

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

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

This report shows the number of submitted applications grouped into the equality and diversity monitoring categories. You can filter the report by staff group and by the job listing's status of open, closed or both.

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 NHS logo, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' The main heading is 'NHS BSA Training Dashboard'. There are 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:

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

On the right side, there are several sections:

- 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.
- Help and information:** The employer hub, Roles and permissions, Contact your super users.
- Reporting:** Run a report (highlighted with a '1' in a yellow circle).

At the bottom, there are links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs. The footer also includes '© Crown copyright'.

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 report.

To select the correct report, complete the following steps:

1. Select the 'Equal opportunities' option.
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 User Acceptance Testing (Reports) Change' and 'Signed in as Liam M1 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 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 titled 'Which report do you want to run?' and includes a 'Go back' link. Below the title, there is a paragraph: '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.'

There are seven radio button options:

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

At the bottom of the options, there is a green 'Continue' button. A yellow circle with the number '1' is next to the 'Equal opportunities' option, and a yellow circle with the number '2' is next to the 'Continue' button.

At the bottom of the page, there is a footer with links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the right side of the footer, it says '© Crown copyright'.

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.

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

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](#)

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

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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. 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' badge and a feedback link. A yellow banner below that contains a notice about website unavailability on Thursdays. The main content area is light blue and contains a 'Go back' link, 'Equal opportunities' text, and the title 'Which dates do you want the report to cover?'. Underneath, there are two date selection sections: 'Date from' and 'Date to'. Each section includes an example date (15 3 2020 and 11 4 2020 respectively) and three input boxes for Day, Month, and Year. A green 'Continue' button is positioned below the 'Date to' section. Three orange circles with numbers 1, 2, and 3 are placed to the left of the input boxes to indicate the steps. 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'.

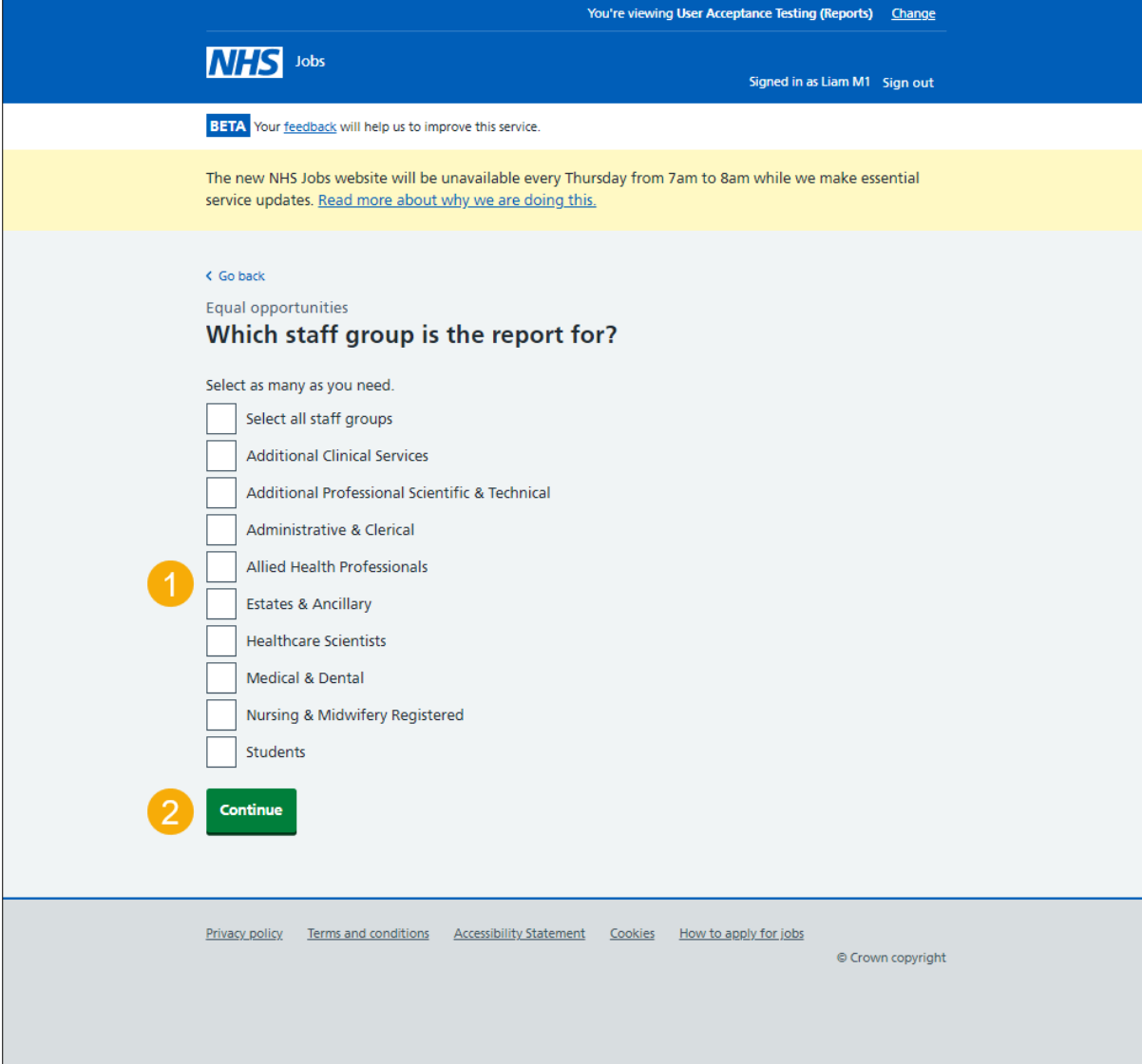
Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020

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.



