

## How to run the equal opportunities for a specific job report in NHS Jobs user guide

This guide gives you instructions for how to run the equal opportunities for a specific job report in the NHS Jobs service.

This report shows the number of submitted applications for an individual job listing. They are grouped by the equality and diversity monitoring categories.

The report is downloaded into one comma-separated values (CSV) file.

You need to be one of the following roles to run reports:

- 'Super user'
- 'Recruitment administrator'

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## Run a report

This page gives you instructions for how to run a report.

**Important:** You need to be a 'Super user' or 'Recruitment administrator' to run a report.

To run a report, complete the following steps:

1. Select the ['Run a report'](#) link.

The screenshot shows the NHS BSA Training Dashboard. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below the header, there's a 'BETA' notice and a 'Your feedback will help us to improve this service.' message. The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard lists various recruitment stages with their counts, track status, and overdue days, accompanied by progress bars. A yellow circle with the number '1' highlights the 'Run a report' link in the 'Reporting' section on the right-hand side. Other sections include 'What you can do' (Create a job listing, Search for a listing, Search for an applicant), 'Manage the account' (Manage users, At risk applicants, Accredited logos, Key performance indicators (KPIs), Approval settings, Departments, Welsh listings), 'Documents and templates' (Supporting documents, Contract templates, Offer letter templates), and 'Help and information' (The employer hub, Roles and permissions, Contact your super users).

Stage	Count	Track	Due	Overdue
<a href="#">Draft</a>	50	on track 37		overdue 13
<a href="#">Approvals</a>	4	on track 0		overdue 4
<a href="#">Published</a>	4	on track 2		overdue 2
<a href="#">Shortlisting</a>	53	on track 18	due 12	overdue 23
<a href="#">Interviews</a>	30	on track 1	due 2	overdue 27
<a href="#">Ready to offer</a>	45	on track 6	due 18	overdue 21
<a href="#">Conditional offers</a>	16	on track 1	due 8	overdue 7
<a href="#">Pre-employment checks</a>	8	on track 2		due 6
<a href="#">Contracts</a>	43	on track 8	due 18	overdue 17
<a href="#">End recruitment</a>	16	on track 0	due 9	overdue 7

## Which report do you want to run?

This page gives you instructions for how to confirm which report you want to run.

**Important:** In this example, you're selecting the equal opportunities for a specific job report.

To select the correct report, complete the following steps:

1. Select the 'Equal opportunities for a specific job' option.
2. Select the '[Continue](#)' button.

You're viewing **NHS BSA Training**

**NHS** Jobs Signed in as NHSBSA Training 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](#)

### Which report do you want to run?

Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

- Export of application and listing data
- Equal opportunities
- Equal opportunities progress
- 1**  Equal opportunities for a specific job
- Vacancy numbers
- Time taken to hire
- Vacancy bulletin

**2**

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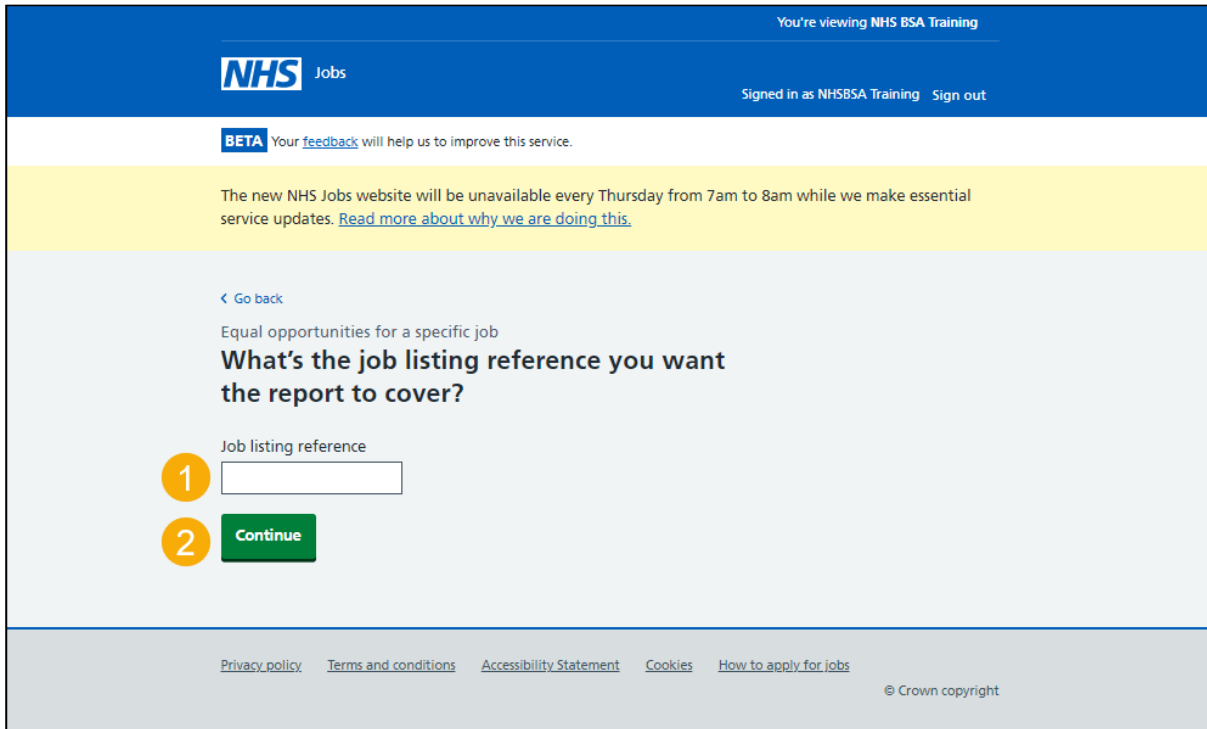
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## What's the job listing reference you want the report to cover?

