January 2022

NHS
Business Services Authority

Your NHS Jobs newsletter

NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; Current service end date, training and support materials, new product features.

Did you know?

In December there were...

WE'RE HIRING | NEW

| 48,463 | 59,255 | 158,014 | 31,916 | 4,107 | 3,096 |
| Vacancies published | New jobseekers registered | Applications submitted | Applications shortlisted | Applicants recruited | COVID-19 adverts published |

...on NHS Jobs

NHS Jobs feature releases

In 2022 so far:

2
New employer features

10
Continuous employer improvements

Viewing multiple organisations from the dashboard

Users who have access to more than one organisation can view tasks for multiple organisations from their dashboard. They'll be able to search for a listing or applicant across multiple organisations using the toggle, shown on the employer dashboard.

Improvements to Manage users
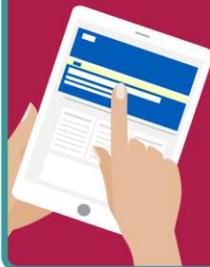
We've made the content for adding and managing users more concise and consistent. We've made it clearer what happens when changing a user's role and permissions by implementing a new 'Roles and permissions' table. If a super user changes a user's role, it will change across all organisations they have access to. We now send an email to users when their details are updated.

Application scoring improvements

It's now possible to view and amend scores before shortlisting has been completed. We've also improved the layout of the scoring pages to be more responsive if using a mobile device.

Increased interview response time

We've increased the interview response time from 24 to 48 hours. We tell employers that applicants need to respond to their interview invite by midday, 2 days before the first interview. When inviting applicants to interview, they are told to choose an interview date by midday on a specific date. The date is calculated as 2 days before the first interview.

Information for all NHS Jobs users

Current service to stop in October

We are continuing to roll out the new NHS Jobs service alongside the current service.

The expiration date of the current NHS Jobs service has been extended to **31 October 2022**. From then, only the new service will exist and the current service will cease, meaning candidates will no longer be able to access any saved profiles or applications that they may have stored within the current service. Prior to this date, candidates can download a copy of their profile and application data by following the guidance below:

Profile data
On the 'My Profile' page there is a button entitled 'Download my profile'. Click on this button to download your profile data in PDF format.

Application data
On the 'My Applications' page in the 'Active applications (submitted)' section, there is a button named 'Download my application'. Click on this button to download your application data in PDF format.

Once the information has been downloaded it will still remain accessible, in the existing NHS Jobs service, up until 31 October 2022. After this date it will no longer be accessible from the existing service.

Making sure you're up to date

At NHS Jobs, it is important to us that your applicants have everything they need in order to decide to apply for the vacancies with your organisation. When your account was first created, you provided the URL for your organisation's website as well as your Privacy Notice. To make things easier for you and your recruitment teams, links to both of these web addresses are automatically added to each vacancy that you post.

We recommend that you regularly check to make sure you're happy with the website links that you provided to us. If you do need to change the content on your website or your Privacy Notice, please be sure to keep the same URL, or your changes will not be visible to applicants on your adverts. If you do need to change any URLs, please contact us on nhsbsa.nhsjobs@nhs.net and we'd be happy to update your account.

How Prince's Trust can support your recruitment needs

The Prince's Trust, in partnership with Health Education England and The Department for Health & Social Care, are providing support to NHS employers to engage and recruit young people (aged 16-30) from marginalised backgrounds into sustained and rewarding careers within the NHS.

The partnership can support your recruitment needs by:

- Engaging and training a cohort of diverse young people to fill your specific recruitment needs - "Get Started" and "Get into" programmes
- Supporting unsuccessful young applicants to re-apply for further opportunities within your organisations
- Providing six months of mentoring to the young person to aid retention

The Health & Care programme includes:

- **"Get Started"**: 2 to 5 day virtual or face-to-face programme, supporting young people who are job ready but need to develop their employability skills. During this programme, help is provided to build confidence;

communication; and employability skills, including advice on how to make competitive applications aligned to your current vacancies.

- **"Get into"**: 4 to 6 week face-to-face programme, providing work experience and employability skills training to prepare them for the step into employment. By working in a team on site, they gain confidence and practical skills, and build the relationships needed to successfully apply for roles within the sector.
- **Mentoring**: this is offered alongside "Get Started" and "Get Into" or as a standalone offer. Young people are matched to a mentor to support them over six months, from the application stage through to starting a job. The encouragement and practical advice helps to retain young people in work during the time when they are most susceptible to dropping out.

The programme is in its second year of a 4-year partnership. It is proving highly successful in supporting NHS employers to recruit disadvantaged young people: 38% of participants are from BAME backgrounds; over 50% are from communities with the highest levels of multiple deprivation (IMD postcodes deciles 1, 2, and 3)

To discover more about how the programmes can support your recruitment needs, contact the Prince's Trust Head of Partnerships in your region:

Ian McGoay (North East, North West, Yorkshire & The Humber): Ian.McGoay@Princes-Trust.org.uk, 07929 184411

Richard Garnett (East Midlands, West Midlands, East Coast): Richard.Garnett@Princes-Trust.org.uk, 07768 383996

Sarah Bowman (South East, South West, London): Sarah.Bowman@Princes-Trust.org.uk, 07483 163860

New NHS Jobs service

New product features

On the 13 January 2022, we released several new features for employers to help you easily manage your account and your recruitment workloads.

