

How to run the equal opportunities report in NHS Jobs user guide

This guide gives you instruction for how to run the equal opportunities report in the NHS service.

To run and download the equal opportunities report, you'll confirm which:

- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for
- stage of recruitment 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 displays the NHS Business Services Authority (BSA) Dashboard. At the top, it indicates the user is signed in as 'NHS BSA Training' and provides options to 'Change' or 'Sign Out'. A 'Show tasks for all accounts' toggle is visible. The main content area is divided into several sections:

- Tasks by stage / Listings by user:** A dropdown menu is set to 'All users'.
- Task Summary Table:**

Stage	Count	Track	Overdue
Draft	106	on track 21	overdue 85
Approvals	10	on track 0	overdue 10
Published	7		
Shortlisting	35	on track 4	overdue 31
Interviews	30	on track 1	overdue 29
Ready to offer	20	on track 1	overdue 19
Conditional offers	13	on track 0	overdue 13
Pre-employment checks	8	on track 0	overdue 8
Contracts	11	on track 0	overdue 11
End recruitment	9	on track 0	due 1, overdue 8
- 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:**
 - 1** [Run a report](#)

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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' 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. On 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, a paragraph explains: '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.' There are seven radio button options: 'Export of application and listing data', 'Equal opportunities' (marked with a '1' in a yellow circle), 'Equal opportunities progress', 'Equal opportunities for a specific job', 'Vacancy numbers', 'Time taken to hire', and 'Vacancy bulletin'. Below the options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer contains the text '© Crown copyright'.

Which job listings do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listings you want to export the CSV file for.

To confirm which job listings you want to export the CSV file for, complete the following steps:

1. Select an answer.
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. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Equal opportunities', and the question 'Which job listings do you want to export the CSV file for?'. There are three radio button options: 'All open job listings', 'All closed job listings', and 'All open job listings and closed job listings'. The 'All closed job listings' option is selected, indicated by a yellow circle with the number '1'. Below the options is a green 'Continue' button with a yellow circle and the number '2' 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', along with the text '© Crown copyright'.

Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

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

1. In the **Date from** boxes, enter the details.
2. In the **Date to** boxes, enter the details.
3. 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

Which dates do you want the report to cover?

Date from

For example, 15 3 2020

Day Month Year

1

Date to

For example, 11 4 2020

Day Month Year

2

3

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Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

Important: You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

1. Select an answer.
2. Select the [‘Continue’](#) button.

The screenshot shows a web page from the NHS Business Services Authority. 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 white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and contains a 'Go back' link, the text 'Equal opportunities', and the title 'Which staff group is the report for?'. Below the title, it says 'Select as many as you need.' and lists ten staff groups with checkboxes: 'Select all staff groups', 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary', 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. Below the list is a green 'Continue' button with a yellow circle and the number '2' next to it. 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', and a copyright notice '© Crown copyright'.

Which stage of recruitment do you want the report to cover?

This page gives you instructions for how to confirm which stage of recruitment you want the report to cover.

Important: You can select as many recruitment stages as you need.

To confirm which stage of recruitment you want the report to cover, complete the following steps:

1. Select an answer.
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. 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.' Below this is a 'Go back' link. The main heading is 'Equal opportunities' followed by 'What stage of recruitment do you want the report to cover?'. There are four radio button options: 'Applications submitted', 'Shortlisted', 'Interview', and 'Offer'. A yellow circle with the number '1' is next to the 'Shortlisted' option. Below the options is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text is '© 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](#)


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

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

[← Go back](#)

Equal opportunities

Check your answers

Which report do you want to run?	Equal opportunities	Change
Which job listings do you want to export the CSV file for?	All open job listings	Change
Date from	01/01/2022	Change
Date to	31/01/2022	Change
Which staff group is the report for?	Additional Clinical Services 1 Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	Change
What stage of recruitment do you want the report to cover?	Applications submitted Change Shortlisted Interview Offer	

2
Continue

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[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 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 has a large white box with the heading 'Your Equal opportunities report is complete'. Below this, there is a 'Next steps' section with three items: 1. 'Download Equal opportunities report' with a right-pointing arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a link icon. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

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

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