

How to score applications in NHS Jobs user guide

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

You can only score applications if you've chosen online shortlisting when creating the job listing and there's submitted applications.

You must have a published job to score any submitted applications and scoring can be completed while the job is still open.

You'll use the application evidence to score it against the qualifications, experience, and any additional criteria you've added.

You can close your advert early if you've completed your scoring. If you don't want to close the advert early, you'll need to wait until the closing date is reached to complete your scoring.

Once scoring is complete, you're ready to move to shortlisting. Only the 'Shortlisting lead' can move the job listing from scoring to shortlisting.

Contents

[How to score applications in NHS Jobs user guide](#)

[Published job](#)

[Select the published job](#)

[Score applications for this published job](#)

[Score your applications](#)

[Score qualifications](#)

[Score experience](#)

[Application summary](#)

[Manage your applications](#)

[Close your advert early](#)

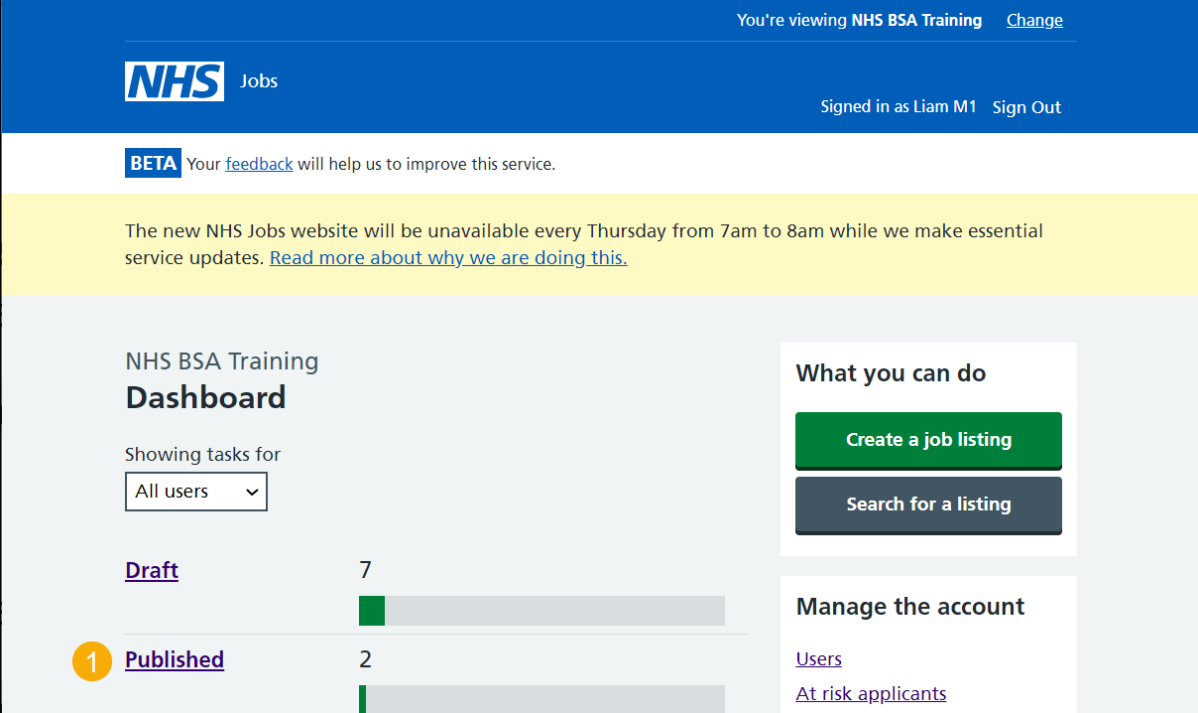
Published job

This page gives you instructions for how to access a published job.

Important: You must have a published job to score any submitted applications.

