

## How to complete an Inter Authority Transfer (IAT) check in NHS Jobs user guide

This guide gives you instructions for how to complete an Inter Authority Transfer (IAT) check in the NHS Jobs service.

An IAT is an electronic way of gathering information from an employer for an applicant's previous or current NHS service using the Electronic Staff Record (ESR) system.

Once an applicant accepts a conditional job offer, you'll confirm how they've responded in NHS Jobs:

- if they select 'Yes', they've given their consent and the IAT is ran.
- if they select 'No' or 'Not applicable', they've haven't given their consent and the IAT isn't ran.

If an IAT is ran, the following information is transferred in ESR:

- personal details
- occupational health
- statutory and mandatory training
- employment history

This data gives the new employer the information to complete the applicant's induction. It adds to their HR and payroll record for a successful hire. You can check the status in ESR.

The IAT requirements are:

- applicant's Last Name, Date of Birth and National Insurance Number required to find their record in ESR
- applicants identified as Doctors in Training (DiT) only needs Date of Birth and Professional Registration Number to find their record in ESR.
- you must be a user of ESR.
- you must be a user of NHS Jobs with your account linked up to ESR.
- you must be opted into the automated IAT process in ESR.
- the applicant must work within the NHS.

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## Pre-employment checks

This page gives you instructions for how to access the applicant's pre-employment checks.

**Important:** You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access the pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

You're viewing NHS Business Services Authority [Change](#)

**NHS** Jobs Signed in as NHS BSA Training [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.](#)

### NHS Business Services Authority Dashboard

Showing tasks for

<a href="#">Draft</a>	27	<div style="width: 27%;"></div>
<a href="#">Approvals</a>	8	<div style="width: 8%;"></div>
<a href="#">Published</a>	15 - on track 14, overdue 1	<div style="width: 15%;"></div>
<a href="#">Shortlisting</a>	20 - on track 0, overdue 20	<div style="width: 20%;"></div>
<a href="#">Interviews</a>	12 - on track 7, overdue 5	<div style="width: 12%;"></div>
<a href="#">Ready to offer</a>	19 - on track 0, due 6, overdue 13	<div style="width: 19%;"></div>
<a href="#">Conditional offers</a>	5 - on track 0, overdue 5	<div style="width: 5%;"></div>
<b>1</b> <a href="#">Pre-employment checks</a>	12 - on track 0, overdue 12	<div style="width: 12%;"></div>

#### What you can do

- [Create a job listing](#)
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- [Search for an applicant](#)

#### Manage the account

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## View checks or withdraw offer

This page gives you instructions for how to view the applicant's pre-employment checks or withdraw their offer.

Find the applicant and complete the following step:

1. Select the ['View checks or withdraw offer'](#) link.

The screenshot shows the NHS BSA Training 'Pre-employment checks' page. At the top, it indicates the user is signed in as 'Liam M1'. A yellow banner provides a service update about website availability. Below this, there's a 'Go back' link and the page title 'NHS BSA Training Pre-employment checks'. A filter dropdown is set to 'All users'. The main content is a table with the following data:

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-201222-00001	<a href="#">Training and Support Manager NHS Jobs</a> T2020-20-0462	01 Jun 2021 <b>ON TRACK</b>	Health assessment	<a href="#">View checks or withdraw offer</a> <b>1</b>

