

# The roadmap to your new NHS Jobs service

Working with employers and other stakeholders, we have developed a completely new service to manage your full recruitment life cycles, from job posting to onboarding successful applicants. The new service has additional features and enhancements, based on feedback from those who use it, while keeping the core functionality of the current service.

We have built and are iterating the new NHS Jobs based on feedback, to ensure we're delivering a service that's fit for purpose, future proof and meets your needs. To improve the user experience for employers and applicants, the new NHS Jobs is designed using an agile project structure. This means that new features and improvements are planned and developed in a continuous three month cycle. This ensures we can react quickly to your feedback and develop features based on user needs and evolving technology.

The NHS Jobs roadmap conveys how the service is being developed on a quarterly basis. Showing employers that we are not only building a new service, but improving the service as we go.

## Last Quarter we delivered...

### New Features:

- [Application task list](#)
- [Vacancy task list](#)
- [Reporting](#)
- [Custom job reference numbers](#)

### Continuous improvements:

- [Employer can access offer letter and contract at any time](#)
- [Candidate can access offer letter and contract at any time](#)
- [Contract template improvements](#)
- [Search multiple locations on a job listing in the current service](#)
- [Manage users improvements](#)
- [Shortlisting pagination](#)
- [Job listing location improvements](#)
- [Employer accept contract on applicant's behalf](#)
- [Reference pre-employment check improvements](#)

Q4

## January - March 2022

Q1

## Coming in Q1 2022/2023

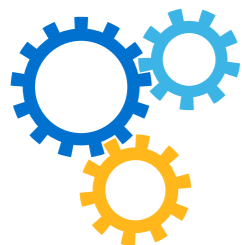
### New features



- [New roles and permissions guidance page](#)
- [Shared service dashboard](#)
- [Pre-populate 'About us' section](#)
- [Access to applicant contact details early](#)

- [Privacy notice link on adverts](#)
- [Add applications received offline](#)
- [Transfer applications between job listings](#)
- [Stored documents and links](#)
- [Applicant pack download](#)
- [Applicant contact details download](#)

### Continuous Improvement



- [Roles and permissions improvements](#)
- [Job listing location improvements](#)
- [Online scoring improvements](#)
- [Amend application scores](#)
- [Shortlist reserve list](#)
- [Additional salary information in offers and contracts](#)
- [Customisable contract fields](#)

- [Interview journey improvements](#)
- [Remote interview notification](#)
- [Recruiting manager pre-employments check progression view](#)
- [Scoring improvements](#)
- [Reporting improvements](#)
- [Employer Hub improvements](#)
- [Applicant Hub improvements](#)

# User roles and permissions improvements



Improved 12 March 2020, 22 October 2020, 22 July 2021, 13 January 2022 and 10 March 2022.



Further improvements planned.

Description	Benefit/Value
Accounts can be created for users in multiple employer accounts and user details updated to apply to all.	Users can create job listings and manage accounts at more than one organisation.
<p>A new <b>Recruiting Manager</b> user role has been added to the service with the following permissions:</p> <ul style="list-style-type: none"> <li>• Create a job listing</li> <li>• Approve a job listing</li> <li>• Score applications</li> <li>• Choose a shortlist</li> <li>• View offers and contracts</li> <li>• View pre-employment checks</li> </ul>	Employers can add users and also change their role, based on the relevant permissions that they need.
<p>We've introduced a Team Manager role which includes permissions to manage teams and workload.</p> <p>The main dashboard has a new 'Listings by user' tab that is only displayed to Team Managers and Super Users. This tab contains a list of Recruitment Administrators who have listings assigned to them and it also has an 'Unassigned' listings bucket. Note: listings can also be assigned to Super Users and Team Managers.</p> <p>A KPI bar will show a count of how many listings are assigned to each Recruitment Administrator and the status of each (on track, due or overdue).</p> <p>Team Managers can manage workload across their Recruitment Administrators by assigning and unassigning listings.</p>	Enables employers to manage workload across their Recruitment Teams, with flexibility to enable Team Managers and Super Users to assign and unassign listings to themselves.
A new page has been added to the employer dashboard with updated detail of the user role types and associated permissions.	Users can easily identify what tasks they can do in the new NHS Jobs service.
<p>The number of users who can be assigned the Super User role has now been restricted to 7 per organisation account.</p> <p>Users with access to two or more accounts can also now have different user roles in each organisation account.</p>	Improved employer user experience as users can now have the correct permissions for their roles across multiple organisations. Restricting the number of Super Users also allows for increased security of accounts and ensures that organisations are able to safely manage the increased applicant data available before shortlisting.
Recruiting managers will be able to see more details of the progress of an applicant's pre-employment checks.	Recruiting Managers will be able to easily see if they need to request any information from the applicant or otherwise take any actions to help move the recruitment along.

