NHS Jobs

Number	Name	Description	Benefit / Value
1	Redesign of interview management for larger employers	Interview management has been broken down into 3 stages: - Interviews scheduled: From 'Invite to interview sent' to 'Interviews locked' (at midday the day before the first interview). - Interviews in progress - From 'Interviews locked' to 'Last interview'. - Interviews completed - From 'Last interview' to 'All feedback added'. These stages will display on the 'Interviews' dashboard and when selected, the user is taken to the relevant page. Each page is broken down into tabs to show applicants who have: - Accepted (default view) - Not responded - Declined Two new automatic schedulers will run to move to the next stage: 'Interviews scheduled' to 'Interviews in progress' - The scheduler will run at 12.01pm each day and look for job listings with scheduled interviews for the next business day and move those to 'Interviews in progress'. 'Interviews in progress' to 'Interviews completed' - The scheduler will run hourly to identify job listings in a 'Interviews in progress' status where the date/time of the last scheduled interview has passed. Super Users will also have the ability to manually move from 'Interviews scheduled' to 'Interviews in progress' if they want to start this stage early. Once interviews have been completed and all feedback has been added, the 'Offer the job' button will become available.	Optimising interview management for large employers who can have a large number of applicants by splitting the stages across separate pages. Makes it clear which stage in the process interviews are at and what needs to be done.

2	End recruitment early	Employers will have the ability to end job listings early when they are no longer required. This could be because the employer takes their recruitment offline once they get to the shortlisting stage or the job listing is no longer active. This functionality applies to listings that have reached the 'Shortlisting' stage onward. For listings at a 'Shortlisting' stage, an email will automatically be sent to applicants who are still active in the recruitment for the job. For listings after the 'Shortlisting' stage, the employer will be given the choice of whether to send an email or not, as they may have already contacted the applicants offline. Applicants will see the job listing at the 'Recruitment stopped' stage and when they view their application they will see the message: 'Recruitment stopped by the employer. This means they're no longer recruiting for this role. You will no longer be considered for this job.' Job listings that are ended early will be deleted from the relevant stage dashboard but will still be searchable by entering the job title, reference number or ATS number. A new filter has been added to the search results page to enable users to refine the results list by 'Recruitment stopped'.	Employers can remove listings that are no longer required from their dashboards so that they can focus on active recruitments.
3	Ready to publish	When employers who do not have approvals turned on complete a job listing, they will be able to mark as 'Ready to publish'. This status will display in 'Drafts' so that the Recruitment Administrator can use the new 'Filter by task' functionality to find, review and publish.	Employers with large numbers of job listings in 'Draft' will be able to filter and find those that are ready to publish.

4	Remove 'end date' requirement from current job and references	The requirement to enter an 'end date' for a current employment is being removed. This applies in the following scenarios: - Applicant applying for a job and entering current employment dates - Applicant providing reference details as part of accepting an offer - Reference changing the end date when providing a reference - Employer entering a reference as part of pre-employment checks If the 'end date' field is left blank then it will display as 'Current'.	Removes confusion when having to enter an end date for a current employment.
5	View pre-employment checks after they are completed	Employers will be able to view applicants checks after they have moved past the pre-employment checks stage, i.e. they are at 'Contracts' or 'End recruitment' stage. When an employer views an applicants details from either stage dashboard, they will be able to click a 'View pre-employment checks' link which will take them to a read-only version of the pre-employment checks page displaying the check statuses. They will be able to click the links into the various checks and view the information. Where a check status is 'Not started' then a link to that check will not be available as no information had been provided.	Employers will be able to look back at information that was provided by applicants if they need to.

| 6 | Other enhancements | Outstanding pre-employment checks:

When an employer selects an action from the 'Contracts' dashboard and that applicant has outstanding pre-employment checks then the employer will be taken to a warning page. From here, they can select to view pre-employment checks or continue with the action they had selected.

If they select to view outstanding pre-employment checks then they will be taken to a read-only version of the pre-employment checks page displaying the check as 'No information has been provided'.

They will be able to click the links into the various checks and view the information.

Where a check status is 'Not started', then the link to that check will not be available.

Clicking the 'Go back' link will take them back to the warning page to continue with the action they had selected.

Stage Dashboards - filter by task:

Stage dashboards will have a new dropdown to filter by task. This applies to the following dashboards and associated tasks (where a stage dashboard has more than one task):

- Draft
- Approvals
- Shortlisting
- Interviews
- Ready to offer
- Conditional offers
- Contracts

Search for a listing in Draft:

Employers will have the ability to search for a draft listing. This is an enhancement to the existing 'Search Listing' functionality by adding 'Draft' as an option on the stage filter. Employers will be able to enter the ATS and reference number (as an exact match) or name (can be a partial match). | Outstanding checks will be flagged to employers to review and ensure that any still required are chased and completed.

Employers will be able to further refine their dashboard views and organise workload.

Employers will now be able to easily search for and find their 'Draft' listings.

Will prevent API failures with Jobsite, ATS and ESR. |

Next release date
10th June 2021