**Tip:** You can view the applicant or job title details by selecting a link.

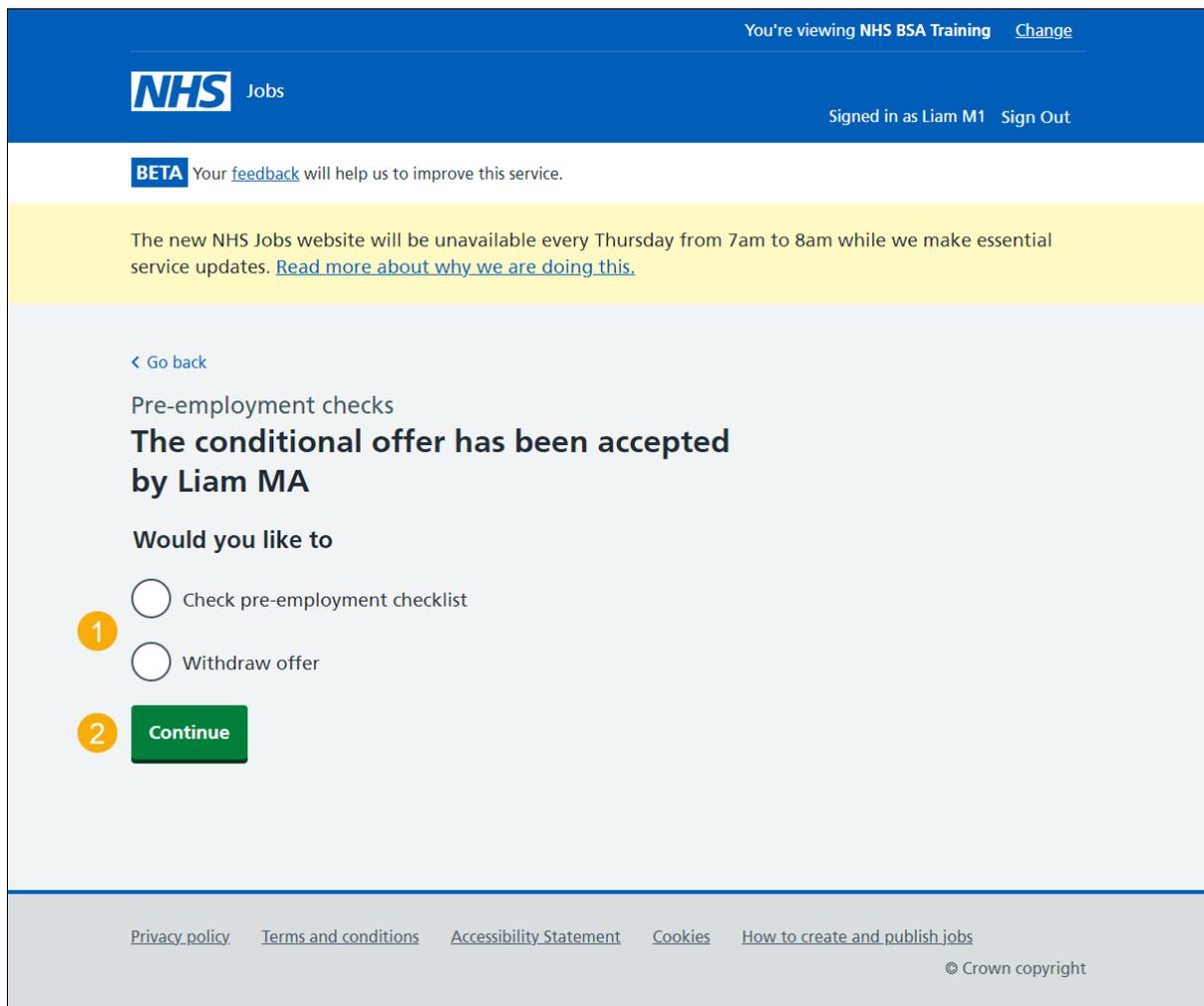
## Conditional offer accepted

This page gives you instructions for how to confirm if you want to complete the applicant's pre-employment checks or withdraw their offer.

**Important:** If you withdraw the applicant's job offer, the recruitment is ended.

To complete the applicant's pre-employment checks or withdraw their offer, complete the following step:

1. Select an answer.
2. Select the '[Continue](#)' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with the text: '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 light blue background and contains a '< Go back' link, the text 'Pre-employment checks', and a large heading: 'The conditional offer has been accepted by Liam MA'. Below this heading, it asks 'Would you like to' and provides two radio button options: '1 Check pre-employment checklist' and '2 Withdraw offer'. A green 'Continue' button is positioned below the second option. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

**You've reached the end of this user guide if you've withdrawn the applicant's job offer.**

## Inter Authority Transfer (IAT)

This page gives you instructions for how to view the applicant's Inter Authority Transfer (IAT) response.

**Important:** If an applicant accepts a conditional job offer, they'll answer their IAT consent question. Once answered, the status changes to 'COMPLETED'. You'll need to check how the applicant has answered to confirm if an IAT will run.

To view the applicant's IAT response, complete the following step:

1. Select the ['Inter Authority Transfer \(IAT\)'](#) link.

The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS Jobs logo is on the left, and "Signed in as Liam M1 Sign Out" is on the right. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "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 the banners, there is a "Go back" link. The main heading is "Pre-employment checklist for Liam MA". Below this, it says "The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job." The checklist items are: "References" with a status of "IN PROGRESS", "Identity" with sub-items "Home address" (COMPLETED), "Identity check" (COMPLETED), and "Inter Authority Transfer (IAT)" (COMPLETED). The "Inter Authority Transfer (IAT)" item is highlighted with a yellow circle containing the number 1.