Full details of these features are available in the **How to manage users in NHS Jobs** user guide and video which you can find on the [help and support for employers](#) page.



# Reference pre-employment check improvements



Released 21 May 2020. Improved 4 March 2021 and 10 December 2021.

Description	Benefit/Value
<p>We've added functionality for candidates and employers to exchange referee details, request and receive references.</p>	<p>New functionality which allows employers and candidates to use more of the NHS Jobs system for their recruitment journey.</p>
<p>We've updated the content to clearly advise referees who wish to send a reference offline where to send the reference.</p>	<p>Clearer instructions on how to provide a reference offline.</p>
<p>We've improved the references section of the pre-employment checks.</p> <p>The references section will now begin with a status of 'not started' instead of 'started'. The system can be updated to show if an applicant needs their references checked or not. When an employer selects 'no', the check will show as 'not required'.</p> <p>A new page at the start of the references section provides an overview of what an employer needs to know before they start.</p> <p>We've made the content on these pages clearer and improved the layout after user feedback.</p>	<p>A simpler and clearer section to ensure employers know what they need to add based on the applicant's checks for their job offer.</p>

Full details of this feature will be available in the **How to complete reference checks in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



## Contract templates



Released 24 September 2020. Improved 21 October 2021 and 28 January 2022.

Description	Benefit/Value
Employers are now able to generate and send a contract to their successful candidate via the NHS Jobs system.	Further elements of the recruitment process can be carried out in the system online.
We've added the pay scheme and the associated pay band to the contract of employment that gets sent to the applicant.	Applicants can now see which pay scheme and band they'll start on.
Customisable additional principle terms of employment can be added to contract templates.	Employers can tailor contracts to applicants more easily, for example, to include details like reckonable service or specific annual leave allowance.

Full details of this feature are available in the **How to issue a contract in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



# Departments



Released 29 April 2021. Improved 8 July 2021.

Description	Benefit/Value
<p>Super users can create, edit, and delete departments and assign users within their organisations.</p> <p>Listings can be assigned to a department.</p> <p>A recruitment manager can only be in one department, whereas a recruitment administrator can be in many departments.</p> <p>Departments are included in the 'Showing tasks for' filter on the main dashboard and each stage dashboard.</p> <p>Filtering by department from the main dashboard displays the KPI count for that department only.</p> <p>Filtering by department from a stage dashboard shows the tasks for job listings in that department only.</p>	<p>A way to further manage workload across an organisation.</p>
<p>Employers are now prompted when there are no more users to add to a department.</p>	<p>Continuous improvements made to improve the service for users.</p>

Full details of this feature are available in the **How to manage departments in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



## Deactivate and reactivate a user account



Released 13 May 2021. Improved 8 July 2021.

Description	Benefit/Value
<p>Super users can now deactivate another user's NHS Jobs account within their organisation. A deactivated user will not be able to sign into their account or receive emails from NHS Jobs. The account will have a deactivated label next to the user's name across the service.</p> <p>Super users can also reactivate a deactivated account.</p>	<p>Self service functionality for super users to deactivate another user's account.</p>
<p>The Deactivated users tag is shown on more screens in the service, ensuring employers can manage their recruitment.</p>	<p>Continuous improvements made to improve the service for users.</p>

Full details of these features are available in the **How to manage users in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.

## Area of work improvements



Improved 8 July 2021.

Description	Benefit/Value
<p>Updates have been made to area of work values based on updated National Workforce Dataset (NWD) values to ensure consistency.</p> <p>The Applicant Tracking System (ATS) and Employee Staff Record (ESR) Application Programming Interfaces (APIs) have also been updated to prevent failures.</p>	<p>Continuous improvements made to improve the service for users.</p>



# Offer journey improvements



Improved 8 July 2021 and 16 September 2021.

