

How to score applicants in NHS Jobs

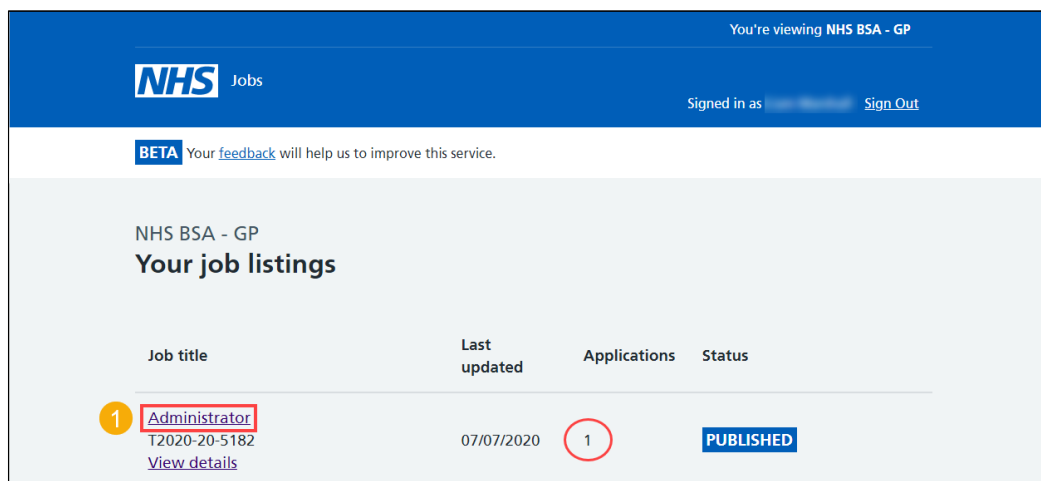
You can score applicants while the vacancy is still open and once they have submitted an application.

Score applications to a published vacancy

This page provides instructions for how to select check you have any submitted applications.

1. Select the 'Job title' link on 'Your job listings' page.

Please note: there must be submitted applications to score applicants. For example there is 1 application to score in the screenshot below.



Job title	Last updated	Applications	Status
Administrator T2020-20-5182 View details	07/07/2020	1	PUBLISHED

Please note: the 'No applications have been received' text will show if there's no submitted applications as shown in the below screenshot.

You're viewing NHS BSA - GP

NHS Jobs

Signed in as [redacted] [Sign Out](#)

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

[< Go back to job adverts list](#)

Score your Administrator applications

No applications have been received.

Your advert should have closed on 03/07/2020. There have been 0 applications so far. You can [close the advert now](#) if you need to.

| You cannot choose your shortlist until the advert is closed.

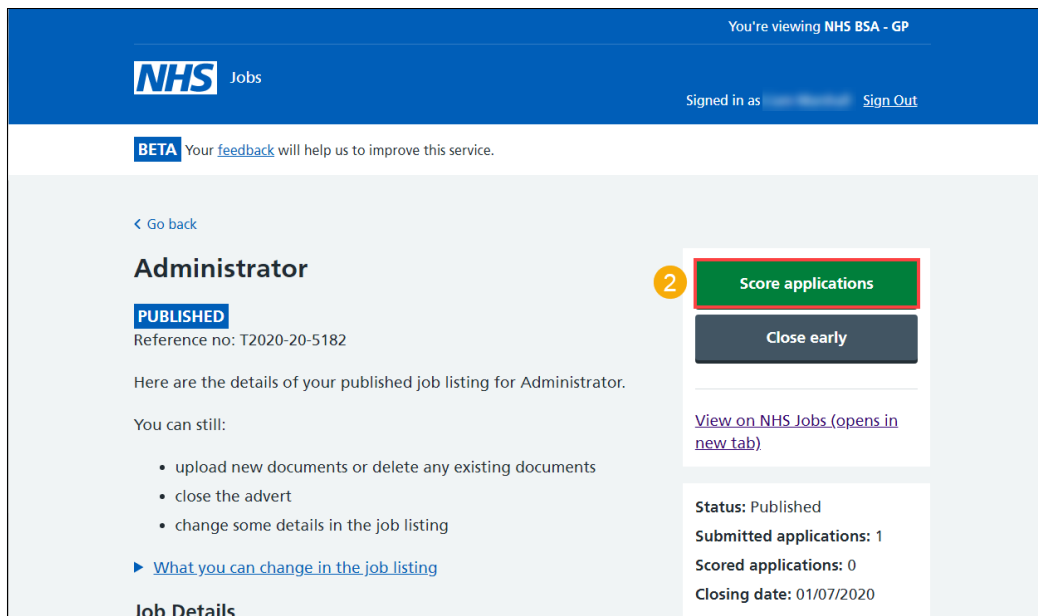
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Score applications

This page provides instructions for how to score your applications.

