

How to complete an IAT check in NHS Jobs user guide

This guide gives you instructions for how to complete an Inter Authority Transfer (IAT) transfer consent 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 check how they've responded to the IAT transfer consent in NHS Jobs.

- If they've selected 'Yes', the IAT is ran in ESR.
- If they've selected 'No' or 'Not applicable', the IAT isn't ran in ESR.

IAT transfer consent is transferred from NHS Jobs to ESR (no data is transferred).

The ESR and NHS Jobs requirements are:

- You must be a user of NHS Jobs with your user roles setup
- You must be a user of ESR with your user roles setup
- Your NHS Jobs and ESR accounts are linked up

An IAT is ran if:

- Applicant's current and new employer is opted into the automated IAT process in ESR.
- NHS Jobs and ESR accounts are linked up.

If the employer completes the applicants' pre-employment checks in NHS Jobs, ESR transfers:

- Statutory and mandatory training.
- Occupational health.

If the employer issues a contract and the applicant accepts it in NHS Jobs, ESR transfers:

- Personal details.
- 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.

An IAT match is found using:

- Applicants last name, date of birth and National Insurance Number to find their employee record in ESR.
- Doctors in Training (DiT) applicants only need date of birth and professional registration number to find their record in ESR.

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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 BSA Training

NHS Jobs Signed in as NHSBSA 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 BSA Training Dashboard

Tasks by stage **Listings by user**

Showing tasks for

Draft	33	<div><div style="width: 33%;"></div></div>
Approvals	5 - on track 0, due 5	<div><div style="width: 5%;"></div></div>
Published	12 - on track 10, overdue 2	<div><div style="width: 12%;"></div></div>
Shortlisting	36 - on track 8, due 18, overdue 10	<div><div style="width: 36%;"></div></div>
Interviews	32 - on track 2, due 26, overdue 4	<div><div style="width: 32%;"></div></div>
Ready to offer	35 - on track 13, due 15, overdue 7	<div><div style="width: 35%;"></div></div>
Conditional offers	17 - on track 3, due 14	<div><div style="width: 17%;"></div></div>
1 Pre-employment checks	5 - on track 0, due 2, overdue 3	<div><div style="width: 5%;"></div></div>
Contracts	27 - on track 4, due 3, overdue 20	<div><div style="width: 27%;"></div></div>

What you can do

- Create a job listing
- Search for a listing
- Search for an applicant

Manage the account

- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)
- [Approval settings](#)
- [Departments](#)
- [Welsh listings](#)

Help and information

- [The employer hub](#)
- [Contact your super users](#)

Reporting

- [Run a report](#)

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.

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](#)

NHS BSA Training

Pre-employment checks

Showing tasks for

All users

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

Tip: You can view the applicant or job title details by selecting the relevant 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:
 - [Check pre-employment checklist](#)
 - Withdraw offer
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, 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 yellow banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a '< Go back' link and the text 'Pre-employment checks'. The main heading is 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (marked with a '1' in a yellow circle) and 'Withdraw offer'. Below these options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

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

Go to the 'End a recruitment' drop down box on the [Help and support page for employers](#).

Inter Authority Transfer (IAT)

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

Important: If an applicant accepts a conditional offer, they'll answer their IAT transfer consent in NHS Jobs. Once complete, the status changes to 'COMPLETED'.

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

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

The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are 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 is a "Go back" link. The main heading is "Pre-employment checklist for Liam MA". Underneath, 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" (IN PROGRESS), "Identity" (sub-section), "Home address" (COMPLETED), "Identity check" (COMPLETED), and "1 Inter Authority Transfer (IAT)" (COMPLETED).