Description	Benefit/Value
<p>We've added two new statuses to the Ready to offer stage called 'Ready to start offer' and 'Not offered'.</p> <p>We've added a new page to the job offer journey. On the new page, employers can select all their successful applicants at once. On the next page they will start to make the offers.</p> <p>This new page means that employers can:</p> <ul style="list-style-type: none"><li>• select more than one applicant to offer the job to</li><li>• choose not to offer the job to any of the applicants</li><li>• provide an email address for unsuccessful applicants to get feedback</li></ul> <p>Employers can still return and offer the job to any applicants they do not select on this new page.</p> <p>Employers can also choose not to offer the job to anyone, or they can reject applicants individually.</p>	<p>Gives employers more options and flexibility when creating and sending job offers.</p>
<p>We've made the content clearer and more concise in the offer journey based on user feedback. We've added the wording 'pro-rata' after the pay if the employer offers a job that is not full-time.</p>	<p>User needs are being addressed to make this journey easier to follow. Adding the 'pro-rata' label also ensures that users know the salary shown will reduce based on the hours worked.</p>

Full details of this feature are available in the **How to make a job offer in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.

# Applicants can view closed applications



Released 22 July 2021.

Description	Benefit/Value
<p>Applicants can now view draft applications that were not submitted before the job advert closed.</p> <p>There is a new status on the Applications dashboard called 'Job closed for applications'. When a job advert has been closed early by an employer then the 'Job closing date' column will display this status instead of the original closing date.</p>	<p>Applicants can view the information that they had saved on unsubmitted applications and reuse it when needed.</p> <p>Applicants can see when a job advert has been closed early.</p>

# Accessibility improvements



Improved 22 July 2021, 19 August 2021 and 16 September 2021.

Description	Benefit/Value
<p>We've addressed several accessibility issues in the service.</p>	<p>We're making sure we follow the Government Digital Service standards. We're also making sure we meet the Web Content Accessibility Guidelines.</p>
<p>The cookies banner has moved to the top of the page, so that it is the first thing users see when they reach this page.</p> <p>It also ensures screen readers read this out first and users can decide if they want to have this enabled or not.</p>	<p>The banner is in the most suitable place for users when first arriving at this site.</p>



## Employer accepts contract on behalf of applicant



Released 22 July 2021. Improved 21 October 2021.

Description	Benefit/Value
We've aligned the online 'accept contract on behalf of applicant' journey with the offline journey.	Improved employer user experience as the functionality in the service is more consistent across stages and will allow them to more clearly mark candidate outcomes.
We've made the emails we send to applicants about their contracts clearer. An email is now sent to applicants when the employer accepts the contract on their behalf.	The applicant will have a record that the employer has accepted a contract on their behalf.

Full details of this feature will be available in the **How to issue contracts to applicants in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



## Journey gaps if no applications were received



Released 19 August 2021.

Description	Benefit/Value
<p>We've added a new status called 'No applications received'. This status will show when a job advert closes, and no one applied for the job. The employer can reuse the listing or remove it.</p>	<p>The new status and clearer content will inform what users can do with the job listing, ensuring their dashboard can be managed easily.</p>



## Job listing character counters



Released 19 August 2021.

Description	Benefit/Value
<p>There's a new character count tool on the job description and job overview pages. The text boxes on these pages now have a character counter each.</p> <p>The character count decreases when characters are typed into the text box and increase when characters are deleted.</p> <p>We've also made the content and guidance on these pages clearer.</p>	<p>Allows the user to view how many characters they have remaining when entering information into the text boxes.</p>

Full details of this feature are available in the **How to create a job listing in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.

# Job listing character limit increases



Released 19 August 2021.

Description	Benefit/Value
The character limit has been increased from 1000 to 1500 for three job overview boxes on the job listing.	Employers can include more content on their job adverts.

Full details of this feature will be available in the **How to create and publish a job listing in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



## Applicant right to work flag



Released 19 August 2021.

Description	Benefit/Value
<p>We've added a new column to a page in the offer journey. The new column displays the applicant's immigration status.</p> <p>This new column helps to ensure employers are aware if further enquiries need to be made by the recruitment team about a candidate's right to work in the UK before an offer is sent.</p>	<p>Employers will have the relevant right to work information available before making an offer, to ensure they prepare to speak to the applicant about what is needed for their pre-employment checks.</p> <p>This will be especially helpful for large recruitment teams where a user selecting to move a candidate to offer has not been involved in the shortlist or interview process.</p>

Full details of this feature are available in the **How to make a job offer in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



## Group internal job listing



Released 19 August 2021.