2. Select the 'Score applications' button to score the submitted applications.

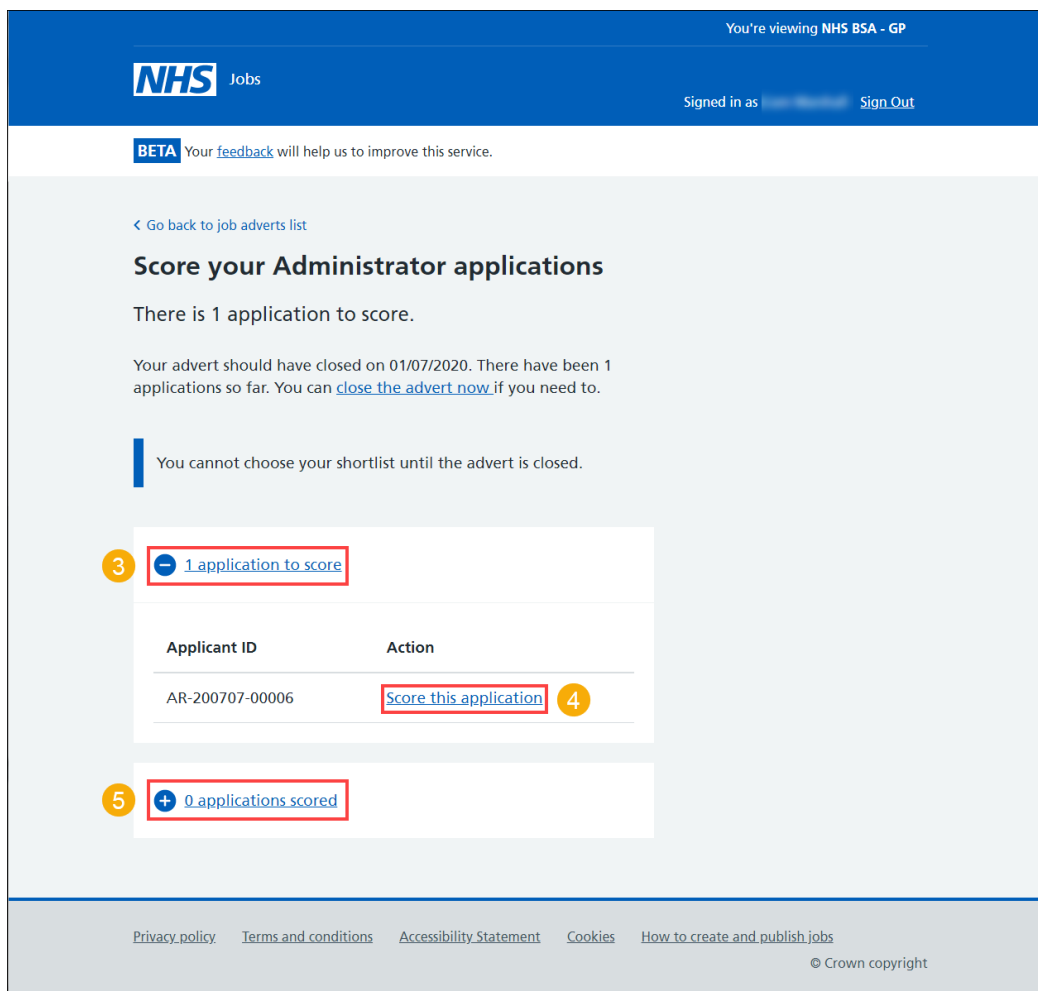


The screenshot shows the NHS Jobs interface for a job listing titled 'Administrator'. The page is in a blue header with the NHS logo and 'Jobs' text. The user is signed in as 'NHS BSA - GP' and can sign out. A beta notice is present: 'BETA Your feedback will help us to improve this service.' Below this is a 'Go back' link. The job title 'Administrator' is displayed, along with a 'PUBLISHED' status and reference number 'T2020-20-5182'. The text states: 'Here are the details of your published job listing for Administrator. You can still:'. A list of actions is provided: 'upload new documents or delete any existing documents', 'close the advert', and 'change some details in the job listing'. A link 'What you can change in the job listing' is also present. On the right side, there is a 'Score applications' button (highlighted with a red box and a yellow circle with the number 2) and a 'Close early' button. Below these buttons is a link 'View on NHS Jobs (opens in new tab)'. At the bottom right, there is a summary box: 'Status: Published', 'Submitted applications: 1', 'Scored applications: 0', and 'Closing date: 01/07/2020'.

Score your applications

This page provides instructions for how to view, score and check applications scored.

3. Select the 'application to score' link to view the applications.
4. Select the 'Score this application' link to score the application.
5. Select the 'applications scored' link to view applicants scored (optional).



