

How to manage at risk applicant's user guide

This guide gives instructions for how to manage at risk applicants in NHS Jobs.

You can add employees within your organisation faced with redundancy.

The employer will identify these applicants once shortlisting has been completed with a status of 'AT RISK'.

You must be signed into your account and have an NHS Jobs role 'Super user' to be able to do this.

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Manage at risk applicants

This page gives instructions for how to manage at risk applicants in your account.

1. Select 'Manage at risk applicants'.

You're viewing NHS Training and Support [Change](#)

NHS Jobs

Signed in as [Sign Out](#)

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

The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

NHS Training and Support
Your job listings

Your organisation has not created any job adverts yet.

[Create a job listing](#) [Manage your users](#) [Manage at risk applicants](#)

[Manage accredited logos](#) [Manage your contract templates](#) [Manage your supporting documents](#)

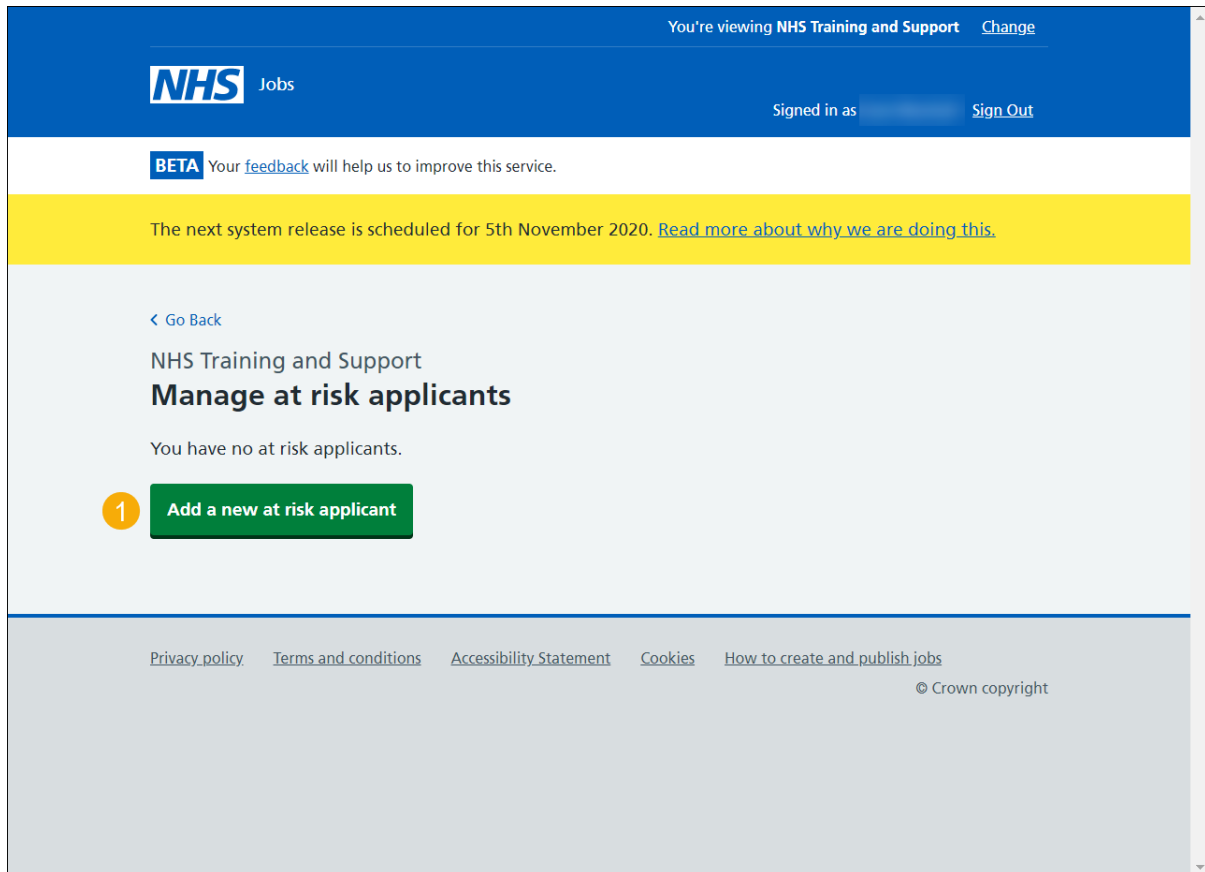
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Add a new at risk applicant