Description	Benefit/Value
<p>The group internal option will pass to the current NHS Jobs service via the API. Employers will need to follow the current NHS Jobs service process for requesting the group internal link from Totaljobs. This will allow staff from the relevant employers to view all group internal job listings.</p> <p>The new service will provide the URL when the current service is switched off.</p>	<p>Employers can use the 'Group internal' option to advertise jobs with a wider set of staff within the group internal pool.</p>

Full details of this feature will be available in the **How to create and publish a job listing in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.

## Access offer letter and contract at any time – Employer



Released 2 September 2021. Improved 4 November 2021.

Description	Benefit/Value
We've added a 'download the contract' link at the contract stage. Employers can now download and keep a PDF version of the contract.	This functionality was already available but not clear to users that they could do it from the existing 'preview the contract' link.
There's a new 'Offers & contracts' section on the view applicant page. Employers can view offers and contracts after sending them. They can also download a PDF version of the contract if it has been issued online.	Employers can view offers and contracts after they've been issued, and download contracts issued online.

Full details of this feature will be available in the **How to issue contracts to applicants in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



## Additional salary information



Released 2 September 2021. Improved 28 January 2022.

Description	Benefit/Value
We've added a new optional text box for employers to add more details about the pay on their job listing. This could be used to add details about High-Cost Area Supplements (HCAS) if appropriate.	Employers can advise of any additional payments, such as supplements for high cost areas or bonus payments, that are in addition to the advertised salary.
Additional salary information details can be added to offer letters and contracts as needed.	Offer letters and contracts accurately reflect any additional salary information, such as HCAS or bonuses.

Full details of this feature are available in the **How to create a job listing in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



## Role specific application questions



Released 2 September 2021.

Description	Benefit/Value
<p>We've added the option to include new additional application questions. These are specific questions for medical, dental, nursing and driving roles. Employers can choose which questions they want to include for each role when creating a job listing.</p> <p>Currently answers to these questions do not save for applicants to use for future applications. This is something we are looking to develop in the future.</p>	<p>Addresses the employer need to include additional application questions for medical, dental, nursing and driving roles.</p> <p>Applicants are able to provide extra detail for medical, dental, nursing and driving roles.</p>
<p>We plan to release more application questions for allied health profession and psychologist roles in the future.</p>	<p>Applicants are able to provide extra detail for allied health profession and psychologist roles.</p>

Full details of this feature are available in the **How to create a job listing in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.

# Job listing full time equivalent (FTE)



Released 2 September 2021.

Description	Benefit/Value
<p>We've added a new field to capture the full time equivalent (FTE, sometimes known as whole time equivalent or WTE) on a job listing.</p> <p>This is a mandatory field with a range of 0.01 to 999.</p> <p>Entering the FTE on a job listing allows employers to detail the workload that they need covered by the recruitment. This also helps to inform their recruitment team when they are deciding how many people to offer the job to.</p>	<p>Allows employers to keep an audit trail of how many people they are going out to recruit for and enable them to report on those numbers.</p>

Full details of this feature are available in the **How to create a job listing in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



## Online scoring improvements



Improved 2 September 2021 and 13 January 2022.



Further improvements planned.

Description	Benefit/Value
We've improved the page performance issues that were happening when large numbers of applications were being scored by introducing pagination to the scoring pages.	Addresses performance issues raised by users.
Employers can amend application scores before submitting them.	Employers can self serve any amendments to application scores if they make a mistake.
The layout of the scoring section has been improved with expanding sections.	Scoring is easier and more accessible as application detail is clearer and easier for employers to read.
A new 'In progress' flag will be added to scoring.	Members of the shortlisting panel will be able to more easily see 'at a glance' where they have not completed scoring on an application.

Full details of this feature are available in the **How to score applications in NHS Jobs** user guide and video which you can find on the [help and support for employers](#) page.



# Qualifications pre-employment check improvement



Released 16 September 2021. Improved 10 December 2021.

