

## How to manage at risk applicants in NHS Jobs user guide

This guide gives you instructions for how to manage at risk applicants in the NHS Jobs service.

You can add employees at risk of redundancy to your organisations account.

To add an at risk applicant, you'll:

- add their first name
- add their last name
- add their email address

Once an at risk applicant is shortlisted, an 'AT RISK' status is shown before you select your applicants for interview.

To manage at risk applicants, you can:

- add an at risk applicant
- change their details
- delete an at risk applicant

Only a 'Super user' can manage at risk applicants.

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## At risk applicants

This page gives you instructions for how to manage at risk applicants.

**Important:** Only a 'Super user' can add, change, and delete at risk applicants.

To view at risk applicants, complete the following step:

1. Select the '[At risk applicants](#)' link.

The screenshot shows the NHS Jobs dashboard for the NHS Business Services Authority. The top navigation bar includes the NHS logo, the text 'Jobs', and user information: 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'Change' link is also visible. 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 Business Services Authority Dashboard'. It features a dropdown menu for 'Showing tasks for' set to 'All users'. A table displays the status of tasks:

| Status                             | Count |
|------------------------------------|-------|
| <a href="#">Draft</a>              | 4     |
| <a href="#">Approvals</a>          | 1     |
| <a href="#">Published</a>          | 0     |
| <a href="#">Shortlisting</a>       | 6     |
| <a href="#">Interviews</a>         | 2     |
| <a href="#">Ready to offer</a>     | 1     |
| <a href="#">Conditional offers</a> | 0     |

Each row includes a horizontal bar chart. A red circle with the number '1' highlights the 'At risk applicants' link in the 'Manage the account' sidebar. The sidebar also contains buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Other links in the sidebar include 'Users', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

## Manage at risk applicants

This page gives you instructions for how to view at risk applicants.

**Important:** In this example, you have no at risk applicants.

To add a new at risk applicant, complete the following step:

1. Select the '[Add a new at risk applicant](#)' button.

You're viewing [NHS BSA Training](#) [Change](#)

**NHS** Jobs

Signed in as [Liam M1](#) [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](#)

## Manage at risk applicants

You have no at risk applicants.

**1** [Add a new at risk applicant](#)

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

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## Add an at risk applicant

This page gives you instructions for how to add an at risk applicant.

To add an at risk applicant, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. In the **Email address** box, enter the details.
4. 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, 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.' 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 is light blue and contains a '< Go Back' link, the text 'Employer onboarding', and the title 'Add an at risk applicant'. There are three input fields: 'First name', 'Last name', and 'Email address', each with a numbered orange circle (1, 2, 3) to its left. Below the 'Email address' field is a green 'Continue' button with a numbered orange circle (4) to its left. Below the 'Continue' button is a purple link: 'Cancel adding at risk applicant'. 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', followed by '© Crown copyright'.

**Tip:** You can select the 'Cancel adding at risk applicant' link if you don't want to add this at risk applicant.

## New at risk applicant

This page gives you instructions for how to check the details of the at risk applicant and add them.

**Important:** The applicant will receive an email to confirm they've been added to the at risk list.

To change or add this at risk applicant, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Add this applicant'](#) button.

You're viewing [NHS BSA Training](#) [Change](#)

**NHS** Jobs Signed in as Liam M1 [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](#)

### Manage at risk applicants

## New at risk applicant

|               |                    |                                 |
|---------------|--------------------|---------------------------------|
| First name    | Joe                | <b>1</b> <a href="#">Change</a> |
| Last name     | Bloggs             |                                 |
| Email address | joe.bloggs@nhs.net |                                 |

The applicant will receive an email to confirm they have been added to this list.

**2** [Add this applicant](#)

[Cancel adding at risk applicant](#)

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

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## Manage at risk applicants

This page gives you instructions for how to manage at risk applicants.

**Important:** If you delete an applicant, you won't be able to recover their details.

To change, delete or add a new at risk applicant, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Delete'](#) link (optional).
3. Select the ['Add a new at risk applicant'](#) button (optional).

The screenshot displays the 'Manage at risk applicants' 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' with a 'Change' link. Below the header, there's a white bar with 'Signed in as Liam M1' and a 'Sign Out' link. A yellow banner below that contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a light blue box contains 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.](#)'

The main content area has a '< Go Back' link. The title 'Manage at risk applicants' is centered. Below it, there's a table with the following data:

|                  |                    |   |
|------------------|--------------------|---|
| First name       | Joe                | 1 |
| Last name        | Bloggs             | 2 |
| Email address    | joe.bloggs@nhs.net |   |
| NHS Jobs account | No                 |   |

Below the table, there's a green button labeled '3 Add a new at risk applicant'. The 'Change or Delete' links are positioned to the right of the first two rows of the table.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

**Tip:** Once the applicant creates and signs into their account, the 'NHS Jobs account status' will change to 'Yes'.

You've reached the end of this user guide as you've managed your at risk applicants.