How to give a reference in NHS Jobs user guide

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

If you're added as a referee, you'll receive an email asking you to give a reference.

To respond, you'll choose one of the following options:

- Yes, you're the correct person to give a reference and you'll use the NHS Jobs online service.
- No, you're not the correct person to give a reference and you'll add your reason why and provide details of the correct person (if known).
- Yes, but you'll provide it offline outside of the NHS Jobs online service.

Delivered by the NHS Business Services Authority

Contents

Give your reference using the email link

This page gives you instructions for how to give your reference using the email link.

To give your reference using the email link, complete the following steps:

    1. Select the 'Online reference' link.
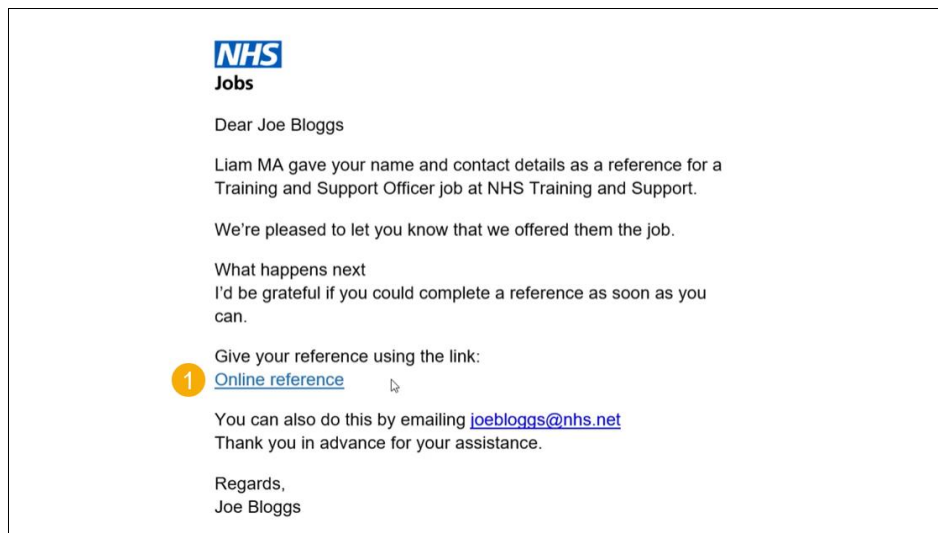
Can you give a reference?

This page gives you instructions for how to confirm if you can give a reference.

<mark>Important:</mark> You must check you're the correct person to give a reference before responding.

To confirm if you can give a reference, complete the following steps:

1. Select an answer:
   - '[Yes](#)'
   - '[No](#)'

   or
   - '[Yes, but I'll provide it offline](#)'
2. Select the 'Continue' button.

You're not giving this reference

This page gives you instructions for how to confirm why you're not giving this reference.

<mark>Important:</mark> You'll only see this page if you're not giving a reference and adding a reason why.

To add why you're not giving this reference, complete the following steps:

1. In the **Reason** box, enter the details.
2. In the **Referee's email address** box, enter the details (optional).
3. In the **Referee's phone number** box, enter the details (optional).
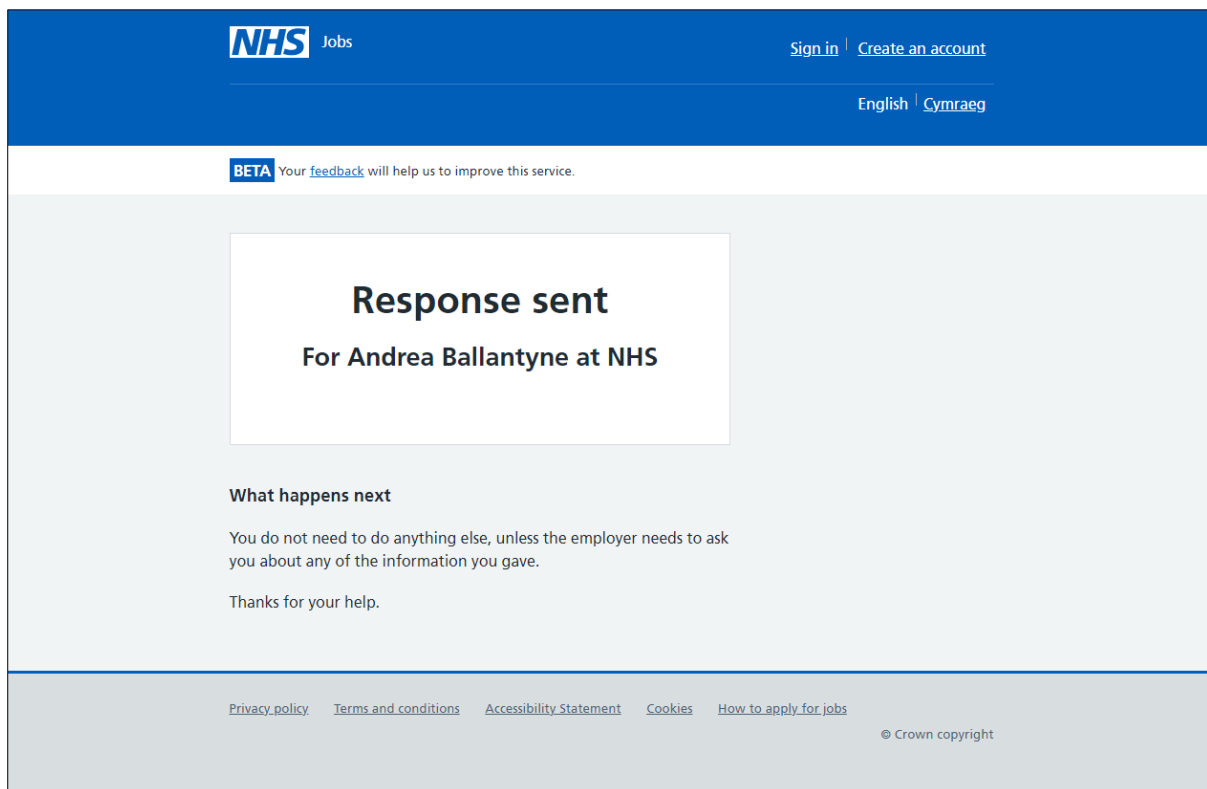4. Select the '<u>Send response</u>' button.