You're viewing NHS BSA - GP

NHS Jobs

Signed in as [redacted] Sign Out

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

[Go back to job adverts list](#)

Score your Administrator applications

There is 1 application to score.

Your advert should have closed on 01/07/2020. There have been 1 applications so far. You can [close the advert now](#) if you need to.

You cannot choose your shortlist until the advert is closed.

3 [- 1 application to score](#)

Applicant ID	Action
AR-200707-00006	Score this application 4

5 [+ 0 applications scored](#)

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Qualifications

This page provides instructions for how to score the applications against the essential and any desirable qualification criteria.

Please note: the essential criteria is mandatory and the desirable criteria is optional if added by the employer.

6. Select the tick box(es) if this information is demonstrated in the application.
7. Select the tick box(es) if this information is demonstrated in the application. (optional).

The screenshot shows the 'Qualifications' page for application AR-200707-00006. It features a table of academic qualifications and a section for training. To the right, there are sections for 'Essential criteria' and 'Desirable criteria', each with a checkbox and a label. The checkboxes are highlighted with red boxes and numbered 6 and 7 respectively.

Academic

Subject	Place of study	Result	Qualification type	dates
IT	NHS Jobs	C	GCSE	January 2018 to January 2020

Training

Course title	Training provider	Year obtained
IT skills	NHS Jobs	2020

Essential criteria
Select all they've evidenced.

6 GCSE grade A to C in English and Maths

Desirable criteria
Select all they've evidenced.

7 Qualified to NVQ level 3

Essential Qualifications
GCSE grade C in English and Maths

Desirable Qualifications
Qualified to NVQ level 3.

Job history

This page provides instructions for how to score the applications against the essential and any desirable job history criteria.

Please note: the essential criteria is mandatory and the desirable criteria is optional if added by the employer.

8. Select the tick box(es) if this information is demonstrated in the application.
9. Select the tick box(es) if this information is demonstrated in the application. (optional).

Job history

Job title	Employer	Main tasks	dates
IT skills	NHS Jobs	Delivering IT training to users using face to face and virtual solutions.	January 2017 to January 2020

Essential criteria

Select all they've evidenced.

Experience of working within a busy team

Desirable criteria

Select all they've evidenced.

Experience of working in the NHS

Essential Experience

I have experience working in a busy team.

Desirable Experience

I have previously worked for the NHS.

Additional criteria (optional)

This page provides instructions for how to score the applications against the essential and any desirable additional criteria. In this example, Communication skills have been added by the employer.

Please note: the essential criteria is mandatory and the desirable criteria is optional if added by the employer.

10. Select the tick box(es) if this information is demonstrated in the application.
11. Select the tick box(es) if this information is demonstrated in the application. (optional).

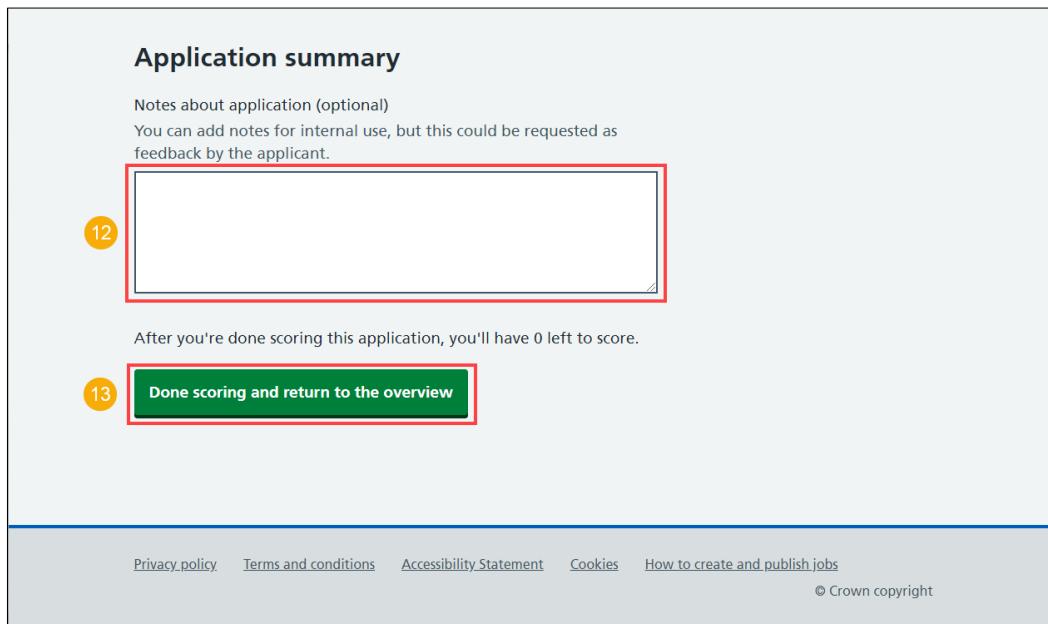
Communication skills	
Essential Communication skills I have good interpersonal and communication skills.	Do they meet the essential criteria? Select all they've evidenced. 10 <input type="checkbox"/> Good interpersonal and communication skills
Desirable Communication skills I have sound IT skills and literacy.	Desirable criteria Select all they've evidenced. 11 <input type="checkbox"/> Basic IT skills

Application summary

This page provides instructions for how to add information to add notes to an application.