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

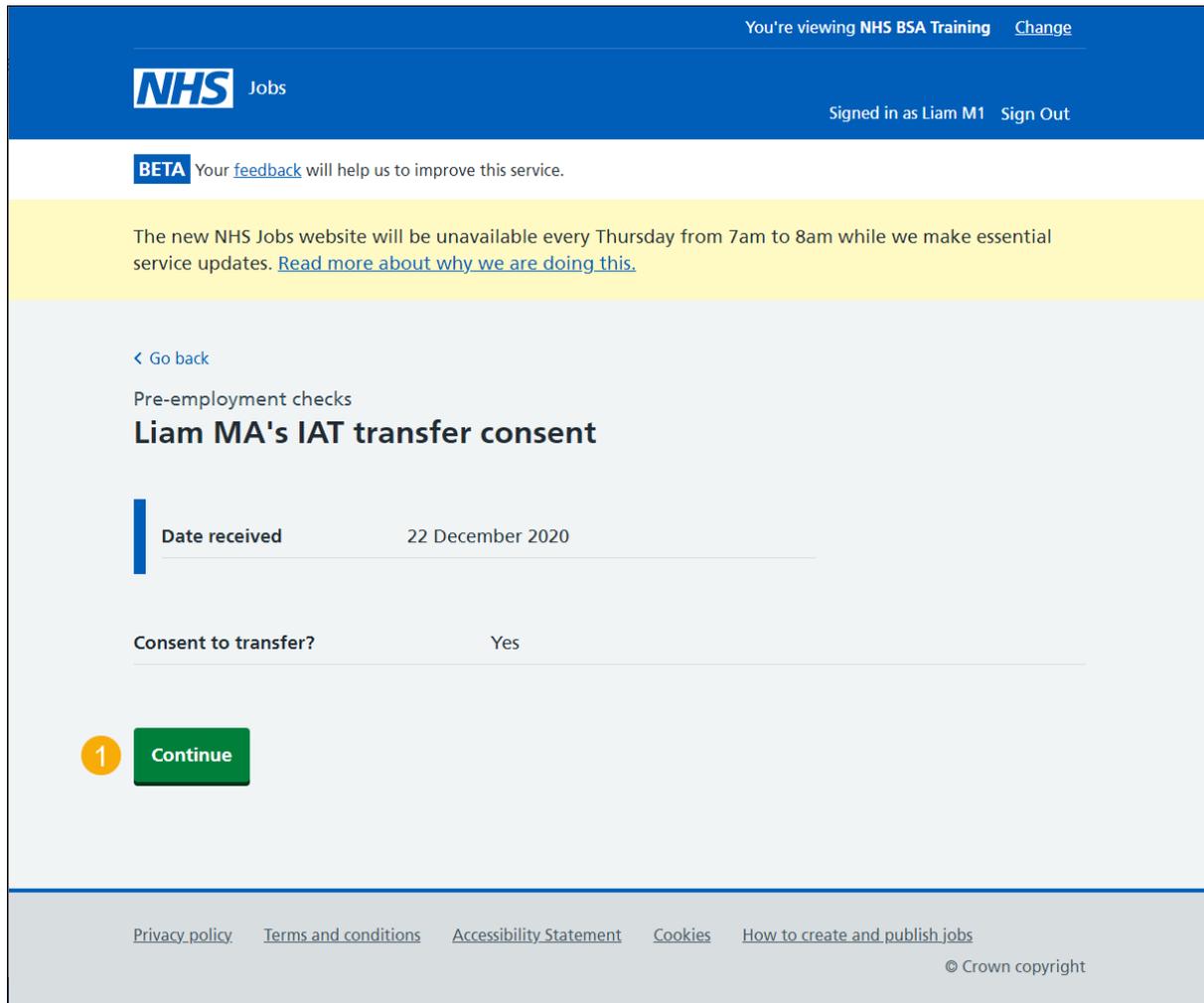
Check IAT transfer consent in NHS Jobs

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

Important: If the applicant selects 'Yes' in NHS Jobs, the IAT is ran in ESR. If the applicant selects 'No' or 'Not applicable' in NHS Jobs, the IAT isn't ran in ESR.

To check the applicant's 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. On 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 yellow banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a 'Go back' link and the text 'Pre-employment checks' and 'Liam MA's IAT transfer consent'. The main content area shows 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 area, there is a green button labeled 'Continue' with a yellow circle containing the number '1' next to it. 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'.

You've reached the end of this user guide as you've checked the applicant's IAT transfer consent in NHS Jobs.