To access a published job, complete the following step:

1. Select the 'Published' link.



The screenshot shows the NHS BSA Training Jobs Dashboard. 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 Liam M1" with a "Sign Out" link is on the right. A "BETA" notice states: "Your feedback will help us to improve this service." A yellow banner below reads: "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)"

The main content area is titled "NHS BSA Training Dashboard". It shows "Showing tasks for" with a dropdown menu set to "All users".

Task Status	Count
Draft	7
1 Published	2

On the right side, there is a "What you can do" section with two buttons: "Create a job listing" (green) and "Search for a listing" (dark grey). Below that is a "Manage the account" section with two links: "Users" and "At risk applicants".

Select the published job

This page gives you instructions for how to select the published job.

Important: You can check the **Applications** section to view if you've got any submitted applications. In this example, there's 1 application.

To select the published job, complete the following step:

1. Select the job title link to access the job listing.

You're viewing NHS BSA Training

NHS Jobs

Signed in as Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

NHS BSA Training
Published

Showing tasks for

Job title	Closing date	Applications
1 Administration assistant T1111-21-6916	20 Mar 2021	1

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

© Crown copyright

Score applications for this published job

This page gives you instructions for how to score applications for this published job.

To score applications for this published job, complete the following step:

1. Select the 'Score applications' button.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [User] Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[Go back](#)

NHS BSA Training
Administration assistant listing

PUBLISHED
Reference number: T1111-21-6916

Job details **Team**

Job details

Job title	Administration assistant
COVID-19 related	No Change
Why it's being advertised	This is a new job

What needs doing next

Score applications 1

Close early

[View on NHS Jobs \(opens in new tab\)](#)
[Reuse this listing](#)

Status: Published
Submitted applications: 1
Scored applications: 0
Closing date: 20/03/2021

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

© Crown copyright

Score your applications

This page gives you instructions for how to score your applications.

Important: Once you've scored an application, it will move into the 'applications scored' box. Once all applications are scored, the number of applications to score will show as 0.

To score your applications, complete the following steps:

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

You're viewing NHS BSA Training

NHS Jobs

Signed in as [User] Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

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

Close advert

Score your Administration assistant applications

There is 1 application to score.

Your advert will close in 4 days. There have been 1 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**.

1 application to score 1

Applicant ID	Action
AR-210316-00001	Score this application 2

0 applications scored

[Shortlisting lead](#)

NOT STARTED

[Shortlisting panel](#)

[Add someone to the panel](#)

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

© Crown copyright

Tip: You'll need to repeat these steps for all submitted applications.

Score qualifications

This page gives you instructions for how to score the qualification criteria against the application details.

Important: If there's no evidence of the qualification criteria, don't tick the box. In this example there's no desirable criteria to score the application against.

To score the qualifications, complete the following step:

1. Select a box if the criteria is met.

You're viewing NHS BSA Training

NHS Jobs Signed in as [user] Sign Out

BETA Your feedback will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[Go back to overview](#)

Score applications

AR-210316-00001 (1 of 1)

Qualifications

Academic

Subject	Place of study	Result	Qualification type	dates
English	St Thomas More RC High School	A	GCSE	March 2016 to April 2016
Maths	St Thomas More RC High School	A	GCSE	March 2016 to April 2016
Science	St Thomas More RC High School	A	GCSE	March 2016 to April 2016

Essential Qualifications

GCSE grade A to C in English and Maths
Qualified to NVQ level 2 in Administration

Essential criteria

Select all they've evidenced.

GCSE grade A to C in English and Maths

Qualified to NVQ level 2 in Administration

Desirable Qualifications

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

© Crown copyright

Score experience

This page gives you instructions for how to score the experience criteria against the application details.

Important: If there's no evidence of the experience criteria, don't tick the box. In this example there's no desirable criteria to score the application against.

To score the experience, complete the following step:

1. Select a box if the criteria is met.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [User] Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back to overview](#)

Score applications
AR-210316-00001 (1 of 1)

Job history

Job title	Employer	Main tasks	dates
Administrator	NHSBSA	Administration duties.	June 2019 to July 2020

Essential Experience

Experience of working within an office environment
Experience of working in a GP practice

Essential criteria

Select all they've evidenced.

