

## How to run the equal opportunities for a specific job report in NHS Jobs user guide

This guide gives you instructions for how to run the equal opportunities for a specific job report in the NHS Jobs service.

To run and download the equal opportunities for a specific job report, you'll confirm:

- the job listing reference you want the report to cover

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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## Run a report

This page gives you instructions for how to run a report.

**Important:** The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the ['Run a report'](#) link.

The screenshot shows the NHS Business Services Authority Dashboard. At the top, it says "You're viewing NHS Business Services Authority" and "Signed in as NHS BSA Training". The dashboard is divided into several sections:

- Tasks by stage:** A table showing the number of tasks in various stages, with progress bars indicating on-track status and overdue counts.
 

Stage	Count	On Track	Overdue
<a href="#">Draft</a>	106	21	85
<a href="#">Approvals</a>	10	0	10
<a href="#">Published</a>	7	0	0
<a href="#">Shortlisting</a>	35	4	31
<a href="#">Interviews</a>	30	1	29
<a href="#">Ready to offer</a>	20	1	19
<a href="#">Conditional offers</a>	13	0	13
<a href="#">Pre-employment checks</a>	8	0	8
<a href="#">Contracts</a>	11	0	11
<a href="#">End recruitment</a>	9	0	9
- What you can do:** Buttons for "Create a job listing", "Search for a listing", and "Search for an applicant".
- Manage the account:** Links for "Manage users", "At risk applicants", "Accredited logos", "Key performance indicators (KPIs)", "Approval settings", "Departments", and "Welsh listings".
- Documents and templates:** Links for "Overview of your organisation", "Supporting documents", "Contract templates", and "Offer letter templates".
- Help and information:** Links for "The employer hub", "Roles and permissions", and "Contact your super users".
- Reporting:** A link for "Run a report" with a yellow circle containing the number 1 next to it.

At the bottom of the dashboard, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The footer also includes "© Crown copyright".

## Which report do you want to run?

This page gives you instructions for how to confirm which report you want to run.

To confirm which report you want to run, complete the following steps:

1. Select the 'Equal opportunities for a specific job' option.
2. Select the [Continue](#) button.

The screenshot shows the NHS Jobs website 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 Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' 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 heading is 'Which report do you want to run?'. Below this, there is explanatory text: 'Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.' A list of radio button options follows: 'Export of application and listing data', 'Equal opportunities', 'Equal opportunities progress', 'Equal opportunities for a specific job' (which is selected and has a '1' in a yellow circle next to it), 'Vacancy numbers', 'Time taken to hire', and 'Vacancy bulletin'. Below the list is a green 'Continue' button with a '2' in a yellow circle next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

## What's the job listing reference you want the report to cover?

This page gives you instructions for how to confirm the job listing reference you want the report to cover.

To confirm the job listing reference you want the report to cover, complete the following steps:

1. In the **Job listing reference** box, enter the details.
2. Select the '[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. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Equal opportunities for a specific job' followed by 'What's the job listing reference you want the report to cover?'. There is a text input field labeled 'Job listing reference' with a '1' in a yellow circle next to it. Below the input field is a green 'Continue' button with a '2' in a yellow circle next to it. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the right side of the footer, it says '© Crown copyright'.

## Check your answers

This page gives you instructions for how to check your answers.

To check, change and confirm your answers, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Continue](#)' button.

You're viewing NHS Business Services Authority [Change](#)

**NHS** Jobs Signed in as NHS BSA Training [Sign out](#)

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

[Go back](#)

Equal opportunities for a specific job

### Check your answers

Which report do you want to run?	Equal opportunities for a specific job	<a href="#">Change</a> <b>1</b>
What's the job listing reference you want the report to cover?	T1111-21-0385	<a href="#">Change</a>

**2** [Continue](#)

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

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## Your report is complete

This page shows confirmation your report is complete.

To do a task, complete the following steps:

1. Select the 'Download Equal opportunities for a specific job report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.

The screenshot shows the NHS Jobs website 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 Business Services Authority' with a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Your Equal opportunities for a specific job report is complete'. Below this, under the heading 'Next steps', there are three numbered items: 1. A green arrow icon followed by the text 'Download Equal opportunities for a specific job report'. 2. A green button with the text 'Run another report'. 3. A purple link with the text 'Go back to your dashboard'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

**Tip:** The report is downloaded in a comma-separated values (CSV) document.

You've ran and downloaded the equal opportunities for a specific job report and reached the end of this user guide.