Description	Benefit/Value
<p>We've improved the qualifications section of the pre-employment checks.</p> <p>The system can be updated to show if an applicant needs their qualifications checked or not. When an employer selects 'no', the check will show as 'not required'.</p> <p>A new page at the start of the qualifications section provides an overview of what an employer needs to know before they start.</p> <p>At the end of the section, there is a new check your answers page to show all the qualification information. This allows the employer to review and change their answers.</p> <p>We've made the content on these pages clearer and improved the layout after user feedback.</p>	<p>A simpler and clearer section to ensure employers know what they need to add based on the applicant's checks for their job offer.</p>
<p>In the contract flow, the outstanding checks question page will not display if:</p> <ul style="list-style-type: none"><li>• Qualification checks have been confirmed by the employer as not required</li><li>• All other pre-employment checks have been completed</li></ul>	<p>The outstanding checks page will display for incomplete checks only.</p>

Full details of this feature are available in the **How to complete a qualification check in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.

# Application task list



Released 30 September 2021. Improved 4 November 2021.

Description	Benefit/Value
<p>We've introduced a new task list for submitting an application. The task list shows the applicant what they need to complete for their applications. Examples of some of the sections are the applicant's right to work status, job history and qualifications.</p> <p>Each task displays a status of either 'Not Started', 'Started' or 'Completed'. Applicants must complete all tasks before they can submit their application.</p>	<p>Enables applicants to see their progress through an application.</p>
<p>The applicant task list view has been introduced when an applicant selects the <b>View application</b> hyperlink for any draft or submitted applications.</p>	<p>Continuous improvements made to improve the service for users.</p>

Full details of this feature will be available in the **How to apply for a job in NHS Jobs user guide** which you can find on the [help and support for applicants](#) page.





# Super user contact details



Released 30 September 2021.

Description	Benefit/Value
<p>Employers can now view their organisation's super users and contact information on their main dashboard in NHS Jobs. Super users' details show in the 'Help and information' section.</p> <p>Super users can add new users and change existing users' roles.</p> <p>We also display the contact details for the NHS Jobs team, to help users identify the correct steps to take if all the super users have left an organisation.</p>	<p>Employers can easily view and contact their super users. If all super users have left the organisation then they can contact the NHS Jobs team for help.</p>

Full details of this feature will be available in the **How to use the employer dashboard in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.

# Delete draft applications



Released 30 September 2021.

Description	Benefit/Value
Applicants can now delete draft applications that they no longer want to submit.	Enables applicants to remove unwanted draft applications.

# Search for multiple locations



Released 21 October 2021.

Description	Benefit/Value
<p>Published adverts with more than one location (2 to 10 locations) are now searchable on NHS Jobs. The advert will show in search results for all the locations added to it. Adverts with multiple locations will also have an icon to show that the job could be based in more than one location</p>	<p>The advert will show in search results for all the locations added to the job vacancy.</p>

# Manage users



Released 21 October 2021.



Further planned improvements

Description	Benefit/Value
<p>Improvements have been made to the 'Manage users' section of the employer dashboard. From this page, you can:</p> <ul style="list-style-type: none"><li>• add a new user to your account</li><li>• search for a user by name or email address and view their details</li><li>• filter your search results using 'role' and 'status' criteria</li></ul>	<p>The employer can search for a user by name or email address and apply filters including 'Role' type and 'Status' of the user.</p>

Full details of these features are available in the **How to manage users in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.

## Access offer letter and contract at any time – Candidate



Released 4 November 2021.

Description	Benefit/Value
<p>Applicants can now view their offers and contracts in NHS Jobs after they've responded to them. They will be available by links when viewing an application. Applicants will also be able to download a copy of their contract if it has been issued in NHS Jobs.</p>	<p>Applicants will be able to view offers and contracts after they've been responded to, and download a contract if it has been issued online.</p>

# Shortlisting improvements



Improved 4 November 2021 and 10 March 2022.

Description	Benefit/Value
We've added pagination to the shortlisting section. Large numbers of applications will be split onto pages. This will make it easier for employers with large numbers of applications.	Makes it easier for employers with large numbers of applications to review.
Employers can add applicants to a shortlist reserve list.	Employers can retain strong candidates if they have limited interview availability. These candidates can be invited to interview if another candidate drops out or the employer has increased availability.

# Job listing location improvements



Released 4 November 2021. Improved 10 March 2022.