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 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 titled 'Which staff group is the report for?' and includes a 'Go back' link. Below the title, it says 'Equal opportunities' and 'Select as many as you need.' There is a list of staff groups with checkboxes:

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

A green 'Continue' button is located below the list. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox, and a yellow circle with the number '2' is next to the 'Continue' button.

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'. On the right side of the footer, it says '© Crown copyright'.

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

Which stage of recruitment do you want the report to cover?

This page gives you instructions for how to confirm which stage of recruitment you want the report to cover.

To confirm the recruitment stage, complete the following steps:

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

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Tip: You can select as many recruitment stages 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](#).

[< Go back](#)

Equal opportunities

Check your answers

Which report do you want to run?	Equal opportunities	Change
Which job listings do you want to export the CSV file for?	All open job listings and closed job listings	Change
Date from	01/01/2020	Change
Date to	01/01/2021	Change
Which staff group is the report for?	<div style="border: 1px solid #ccc; padding: 5px;"><p>Additional Clinical Services 1</p><p>Additional Professional Scientific & Technical</p><p>Administrative & Clerical</p><p>Allied Health Professionals</p><p>Estates & Ancillary</p><p>Healthcare Scientists</p><p>Medical & Dental</p><p>Nursing & Midwifery Registered</p><p>Students</p></div>	Change
What stage of recruitment do you want the report to cover?	<div style="border: 1px solid #ccc; padding: 5px;"><p>Applications submitted 2</p><p>Shortlisted</p><p>Interview</p><p>Offer</p></div>	Change

2 Continue

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

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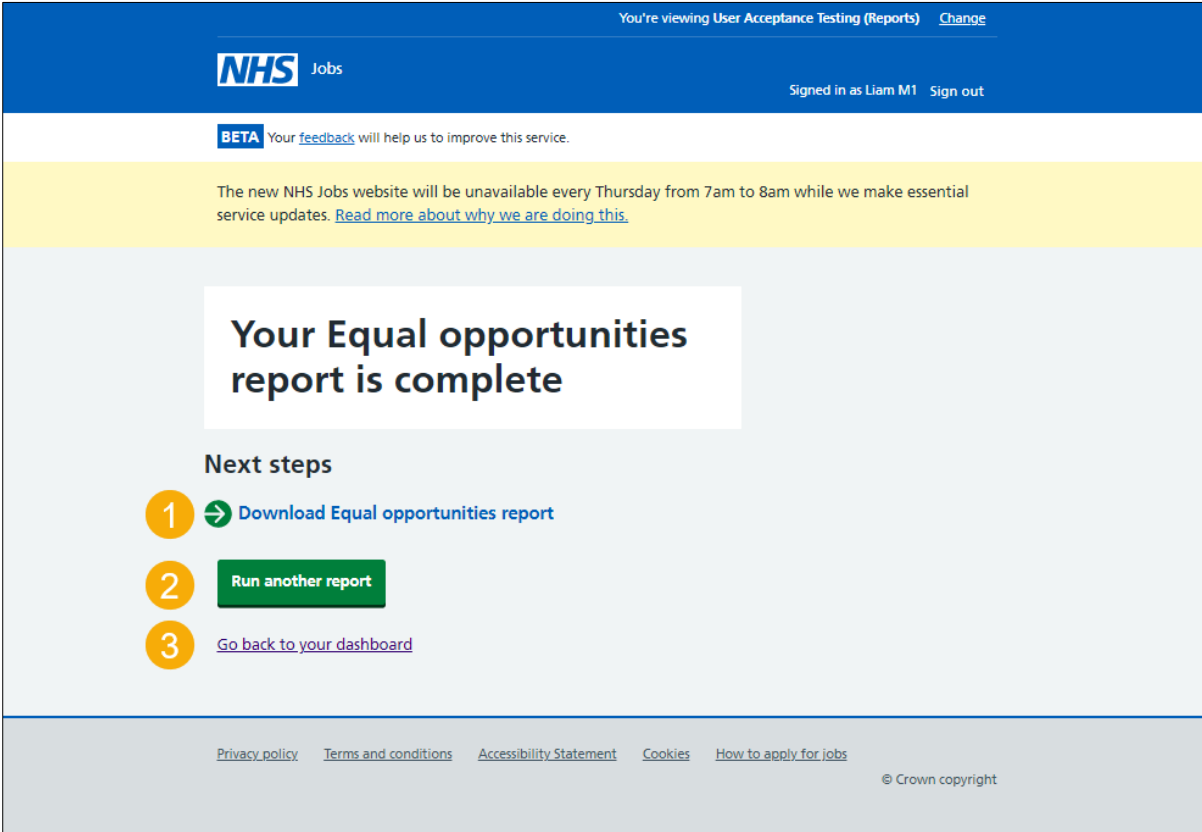
Your report is complete

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 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 yellow banner with a 'BETA' label and a feedback link. A yellow warning box 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 white box with the heading 'Your Equal opportunities report is complete'. Below this, under 'Next steps', there are three items: 1. 'Download Equal opportunities report' with a right arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a link. The footer contains 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 report in NHS Jobs user guide.