

## How to run the vacancy bulletin report in NHS Jobs user guide

This guide gives you instructions for how to run the vacancy bulletin report in the NHS Jobs service.

This report provides a printable list of all open published job listings. You can choose the report to show internal only, external only or both, the staff groups and to show the advert text.

The report is downloaded into one portable document format (PDF) 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
<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 vacancy bulletin report.

To select the correct report, complete the following steps:

1. Select the 'Vacancy bulletin' 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 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 yellow 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.](#)' Below this, there is a 'Go back' link. The main heading is 'Which report do you want to run?'. Below the heading, 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.' Below the paragraph, there is a list of 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', and 'Vacancy bulletin'. The 'Vacancy bulletin' option is selected, indicated by a yellow circle with the number '1' next to it. Below the 'Vacancy bulletin' option, there is a green 'Continue' button with a yellow circle with the number '2' next to it. 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'.

## Do you want to include the job listing text in the report?

This page gives you instructions for how to confirm if you want to include the job listing text in the report.

To confirm if you want to include the job listing text, complete the following steps:

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

The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" and "Signed in as NHSBSA Training Sign out". Below this is a blue header with the NHS logo and "Jobs". A yellow banner contains a BETA notice: "Your feedback will help us to improve this service." Below the banner, a message 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 "Go back" link and "Vacancy bulletin" text. The survey question is "Do you want to include the job listing text in the report?". There are two radio button options: "Yes, include the job listing text" (marked with a '1' in a yellow circle) and "No, do not include the job listing text". Below these is a green "Continue" button (marked with a '2' in a yellow circle).

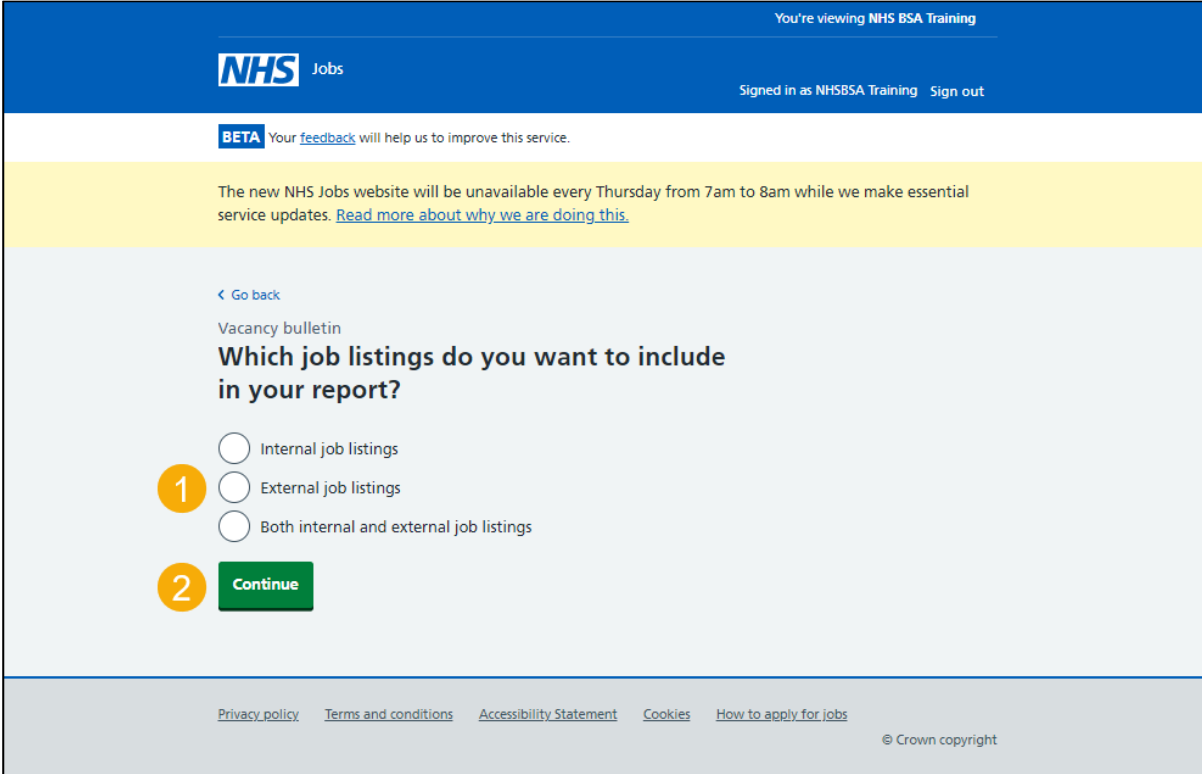
The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to apply for jobs", along with the copyright notice "© Crown copyright".

