

## 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 the 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. 'Super user' role only
- Access help and information using the employer hub

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## 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 the 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.

The screenshot displays the NHS BSA Training Dashboard. At the top, it shows the NHS logo and 'Jobs' text, along with the user's login status: 'Signed in as NHSBSA Training' and a 'Sign Out' link. A blue banner at the top right indicates 'You're viewing NHS BSA Training'. Below this, a 'BETA' notice states that user feedback will help improve the service. A yellow banner informs users that the new NHS Jobs website will be unavailable every Thursday from 7am to 8am for essential service updates, with a link to read more.

The main content area is titled 'NHS BSA Training Dashboard'. It features two navigation tabs: 'Tasks by stage' (marked with a '1') and 'Listings by user' (marked with a '2'). Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard lists various recruitment stages with their respective counts and progress bars:

| Stage                                 | Count                                | Progress                          |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <a href="#">Draft</a>                 | 46 - on track 40, overdue 6          | Progress bar (green, red)         |
| <a href="#">Approvals</a>             | 6 - on track 1, due 2, overdue 3     | Progress bar (red)                |
| <a href="#">Published</a>             | 5 - on track 3, overdue 2            | Progress bar (green, red)         |
| <a href="#">Shortlisting</a>          | 52 - on track 18, due 19, overdue 15 | Progress bar (green, yellow, red) |
| <a href="#">Interviews</a>            | 31 - on track 1, due 16, overdue 14  | Progress bar (yellow, red)        |
| <a href="#">Ready to offer</a>        | 39 - on track 5, due 19, overdue 15  | Progress bar (green, yellow, red) |
| <a href="#">Conditional offers</a>    | 16 - on track 0, due 13, overdue 3   | Progress bar (yellow, red)        |
| <a href="#">Pre-employment checks</a> | 4 - on track 1, due 3                | Progress bar (yellow)             |
| <a href="#">Contracts</a>             | 43 - on track 7, due 13, overdue 23  | Progress bar (green, yellow, red) |
| <a href="#">End recruitment</a>       | 18 - on track 0, due 11, overdue 7   | Progress bar (yellow, red)        |

On the right side, there are three sections:

- What you can do** (marked with a '3'): Includes buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account** (marked with a '4'): Includes links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'.
- Help and information** (marked with a '5'): Includes links for 'The employer hub' and 'Contact your super users'.

At the bottom, 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'.

## 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.



Go to the '[Listings by user](#)' page.

## Listings by user

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

To complete a task, complete the following 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.

NHS BSA Training  
**Dashboard**

Tasks by stage Listings by user

Showing listings for  
All departments

2 [Unassigned user](#) 28 - on track 14, overdue 14

3 [Liam M2](#) 4 - on track 3, overdue 1

[Liam M3](#) 1 - on track 0, overdue 1

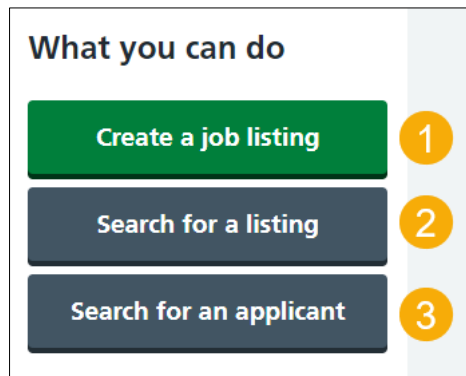
Go to the ['What you can do'](#) page.

## 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 for a job listing and applicant**' drop down box on our [help and support page](#).

Go to the '[Manage your account](#)' page.

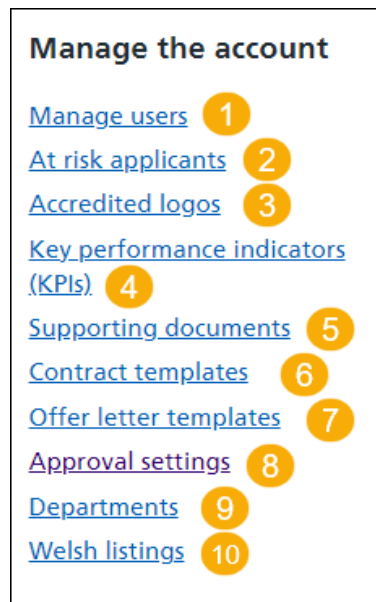
## Manage the account

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

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

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

1. Select the 'Manage 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](#).

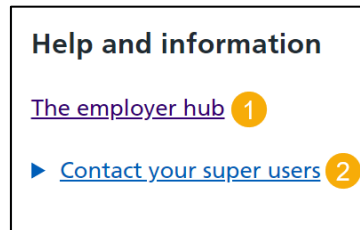
Go to the '[Help and information](#)' page.

## Help and information

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

To access the help and support information, complete the following steps:

1. Select the [employer hub](#) link to access the hub.
2. Select the 'Contact your super users' link.



**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.