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February 2021



Business Services Authority

Your NHS Jobs newsletter

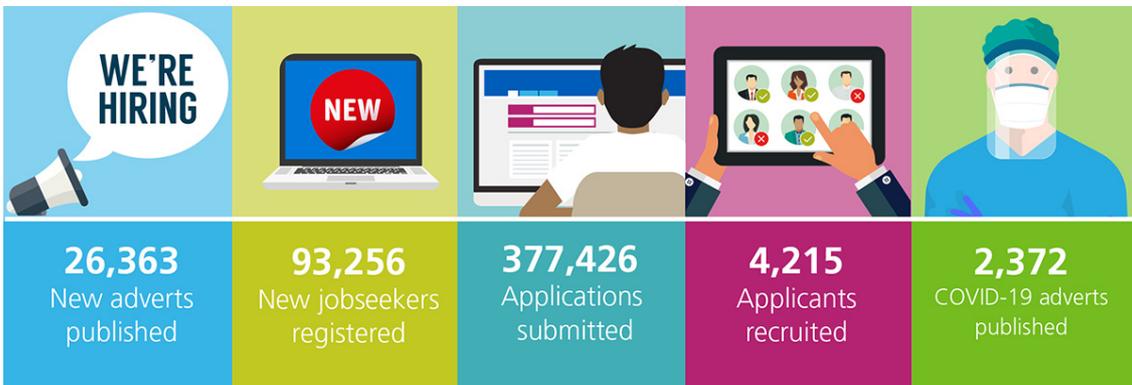


NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition, learn how pre-application questions can speed up your recruitment, hear about Alder Hey's experience using the all-new NHS Jobs service and find out more about upcoming regional engagement events.

Did you know?

In January there were...



...on NHS Jobs

Alder Hey's experience using the all-new NHS Jobs

service

Last month, we told you about the private beta project we completed with NHS Trusts who use NHS Jobs integrated with Electronic Staff Record (ESR). The Trusts involved trialled the improved automation between the two systems and gave us real-time feedback of their experience.

One of the Trusts involved in the project was [Alder Hey Children's NHS Foundation Trust](#). As a large organisation, caring for over 330,000 children, young people and their families every year, they were able to test out the new and improved vacancy creation, scoring and shortlisting functionalities for their recruitment.

Hellie Patterson, Recruitment and Employment Services Manager at Alder Hey, said "I took the time to read the guidance first before trying out the new NHS Jobs service, so I had a good idea of what to expect. The processes felt straight forward and I quickly got used to the new system."

Hellie, alongside other Alder Hey hiring managers, found that the process was easy to follow and they liked the user-friendly layout of the new service.

You can find out more about Alder Hey's experience using the all-new NHS Jobs service by reading their [case study here](#).



Optimisation Implementation team update

The Optimisation Implementation team have now successfully onboarded over 5,471 organisations to the new NHS Jobs service since January 2020, and are continuing to onboard organisations that use a third-party Applicant Tracking System (ATS). The team will continue to contact ATS users over the coming months to plan their transition to the new NHS Jobs service.

Data cleanse activity

We will be emailing large organisations recommending a data cleanse activity

within the current service. This activity is only required by organisations completing the full recruitment journey within NHS Jobs.

We will ask that, in preparation for your transfer to the new NHS Jobs service, you complete the following actions:

- Archive all vacancies that have closed where recruitment has been completed (using the instructions provided within the email)
- Review Active and non-Active users by deactivating/deleting users that no longer require access to NHS Jobs

If you are a large organisation, please look out for this email as completing this data cleanse means you will have an accurate picture of your recruitment activity, ready for your organisation to be transitioned onto the new service. Correctly archiving your vacancies now will also ensure that all data associated to the vacancy is retained after you transition to the new NHS Jobs service.

How do I use pre-application questions to find the right candidates?

Did you know you can use pre-application questions to screen applicants applying for a position? Using pre-application questions can help save time and resources, speed up the shortlisting process and support recruiting managers in getting the right candidate. For example, if a candidate does not meet an essential requirement for the role, they're then prevented from continuing with the application process.

You can choose from a range of pre-set questions, however these need to be used carefully and it's important to ensure you understand the implications of using them, so that the process meets all employment legislation.

Support and guidance on pre-application questions can be found in the Admin section of NHS Jobs. If you are using the new NHS Jobs service, you can access this guidance within the [Help and support for employers](#) webpage.

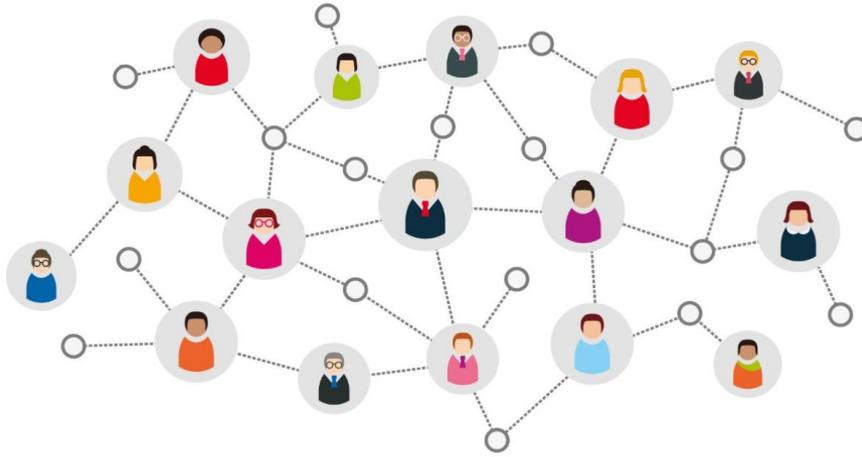


Engagement team update

Following the impact of coronavirus (COVID-19), the NHS Jobs Stakeholder Engagement team began holding more frequent one-to-one sessions with NHS organisations. This meant we could plan around workloads to arrange suitable times to engage with recruitment teams, including those who use NHS Jobs daily.

Although one-to-one conversations have provided a great opportunity to build individual relationships, we still wanted to return to larger, regional events. In the Autumn, we started to re-introduce online engagement events and we've hit the ground running this year, having already held seven regional engagements events. These events provide updates on NHS Jobs system releases, demos of new functionality and onboarding timelines for the new NHS Jobs service.

We're very keen to continue the roll out of larger-scale online engagement events and will be running them bi-monthly throughout 2021 for our stakeholders in each region. Please look out for your calendar invitations and for further information you can also [contact the Stakeholder Engagement Lead for your region](#).



Help and support resources

We've published a range of information and resources to support employers with the new NHS Jobs service, [which you can find here](#).

We'd appreciate your feedback on the help and support resources available and would like to know if there's anything else we can provide that would improve your experience using NHS Jobs. Let us know what you think by emailing nhsbsa.nhsjobs@nhsbsa.nhs.uk

We're available Monday to Friday between 8am - 6pm and Saturday between 9am - 3pm (except Bank Holidays including Christmas Day, Boxing Day and New Year's Day).



Calling all Hiring Managers!

Are you a HR or recruiting manager? We need your help in shaping the new NHS Jobs service.

We're looking for users of NHS Jobs to take part in usability tests, meaning

you'll be amongst the first to get a sneak peek at the new NHS Jobs interface and tell us what you think about everything from the design to ease of use.

If you'd like to get involved, email us at nhsbsa.nhsjobs@nhsbsa.nhs.uk

Talk to us

Click the button above to get in touch and tell us about your experience using NHS Jobs.

Thanks for reading

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