

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 Business Services Authority Dashboard. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'Signed in as NHS BSA Training Sign Out'. Below the header, there is a yellow banner with a BETA notice and a service update. The main content area is titled 'NHS Business Services Authority Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. Under 'Tasks by stage', there is a dropdown menu set to 'All users'. The dashboard displays a table of task stages with progress bars:

Task Stage	Count	Progress
Draft	10 - on track 8, overdue 2	80% (green)
Approvals	0	0% (grey)
Published	8	100% (green)
Shortlisting	3	33% (green)
Interviews	6	100% (green)

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with a list of links: 'Manage users', 'At risk applicants' (highlighted with a yellow circle and the number 1), 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'.

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. 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 a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am for essential service updates, with a link to '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 link that says '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.](#)

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Manage at risk applicants

New at risk applicant

First name	Joe	1 Change
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, it indicates the user is viewing 'NHS BSA Training' and is signed in as 'Liam M1'. A blue header contains the NHS logo and 'Jobs'. Below this, a yellow banner 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 shows a 'Manage at risk applicants' section with a '< Go Back' link. The applicant details are as follows:

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

Below the details is a green button labeled '3 Add a new at risk applicant'. The 'Change or Delete' links are positioned to the right of the first and last name fields.

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'.

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.