

## How to run the vacancy bulletin report in NHS Jobs user guide

This guide gives you instructions for how to run the vacancy bulletin report in the NHS Jobs service.

To run and download the vacancy bulletin report, you'll confirm:

- if you want to include the job listing text in the report
- which job listings you want to include in your report
- which dates you want the reports to cover
- which staff group the report is for

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 Jobs Dashboard. At the top, it says "You're viewing NHS Business Services Authority" and "Signed in as NHS BSA Training". The dashboard is titled "NHS Business Services Authority Dashboard" and has tabs for "Tasks by stage" and "Listings by user". A dropdown menu shows "Showing tasks for All users". The main content area lists various recruitment stages with their counts and progress bars:

Stage	Count	Progress
<a href="#">Draft</a>	106 - on track 21, overdue 85	~20% complete
<a href="#">Approvals</a>	10 - on track 0, overdue 10	~10% complete
<a href="#">Published</a>	7	~10% complete
<a href="#">Shortlisting</a>	35 - on track 4, overdue 31	~15% complete
<a href="#">Interviews</a>	30 - on track 1, overdue 29	~30% complete
<a href="#">Ready to offer</a>	20 - on track 1, overdue 19	~10% complete
<a href="#">Conditional offers</a>	13 - on track 0, overdue 13	~10% complete
<a href="#">Pre-employment checks</a>	8 - on track 0, overdue 8	~10% complete
<a href="#">Contracts</a>	11 - on track 0, overdue 11	~10% complete
<a href="#">End recruitment</a>	9 - on track 0, due 1, overdue 8	~10% complete

On the right side, 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](#) (highlighted with a '1' in a yellow circle)

At the bottom, 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 'Vacancy bulletin' 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 is a list of radio button options: 'Export of application and listing data', 'Equal opportunities', 'Equal opportunities progress', 'Equal opportunities for a specific job', 'Vacancy numbers', 'Time taken to hire', and 'Vacancy bulletin'. The 'Vacancy bulletin' option is selected, indicated by a yellow circle with the number '1'. Below the list 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'.

## Do you want to include the job listing text in the report?

This page gives you instructions for how to confirm if you want to include the job listing text in the report.

To confirm if you want to include the job listing text in the report, 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. 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 white banner with 'BETA' and the text 'Your feedback will help us to improve this service.' The main content area is light blue and contains a 'Go back' link, the text 'Vacancy bulletin', and the question 'Do you want to include the job listing text in the report?'. There are two radio button options: 'Yes, include the job listing text' (marked with a '1' in a yellow circle) and 'No, do not include the job listing text'. Below these is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom, there is a grey 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 job listings do you want to include in your report?

This page gives you instructions for how to confirm which job listings you want to include in your report.

To confirm which job listings you want to include in your report, 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, there is a 'Go back' link. The main heading is 'Vacancy bulletin' followed by 'Which job listings do you want to include in your report?'. There are three radio button options: 'Internal job listings', 'External job listings' (marked with a '1' in a yellow circle), and 'Both internal and external job listings'. Below these 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 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](#)


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

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

[Go back](#)

Vacancy bulletin

### Which dates do you want the report to cover?

**Date from**

For example, 15 3 2020

Day	Month	Year
1 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>

**Date to**

For example, 11 4 2020

Day	Month	Year
2 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>

3 [Continue](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to apply for jobs](#)
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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 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, 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 'Vacancy bulletin' followed by 'Which staff group is the report for?'. Below the heading, 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, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer 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](#)
Signed in as [NHS BSA Training](#) [Sign out](#)

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

[< Go back](#)

Vacancy bulletin

### Check your answers

<b>Which report do you want to run?</b>	Vacancy bulletin	<a href="#">Change</a>
<b>Do you want to include the job listing text in the report?</b>	No, do not include the job listing text	<a href="#">Change</a>
<b>Which job listings do you want to include in your report?</b>	Both internal and external job listings	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold;">1</span>
<b>Date from</b>	01/01/2022	<a href="#">Change</a>
<b>Date to</b>	31/01/2022	<a href="#">Change</a>
<b>Which staff group is the report for?</b>	Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	<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.

**Important:** This report does not include vacancies that have been published today.

To do a task, complete the following steps:

1. Select the 'Download Vacancy bulletin 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 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 Vacancy bulletin report is complete'. Below this, under 'Next steps', it states 'This report does not include vacancies that have been published today.' There are three numbered steps: 1. 'Download Vacancy bulletin report' with a right-pointing arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a purple link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with '© Crown copyright'.

**Tip:** The report is downloaded in a portable document format (PDF) document.

You've ran and downloaded the vacancy bulletin report and reached the end of this user guide.