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

1. Select 'Add a new at risk applicant'.



The screenshot shows the NHS Training and Support interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that states 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)' The main content area has a light blue background and includes a '< Go Back' link, the text 'NHS Training and Support', and the heading 'Manage at risk applicants'. Below this, it says 'You have no at risk applicants.' A prominent green button with a white '1' in a yellow circle next to it says 'Add a new at risk applicant'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Add an at risk applicant

This page gives instructions for how to add the applicant details.

The information needed is the first name, last name and email address.

If you do not want to add the applicant, then select the cancel link.

1. Enter the details.
2. Select 'Continue'.
3. Select the 'Cancel adding at risk applicant' link (optional).

The screenshot shows the NHS Jobs interface for adding an at-risk applicant. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header is a white banner with a blue 'BETA' icon and the text 'Your feedback will help us to improve this service.' A yellow banner below that states 'The next system release is scheduled for 5th November 2020. Read more about why we are doing this.' The main content area has a light blue background and includes a '< Go Back' link. The title 'Employer onboarding' is followed by 'Add an at risk applicant'. There are three input fields, each with a '1' in a yellow circle to its left: 'First name', 'Last name', and 'Email address'. Below these is a green 'Continue' button with a '2' in a yellow circle to its left. At the bottom of the form is a link 'Cancel adding at risk applicant' with a '3' in a yellow circle to its left. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Add this applicant

This page gives instructions for how to change the applicant's details and add the applicant to your account.

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

If you do not want to add the applicant, then select the cancel link.

1. Select the 'Change' link (optional).
2. Select 'Add this applicant'.
3. Select the 'Cancel adding at risk applicant link' (optional).

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as' with a 'Sign Out' link is on the right. A blue banner below the header says 'BETA Your feedback will help us to improve this service.' A yellow banner below that says 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)'

The main content area is titled 'Manage at risk applicants' with a '< Go Back' link. Below this is the heading 'New at risk applicant'. There are three input fields: 'First name' with the value 'Joe' and a 'Change' link (marked with a circled '1'), 'Last name' with the value 'Bloggs', and 'Email address' with the value 'joe.bloggs3@nhs.net'.

Below the fields, it says 'The applicant will receive an email to confirm they have been added to this list.' There are two buttons: a green 'Add this applicant' button (marked with a circled '2') and a blue 'Cancel adding at risk applicant' link (marked with a circled '3').

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

Manage your at risk applicants

This page gives instructions for how to view, change or delete at risk applicants and add a new at risk applicant.

You can check the 'NHS Jobs account' status to see if the applicant has an account.

1. Select the 'Change' or 'Delete' link (optional).
2. Select 'Add a new at risk applicant' (optional).

The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS Training and Support" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as" with a "Sign Out" link is on the right. A blue banner below says "BETA Your feedback will help us to improve this service." A yellow banner below that says "The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)"

The main content area has a "Go Back" link and the heading "NHS Training and Support Manage at risk applicants". Below this is a form for an applicant named Joe Bloggs. The fields are:

First name	Joe	Change or Delete
Last name	Bloggs	
Email address	joe.bloggs3@nhs.net	
NHS Jobs account	No	

At the bottom of the form area is a green button labeled "Add a new at risk applicant".

The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the text "© Crown copyright".

You have reached the **end** of how to manage at risk applicants in NHS Jobs user guide.