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November 2021



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; updates for GP & Primary Care Network, latest releases and browser compatibility advice.

Did you know?

In October there were...



...on NHS Jobs

NHS Jobs feature releases



New information added to contracts
We've added the pay scheme and the associated pay band to the contract of employment that gets sent to the applicant.



Adverts with more than one location are now searchable
Published adverts with more than one location (2 to 10 locations) are now searchable on NHS Jobs. The advert will show in search results for all the locations added to it. Adverts with multiple locations will also have an icon to show that the job could be based in more than one location.



Employers accepting on applicant's behalf - applicant updates
We've improved the contracts section of NHS Jobs. We've made the emails we send to applicants about their contracts clearer. An email is now sent to applicants when the employer accepts the contract on their behalf.



Manage your users
We've added a new page called 'Manage your users'. From this page, you can:

- add a new user to your account
- search for a user by name or email address and view their details
- filter your search results using 'role' and 'status' criteria

[CLICK HERE FOR ALL RELEASE INFORMATION](#)

Information for all NHS Jobs users



Engaging with GPs & Primary Care Networks

Further to our previous piece about our plans for sessions specifically for GPs and Primary Care Network colleagues, the first of these took place in October.

A big thank you to everyone who took time out of very busy days to attend. Particular thanks go to those of you willing to explain your experiences and share your thoughts. It's given us some great feedback which we're working through and using to inform our next steps and future sessions.

One thing that attendees found useful was our signposting to all the help that's available to them:

- **Online user guides and short videos:** [Help and support for employers](#)
- **Knowledge Base:** our online library of common questions split by employer/applicant and then subject category: [Knowledge Base](#)
- **Get support from our Contact Centre** by email nhsbsa.nhsjobs@nhsbsa.nhs.uk or phone on 0300 330 101. *Monday-Friday 8am-6pm & Saturday 9am-3pm, closed Bank Holidays, Christmas Day, Boxing Day and New Year's Day.*

It's early days and these sessions will evolve as we deliver more and get further input from you. We're planning on doing our next ones in the new year so keep your eyes peeled for more information in future newsletters.

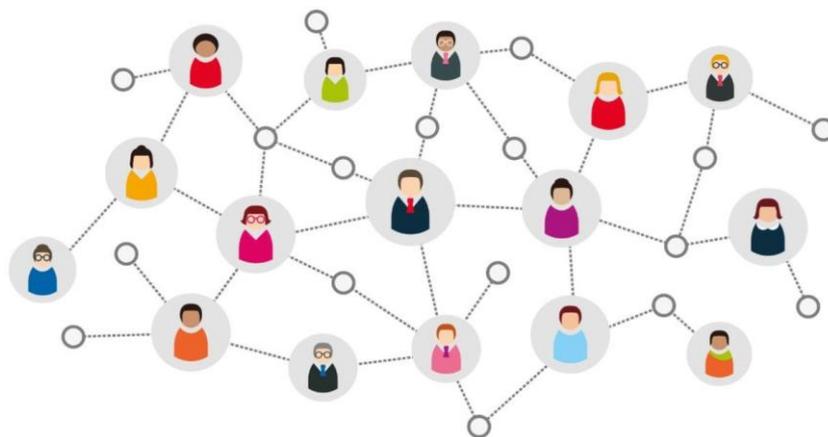
New NHS Jobs service



Choosing the right browser

As part of our ongoing commitment to customer satisfaction, we would like to remind you that there are known compatibility issues when accessing the new service using Internet Explorer, as it is nearing the end of its life and is no longer supported by Microsoft.

Accessing the new NHS Jobs through Internet Explorer can prevent functionality from working as intended. To avoid complications when completing your recruitment activity within the new NHS Jobs service, we recommend that you use an alternative browser such as Google Chrome or Microsoft Edge. This will ensure you are able to utilise the service to its maximum capacity and take full advantage of both existing and upcoming features.



[Talk to us](#)

Click the button above to get in touch and tell us about your experience using NHS Jobs.

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