risk applicant](#) link to cancel adding this applicant (optional).

The screenshot shows a web form titled "Employer onboarding" with the subtitle "Add an at risk applicant within Ashleigh's Surgery". At the top left is a blue link "< Go Back". The form contains three input fields: "First name", "Last name", and "Email address". Below these fields is a green "Continue" button. At the bottom of the form is a blue link "Cancel adding at risk applicant". Three numbered callouts are present: callout 3 is a circle with the number 3 and an arrow pointing to the input fields; callout 4 is a circle with the number 4 and an arrow pointing to the "Continue" button; callout 5 is a circle with the number 5 and an arrow pointing to the "Cancel adding at risk applicant" link.

Add this applicant

This guide provides instructions for how to add this applicant.

6. Select the Change link to make any changes to the information (optional).
7. Select **Add this applicant** to add the at risk applicant to your organisation.

< Go Back

Manage at risk applicants

New at risk applicant within Ashleigh's Surgery

First name	Liam	Change
Last name	Marshall	
Email address	liam.marshall4@nhs.net	

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

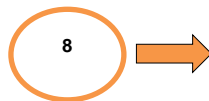
Add this applicant

[Cancel adding at risk applicant](#)

At risk applicant email confirmation

This page provides instructions for how the at risk applicant will receive an email confirmation they have been added to your organisation.

8. The at risk email confirmation is sent to the at risk applicant.



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

Manage at risk applicants

This page provides instructions for how to check the at risk applicant has been added to your organisation.

9. Select the Change or Delete link to change or delete any information (optional).
10. Select **Add a new at risk applicant** to add more at risk applicants (optional).

< Go Back

Ashleigh's Surgery

Manage at risk applicants within Ashleigh's Surgery

First name	Liam	Change or Delete
Last name	Marshall	
Email address	liam.marshall4@nhs.net	
NHS Jobs account	Yes	

Add a new at risk applicant

End of document.