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May 2021



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition, find out about new features coming soon, learn how to manage your contract templates in NHS Jobs, get important updates about iframe, and hear about the latest enhancements to Right to Work pre-employment checks.

Did you know?

In April there were...



Coming soon: Ending recruitment early



We'll soon be releasing a new feature on the new NHS Jobs service so that users are able to remove vacancies from the dashboard, should they end recruitment early.

At present, when a vacancy process ends early, it cannot be removed from the dashboard stage it is at. The new feature, which launches on 27 May, will allow you to end the recruitment process for a vacancy and remove it from the dashboard at the various stages, including in the 'Draft' stage. Depending on what stage the vacancy is at, notifications may be sent to applicants.

Some examples of why a vacancy would be removed early include:

- Vacancy moves from a 'Published' stage but has received no applications
- Vacancy is at the 'Interview' stage, but no applicants were successful during the interviews
- Vacancy budget has been removed and therefore cannot continue

Once a listing has been removed, the Recruiting Manager will receive an email confirming the vacancy has been removed.

Managing templates in NHS Jobs

Did you know that you can manage all of your organisation's offer letter and recruitment contract templates in NHS Jobs?

You can save valuable time by setting up template versions of your offer letters and contracts, which can then be selected and customised for each successful applicant.

If you'd like support from [the Implementation Team](#) to create your offer letter and contract templates library in the new NHS Jobs service, then please get in touch with us at nhsbsa.nhsjobs@nhs.net.



Embedding NHS Jobs using iframe

On 15 June, we will be removing the ability to embed NHS Jobs via an iframe.

If you currently embed part of NHS Jobs into your own website, you can still do this via one of the options provided in the 'Users' toolkit: Organisations Listing Own Adverts' guidance, in the NHS Jobs employers section.

Enhancements to Right to Work pre-employment checks

From 12 May 2021, new fields will be available within the 'Right to Work' (RTW) pre-employment check (PEC) section on NHS Jobs, to enable you to record information about an applicant's Settled Status.

The new checks and the answer options that will be available:

RTW PEC Check Item	Answer Options / Format
EU Settlement Scheme Status	Pre-settled / Settled / Unknown/ not declared
Date EU Settlement Scheme Status Issued	DD/MM/YYYY
Expiry Date for EU Pre-settled Status	DD/MM/YYYY
EU Settlement Scheme Status Verified Date	DD/MM/YYYY
Granted EU Leave to Remain	Yes / No
Leave to Remain Expiry Date	DD/MM/YYYY
EU Settlement Scheme Notes	Free text (up to 100 characters)

Look out for further enhancements coming soon, which will include Settled Status information in reports, Settled Status information in the ESR interface, and the ability for applicants to provide information about their Settled Status on the application form.

Thank you for supporting the Stakeholder Engagement team with user research

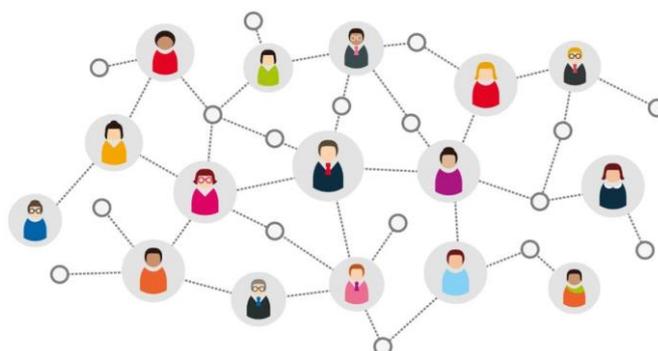
Our research team regularly request input from our users, both employers and candidates, to inform and drive the development of the new NHS Jobs service. We understand that work pressures mean these requests may not always come at a good time for you, but the information is vital to delivering a

service that meets your needs.

The NHS Jobs Stakeholder Engagement team recently sprang into action to support our colleagues by rapidly identifying around 20 contacts at large organisations with the capacity to participate. They kindly made time to go through a telephone survey with us, providing vital information about their recruitment activity for medical and dental roles.