Multiple organisation toggle

If you are a user with an account in two or more employer accounts in the new NHS Jobs service, you can now switch on a toggle which will show you all your recruitment tasks across all your accounts on the employer dashboard. When the toggle is on, you can also search for a listing or applicant across all employer accounts.

This feature will help users who conduct recruitment for multiple employers, such as an HR shared service or commissioning support service, to easily view and prioritise workloads across all their organisations in one place.

Scoring layout improvements

Based on your feedback, we have improved the layout and design of the online scoring pages to make scoring easier, including on mobile devices.

When you have chosen to use an online application form, **Qualifications, training and job history** are now grouped together in a new, improved section which can be expanded or closed.

Any additional nursing, medical, dental and driving application questions added to the listing, for both online application forms and CV applications, are also now in new expanding sections.

The answers the applicant has provided in response to the person specification questions or any CV text are below the expanders.

Change shortlist scores

We have also given you the ability to amend shortlist scores, prior to selecting your final shortlist of applicants you wish to invite to interview.

Applications already scored		
Applicant ID	**Score**	**Action**
AR-211213-00012	12 out of 18	View and change score
AR-220110-00016	0 out of 18	View and change score

This means that you have more flexibility, helping you and your shortlisting panel to score efficiently and consistently. It also allows you to easily fix any errors made during scoring.

Engagement for 2022

NHS Jobs Stakeholder Engagement Team will run regional, online engagement events for recruiters every month in 2022 to ensure you are up to date with all the NHS Jobs progress.

We will cover new and improved functionality, opportunities to work with us and your challenges and requirements.

The team will continue with one-to-one meetings and user groups to pick up needs of individuals and to understand how we can better support you.

We're also arranging quarterly events for GP and Primary Care recruiters to signpost them to the training and information while discovering what they would like from the new NHS Jobs service.

We appreciate the challenging environment you are all working in and the on-going pressures so we'll be as flexible as we can. Get in touch - https://www.nhsbsa.nhs.uk/nhs-jobs-stakeholder-engagement-team

Materials and support for reporting

To support the release of reporting, we've produced user guides and videos to help user's get the most out of this functionality:

- Introduction to reporting
- Export application and listing data report
- Equal opportunities for a specific job report
- Equal opportunities progress report
- Equal opportunities report
- Time taken to hire report
- Vacancy bullet report
- Vacancy numbers report

Go to the '**Reporting**' section of the 'Help and support for employers' webpage available from the 'NHS Jobs Employer Hub'.

Training and support

The Training and Support Team have created a range of resources including user guides and videos which you can find on the Help and support for employer page.

Recently we've had some questions about shortlisting your applicants when using NHS Jobs. We have a user guide and video explaining all about this and here are some top tips:

- We're adding the functionality for the scoring panel to change the scores they've given each applicant when using NHS Jobs online scoring. You'll soon be able to change the scores up until you confirm you are ready to shortlist your applications.
- You have the option to choose not to shortlist any of the applicants. Once you confirm this choice you can't change the decision and all applicants will receive an automated email letting them know they were unsuccessful.
- To select the applicants you want to shortlist for interview, check the selection box next to their Applicant ID. You'll then be shown the shortlist you've selected and be given the opportunity to change or confirm your selection.
- Make sure you've selected the correct applicants because once you confirm your selection you can't change the shortlist of applicants you want to interview and the applicants you didn't shortlist will receive an automated email to let them know they were unsuccessful.

Based on your feedback, we'll be adding further new functionality that will allow you to add applicants you didn't select to a **reserve shortlist**. You'll soon be able to invite applicants from your reserve shortlist to interview if some of your shortlisted applicants decline an interview or if you decide you want to interview more applicants.

Look out for more updates in future newsletters.
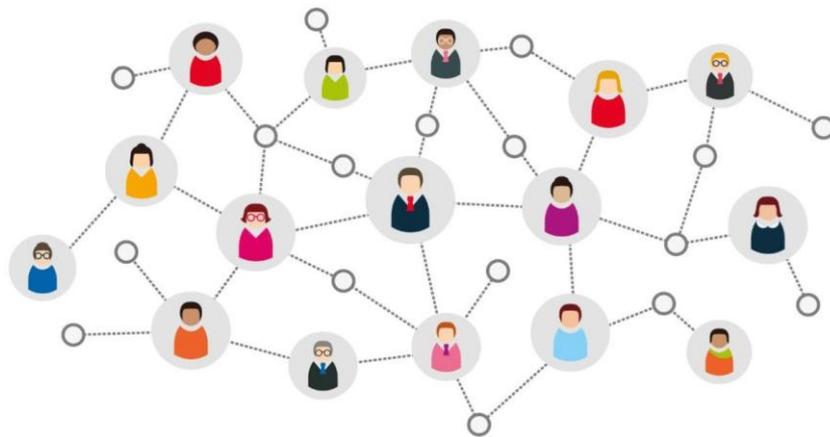
Talk to us

Click the button above to get in touch and tell us about your experience using NHS Jobs.

Thanks for reading

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