

How to complete an Inter Authority Transfer (IAT) check in NHS Jobs user guide

This guide gives you instructions for how to complete an Inter Authority Transfer (IAT) check in the NHS Jobs service.

An IAT is an electronic way of gathering information from a previous or current employer using the Electronic Staff Record (ESR) system.

On accepting a job offer, the applicant confirms if they give consent to transfer some of their personal information to the new employer.

You'll check how the applicant has responded to complete the applicant's pre-employment information before they can start their new job.

If an IAT is ran, this data gives the new employer the information to complete the applicant's induction. It adds to their HR and payroll record in ESR for a successful hire.

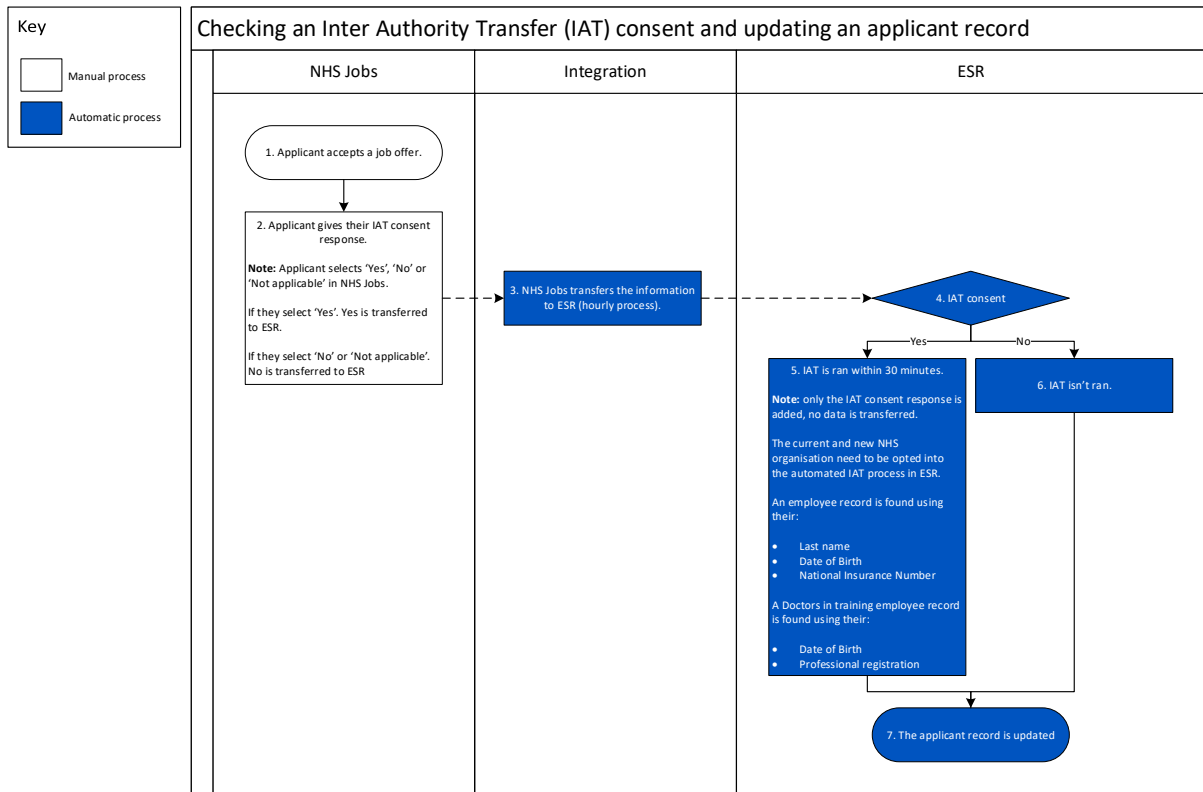
For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

Contents

How to complete an Inter Authority Transfer (IAT) check in NHS Jobs user guide	1
 Process flow diagram	3
 Pre-employment checks	4
 Applicant's pre-employment checks	5
 Check pre-employment checklist or withdraw offer	6
 Inter Authority Transfer (IAT)	7
 Check the IAT transfer consent	8
 Check the IAT status in NHS Jobs.....	9
 Check the IAT details in ESR	10

Process flow diagram



Go to the ['Pre-employment checks'](#) page.

