

How to run the time taken to hire report in NHS Jobs user guide

This guide gives you instruction for how to run the time taken to hire report in the NHS service.

This report shows the average number of working days excluding weekends and bank holidays (in a five-day format) between different job stages.

For example, the average time between a job listing published and shortlisting completed. You can filter by staff group and by the job listing's status of open, closed or both.

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'

Contents

[How to run the time taken to hire report in NHS Jobs user guide](#)

[Run a report](#)

[Which report do you want to run?](#)

[Which job listing do you want to export the CSV file for?](#)

[Which dates do you want the reports to cover?](#)

[Which staff group is the report for?](#)

[Check your answers](#)

[Your report is complete](#)

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'.

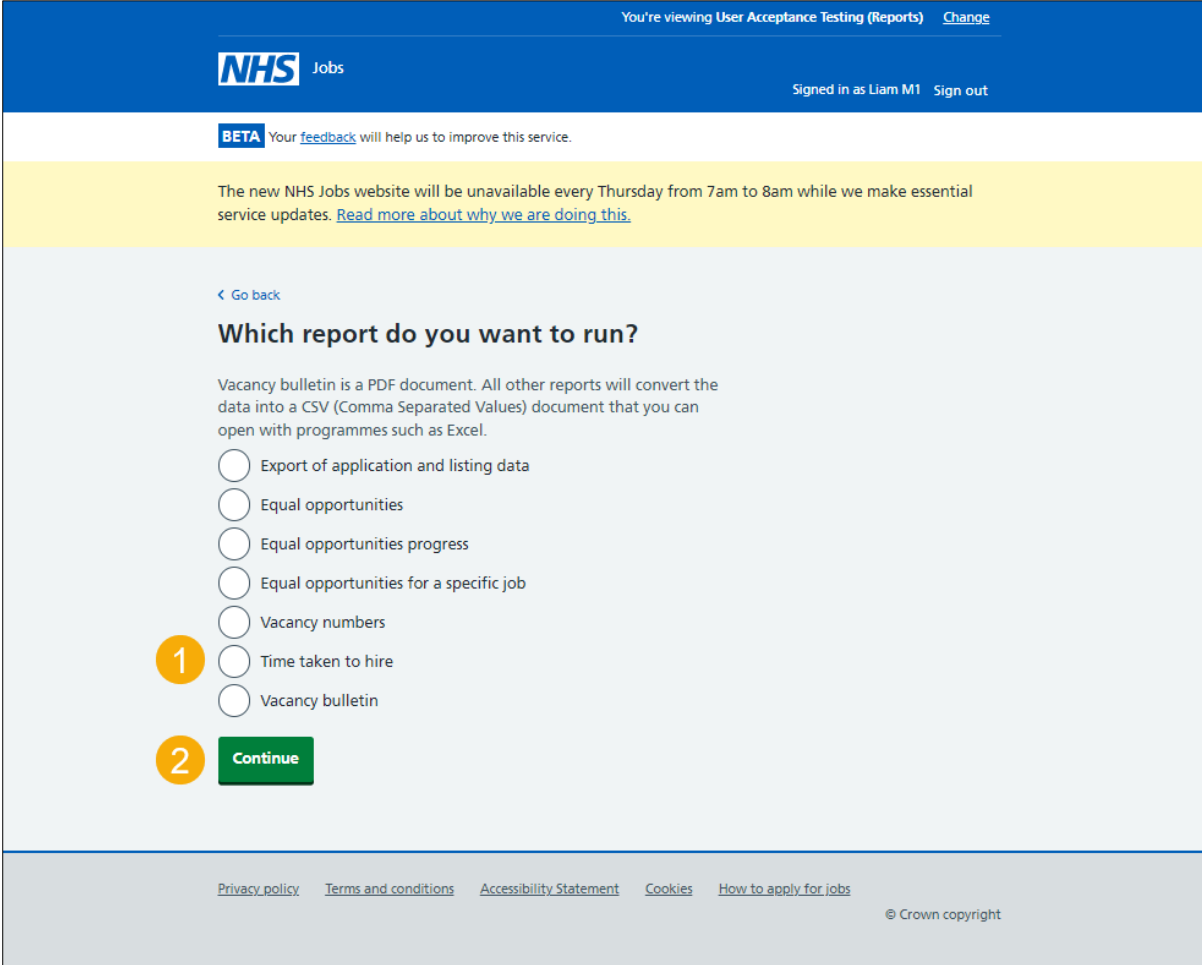
Which report do you want to run?

