

## How to run the equal opportunities progress report in NHS Jobs user guide

This guide gives you instruction for how to run the equal opportunities progress report in the NHS service.

This report shows the number and percentages of submitted applications. It also includes applicants shortlisted or recruited. You can sort them 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 this is a 'BETA' notice. 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 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 progress report.

To select the correct report, complete the following steps:

1. Select the 'Equal opportunities progress' option.
2. Select the '[Continue](#)' button.

You're viewing [User Acceptance Testing \(Reports\)](#) [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](#)

### 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
- 1**  Equal opportunities progress
- Equal opportunities for a specific job
- Vacancy numbers
- Time taken to hire
- Vacancy bulletin

**2** [Continue](#)

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## Which job listing do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listing you want to export the CSV file for.

To confirm the job listing to export, complete the following steps:

1. Select an answer.
2. Select the [‘Continue’](#) button.

You're viewing User Acceptance Testing (Reports) [Change](#)

**NHS** Jobs Signed in as Liam M1 [Sign out](#)

**BETA** Your [feedback](#) will help us to improve this service.

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Equal opportunities progress

### Which job listings do you want to export the CSV file for?

All open job listings

**1**  All closed job listings

All open job listings and closed job listings

**2** [Continue](#)

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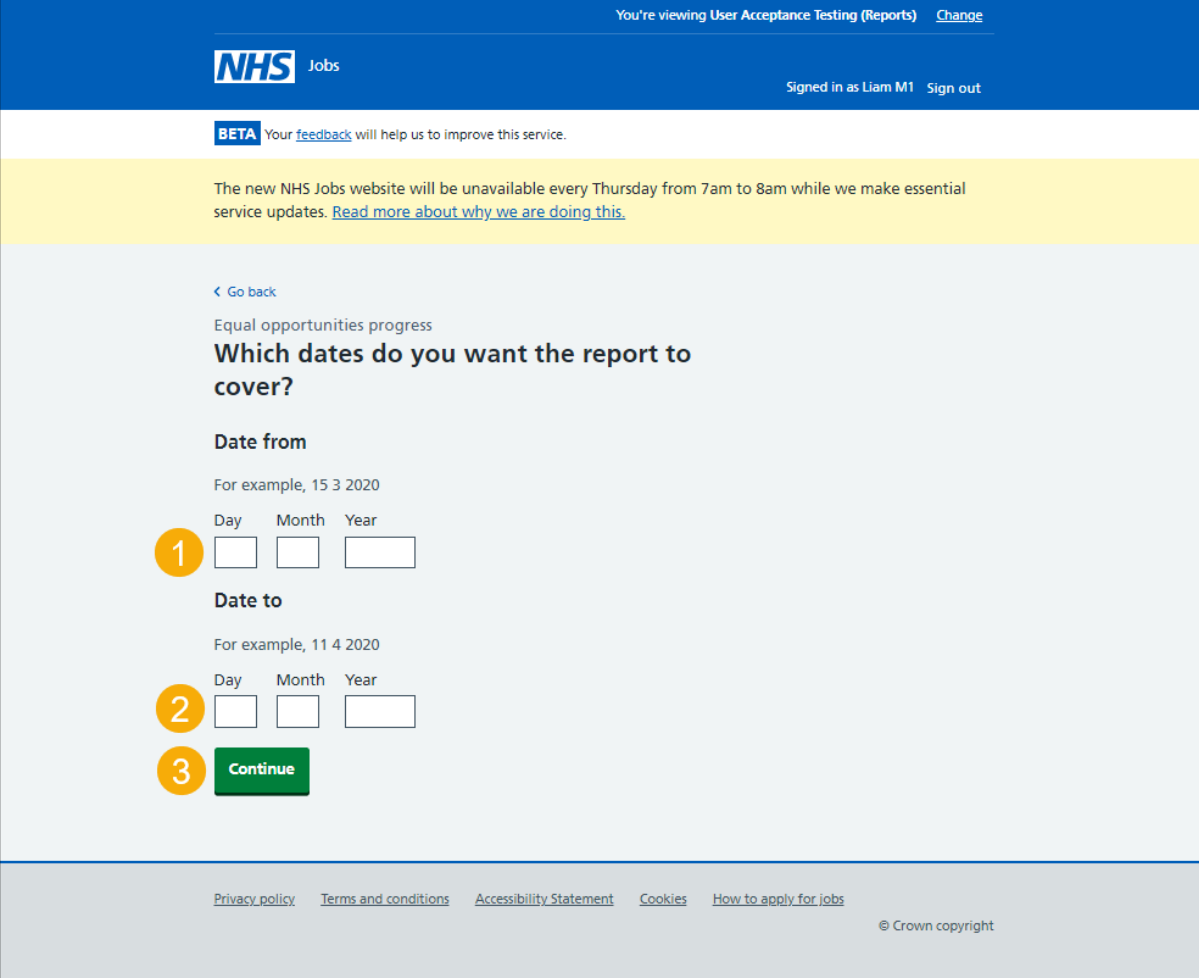
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## Which dates do you want the reports to cover?

This page gives you instructions for how to confirm which dates you want the reports to cover.

To confirm the dates, complete the following steps:

1. In the **Date from** boxes enter the details.
2. In the **Date to** boxes enter the details.
3. 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 User Acceptance Testing (Reports) Change' and 'Signed in as Liam M1 Sign out'. Below the header, there is a white banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below that is a yellow banner 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 light blue and contains a 'Go back' link, the text 'Equal opportunities progress', and the title 'Which dates do you want the report to cover?'. There are two date selection sections. The first is 'Date from' with an example '15 3 2020' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the first box. The second is 'Date to' with an example '11 4 2020' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '2' is next to the first box. Below the 'Date to' section is a green 'Continue' button with a yellow circle containing the number '3' to its left. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

**Tip:** You must enter the date in the DD MM YYYY format. For example, 15 03 2020

## Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

To confirm the staff group, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

You're viewing [User Acceptance Testing \(Reports\)](#) [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.](#)

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Equal opportunities progress

### Which staff group is the report for?

Select as many as you need.