Pre-employment checks

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

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

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

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

The screenshot shows the NHS Business Services Authority Dashboard. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing [region] Change' and 'Signed in as NHS.BSA.Training Sign Out'. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS Business Services Authority Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays a list of recruitment stages with counts and progress bars:

Stage	Count	Track	Overdue
Draft	386	on track 22	overdue 364
Approvals	3	on track 1	overdue 2
Published	4		
Shortlisting	8	on track 1	overdue 7
Interviews	1	on track 0	overdue 1
Ready to offer	42	on track 16	overdue 26
Conditional offers	22	on track 5	overdue 17
Pre-employment checks	24	on track 4	overdue 20
Contracts	57	on track 11	overdue 46
End recruitment	7	on track 4	overdue 3

The 'Pre-employment checks' row is highlighted with a yellow circle containing the number '1'. To the right of the dashboard are several utility 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:**
 - [Overview of your organisation](#)
 - [Supporting documents](#)
 - [Contract templates](#)
 - [Offer letter templates](#)
- Help and information:**
 - [The employer hub](#)
 - [Roles and permissions](#)
 - [Contact your super users](#)
- Reporting:**
 - [Run a report](#)

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

Find the applicant and complete the following step:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the '[View checks or withdraw offer](#)' link.

NHS Jobs

You're viewing NHS BSA Training [Change](#)

Signed in as [Liam M!](#) [Sign Out](#)

Show tasks for all accounts

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

NHS BSA Training

Pre-employment checks

Showing tasks for

Pre-employment checks				
Applicant	Job title	Deadline	Outstanding checks	What needs doing next
1 Liam MA AR-210128-00006	2 Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	3 View checks or withdraw offer

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

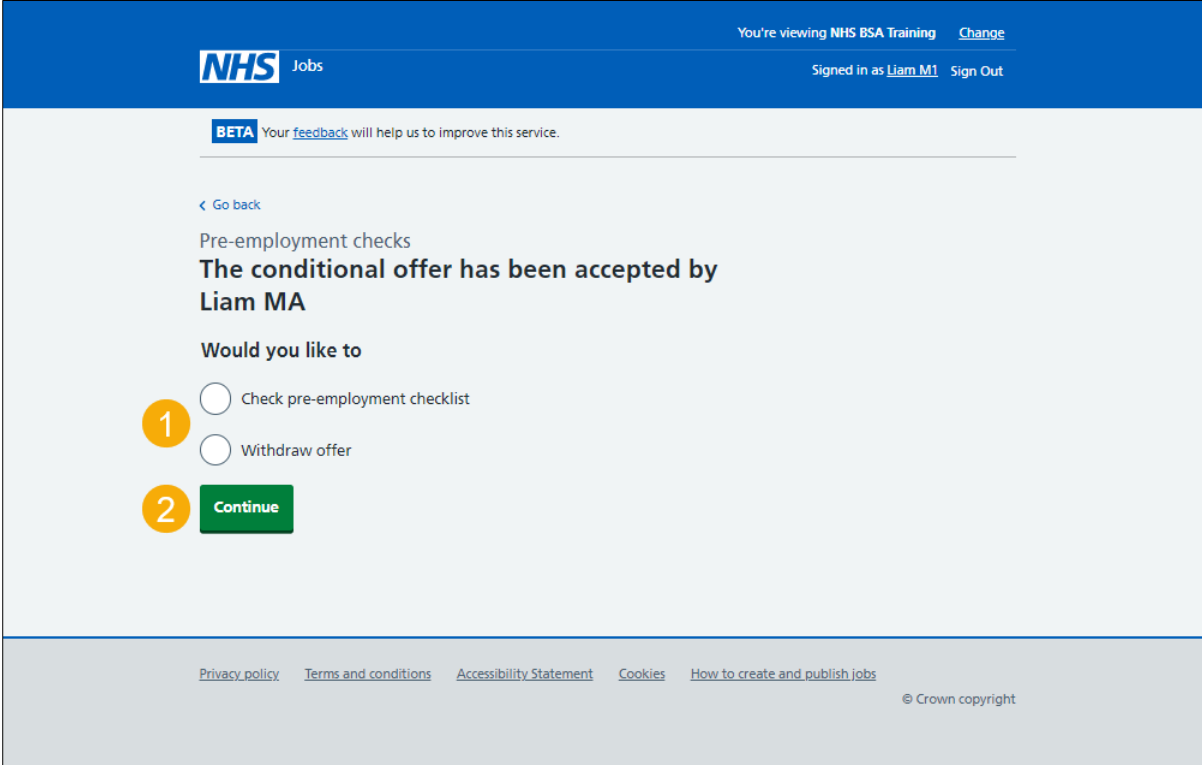
© Crown copyright

Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job 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 side of the header, 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: 'Check pre-employment checklist' (marked with a yellow circle containing the number 1) and 'Withdraw offer'. A green 'Continue' button (marked with a yellow circle containing the number 2) 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', along with a copyright notice: '© Crown copyright'.