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

Important: In this example, you're selecting the time taken to hire report.

To select the correct report, complete the following steps:

1. Select the 'Time taken to hire' option.
2. Select the '[Continue](#)' button.



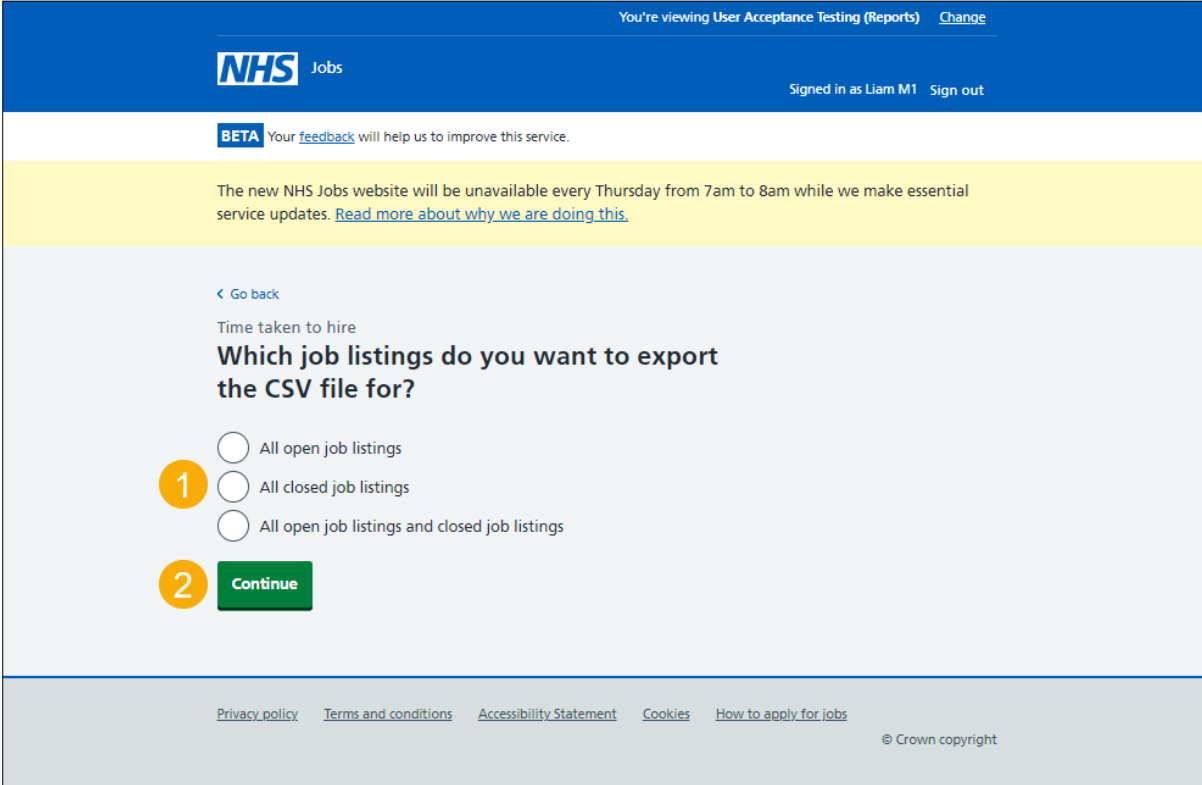
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing User Acceptance Testing (Reports) Change' and 'Signed in as Liam M1 Sign out'. Below the header, there is a yellow banner with a 'BETA' label 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 text explains that vacancy bulletins are PDFs, while other reports are CSVs. A list of radio button options is shown: 'Export of application and listing data', 'Equal opportunities', 'Equal opportunities progress', 'Equal opportunities for a specific job', 'Vacancy numbers', 'Time taken to hire', and 'Vacancy bulletin'. The 'Time taken to hire' option is selected, indicated by a yellow circle with the number '1'. Below the list, there is a green 'Continue' button with a yellow circle and the number '2' next to it. 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 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.

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 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 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 light blue background and contains a 'Go back' link, the text 'Time taken to hire', and the question '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'. A green 'Continue' button is positioned below the options. A yellow circle with the number '1' is next to the first radio button, and a yellow circle with the number '2' is next to the 'Continue' button. 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 the 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.