- Select all staff groups
- Additional Clinical Services
- Additional Professional Scientific & Technical
- Administrative & Clerical
- 1**  Allied Health Professionals
- Estates & Ancillary
- Healthcare Scientists
- Medical & Dental
- Nursing & Midwifery Registered
- Students

**2**

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**Tip:** You can select all staff groups or select as many as you need.

## Check your answers

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

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

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

You're viewing [User Acceptance Testing \(Reports\)](#) [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.](#)

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Equal opportunities progress

### Check your answers

Which report do you want to run?	Equal opportunities progress	<a href="#">Change</a>	
Which job listings do you want to export the CSV file for?	All open job listings and closed job listings	<a href="#">Change</a>	1
Date from	01/01/2020	<a href="#">Change</a>	
Date to	01/01/2021	<a href="#">Change</a>	
Which staff group is the report for?	<p>Additional Clinical Services</p> <p>Additional Professional Scientific &amp; Technical</p> <p>Administrative &amp; Clerical</p> <p>Allied Health Professionals</p> <p>Estates &amp; Ancillary</p> <p>Healthcare Scientists</p> <p>Medical &amp; Dental</p> <p>Nursing &amp; Midwifery Registered</p> <p>Students</p>	<a href="#">Change</a>	

2 [Continue](#)

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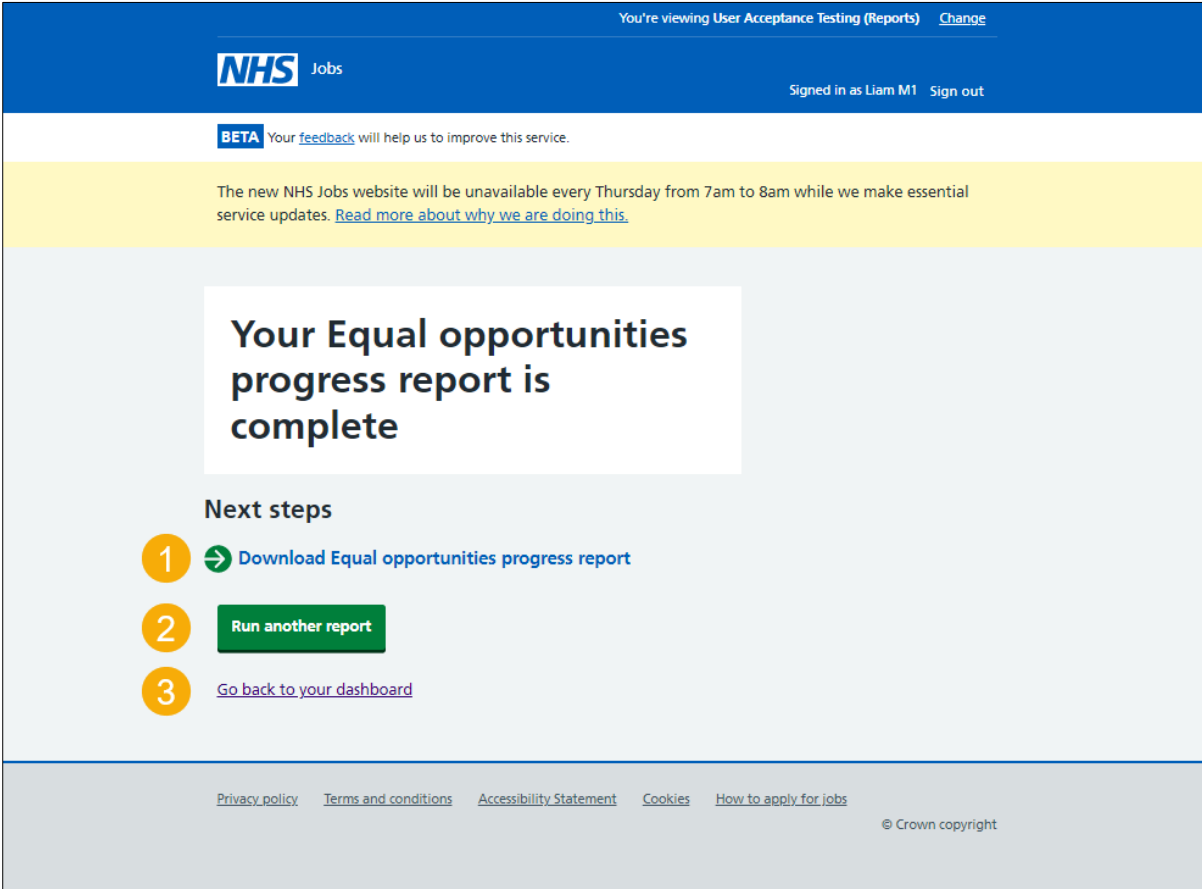
## Your report is complete

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 progress report' 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 User Acceptance Testing (Reports) Change' and 'Signed in as Liam M1 Sign out'. Below the header, there is a white banner with a 'BETA' label and a feedback link. A yellow banner below that contains a notice about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area has a large white box with the text 'Your Equal opportunities progress report is complete'. Below this, there is a 'Next steps' section with three numbered items: 1. 'Download Equal opportunities progress report' with a green arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a purple link. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

You've reached the end of the equal opportunities progress report in NHS Jobs user guide.