The team would like to say a big thank you to those who were able to respond and participate so quickly. Your input is being analysed and is crucial to the development of NHS Jobs functionality which will support your recruitment. Thanks also to those we approached who were willing, but unable to participate due to work pressures; we'll be in touch again about any future opportunities.

If you haven't already, please let us know if you're interested in taking part in user research by getting in touch with your [Stakeholder Engagement Lead](#).

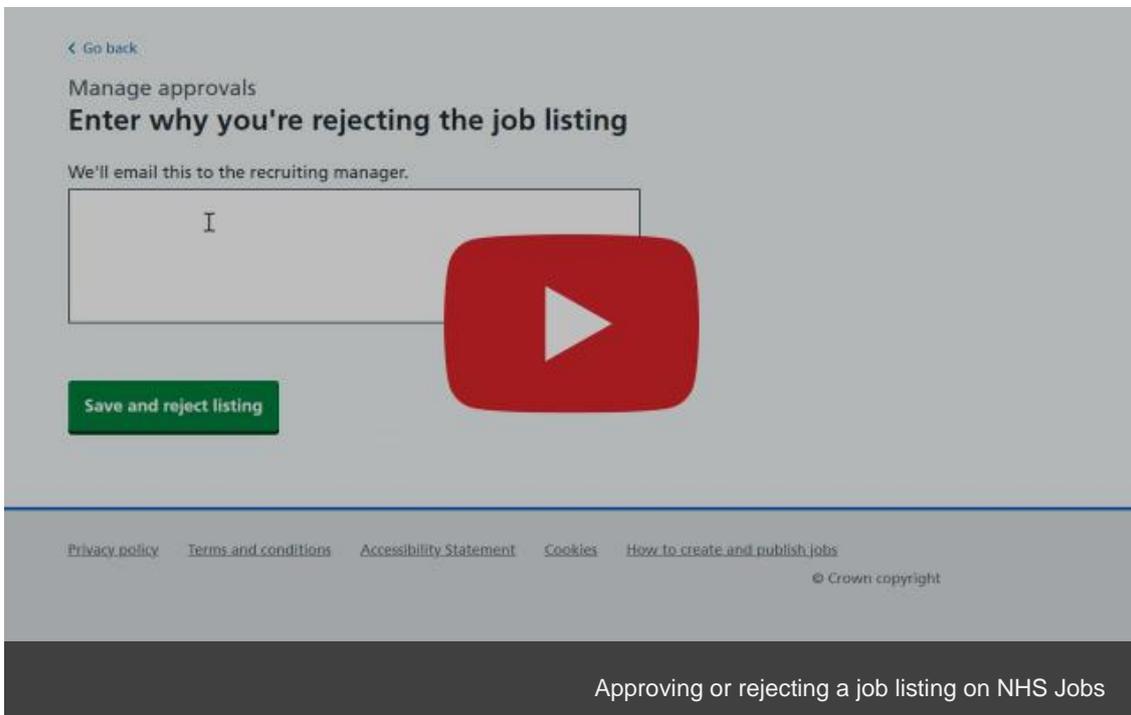


NHS Jobs training and support

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

There's a library of training guides, which include topics such as [how to manage approvals in NHS Jobs](#) and [how to respond to rejected approvals in NHS Jobs](#).

We also have a number of training videos, such as the following, which guide you through managing your approvals:



The screenshot shows a web interface for managing job listings. At the top left, there is a '< Go back' link. The main heading is 'Manage approvals' followed by 'Enter why you're rejecting the job listing'. Below this, it says 'We'll email this to the recruiting manager.' There is a text input field containing the letter 'I'. To the right of the input field is a red YouTube video player icon. Below the input field is a green button labeled 'Save and reject listing'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'. A dark grey footer bar at the bottom contains the text 'Approving or rejecting a job listing on NHS Jobs'.

We 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).

[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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