

## How to confirm a reference check in NHS Jobs user guide

This guide gives you instructions for how to confirm a reference check in the NHS Jobs service.

If a reference is needed, you'll need to complete a referee and reference check.

If a reference isn't needed, you'll confirm your answer to complete the check.

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## Pre-employment checks

This page gives you instructions for how to start the pre-employment checks.

**Important:** You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To start the pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

The screenshot shows the NHS Training and Support Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS Training and Support Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table lists various stages with counts and progress bars:

Stage	Count	Progress
Draft	0	0%
Published	0	0%
Shortlisting	0	0%
Interviews	4 - on track 0, overdue 4	0% (with red bar)
Ready to offer	2	0% (with green bar)
Conditional offers	0	0%
<b>1 Pre-employment checks</b>	4	0% (with green bar)
Contracts	0	0%
End recruitment	0	0%

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

At the bottom, there is a footer with links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs, along with a copyright notice: © Crown copyright.

## View pre-employment checks or withdraw offer

This page gives you instructions for how to view pre-employment checks or withdraw offer.

**Important:** In this example, the 'Outstanding checks' section shows the 'References' check is outstanding.

Find the applicant and complete the following step:

1. Select the '[View checks or withdraw offer](#)' link.

The screenshot shows the NHS Training and Support 'Pre-employment checks' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' notice is present. The main content area has a 'Go back' link and the title 'Pre-employment checks'. A dropdown menu shows 'Showing tasks for All users'. Below this is a table of pre-employment checks.

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Wayne Liddle</a> AR-220127-00002	<a href="#">Learning Consultant</a> T01111-22-1458	22 Jun 2022 <b>ON TRACK</b>	<b>References</b> Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a>

The 'References' check is highlighted with a red box, and a yellow circle with the number 1 is next to the 'View checks or withdraw offer' link.

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

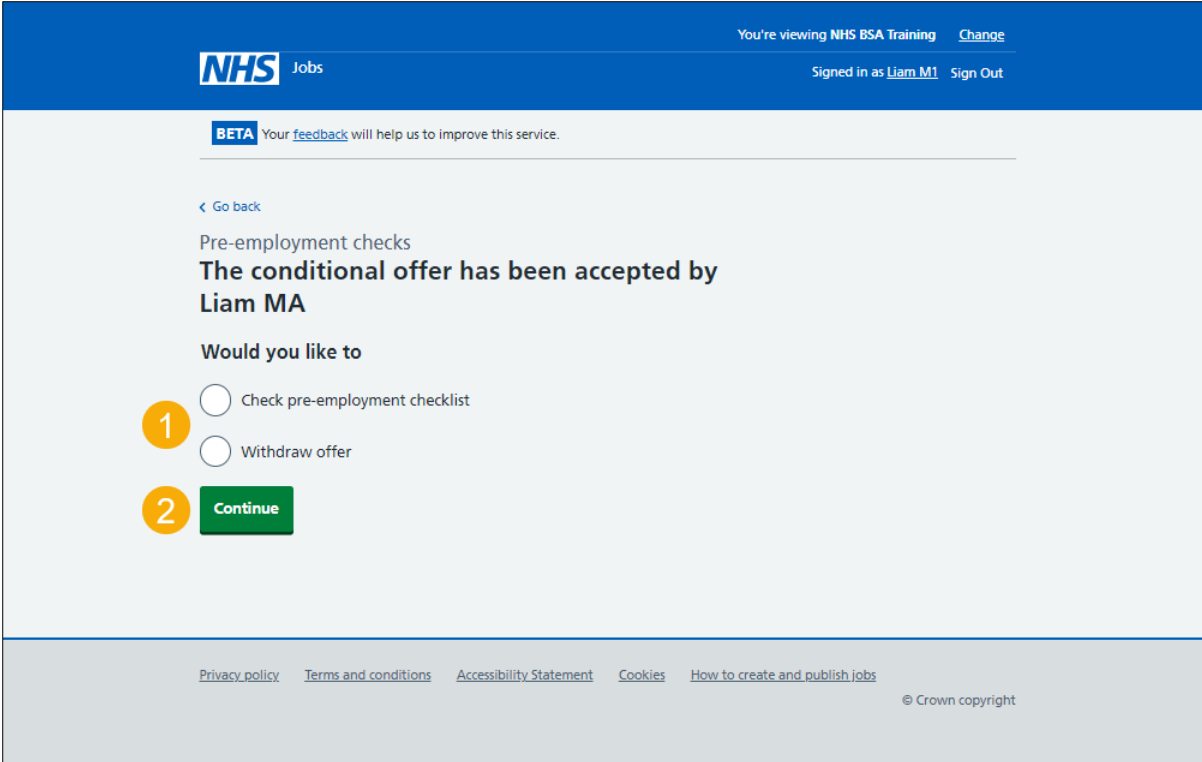
**Tip:** You can view the applicant or job title details by selecting the relevant link.