## Which job listings do you want to include in your report?

This page gives you instructions for how to confirm which job listings you want to include in your report.

To confirm the job listings, 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 'Vacancy bulletin'. The main heading is 'Which job listings do you want to include in your report?'. There are three radio button options: 'Internal job listings', 'External job listings', and 'Both internal and external job listings'. A green 'Continue' button is positioned below the options. A yellow circle with the number '1' is next to the 'External job listings' option, 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 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 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](#)

Vacancy bulletin

### Check your answers

Which report do you want to run?	Vacancy bulletin	<a href="#">Change</a>
Do you want to include the job listing text in the report?	Yes, include the job listing text	<a href="#">Change</a>
Which job listings do you want to include in your report?	Both internal and external job listings	<a href="#">Change</a> <b>1</b>
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?	Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	<a href="#">Change</a>

**2** [Continue](#)

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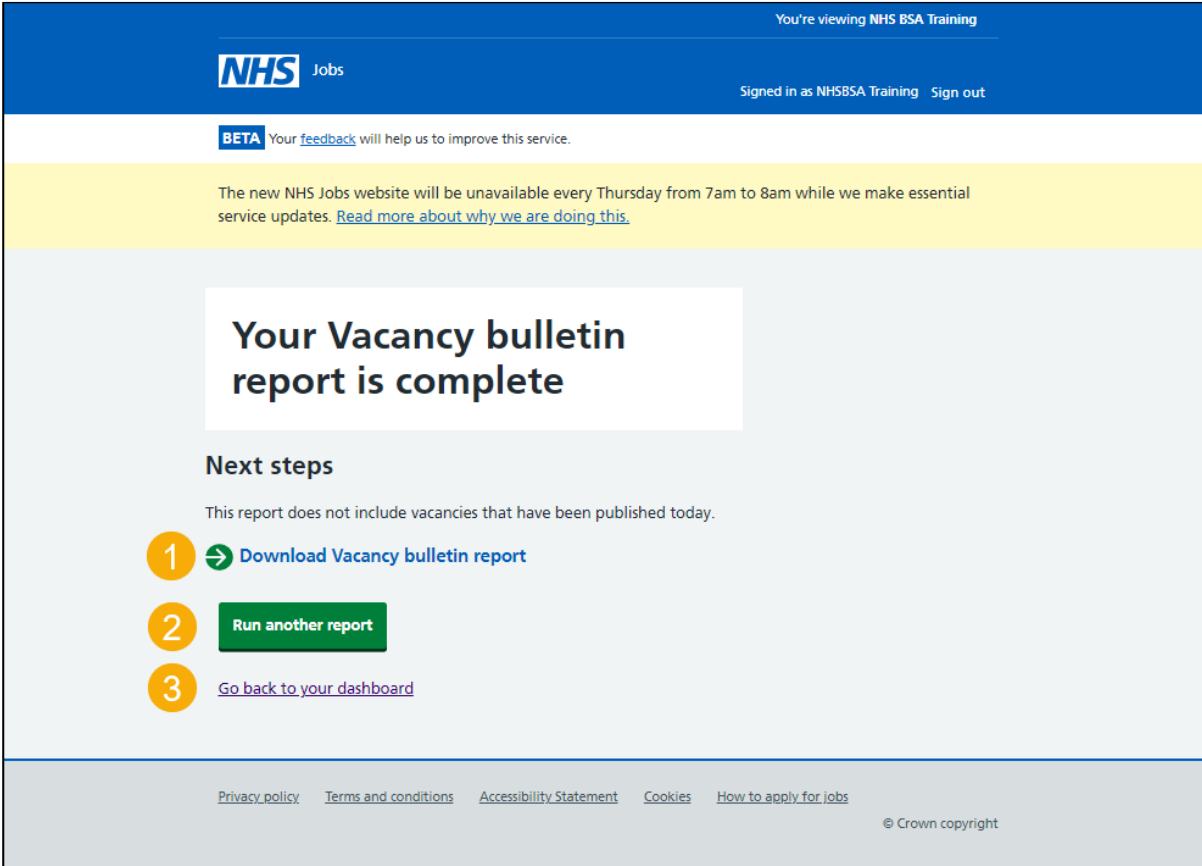
## Your report is complete

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 Vacancy bulletin 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 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 heading 'Your Vacancy bulletin report is complete'. Below this, there is a section titled 'Next steps' with the text 'This report does not include vacancies that have been published today.' There are three numbered steps: 1. 'Download Vacancy bulletin report' with a blue 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', and a copyright notice '© Crown copyright'.

You've reached the end of the vacancy bulletin report in NHS Jobs user guide.