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.
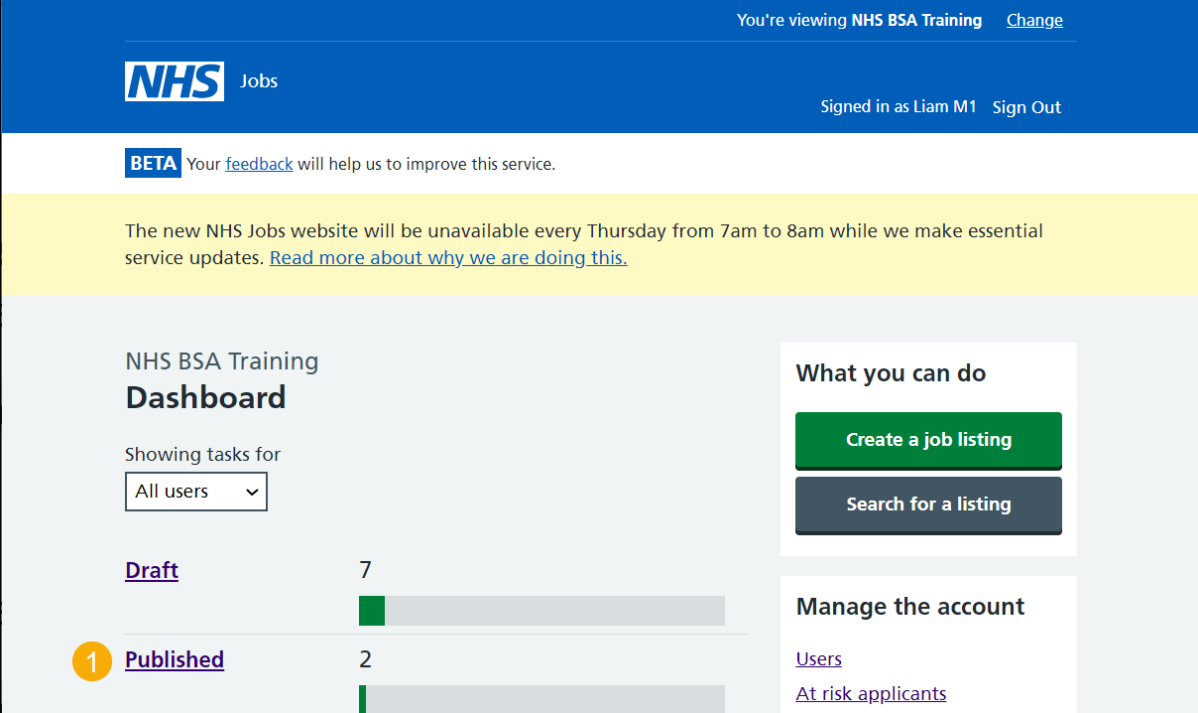
Contents

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.

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.

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.

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.

< 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

[REDACTED]

NOT STARTED

Shortlisting panel

Add someone to the panel

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.

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.

NHS Jobs

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

1

☐ Experience of working in a GP practice

Desirable Experience

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.

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).

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.

<mark>Important:</mark> 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.

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'.