

## 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.

You'll confirm if the applicant needs a reference check to complete their pre-employment information before they can start their new job.

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](#).

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## 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. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing [dropdown] Change' and 'Signed in as NHS BSA Training Sign Out'. Below the header, there is a toggle for 'Show tasks for all accounts' and a 'BETA' notice: 'Your feedback will help us to improve this service.'

The main content area is titled 'NHS Business Services Authority Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'.

The dashboard displays a list of recruitment tasks with their counts, track status, and overdue amounts. Each task has a progress bar with green and red segments. The 'Pre-employment checks' task is highlighted with a yellow circle and a '1' icon.

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

On the right side of the dashboard, 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:**
  - [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](#)

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'. The copyright notice is '© Crown copyright'.

## Applicant's pre-employment checks

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

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

Find the applicant and complete the following steps:

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.

The screenshot shows the NHS Jobs interface for pre-employment checks. At the top, it says "You're viewing NHS BSA Training" and "Signed in as Liam M1". Below that, there's a "Show tasks for all accounts" toggle. The main content area is titled "Pre-employment checks" and shows a table of tasks. The table has columns for Applicant, Job title, Deadline, Outstanding checks, and What needs doing next. The first row shows an applicant named Liam MA with the job title Learning Consultant. The deadline is 01 Apr 2022, and the status is ON TRACK. The outstanding checks listed are Home address, Identity check, Right to work in the UK, Qualifications, Professional registrations, DBS, HPANs, and Health assessment. The 'References' check is highlighted in red. The 'View checks or withdraw offer' link is highlighted with a yellow circle.

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-210128-00006	<a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 ON TRACK	<a href="#">References</a> 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>

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 also includes the copyright notice: © 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 navigation link '< Go back' 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'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 confirm a reference check.

**Important:** In this example, the status is **'NOT STARTED'** as you haven't confirmed if the applicant requires a reference check.

To confirm a reference check, complete the following step:

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

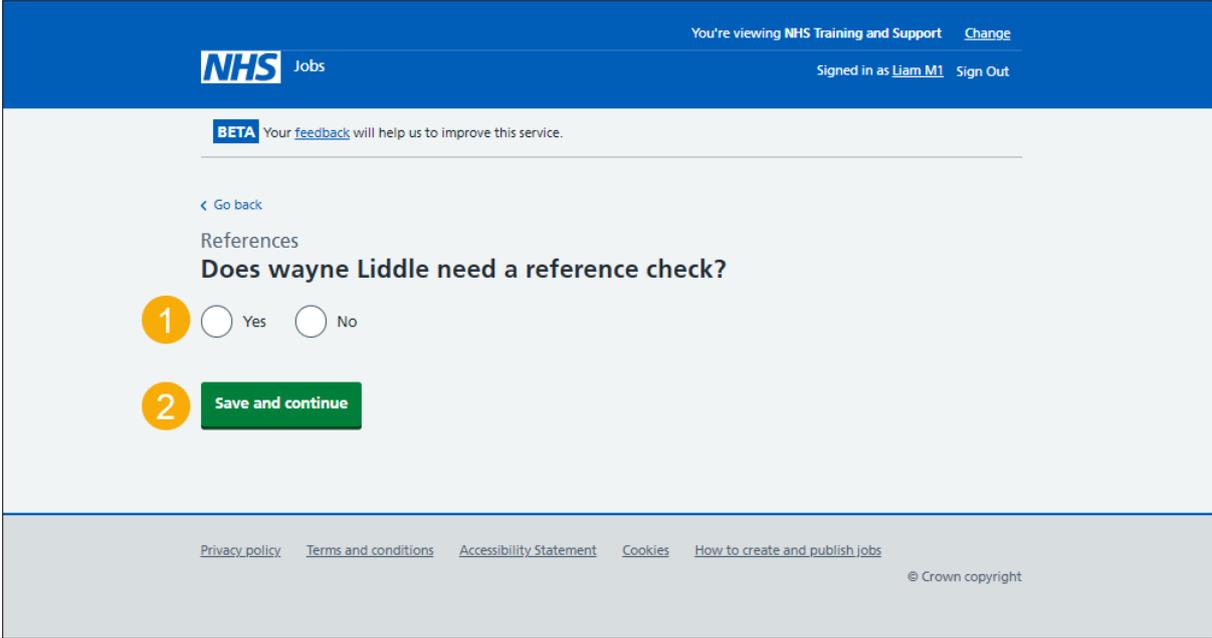
The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge 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.' Underneath, there is a section for 'References' with a yellow circle containing the number '1' next to the 'References' link. To the right of this section, there is a red-bordered box containing the text 'NOT STARTED'.

