

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) 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.

If an applicant accepts a conditional job offer, they'll give their IAT consent response as part of their pre-employment checks.

From the pre-employment checklist, you'll check their response. If the applicant has given their consent, their current and new NHS organisation need to be opted into the automated IAT process in ESR for the IAT to run.

Only the IAT consent response is added, no data is transferred from NHS Jobs to ESR.

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.

For the NHS Jobs to ESR integration, go to the ['Process flow diagram'](#) page.

Contents

[How to complete an IAT check in NHS Jobs user guide](#)

[Process flow diagram](#)

[Pre-employment checks](#)

[View checks or withdraw offer](#)

[Conditional offer accepted](#)

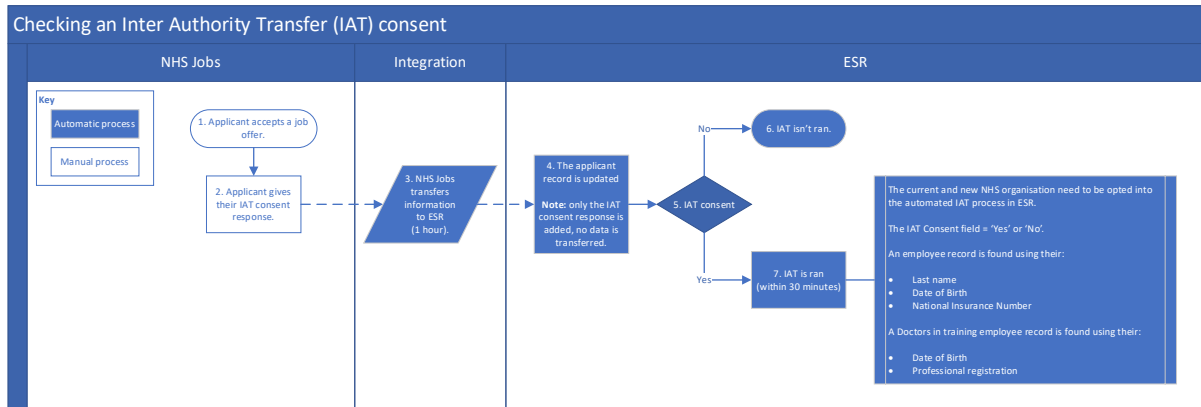
[Inter Authority Transfer \(IAT\)](#)

[Check IAT consent in NHS Jobs](#)

[Check IAT transfer consent in ESR](#)

Process flow diagram

This process flow diagram shows the integration between the NHS Jobs service and ESR system for an IAT check.



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.

The screenshot shows the NHS Jobs dashboard for Training account 356. The top navigation bar includes the NHS logo, the text 'Jobs', and the user's name 'Signed in as Andrea Ballantyne' with a 'Sign Out' link. A yellow banner at the top states: 'This is a training environment for employers - published adverts will not be visible to jobseekers.' Below this, another yellow banner 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.](#)'

The main content area is titled 'Training account 356 Dashboard'. It features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table displays the following data:

Task Stage	Count
Draft	0
Published	1
Shortlisting	0
Interviews	1
Ready to offer	2
Conditional offers	1
1 Pre-employment checks	1
Contracts	0

The right sidebar contains three sections:

- What you can do:** Three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey).
- Manage the account:** A list of links: '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:** Two links: 'The employer hub' and 'Contact your super users' (with a right-pointing arrow).

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.

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 'BETA' notice states: 'Your feedback will help us to improve this service.' A yellow banner below reads: '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 heading is 'NHS BSA Training Pre-employment checks'. Below this, it says 'Showing tasks for' with a dropdown menu set to 'All users'. The table below has the following data:

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.

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](#)

Pre-employment checks

The conditional offer has been accepted by Liam MA

Would you like to

Check pre-employment checklist

1 Withdraw offer

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© 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 IAT consent response.

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

To view the applicant's response, 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 with the NHS logo and 'Jobs' is below the header. A yellow banner contains a BETA message: 'Your feedback will help us to improve this service.' Below that, 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 has a 'Go back' link and a title 'Pre-employment checklist for Liam MA'. Below the title, it says: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' There are two sections: 'References' and 'Identity'. The 'References' section has a link 'References' and a status 'IN PROGRESS'. The 'Identity' section has three items: 'Home address' (COMPLETED), 'Identity check' (COMPLETED), and 'Inter Authority Transfer (IAT)' (COMPLETED). The 'Inter Authority Transfer (IAT)' item is highlighted with a yellow circle and the number '1'.