## Conditional offer accepted

This page gives you instructions for how to confirm if you want to complete pre-employment checks or withdraw offer.

To complete the pre-employment checks or withdraw offer, complete the following steps:

1. Select an answer:
  - [‘Check pre-employment checklist’](#)
  - [‘Withdraw offer’](#)
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area displays 'Pre-employment checks' and a large heading: 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: '1 Check pre-employment checklist' and '2 Withdraw offer'. A green 'Continue' button is positioned below the second option. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

If you withdraw the applicant's job offer, you can make an offer to another applicant. Go to the **'How to make a job offer in NHS Jobs'** user guide or video from the **'Make a job offer'** drop down box on the [‘Help and support for employers’](#) webpage.

If you withdraw the applicant's job offer, you can end the recruitment. Go to complete the **'How to end a recruitment in NHS Jobs'** user guide or video from the **'End a recruitment'** drop down box on the [‘Help and support for employers’](#) webpage.

If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

## References

This page gives you instructions for how to start a reference check.

The different statuses are:

- **NOT STARTED** – you haven't started the applicant's reference check.
- **STARTED** – you've confirmed the applicant needs a reference check.
- **NOT REQUIRED** – you've confirmed the applicant doesn't need a reference check.

To start the reference check, complete the following step:

1. Select the [References](#) link.

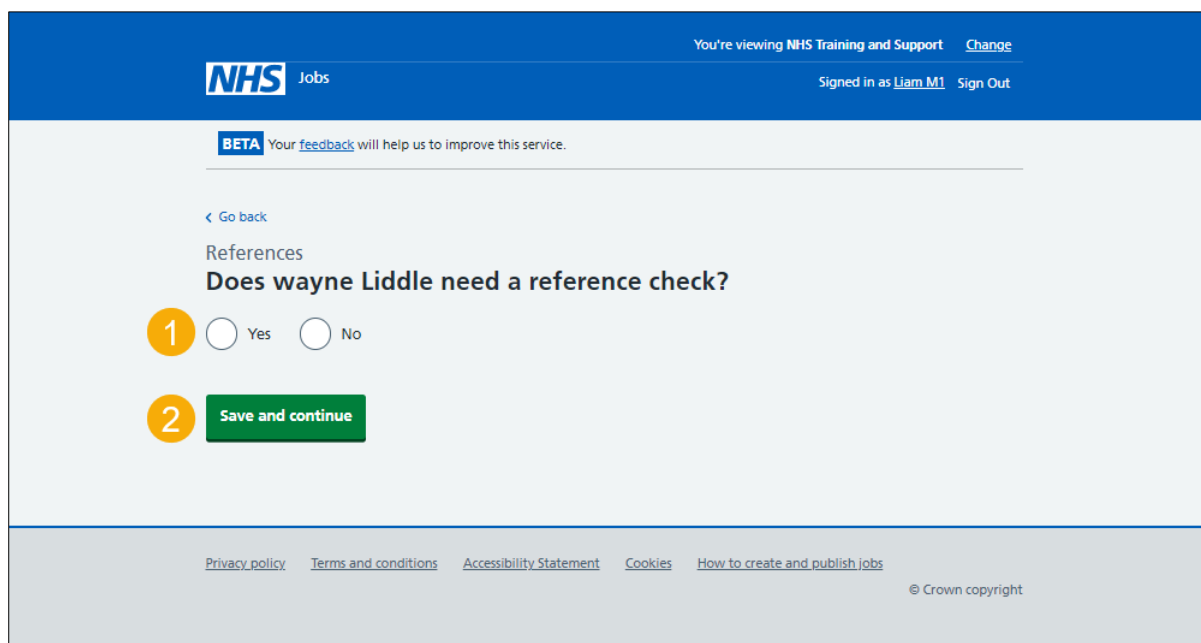
The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checklist for wayne Liddle' and contains the text: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' Below this, there is a 'References' section. In this section, the '1 References' link is highlighted with a yellow circle, and the 'NOT STARTED' button is highlighted with a red box.

## Does the applicant need a reference check?

This page gives you instructions for how to confirm if the applicant needs a reference check.