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

Inter Authority Transfer (IAT)

This page gives you instructions for how to start an IAT check.

Important: The status always shows as **COMPLETED** as the applicant answers this question on accepting a job offer.

To start an IAT check, complete the following step:

1. Select the [‘Inter Authority Transfer \(IAT\)’](#) link.

The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA Training" and "Signed in as Liam M1". Below the NHS logo, there's a "BETA" notice. The main heading is "Pre-employment checklist for Liam MA". 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." The checklist has three sections: "References" with a "COMPLETED" button; "Identity" with "Home address" and "Identity check" both marked "COMPLETED"; and "Inter Authority Transfer (IAT)" marked "COMPLETED". The "Inter Authority Transfer (IAT)" item is highlighted with a red box and a yellow circle with the number 1.

Check the IAT transfer consent

This page gives you instructions for how to check the applicant's consent to transfer.

Important: In this example, the applicant's selected 'Yes' in NHS Jobs. This means the IAT is ran in ESR. If the applicant selected 'No' or 'Not applicable' in NHS Jobs, the IAT isn't ran in ESR.

Check the applicant's consent to transfer and complete the following step:

1. Select the ['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 side of the header, 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 is titled 'Pre-employment checks' and 'Liam MA's IAT transfer consent'. It displays two data points: 'Date received' as '28 January 2021' and 'Consent to transfer?' as 'Yes'. A large green button with a yellow circle containing the number '1' and the text 'Continue' is prominently displayed. 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'.

Check the IAT status in NHS Jobs

This page gives you instructions for how to check the IAT status in NHS Jobs.

Important: In this example, the status is **COMPLETED** as you've completed the applicant's IAT check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

1. Select a pre-employment link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist. At the top, there's 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's a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checklist for Liam MA'. Below this, a message states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into sections: 'References' and 'Identity'. Under 'References', the 'References' link is followed by a blue 'COMPLETED' button. Under 'Identity', there are three items: 'Home address' with a 'COMPLETED' button, 'Identity check' with a 'COMPLETED' button, and 'Inter Authority Transfer (IAT)' with a 'COMPLETED' button. A yellow circle with the number '1' is placed to the left of the 'Inter Authority Transfer (IAT)' link, and the 'COMPLETED' button for this link is highlighted with a red border.

Tip: To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete a pre-employment check**' section of the '[Help and support for employers](#)' webpage.

For users of NHS Jobs and ESR integration, go to the '[Check the IAT details in ESR](#)' page.

You've completed the IAT check in NHS Jobs and reached the end of this user guide.

Check the IAT details in ESR

This page gives you instructions for how to check the IAT details in ESR.

Important: This information is found in the applicant record within the 'Extra Person Information' section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant's IAT transfer consent details are shown.

The screenshot shows the Oracle Applications interface for ESR. The main window is titled 'Enter HR Personal Information - Combined'. A sub-window titled 'Enter HR Extra Information' is open, showing a list of information types. The 'Extra Person Information' window is also open, displaying a form with the following fields:

- Date of Medical
- Date of Medical Clearance
- OH Status
- EPP Clearance
- Date of Prof Reg Check - Recruitment
- Date of Prof Reg Check - New Joiner
- Date of Qualifications Check
- Insolvency check
- Disqualified Directors Register Check
- Self-Declaration Form signed
- E-Rec Vacancy Ref
- Date Confirmed Personal Information
- Date Confirmed E&D Information
- IAT Consent **Yes** (highlighted with a yellow circle and '1')
- Latest IAT Consent Update
- Bank Account Details Confirmed

The 'IAT Consent' field is set to 'Yes', indicating that the applicant has given consent for IAT transfer.

Tip: For more information about ESR, go to the '[ESR User Manual](#)'.

You've checked the IAT details in ESR and reached the end of this user guide.