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March 2022



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; roadmap updated and brochure launched, training and support updates including pay details.

Did you know?

In February there were...



...on NHS Jobs

NHS Jobs feature releases

In 2022
so far:

4

Employer features
releases



5

Employer CI piece
releases



Reserve list

We have added a new feature which lets employers create a reserve list from short-listed applicants. Employers are able to save applicants to the reserve list and invite them to interview at a later date. We email shortlisted applicants to let them know they are on the reserve list, rather than send them a rejection email. This is in response to user feedback. We have also added a feature to allow employers to access the reserve list during the interview stage. This will allow them to invite extra candidates to interview from the reserve list.



Improvements to Manage users

We have added the ability for a Super user to add or change a user's role without it affecting their role in other organisations. This means that a user can have a different role in each organisation they are part of.



New 'overview of your organisation' template

We've added a new feature on the employer dashboard, allowing Super users to create a template that provides an overview of their organisation. The overview template will prepopulate the 'Give an overview of your organisation' text box when users are creating a new job advert. Users will still be able to edit and update the text when creating a new advert.



Remote interview invites

Employers will now be able to set up remote interviews and send the invites to the shortlisted applicants. The remote interview invites will not contain any interview location. Employers will need to contact applicants directly with the details of how to join the remote interview.

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Information for all NHS Jobs users



First quarterly roadmap update and new NHS Jobs brochure launched

NHS Jobs' new service continues to go from strength to strength, with over half a million job seekers and 6,600 employers successfully using the ground-breaking new platform.

Working with employers and stakeholders, we have developed a completely new service to manage the 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 all the functionality of the current service.

Work on migrating organisations from the current version of the platform has been ongoing for two years, with over 6,600 organisations now successfully on-boarded.

The current platform will cease to exist after 2022 with work continuing to migrate the final organisations across to the new service.

NHS Jobs has created a new Roadmap, which has now had its first quarterly update.

Further to this, a new NHS Jobs brochure has been produced, showcasing all the benefits the service offers for organisations using it, from on-boarding to the continuous improvements and support offered to employers and applicants.

View them both on the [NHS Jobs publications page](#).



Training and support - training sessions

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 been talking to GP Practices and Primary Care Networks to deliver training sessions. These have covered creating a job and scoring & shortlisting your applicants, which we got some great feedback for:

"Thank you, very helpful."

"Thank you for the training, look forward to the next one."

“I have signed up for the other sessions!”

We'll be delivering more of these bitesize sessions in the near future so look out for more information. If you do have a question, try our [online knowledge base](#) where you can find hundreds of answers to frequently asked questions.

New NHS Jobs service



Training and Support - More details about the pay

This month we're focusing on how to use the **'More details about the pay'** section when creating a job listing.

On the **'What is the pay range?'** page, you'll enter the pay and select the timeframe. In this example, a pay range is used.

In the **'More details about the pay (optional)'** box, the **'Pro-rata including High Cost Area Allowance'** information is added:

A screenshot of a web form for entering job details. It includes input fields for 'from' (£25655) and 'to' (£31534), a 'Timeframe' dropdown menu set to 'a year', and an optional section titled 'More details about the pay (optional)'. Below this title, there is explanatory text: 'For example, includes high cost area supplements (HCAS) This will show on the job advert.' At the bottom of the form, a text input field contains the text 'Pro rata including High Cost Area Allowance', which is highlighted with a red rectangular border.

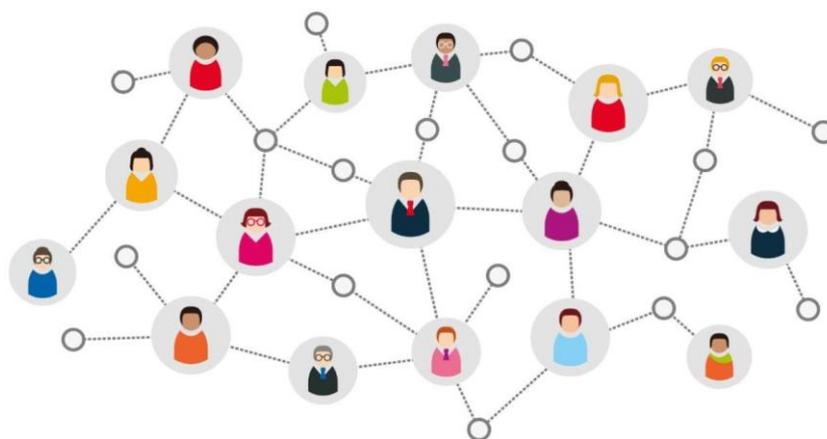
On the **'Check and save the job details'** page, you can check this information, before publishing it to jobseekers:

On the '**Check and save the job details**' page, you can check this information, before publishing it to jobseekers:

| | |
|------------------|-------------------------|
| Payscheme | Agenda for Change |
| Band | Band 5 |
| Pay | £25655 to £31534 a year |

Help and support

To find out more information, go to the '**How to create a job listing in NHS Jobs - Add the details of the job**' user guide from the '**Create a job listing**' section of the '[Help and support for employers](#)' webpage.



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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