## 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, 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 asks 'Does wayne Liddle need a reference check?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is located below the options. 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'.

**Tip:** If a reference is needed, go to the '**How to complete a referee check in NHS Jobs**' user guide or video from the '**Pre-employment checks**' section of the '[Help and support for employers](#)' webpage.

If you've confirmed the applicant needs a reference, you've reached the end of this user guide.

## 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:** You'll only see this page if the applicant doesn't need a reference check.

To confirm the applicant doesn't need a reference check, 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, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam M1'. The main content area is titled 'References' and 'wayne Liddle's references'. Below this, there is a table with one row: 'References check needed' with the value 'No'. To the right of this row is a 'Change' link with a circled '1' next to it. Below the table, 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:** You'll only see this page if you're adding a note about why the applicant doesn't need 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' notice: 'Your feedback will help us to improve this service.' The main content area has a 'References' section with the title 'Add a note'. There are three numbered callouts: 1. A text box labeled 'Subject'. 2. A large text area labeled 'Detail'. 3. A green button labeled 'Continue'. 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', followed by '© 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 ['Change'](#) link (optional).
2. Select the ['Add another note'](#) link (optional).
3. Select the ['Save and continue'](#) button.

**NHS** Jobs You're viewing NHS Training and Support [Change](#)  
Signed in as [Liam M1](#) [Sign Out](#)

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

References  
**wayne Liddle's references**

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

**2** [Add another note](#)

**3** [Save and continue](#)

[Return to pre-employment checklist](#)

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

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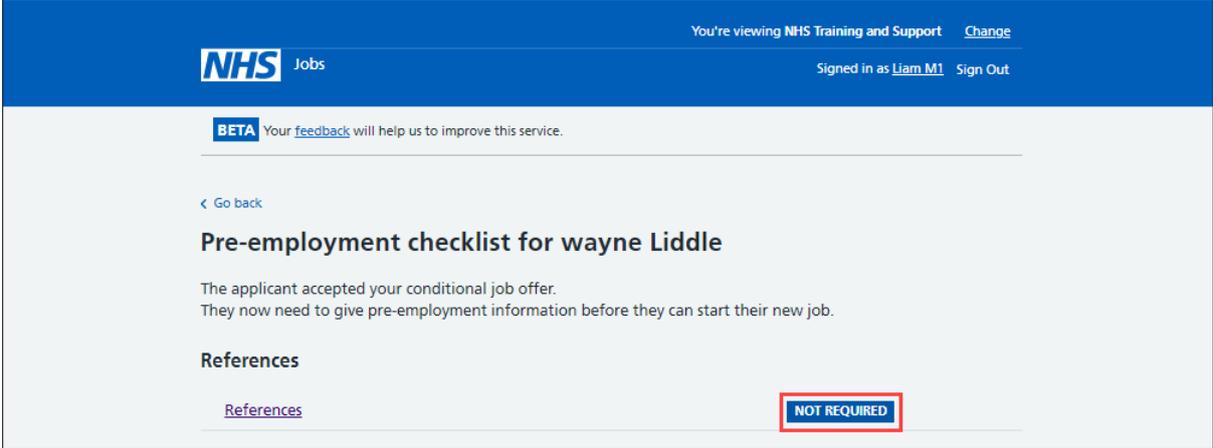
## Check the reference status

This page gives you instructions for how to check the reference status.

**Important:** In this example, the status is '**NOT REQUIRED**' as you've confirmed the applicant doesn't need a reference 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. 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'. Below the title, 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 heading 'References', there is a 'References' link and a blue button with the text 'NOT REQUIRED' highlighted by a red box.

**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.

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