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 the text 'Your feedback will help us to improve this service.' A yellow banner below that 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 is light blue and contains the following elements:

- A '< Go back' link.
- The text 'Time taken to hire'.
- The heading 'Which dates do you want the report to cover?'.
- The section 'Date from' with the example 'For example, 15 3 2020' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the Day box.
- The section 'Date to' with the example 'For example, 11 4 2020' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '2' is next to the Day box.
- A green 'Continue' button with a yellow circle containing the number '3' next to it.

At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the 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 the text: 'Your [feedback](#) will help us to improve this service.' Below the banner, a yellow box contains 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 light blue background. It starts with a '< Go back' link, followed by 'Time taken to hire' and the title 'Which staff group is the report for?'. Below the title, it says 'Select as many as you need.' and lists ten 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', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. Below the list is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom, 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 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.](#)

[< Go back](#)

Time taken to hire

Check your answers

Which report do you want to run?	Time taken to hire	Change
Which job listings do you want to export the CSV file for?	All open job listings and closed job listings	Change 1
Date from	01/01/2020	Change
Date to	01/01/2021	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](#)

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

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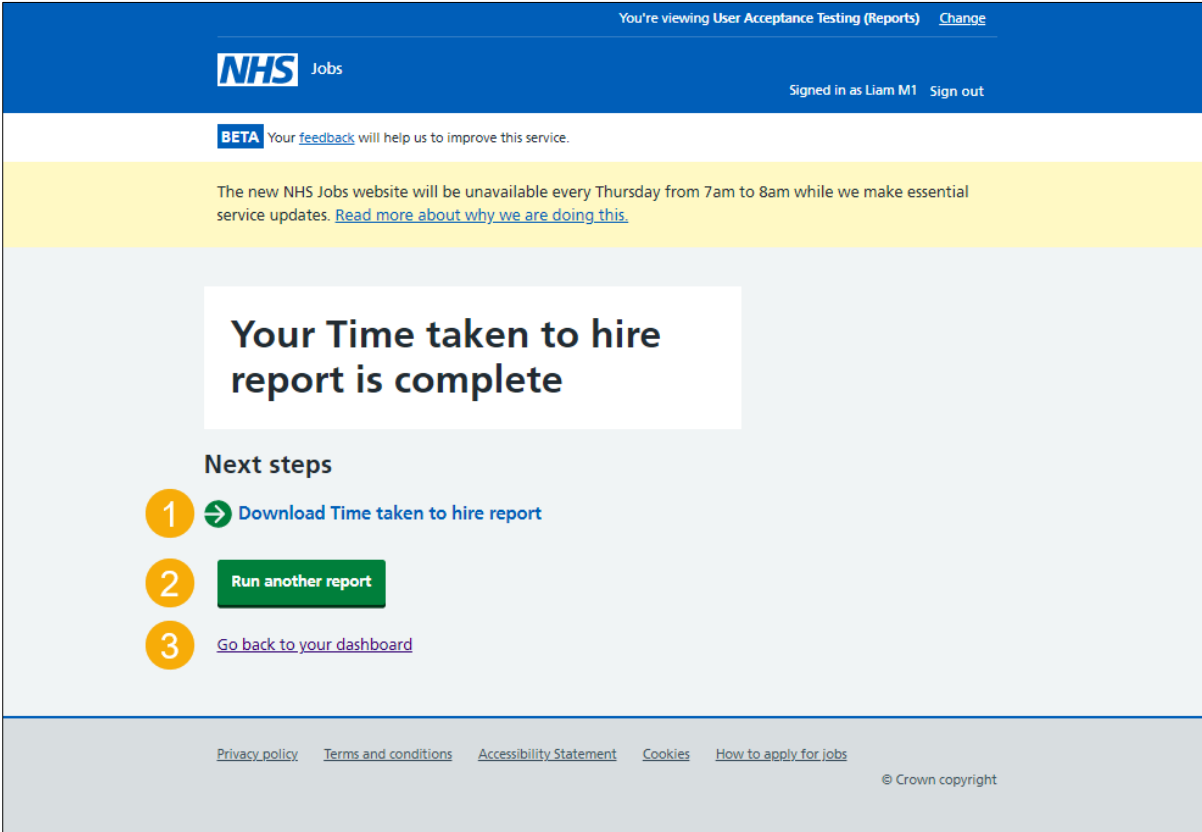
Your report is complete

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 Time taken to hire 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 user 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 white box with the heading 'Your Time taken to hire report is complete'. Below this, there is a 'Next steps' section with three numbered items: 1. 'Download Time taken to hire report' with a right arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a 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 time taken to hire report in NHS Jobs user guide.