

How to run the export of applications and listing data report in NHS Jobs user guide

This guide gives you instructions for how to run the export of applications and listing data report in the NHS Jobs service.

This report shows all the database fields related to your organisation's jobs and applications. This will show as one row per application, per job listing.

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 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 |

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 export of application and listing data.

To select the correct report, complete the following steps:

1. Select the 'Export of application and listing data' 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 'Go back' link and the title 'Which report do you want to run?'. The main content area contains a paragraph explaining that '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.' Below this, there is a list of radio button options: 'Export of application and listing data' (selected), 'Equal opportunities', 'Equal opportunities progress', 'Equal opportunities for a specific job', 'Vacancy numbers', 'Time taken to hire', and 'Vacancy bulletin'. A green 'Continue' button is positioned below the list. 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', along with the copyright notice '© Crown copyright'.

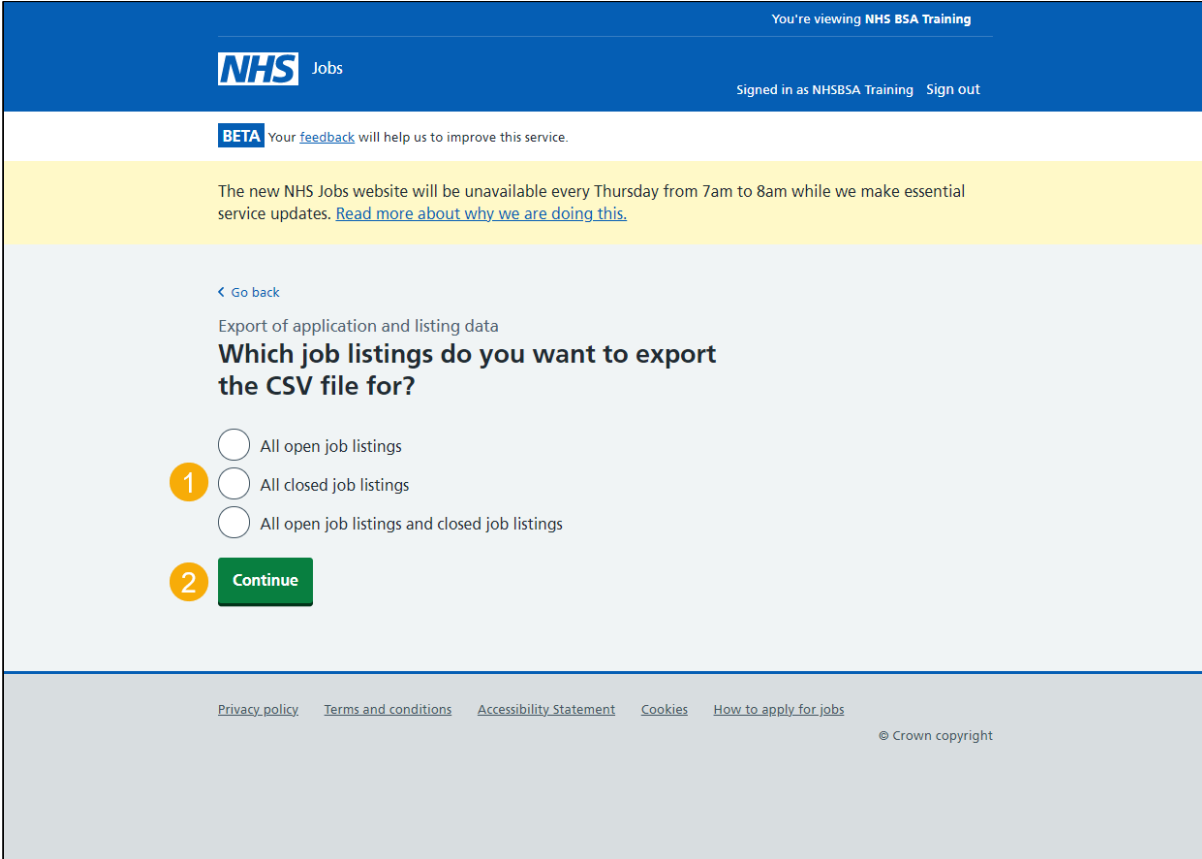
Which job listing do you want to export the CSV file for?

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

Important: In this example, the application and listing data report is used.

To confirm the job listing to export, 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 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 'Export of application and listing data'. The main heading is 'Which job listings do you want to export the CSV file for?'. There are three radio button options: 'All open job listings', 'All closed job listings', and 'All open job listings and closed job listings'. The first option is marked with a '1' in a yellow circle. Below the options is a green 'Continue' button marked with a '2' in a yellow circle. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

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.