Response sent for not giving this reference

This page shows confirmation your response is sent for not giving this reference.

<mark>Important:</mark> The employer may contact you to ask about any of the information you gave in your response.

To finish, complete the following step:

1. Close the webpage.

You're not giving this reference and reached the end of this user guide.

Give reference offline

This page gives you instructions for how to give this reference offline.

<mark>Important:</mark> You'll only see this page if you're giving a reference offline outside of the NHS Jobs online service. Make sure you include all the information in the **Details needed** section.

To give this reference offline, complete the following steps:

1. Use the 'Email address' link to send the employer a reference.
2. Close the webpage to finish.

You're giving this reference offline and reached the end of this user guide.

What was the job?

This page gives you instructions for how to confirm the job details.

Important: You'll only see this page if you're giving a reference using the NHS Jobs online service.

To add the job details, complete the following steps:

1. In the **Most recent job title or position** box, enter the details.
2. In the **Why they left** box, enter the details (optional).
3. Select the '<u>Save and continue</u>' button.

NHS Jobs

Sign in | Create an account

English | Cymraeg

BETA Your feedback will help us to improve this service.

< Go back

Give a reference
What was wayne Liddle's role?

Most recent job title or position before they left

1 [ ]

Why they left (optional)

2 [ ]

3 Save and continue

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to apply for jobs

© Crown copyright

Are the start and end dates correct?

This page gives you instructions for how to confirm if the start and end dates are correct.

To confirm if the start and end dates are correct, complete the following steps:

1. Select an answer:
   - '<u>Yes</u>'
   - '<u>No</u>'
2. Select the 'Continue' button.

NHS Jobs

Sign in | Create an account

English | Cymraeg

BETA Your feedback will help us to improve this service.

< Go back

Give a reference

Are wayne Liddle's start and end dates correct?

Date started	January 2021
Date ended	January 2022

1 ◯ Yes   ◯ No

2 Continue

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to apply for jobs

© Crown copyright

Enter the correct start and end dates

This page gives you instructions for how to confirm the correct start and end dates.

<mark>Important:</mark> You'll only see this page if you're entering the correct start and end dates. If this is for their current job, leave the date ended empty.

To enter the correct start and end dates, complete the following steps:

1. In the **Date started**, **Month** and **Year** boxes, enter the details.
2. In the **Date ended**, **Month** and **Year** boxes, enter the details (optional).
3. Select the 'Continue' button.

<mark>Tip:</mark> You must enter the date in the MM-YYYY format. For example, 03 2010.

Days and episodes of absence

This page gives you instructions for how to add any days and episodes of absence.

<mark>Important:</mark> You must only add days and episodes of absence over the last 2 years of employment, not including annual leave.

To add any days or episodes of absence, complete the following steps:

1. In the **Days of absence** box, enter the details (optional).
2. In the **Episodes of absence** box, enter the details (optional).
3. Select the '<u>Continue</u>' button.

Have they got any warnings on their record?

This page gives you instructions for how to confirm if they have any warnings on their record.

Important: You must only add warnings under your employment policies such as conduct or performance. Warnings from regulatory or licensing bodies are checked separately.

To confirm if they have any warnings on their record, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

What are the warnings?

This page gives you instructions for how to add the warnings.

Important: You'll only see this page if you're adding warnings. You should include any warnings where the employee left the job before the warning was formally put on their record.

To add the warnings, complete the following steps:

1. In the **Warning details** box, enter the details.
2. Select the '<u>Continue</u>' button.

Have they got any investigations on their record?

This page gives you instructions to confirm if they have any investigations on their record.

<mark>Important:</mark> You must only add investigations under your employment policies such as conduct or performance. Investigations from regulatory or licensing bodies are checked separately.

To confirm if they have any investigations on their record, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

NHS Jobs

Sign in | Create an account

English | Cymraeg

BETA Your feedback will help us to improve this service.