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

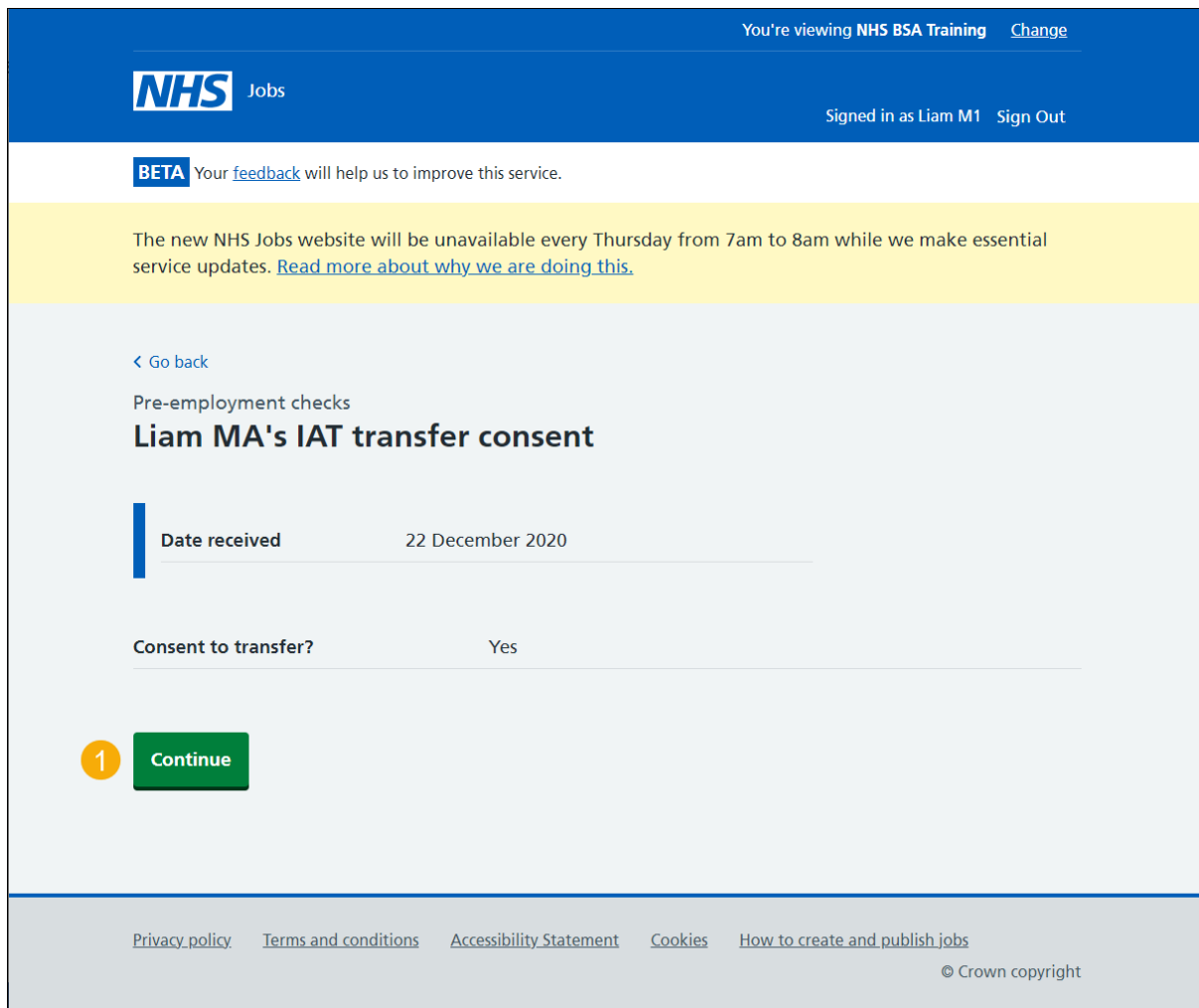
Check IAT consent in NHS Jobs

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

Important: If the applicant selects 'Yes' in NHS Jobs, the IAT is run in ESR. If the applicant selects 'No' or 'Not applicable' in NHS Jobs, the IAT isn't run 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 a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: '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 is white and contains a breadcrumb trail: '< Go back' followed by 'Pre-employment checks' and 'Liam MA's IAT transfer consent'. Below this, there are two rows of data: 'Date received' with the value '22 December 2020' and 'Consent to transfer?' with the value 'Yes'. At the bottom of the main content area, there is a green button labeled 'Continue' with a yellow circle containing the number '1' to its left. The footer is a light blue bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the text '© Crown copyright'.

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

For users of NHS Jobs and ESR 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 consent response in ESR.

Important: This information is found in the Applicant record within the **Extra Person Information** section of ESR. This can only be checked with the correct ESR roles and permissions.

1. The applicant's IAT transfer consent details are shown.

The screenshot displays the Oracle Applications interface for ESR. The main window is titled "Enter HR Personal Information - Combined". Overlaid on this are two other windows: "Enter HR Extra Information" and "Extra Person Information". The "Extra Person Information" window is the primary focus, showing a list of fields with their corresponding values. The "IAT Consent" field is highlighted with a yellow circle containing the number "1", and its value is "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", "Latest IAT Consent Update", and "Bank Account Details Confirmed". The "IAT Consent" field is currently set to "Yes".

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