ESR users only. Go to the '[Check IAT transfer consent in ESR](#)' page.

Check IAT transfer consent in ESR

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

Important: The applicant's IAT transfer consent 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 transfer consent is transferred from NHS Jobs to ESR (no data is transferred).

If the employer completes the pre-employment checks in NHS Jobs, ESR transfers the applicants:

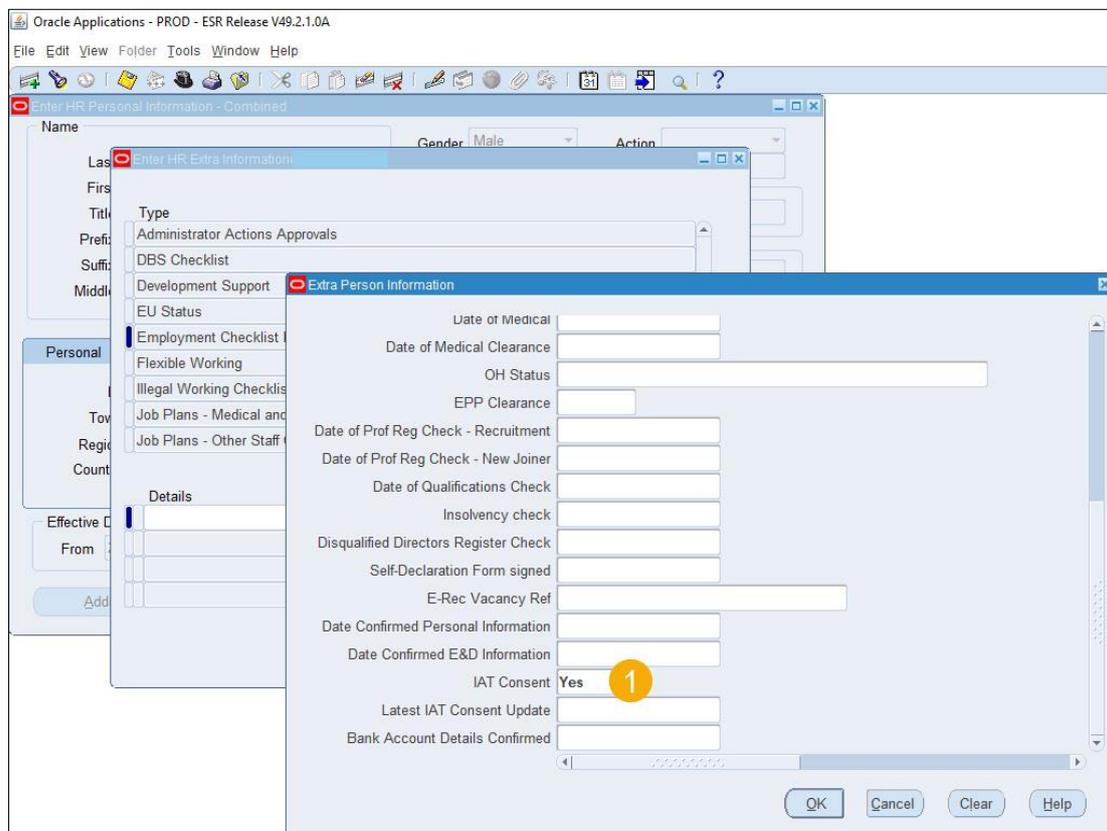
- Statutory and mandatory training
- Occupational health

If the employer issues a contract and the applicant accepts it in NHS Jobs, ESR transfers the applicants:

- Personal details
- Employment history

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

1. Check the **IAT transfer consent** box.



The screenshot displays the Oracle Applications interface for ESR Release V49.2.1.0A. 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 the step to check the consent box. The 'IAT Consent' field is currently set to 'Yes'. Other fields include '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', and 'Latest IAT Consent Update'. The 'Bank Account Details Confirmed' field is also visible. The 'OK', 'Cancel', 'Clear', and 'Help' buttons are at the bottom of the form.

You've reached the end of this user guide as you've checked the applicant's IAT transfer consent in ESR.