Description	Benefit/Value
<p>Based on feedback we've increased the following field lengths to 125 characters:</p> <ul style="list-style-type: none"><li>• Organisation name (was 70 characters)</li><li>• Address line 1 (was 36 characters)</li><li>• Address line 2 (was 30 characters)</li></ul>	<p>Employer names and addresses can now accurately reflect their correct details.</p>
<p>We have improved the way employers manage addresses while creating a job advert. The main address can now be updated on a live advert.</p>	<p>The process of managing addresses in listings is more intuitive which saves time and effort.</p>
<p>The employer name is now displayed as part of the address on job listings.</p>	<p>Job listings more accurately reflect the full address.</p>

# Vacancy task list



Released 4 November 2021. Improved 10 December 2021.

Description	Benefit/Value
<p>We've added a new task list when employers create a job advert.</p> <p>It lists all the sections that the user needs to complete to publish a job advert, for example:</p> <ul style="list-style-type: none"><li>• about the job and pay</li><li>• location</li><li>• person specification</li><li>• pre-application questions</li></ul> <p>Each section shows a status of 'Not Started', 'Started' or 'Completed'. Users must complete all tasks before they can publish the job advert.</p>	<p>Employers will be able to clearly see which tasks have been completed and which are still to be done when creating their job adverts. This feature is carried through to Published stage if any edits are required.</p>
<p>We've improved the content on the job description and person specification page in the create vacancy flow based on user feedback.</p>	<p>Content has been improved and easier to read based on user feedback.</p>

Full details of this feature will be available in the **How to create a job listing in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



# Custom job reference numbers



Released 4 November 2021. Improved 10 December 2021.

Description	Benefit/Value
<p>We've provided employers with the option to make changes to job reference numbers or create custom job reference numbers.</p> <p>Reference numbers will always start with the employer code and the employer can then add up to 15 characters, containing numbers, letters and hyphens.</p>	<p>Employers can follow their own naming convention for job reference numbers, which can help them to manage recruitment campaigns more effectively.</p>

Full details of this feature will be available in the **How to create a job listing in NHS Jobs user guide** which you can find on the [help and support for employers](#) page.



Released 13 December 2021.

Description	Benefit/Value
<p>Super users and recruitment administrators can now run several different report types. Employers can create reports for:</p> <ul style="list-style-type: none"> <li>• <b>Application and listing data report</b> This report allows users to see all the database fields related to the organisation's jobs and applications into one CSV file. This will show as one row per application, per job listing.</li> <li>• <b>Equal opportunities report</b> This report shows the number of submitted applications. They are grouped into the equality and diversity monitoring categories. Users can filter the report by staff group and by the job listing's state - open, closed or both.</li> <li>• <b>Equal opportunities for applications in progress report</b> This report shows the number and percentages of submitted applications. It also includes applicants shortlisted or recruited. They can be further sorted by the equality and diversity monitoring categories.</li> <li>• <b>Equal opportunities for a specific job report</b> This report shows the number of submitted applications for an individual job listing. They are grouped by the equality and diversity monitoring categories.</li> <li>• <b>Vacancy numbers report</b> This report provides the total number of jobs listings advertised per month. Users can set the report to include: <ul style="list-style-type: none"> <li>○ job listings that are open, closed or both</li> <li>○ the staff group</li> <li>○ the pay scheme and pay band</li> </ul> </li> <li>• <b>Time taken to hire report</b> This report provides the average number of days (in a five-day format) between different job states. For example, the average time between listings being published to shortlisting complete. Users can filter by staff group and by the job listing's state - open, closed or both.</li> <li>• <b>Vacancy bulletin report</b> This report provides a printable list of all published job listings. Users can select various options for which jobs they would like to display, including: <ul style="list-style-type: none"> <li>○ internal only, external only or both</li> <li>○ the staff groups</li> <li>○ if the advert text shows or not</li> </ul> </li> </ul>	<p>Super users and recruitment administrators now have access to create reports.</p>
<p>Users will be able to filter equal opportunities reports by department and easily run multiple reports at once.</p>	<p>Users will be able to run relevant reports and more easily access the recruitment data they need.</p>

# Shared service dashboard



Released 13 January 2022.