Section	Item	Status
References	References	IN PROGRESS
Identity	Home address	COMPLETED
	Identity check	COMPLETED
	1 Inter Authority Transfer (IAT)	COMPLETED

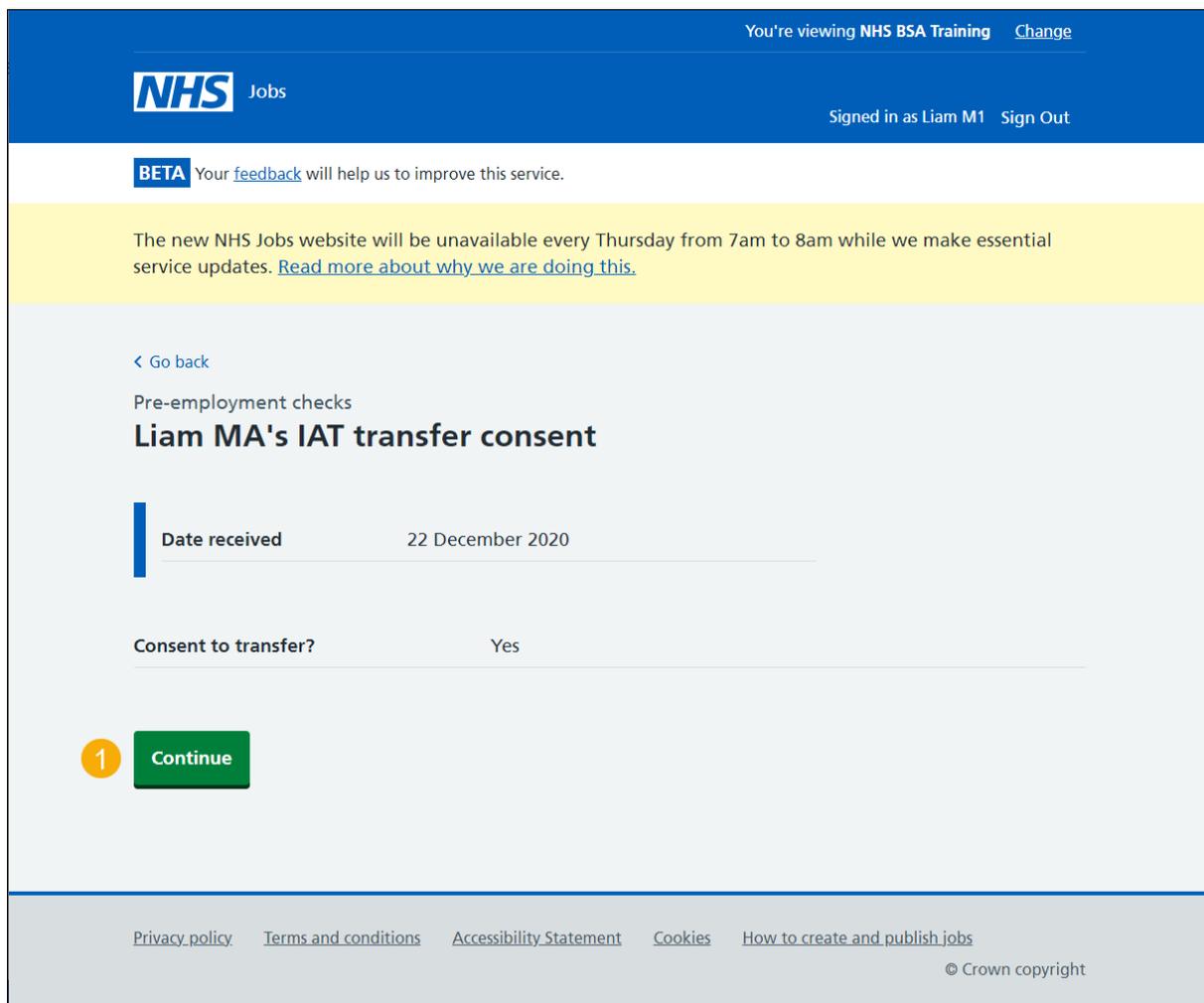
## Check IAT consent in NHS Jobs

This page gives you instructions for how to check the applicant's IAT consent answer in NHS Jobs.

**Important:** In this example, the applicant has selected 'Yes' to their IAT consent in NHS Jobs. Their response is sent to their applicant record in ESR. If they accept a contract of employment in NHS Jobs, their personal and contractual application information is transferred in ESR.

Once you've checked their response, complete the following step:

1. Select the ['Continue'](#) button.



The screenshot shows the NHS Jobs website 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' with a 'Change' link. Below the header, it says 'Signed in as Liam M1' with a 'Sign Out' link. A blue banner with 'BETA' and a feedback link is present. A yellow banner below that 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 title 'Pre-employment checks' followed by 'Liam MA's IAT transfer consent'. Below this, there are two rows of data: 'Date received' with the value '22 December 2020' and 'Consent to transfer?' with the value 'Yes'. At the bottom of this section is a green 'Continue' button with a yellow circle containing the number '1' to its left. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

## Check IAT consent in ESR

This page gives you instructions for how to check the applicant's IAT consent answer in ESR.