< Go back

Give a reference

Has wayne Liddle got any investigations on their record?

These are investigations under your employment policies, such as for conduct or performance. Do not add any regulatory or licensing body investigations. We check for those if needed.

1 ○ Yes ○ No

2 Continue

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to apply for jobs

© Crown copyright

What are the investigations?

This page gives you instructions for how to add the investigations.

<mark>Important:</mark> You'll only see this page if you're adding investigations. You should include any investigations where the employee left the job before the investigation was formally put on their record.

To add the investigations, complete the following steps:

1. In the **Investigation details** box, enter the details.
2. Select the '<u>Save and continue</u>' button.

Did they need a Disclosure and Barring Service (DBS) check?

This page gives you instructions for how to confirm if they needed a Disclosure and Barring Service (DBS) check.

To confirm if they needed a DBS check, complete the following steps:

1. Select the 'What is a Disclosure and Barring Service (DBS) check?' link (optional).
2. Select an answer:
    - 'Yes'
    - 'No'
3. Select the 'Continue' button.

What was the DBS check level?

This page gives you instructions for how to add the DBS check level.

Important: You'll only see this page if a DBS check was needed.

To add the DBS check level, complete the following steps:

1. Select an answer.
2. Select the '<u>Continue</u>' button.

When was their Disclosure and Barring Service (DBS) check last completed? (optional)

This page gives you instructions for how to confirm when their DBS check was last completed.

To add when their DBS check was last completed, complete the following steps:

1. In the **Date**, **Month** and **Year** boxes, enter the details.
2. Select the 'Continue' button.

Tip: You must enter the date in the DD-MM-YYYY format. For example, 31 03 1980.

Declaration and send reference

This page gives you instructions for how to agree to the declaration and send the reference.

To agree to the declaration and send the reference, complete the following steps:

1. Select the 'I agree to the declaration' box.
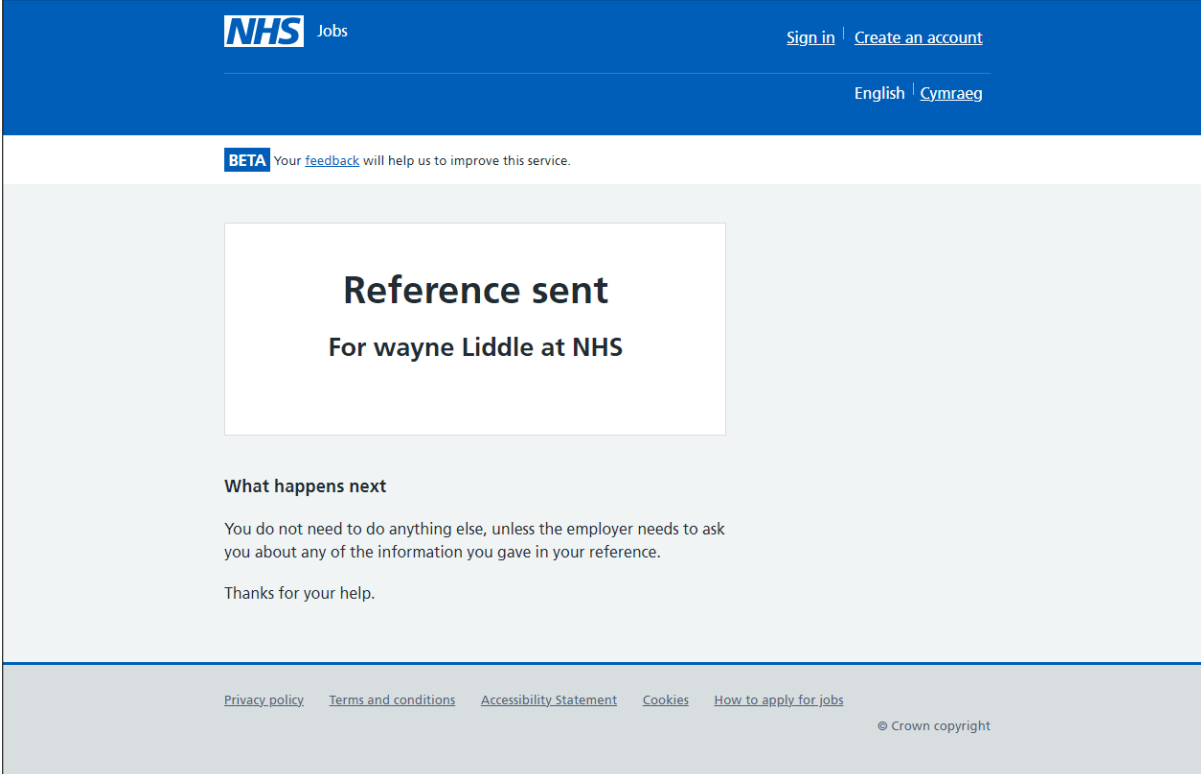2. Select the 'Send reference' button.

Reference sent online

This page shows confirmation you've sent your reference using the NHS Jobs online service.

Important: The employer may contact you to ask about any of the information you gave in your reference.

To finish, complete the following step:

1. Close the webpage.

You've given a reference online and reached the end of this user guide.