This page gives you instructions for how to enter the job listing reference you want the report to cover.

To enter the job listing and run the report, complete the following steps:

1. In the **Job listing reference** box, enter the details.
2. 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. To the right, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign out'. 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 grey box with a 'Go back' link and the text 'Equal opportunities for a specific job'. The main heading is 'What's the job listing reference you want the report to cover?'. Below this, there is a 'Job listing reference' label and a text input field. To the left of the input field is a yellow circle with the number '1'. Below the input field is a green 'Continue' button with a yellow circle containing the number '2' to its left. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© Crown copyright'.

## Check your answers

This page gives you instructions for how to check your answers.

To change or confirm the report details, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the [Continue](#) button.

You're viewing NHS BSA Training

**NHS** Jobs

Signed in as NHSBSA Training 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](#)

Equal opportunities for a specific job

### Check your answers

Which report do you want to run?	Equal opportunities for a specific job	<a href="#">Change</a>
What's the job listing reference you want the report to cover?	T1111-21-0385	<a href="#">Change</a>

**2** [Continue](#)

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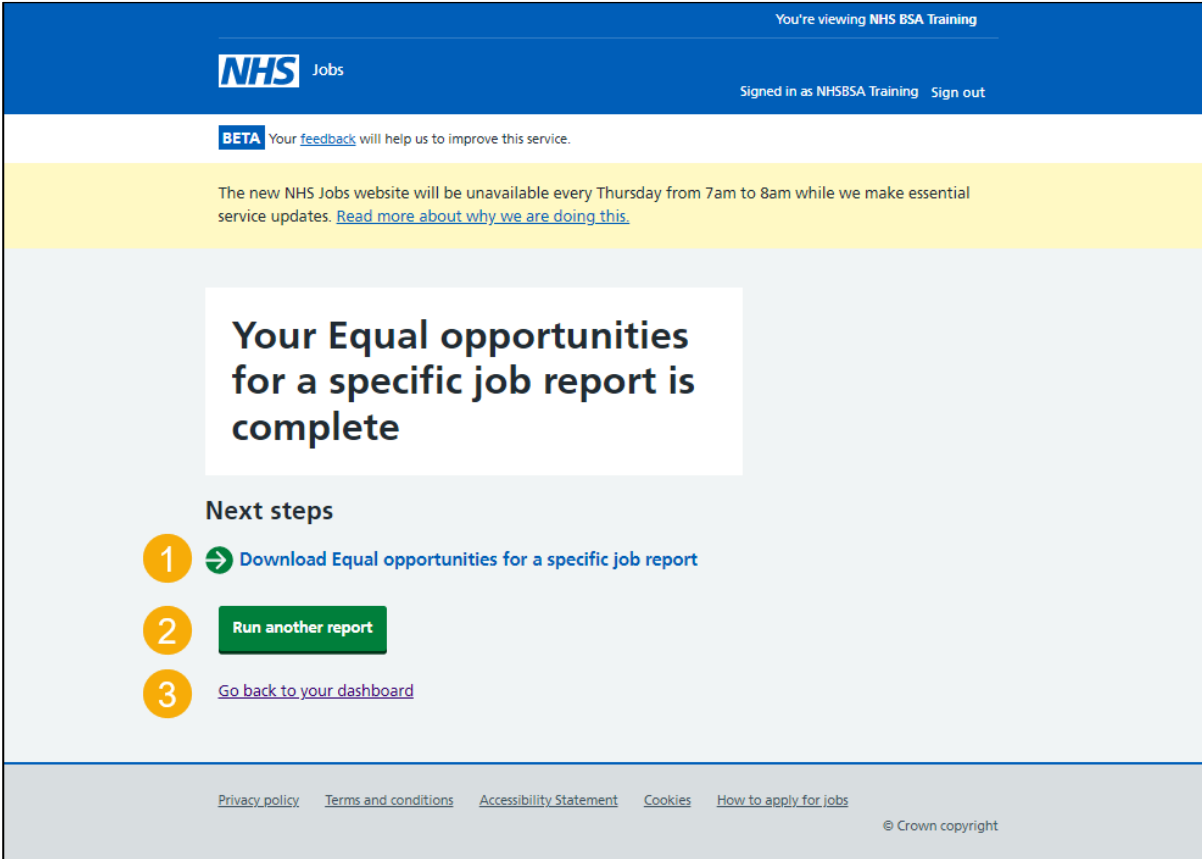
## Your report is complete

This page shows confirmation your report is complete and gives you instructions for how to download the data.

**Important:** You'll be shown a loading page but once the report is ready, this page is shown.

To download the data or run another report, complete the following steps:

1. Select the 'Download Equal opportunities for a specific job advert' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.



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' and 'Signed in as NHSBSA Training Sign out'. 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 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 has a white box with the text: 'Your Equal opportunities for a specific job report is complete'. Below this, there is a section titled 'Next steps' with three numbered items: 1. A blue arrow icon followed by the text 'Download Equal opportunities for a specific job report'. 2. A green button with the text 'Run another report'. 3. A blue link with the text 'Go back to your dashboard'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the text '© Crown copyright'.

You've reached the end of the equal opportunities for a specific job report in NHS Jobs user guide.