How to use the employer dashboard in NHS Jobs user guide

This guide gives you instructions for how to use the employer dashboard in the NHS Jobs service.

You must have an account to sign in and access the dashboard.

On the dashboard, you can:

- view tasks by recruitment stage
- view job listings by your organisation users
- create a job listing or search for a job listing or an applicant
- manage your organisation's account and settings
- access help and information using the employer hub

Only a 'Super user' can manage your account.

Contents

Dashboard

This page gives you instructions for how to use the dashboard.

To use the dashboard, complete the following steps:

1. Select the 'Tasks by stage' button to view tasks by recruitment stage.
2. Select the 'Listings by user' button to view job listings by user.
3. Use the 'What you can do' section to create a job listing or search for a listing or an applicant.
4. Use the 'Manage your account' section to manage your organisation's account.
5. Use the 'Help and information' section to access the employer hub for help and information.

Tasks by stage

This page gives you instructions for how to view tasks by recruitment stage.

Important: You must have a job listing or applicant to access a recruitment stage.
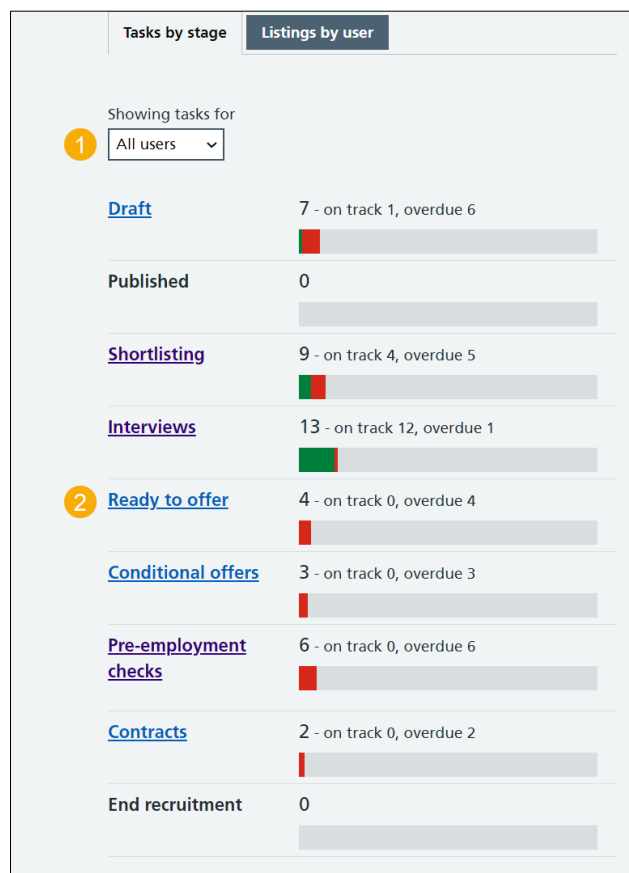
The recruitment stages by job listing are:

- approvals
- published
- shortlisting
- interview
- ready to offer
- end recruitment

The recruitment stages by applicant are:

- conditional offers
- pre-employment checks
- contracts

To complete a task, complete the followings steps:

1. Select an option from the drop down menu to filter the task view.
2. Select a status to view job listings or applicants at that recruitment stage.

Tasks by stage	Listings by user

Showing tasks for
(1) All users ▾

Draft	7 - on track 1, overdue 6
Published	0
Shortlisting	9 - on track 4, overdue 5
Interviews	13 - on track 12, overdue 1
(2) Ready to offer	4 - on track 0, overdue 4
Conditional offers	3 - on track 0, overdue 3
Pre-employment checks	6 - on track 0, overdue 6
Contracts	2 - on track 0, overdue 2
End recruitment	0

Go to the '<u>Listings by user</u>' page.

Listings by user

This page gives you instructions for how to view listings by user.

To complete a task, complete the followings steps:

1. Select an option from the drop down menu to filter the listings view.
2. Select a 'user' link to view the job listings for that user.

Go to the 'What you can do' page.

Create a job listing or search for a listing or an applicant

This page gives you instructions for how to create a job listing or search for a listing or an applicant

To complete a task, complete the following steps:

1. Select the 'Create a job listing' button.
2. Select the 'Search for a listing' button.
3. Select the 'Search for an applicant' button.
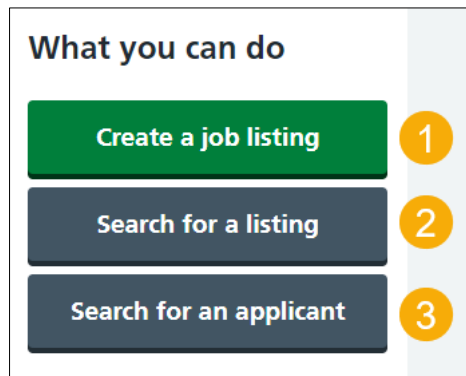
Tip: To access a user guide or watch a video for how to complete a task, go to the '**Create a job listing**' or '**Search a listing and applicant**' drop down box on our help and support page.

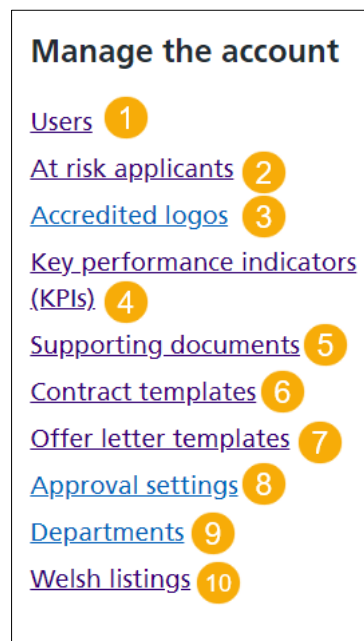Go to the 'Manage your account' page.

Manage the account

This page gives you instructions for how to manage the account.

Important: Only a 'Super user' can manage your account.

To complete a task, complete one of the following steps:

1. Select the 'Users' link.
2. Select the 'At risk applicants' link.
3. Select the 'Accredited logos' link.
4. Select the 'Key performance indicators (KPIs)' link.
5. Select the 'Supporting documents' link.
6. Select the 'Contract templates' link.
7. Select the 'Offer letter templates' link.
8. Select the 'Approval settings' link.
9. Select the 'Departments' link.
10. Select the 'Welsh listings' link.

Tip: To access a user guide or watch a video for how to complete a task, go to the '**Manage your account**' drop down box on our help and support page.
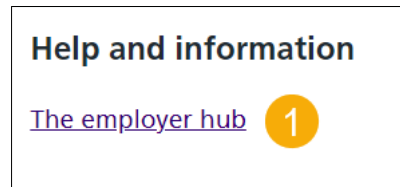
Go to the 'Help and information' page.

Help and information

This page gives you instructions for how to access help and information.

To access the employer hub, complete the following steps:

1. Select the employer hub link to access the hub.

Help and information

The employer hub   **1**

Tip: To access a user guide or watch a video for how to complete this, go to the '**The employer hub**' drop down box on our help and support page.

You've reached the end of the employer dashboard user guide.