

Release date

13 December 2021

Number	Name	Description	Benefit/Value
1	Reporting	<p>Super users and recruitment administrators can now run reports. We've released several different report types.</p> <p>Employers can create reports for:</p> <ul style="list-style-type: none"> • application and listing data • equal opportunities • equal opportunities for applications in progress • equal opportunities for a specific job • vacancy numbers • time taken to hire • vacancy bulletin <p>Application and listing data report This report allows users to see all the database fields related to the organisation's jobs and applications into one CSV file. This will show as one row per application, per job listing.</p> <p>Equal opportunities report This report shows the number of submitted applications. They are grouped into the equality and diversity monitoring categories. Users can filter the report by staff group and by the job listing's state - open, closed or both.</p> <p>Equal opportunities for applications in progress report This report shows the number and percentages of submitted applications. It also includes applicants shortlisted or recruited. They can be further sorted by the equality and diversity monitoring categories.</p> <p>Equal opportunities for a specific job report This report shows the number of submitted applications for an individual job listing. They are grouped by the equality and diversity monitoring categories.</p> <p>Vacancy numbers report This report provides the total number of jobs listings advertised per month. Users can set the report to include:</p> <ul style="list-style-type: none"> • job listings that are open, closed or both • the staff group • the pay scheme and pay band <p>Time taken to hire report This report provides the average number of days (in a five-day format) between different job states. For example, the average time between listings being published to shortlisting complete. Users can filter by</p>	<p>Super users and recruitment administrators now have access to create reports.</p>

		<p>staff group and by the job listing's state - open, closed or both.</p> <p>Vacancy bulletin report This report provides a printable list of all published job listings. Users can select various options for which jobs they would like to display, including:</p> <ul style="list-style-type: none">• internal only, external only or both• the staff groups• if the advert text shows or not	
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Next release date

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