Experience of working within an office environment

Experience of working in a GP practice

Desirable Experience

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

© Crown copyright

Application summary

This page gives you instructions for how to add an application summary.

Important: You can add notes for internal use, but this could be requested as feedback by the applicant on request. The 'Done scoring and score next application' button will only show once all scoring is complete.

To add a note, complete the following steps:

1. In the **Blank** box, enter the detail (optional).
2. Select the 'Done scoring and return to the overview' button.

The screenshot shows the NHS Jobs application scoring interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' Below this, there is a link '< Go back to overview'. The main content area is titled 'Score applications' and 'AR-210316-00001 (1 of 1)'. Underneath, there is a section titled 'Application summary' with the sub-heading 'Notes about application (optional)'. The text reads: 'You can add notes for internal use, but this could be requested as feedback by the applicant.' Below this text is a large, empty rectangular box with a yellow circle containing the number '1' to its left, indicating where to enter a note. Below the box, there is a message: 'You can view the applications you've scored so far when you return to your advert.' Below this, there is a blue vertical bar followed by the text: 'After you're done scoring this application, your scoring will be complete.' At the bottom of this section, there is a green button with a yellow circle containing the number '2' to its left, labeled 'Done scoring and return to the overview'. At the very bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the text '© Crown copyright'.

Manage your applications

This page gives you instructions for how to manage your applications.

Important: You can close your advert early if you've completed your scoring. If you don't want to close the advert early, you'll need to wait until the closing date is reached to complete your scoring. Once scoring is complete, you can select your shortlist.

To view your applications or close the advert now, complete the following steps:

1. Select the '1 applications scored' link (optional).
2. Select the 'View this application' link (optional).

Or

3. Select the '[close the advert early](#)' link (optional).

The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below the header, there's a yellow banner with a 'BETA' label and a message about service updates. The main content area is light blue and contains a 'Close advert' section. This section has a heading 'Score your Administration assistant applications' and a sub-heading 'There are 0 applications to score.' Below this, it says 'Your advert will close in 4 days. There have been 1 applications so far. You can [close the advert early](#) if you need to.' A yellow circle with the number '3' is next to this text. A blue vertical bar highlights the text 'You cannot choose your shortlist until the advert is closed.' Below this, it says 'You are scoring as the Shortlisting lead.' There are two summary cards: one with '+ 0 applications to score' and another with '- 1 applications scored' and a yellow circle with '1'. Below these is a table with columns 'Applicant ID', 'Score', and 'Action'. The table has one row with 'AR-210316-00001', '0 out of 4', and a link 'View this application' with a yellow circle '2' below it. To the right of the main content, there's a 'Shortlisting lead' section with 'IN PROGRESS' and '1 scored'. Below that is a 'Shortlisting panel' section with a link 'Add someone to the panel'. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', and a copyright notice '© Crown copyright'.

You've reached the end of this user guide if you don't want to close the advert early.

Close your advert early

This page gives you instructions for how to confirm if you want to close your job advert early.

Important: If you close your advert early, you'll not receive any more applications.

To confirm if you want to close your job advert early, complete the following steps:

1. Select the 'Yes, close advert early' button.

Or

2. Select the 'No, keep advert open' link.

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training". The NHS logo and "Jobs" are on the left. A user is signed in, with a "Sign Out" link. A blue banner at the top says "BETA Your feedback will help us to improve this service." Below that, a yellow banner states: "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" The main content area has a "Go back" link and the job title "Administration assistant". It is marked "PUBLISHED" and shows "Reference no: T1111-21-6916 | 1 applications received". The central question is "Are you sure you want to close your Administration assistant advert before 20 March 2021?". Below this, it explains: "Closing the advert early will remove it from searches completely. You can then start shortlisting for this job." There are two options: 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've reached the end of this user guide as you've closed your advert early.

Go to the '[How to shortlist applicants in NHS Jobs user guide](#)'.