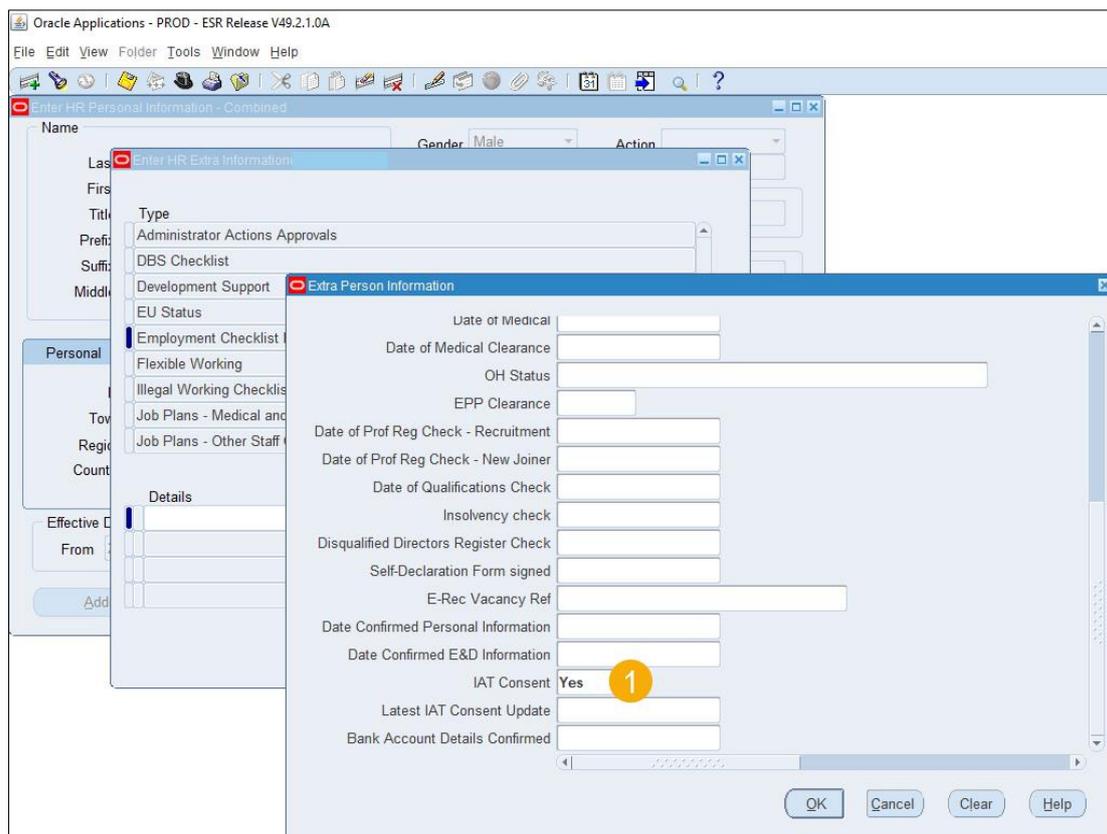
**Important:** The applicant's IAT consent status is found in the Applicant record within the 'Extra Person Information' section of ESR. This can be checked by your HR team with the required ESR roles and permissions. IAT information is not transferred from and to NHS Jobs.

IAT's transfer the following information:

- personal and previous employment details are transferred to the employee record upon hire.
- occupational health is transferred immediately after a successful pre-employment check.
- statutory and mandatory training is transferred immediately after a successful pre-employment check.
- employment history is ready to be copied to the employee record upon hire.

To check the applicant's response, complete the following step:

### 1. IAT Consent box is shown as 'Yes'.



The screenshot displays the Oracle Applications interface for ESR. The main window is titled 'Enter HR Personal Information - Combined'. A sub-window titled 'Extra Person Information' is open, showing various fields for personal and employment details. The 'IAT Consent' field is highlighted with a yellow circle and the number 1, indicating it is set to 'Yes'. Other fields include 'Date of Medical', 'Date of Medical Clearance', 'OH Status', 'EPP Clearance', 'Date of Prof Reg Check - Recruitment', 'Date of Prof Reg Check - New Joiner', 'Date of Qualifications Check', 'Insolvency check', 'Disqualified Directors Register Check', 'Self-Declaration Form signed', 'E-Rec Vacancy Ref', 'Date Confirmed Personal Information', 'Date Confirmed E&D Information', 'Latest IAT Consent Update', and 'Bank Account Details Confirmed'. The 'IAT Consent' field is currently set to 'Yes'.

**You've reached the end of this user guide as you've completed the applicant's IAT check.**

**Go to the applicant's next pre-employment check.**