

How to score applications user guide

This guide gives instructions for how to score applications in NHS Jobs.

You can score applications while the vacancy is still open and choose to close the job advert early.

You must score applicants against the essential criteria and any desirable criteria added.

You can also add a summary to support how you have scored the applications.

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Score applications to a published vacancy

This page gives instructions for how to view the published vacancy details and score any submitted applications.

On the job listings page, find the job title and check 'Applications' for any submitted applications.

1. Select the 'Job title' link to view the job advert details (optional).
2. Select the 'View details' link to score applications.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The NHS logo and 'Jobs' are on the left. A 'Signed in as' dropdown and 'Sign Out' link are on the right. A 'BETA' banner indicates that feedback will help improve the service. A yellow banner below states that the next system release is scheduled for 5th November 2020, with a link to 'Read more about why we are doing this.' The main content area is titled 'NHS BSA Training Your job listings' and shows 'Showing 1 to 10 of 16 job listings.' Below this is a table with columns for 'Job title', 'Last updated', 'Applications', and 'Status'. The first row shows a job title 'Training and Support Officer' (T2020-20-3974) with a 'View details' link (circled in yellow), a last updated date of 09/11/2020, 2 applications (highlighted with a red box), and a 'PUBLISHED' status.

Job title	Last updated	Applications	Status
View details Training and Support Officer T2020-20-3974	09/11/2020	2	PUBLISHED

Score applications

This page gives instructions for how to score your applications.

1. Select the 'Score applications' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' 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 has a 'Go back' link. The job title is 'Training and Support Officer' with a 'PUBLISHED' status. The reference number is 'T2020-20-3974'. Below this, it says 'Here are the details of your published job listing for Training and Support Officer.' and 'You can still:' followed by a list of actions: '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 '1' in a yellow circle) 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 with the following information: 'Status: Published', 'Submitted applications: 2', 'Scored applications: 0', and 'Closing date: 30/11/2020'.

Score your applications

This page gives instructions for how to view and score the submitted applications.

In this example, there are two applications to score.

1. Select the 'applications to score' link.
2. Select the 'Score this application' link.

Top navigation: You're viewing NHS BSA Training [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.](#)

[Go back to job adverts list](#)

Close advert

Score your Training and Support Officer applications

There are 2 applications to score.

Your advert will close in 21 days. There have been 2 applications so far. You can [close the advert early](#) if you need to.

You cannot choose your shortlist until the advert is closed.

You are scoring as the **Shortlisting lead**.

Shortlisting lead
Liam Marshall
NOT STARTED

Shortlisting panel
[Add someone to the panel](#)

1

2

Applicant ID	Action
AR-201109-00004	Score this application
AR-201103-00011	Score this application

Score qualifications

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

In this example, there is no desirable criteria added by the employer.

1. Select a box if the criteria is met.

You're viewing **NHS BSA Training** [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.](#)

[< Go back to overview](#)

Score applications

AR-201103-00011 (1 of 2)

Qualifications

Academic

Subject	Place of study	Result	Qualification type	dates
IT	College	C	GCSE	January 2010 to January 2012

Essential criteria

Select all they've evidenced.

GCSE grade A to C in English and Maths

Qualified to NVQ level 2 in Health and Social Care

Training

Course title	Training provider	Year obtained
IT	NHS	2014

Essential Qualifications

I have gained a GCSE grade C in English and Maths.
I am qualified to an NVQ level 2 in Health and Social Care.

Desirable Qualifications

Score job history

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

In this example, there is no desirable criteria added by the employer.

1. Select a box if the criteria is met.

Job history

Job title	Employer	Main tasks	dates
Training and Support Assistant	NHS	Providing IT training and support to users within the organisation.	January 2010 to January 2020

Essential criteria

Select all they've evidenced.

GCSE grade A to C in English and Maths

Qualified to NVQ level 2 in Health and Social Care

Essential Experience

GCSE grade A to C in English and Maths
Qualified to NVQ level 2 in Health and Social Care

Desirable Experience

Application summary

This page gives instructions for how to add notes about the application (optional).

You can add notes for internal use, and they can be requested as feedback by the applicant.

1. Enter the detail (optional).
2. Select 'Done scoring and return to the overview'.

Application summary

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

1

You can view the applications you've scored so far when you return to your advert.

After you're done scoring this application, you'll have 1 left to score.

2 [Done and score next application](#)

[Done scoring and return to the overview](#)

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Score your applications summary

This page gives instructions for how to check all applications are scored and view the details.

1. Select the 'close the advert now' link (optional).
2. Select 'applications scored' link (optional).
3. Select the 'View this application' link (optional).

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

NHS Jobs Signed in as [\[Name\]](#) [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.](#)

[Go back to job adverts list](#)

Close advert

Score your Training and Support Officer applications

There are 0 applications to score.

Your advert will close in 21 days. There have been 2 applications so far. You can [close the advert early](#) if you need to.

1

You cannot choose your shortlist until the advert is closed.

You are scoring as the **Shortlisting lead**.

+ [0 applications to score](#)

2 **-** [2 applications scored](#)

Applicant ID	Score	Action
AR-201103-00011	4 out of 4	View this application
AR-201109-00004	0 out of 4	View this application

3

Shortlisting lead
Liam Marshall
IN PROGRESS
2 scored

Shortlisting panel
[Add someone to the panel](#)

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Close your advert early

This page gives instructions for how to close your job advert early (optional).

You may want to close the advert early because of the high number of applications or you need to start the recruitment process sooner than planned.

1. Select 'Yes, close advert early'.
2. Select the 'No, keep advert open' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as [redacted]' with a 'Sign Out' link. Below the header, there is a white banner with a 'BETA' tag 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 features a '< Go back' link. The job title 'Training and Support Officer' is displayed in bold, followed by a 'PUBLISHED' tag and the reference number 'T2020-20-3974 | 2 applications received'. The central question is 'Are you sure you want to close your Training and Support Officer advert before 30 November 2020?'. Below this, a note explains that closing the advert early will remove it from searches completely. Two options are presented: a green button labeled '1 Yes, close advert early' and a blue link labeled '2 No, keep advert open'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

You have reached the **end** of how to score applications in NHS Jobs user guide.