Description	Benefit/Value
<p>Users who have an account in two or more organisations accounts can use a toggle at the top of the screen to easily view their recruitments across all accounts on one dashboard. They can also search for applicants and job listings across all of their organisation accounts.</p>	<p>Users with access to multiple employer accounts, such as those working in a shared recruitment service, will be able to see, at a glance, how much work they have due. This will help them to more effectively plan their workload.</p>

# Access to applicant contact details earlier



Released 10 March 2022.



Further improvements planned.

Description	Benefit/Value
Organisation Super Users can now view the applicant's name, email address and phone number (if provided) before scoring is completed.	Improved employer user experience as employers now have a method of contacting applicants before confirming their final shortlist. This provides increased flexibility if they need to ask any additional questions about the application or conduct any additional assessments, before deciding if they wish to invite an applicant to interview.
Employers will be able to extract a CSV download containing the contact details for all applicants on a job listing.	Improved employer user experience as employers will be able to easily obtain details if they need to contact all applicants on a listing.

# Pre-populate About us section



Released 28 March 2022.

Description	Benefit/Value
<p>The <b>About us</b> (the overview of your organisation) section on job listings will be able to be set as an employer account level setting.</p> <p>This will pre-populate job listings with the wording set by the employer, however it will also still be editable in the job listing creation journey.</p>	<p>Employers will be able to provide consistent wording across their job listings. Users will also save time in the vacancy creation journey where they choose to use the standardised wording as the field will be pre-populated for them.</p>



# Interview journey improvements



Improved 28 March 2022.



Further improvements planned.

Description	Benefit/Value
The ability to send an invite to an interview without a physical interview location.	Employers will be able to invite applicants to online interviews.
Prior to interview, employers will be able to download an interview schedule in addition to the applications.	Employers can more effectively plan and prepare for interview.
Employers will have the option to display the planned interview date on the public advert.	Applicants will be informed of planned interview dates earlier, allowing them to more effectively plan and make arrangements to be available.
Employers will be able to record in the service where an applicant did not attend their booked interview.	Allows employers to keep an audit trail if applicants do not attend their interview.

# Privacy notice



Planned release.

Description	Benefit/Value
A link to the employer's privacy notice will be shown on each job listing.	The privacy notice will be more easily accessible and applicants will be able to access the employer's privacy notice when needed, not just at the point of application.



# Stored documents and links



Planned release.

Description	Benefit/Value
Employers will be able to save a combination of additional documents or links to their account and attach them to their job listings.	Employers will be able to easily attach the same documents to multiple job listings.
Improvements will be made to stored offer documents to include links to external websites.	Employers will be able to include all relevant information with offer letters that they send to applicants.
Employers will be able to store and attach additional documents to contracts.	Employers will be able to include all relevant information with contracts that they send to applicants.



## Home and national based job listings



Planned release.

Description	Benefit/Value
The ability to create a job listing without a set location.	Employers can effectively advertise home based and national based job listings.

## Add applications received offline



Planned release.

Description	Benefit/Value
Employers will be able to add application details received offline into the service.	Employers will have more flexibility to add applicants who missed the advert closing deadline or applied outside of the service. This will allow them to conduct the remaining steps of the recruitment in the service.

# Transfer applications between job listings



Planned release.

Description	Benefit/Value
Employers will be able to transfer applications from one job listing to another in their organisation's NHS Jobs account.	Employers can retain quality candidates who they identify are suitable for a role other than the one they applied for.
Employers will be able to transfer applications from one job listing to another in a different organisation's account in the new NHS Jobs service.	Employers can share quality candidates who they identify are suitable for a role other than the one they applied for.

# Application form improvements



Planned release.

Description	Benefit/Value
<p>Applicants will be able to identify their working pattern preferences on the application form.</p>	<p>Employers will be able to more effectively plan their recruitments, such as identifying candidates for job shares etc, as they will have a clear understanding of applicant working pattern preferences.</p>

# Applicant pack download



Planned release.

Description	Benefit/Value
<p>When an applicant has completed all stages of recruitment, an employer will be able to download a file which will contain all details of an applicant's recruitment.</p>	<p>Employers will be able to conveniently download details required for employee records and recruitment retention requirements.</p>



Planned release.

Description	Benefit/Value
Improvements to design and content on the applicant Hub page.	The applicant Hub page will be more accessible and easy to use.



Planned release.

Description	Benefit/Value
Improvements to design and content on the employer Hub page.	The employer Hub page will be more accessible and easy to use.