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](#)

Export of application and listing data

Which dates do you want the report to cover?

Date from

For example, 15 3 2020

Day Month Year

1

Date to

For example, 11 4 2020

Day Month Year

2

3

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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 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](#)

Export of application and listing data

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
- Allied Health Professionals
- Estates & Ancillary
- Healthcare Scientists
- Medical & Dental
- Nursing & Midwifery Registered
- Students

1

2 [Continue](#)

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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 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](#)

Export of application and listing data

Check your answers

| | | |
|--|--|---------------------------------|
| Which report do you want to run? | Export of application and listing data | Change 1 |
| Which job listings do you want to export the CSV file for? | All open job listings | Change |
| Date from | 01/01/2021 | Change |
| Date to | 01/11/2021 | Change |
| Which staff group is the report for? | Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students | Change |

2 [Continue](#)

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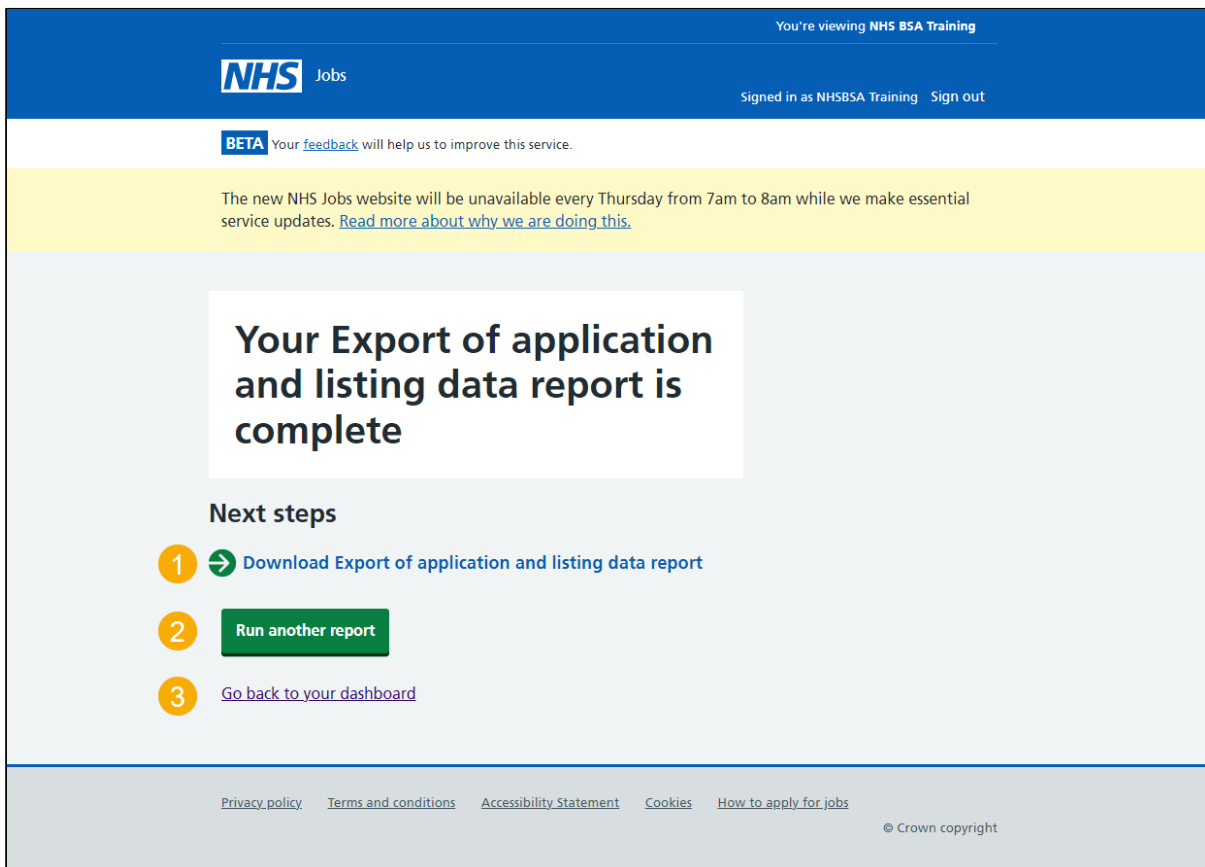
Your report is complete

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 Export of application and listing data 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. 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 light blue box with the text: '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 Export of application and listing data 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 Export of application and listing data report'. 2. A green button with the text 'Run another report'. 3. A purple link with the text 'Go back to your dashboard'. 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 the text '© Crown copyright'.

You've reached the end of the applications and listing data report in NHS Jobs user guide.