To confirm if the applicant needs a reference check, complete the following step:

1. Select an answer:
  - 'Yes'
  - '[No](#)'
2. Select the 'Save and continue' button.



The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'References' and contains the question 'Does wayne Liddle need a reference check?'. Below the question, there are two radio button options: 'Yes' and 'No'. The 'No' option is selected. A green 'Save and continue' button is positioned below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

You've reached the end of this user guide if a reference check is needed in NHS Jobs.

If a reference is needed, you'll need to complete the steps in the '**How to complete a referee check in NHS Jobs**' user guide or video from the '**Pre-employment checks**' drop down box on the '[Help and support for employers](#)' webpage.

## Confirm the applicant doesn't need a reference check

This page gives you instructions for how to confirm the applicant doesn't need a reference check.

**Important:** This page is only shown if the applicant doesn't need a reference check.

To add a note, change or confirm your answer, complete the following step:

1. Select the '[Change](#)' link (optional).
2. Select '[Add a note](#)' link (optional).
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'References' and 'wayne Liddle's references'. It shows a form with a field 'References check needed' set to 'No'. To the right of this field is a 'Change' link with a circled '1' next to it. Below the field, there are two options: 'Add a note' with a circled '2' and 'Save and continue' with a circled '3'. At the bottom of the main content area, there is a link 'Return to pre-employment checklist'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

## Add a note

This page gives you instructions for how to add a note.

**Important:** This page is only shown if you're adding a note about the applicant not needing a reference.

To add note, complete the following step:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select the '[Continue](#)' button.

The screenshot shows the 'Add a note' form in the NHS Jobs system. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a '< Go back' link and the text 'References' followed by 'Add a note'. There are three numbered callouts: 1. A text box labeled 'Subject'. 2. A large text area labeled 'Detail'. 3. A green '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 create and publish jobs', and '© Crown copyright'.

## Check your note

This page gives you instructions for how to check your note.

Once you've checked your note, complete the following step:

1. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'References' and 'wayne Liddle's references'. It contains a table with the following data:

References check needed	No	<b>1</b> <a href="#">Change</a>
Reference not required	The applicant doesn't need a reference check as they're internal.	

Below the table, there are three numbered steps:

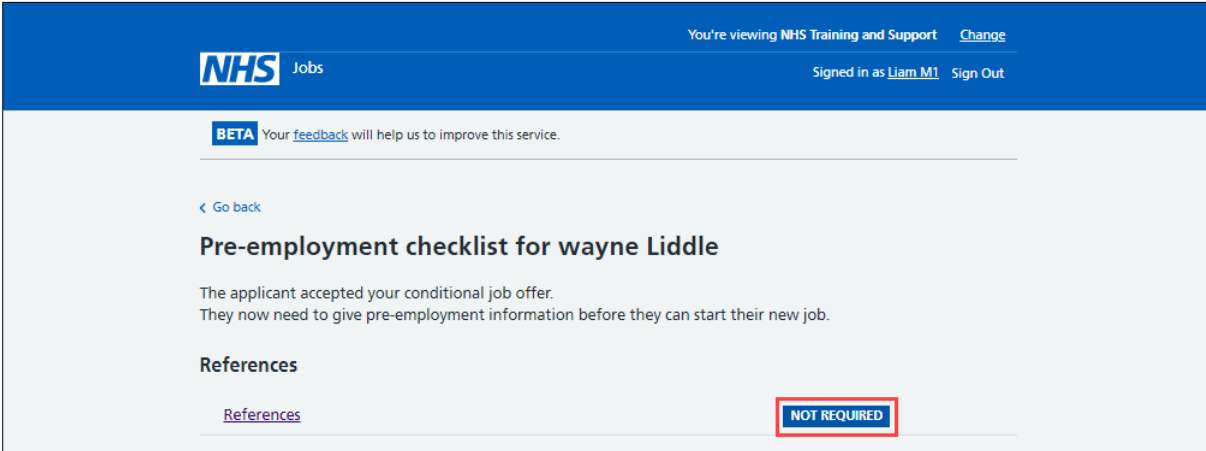
- 2** [Add another note](#)
- 3** [Save and continue](#) (highlighted in a green box)

At the bottom of the main content area, there is a link: [Return to pre-employment checklist](#).

The footer contains several links: [Privacy policy](#), [Terms and conditions](#), [Accessibility Statement](#), [Cookies](#), and [How to create and publish jobs](#). On the right side of the footer, it says '© Crown copyright'.

## Reference not required

This page shows confirmation you've completed the reference check as the status is '**NOT REQUIRED**'.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checklist for wayne Liddle'. Below this, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' Under the 'References' section, there is a 'References' link and a 'NOT REQUIRED' status highlighted in a red box.

You've reached the end of this user guide as you've completed the applicant's reference check in NHS Jobs.