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October 2021



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; find out about our latest releases, a change to disability accreditation logo and the new Applicant task list.

Did you know?

In September there were...



...on NHS Jobs

NHS Jobs feature releases

September releases: **12**



Pre-employment checks: Qualification improvements for employers
The qualification checks for employers have been completely revamped. The journey has been updated to improve the process for employers.



Applicant task-list
A new applicant task-list has been introduced whereby applicants can now see their applications in a task-list format, meaning they can access any section of their application to begin. Additional confirmation pages have been added so applicants are able to review and confirm their information before saving and moving on. The system also doesn't allow applicants to submit incomplete applications.



Delete draft applications
Applicants now have the ability to delete draft applications from their account which helps them keep their accounts tidy and up to date with only applications they have submitted showing.



Contact your Super Users
A new link has been added to the employer dashboard which shows a list of Super Users for that organisation. This will help users to understand who their Super Users are and if they're unable to complete a task due to restrictions to their role.



Engagement Events continuing with success

The Engagement Team would like to thank West London NHS Trust, London Ambulance Service NHS Trust and Mersey Care NHS Foundation Trust for taking part in question and answer sessions during our recent Engagement Events. The trusts talked about their transition to the new NHS Jobs service and offered advice to those organisations still to onboard.

One of the biggest challenges identified with the transition was how trusts communicated to the hiring managers in their organisation about the changes to the format when creating a vacancy in the new service.

If you would like to learn more or join a monthly regional event, please contact the Engagement Lead for your region - <https://www.nhsbsa.nhs.uk/nhs-jobs-engagement-team>.

EU Settlement Scheme Status and Right to Work changes

From 2 November 2021, changes will be introduced to the current NHS Jobs service around the EU Settlement Scheme and Right to Work status. For recruiters the changes will be:

- The ability for EU and EEA applicants to indicate their EU Settlement Scheme Status on the application form.
- An updated immigration status list on the application form.
- The bi-directional interface with ESR will include information recorded in the additional Right to Work pre-employment check (PEC) fields.

- Reports will be updated to include Settled Status and Right to Work PEC information.

Please refer to the following guide for more information [EU Settled Status and 'Right to Work' Changes](#).

Candidates may notice that when they apply for a post, they are asked a different question on the Personal Information page of the application to indicate their nationality and Right to Work status.

Candidates should refer to the following guide for more information: [EU Settled Status and 'Right to Work' Changes](#).

Disability accreditation logo change

Disability Confident is a government scheme designed to encourage employers to recruit and retain disabled people and those with health conditions. It has replaced the previous 'Two Ticks' Positive About Disabled People scheme.

Disability Confident is a voluntary scheme and has been developed by employers and disabled people's representatives. For further information and to find out how to sign up to the Disability Confident employer Scheme [click here](#)



Employer organisations should no longer be using the 'Two Ticks' Positive About Disabled People logo in their adverts as this scheme no longer exists. The following logo has been removed from the list of accredited logos on NHS Jobs.



New NHS Jobs service



New product feature: Applicant task list

On the 30 September 2021, we released a new application task list layout for applicants.

The task list breaks down the application into sections and each task displays a status of either 'Not Started', 'Started' or 'Completed'. Applicants must complete all tasks before they can submit their application. This new design enables applicants to see their progress on an application by breaking it down into these sections.

NHS Business Services Authority

Applicant Task List vacancy application

Application incomplete
You have completed 0 of 7 sections.

Add your personal details

[Contact details](#) NOT STARTED

Add your right to work status

[Right to work](#) NOT STARTED

Add your CV

[Your CV](#) NOT STARTED

Add further information the employer needs from you

[Driving qualifications and details](#) NOT STARTED

[Unspent criminal convictions and cautions](#) NOT STARTED

Check your equal opportunities

[Guaranteed interview scheme](#) NOT STARTED

[Equality and diversity](#) NOT STARTED

You need to complete all sections before you can send your application.

[Save and come back later](#)

Job details

Closing date
31 October 2021

Job reference number
A0090-21-3825

[View the job advert \(opens in new tab\)](#)

We will also soon be able to launch a Vacancy task list. In November, a similar design will be released for the Employer vacancy creation journey, where it will be broken down into sections to make the journey more manageable and give employers better visibility of their progress in the creation journey. This release will also include the introduction of customisable job reference numbers.

Current NHS Jobs service

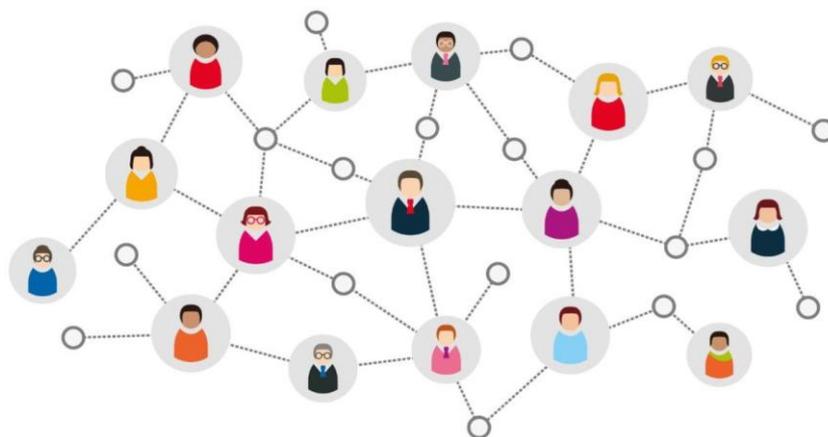


Preparing for onboarding

The Optimisation Team want to make your onboarding journey as smooth a transition as possible as you get ready to submit your account application to the new NHS Jobs service. Our Account Opening Form will ask you for details of the contract/s that your organisation holds with NHS to deliver health and social care services, so it's a good idea to have your contract details to hand when completing the form.

The new NHS Jobs service allows organisations to post vacancies for job roles related to a valid NHS contract for support or provision of health or social care services in the United Kingdom.

To avoid any unnecessary delays to your onboarding journey, please make sure you have a current contract or commissioning arrangement in place at the time of application.



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