Please note: notes can be added for internal use but can be requested as feedback by the applicant.

12. Enter any information into the box (optional).
13. Select the 'Done scoring and return to the overview' button.



Application summary

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

12

After you're done scoring this application, you'll have 0 left to score.

13 **Done scoring and return to the overview**

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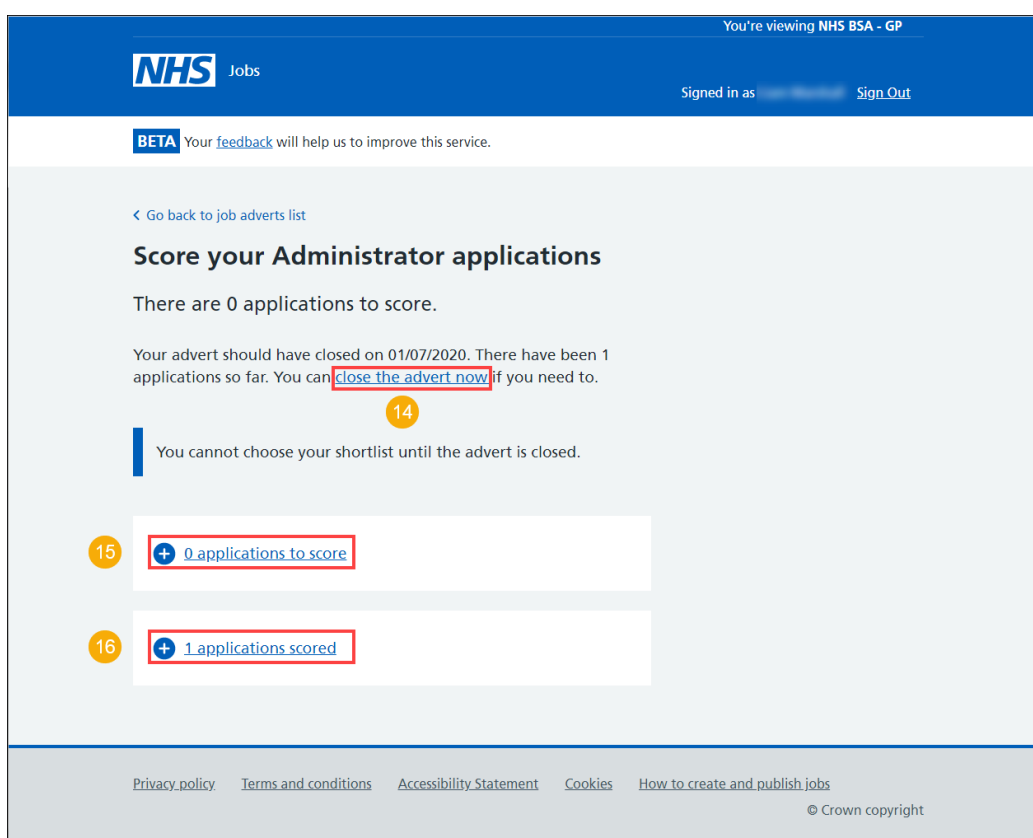
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Score your applications summary

This page provides instructions for how to close the advert, check any applications to score or view scored applications.

Please note: once all applications have been scored you can continue to shortlisting but only once the job advert is closed.

14. Select the 'close the advert now' link if you want to close the vacancy early (optional).
15. Select 'applications to score' link to complete the scoring for any remaining applications (optional).
16. Select the 'applications scored' link to view scored applications (optional).



The screenshot shows the NHS Jobs interface for 'Score your Administrator applications'. At the top, it says 'You're viewing NHS BSA - GP' and 'Signed in as [user] Sign Out'. Below the NHS logo, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A link to 'Go back to job adverts list' is provided. The main heading is 'Score your Administrator applications'. Below this, it states 'There are 0 applications to score.' A message follows: 'Your advert should have closed on 01/07/2020. There have been 1 applications so far. You can [close the advert now](#) if you need to.' A yellow circle with the number '14' is positioned above the 'close the advert now' link. Below this, a blue bar contains the text 'You cannot choose your shortlist until the advert is closed.' Two buttons are shown: '+ 0 applications to score' (labeled 15) and '+ 1 applications scored' (labeled 16). Both buttons are highlighted with red boxes. 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'.

You have reached the **end** of the steps for how to score applicants before shortlisting.