

How to transfer applicants to a copied listing for a rolling recruitment user guide

This guide gives you instructions for how to transfer applicants to a copied listing for a rolling recruitment in the NHS Jobs service.

If you've setup a rolling recruitment, you can transfer all or some of the applicants to the copied listing. This means the original job listing stays published so applicants can still apply, and you can continue with the recruitment process for applications already received.

For users of NHS Jobs and Electronic Staff Record (ESR) integration, rolling recruitment is not available for an ESR job listing in NHS Jobs.

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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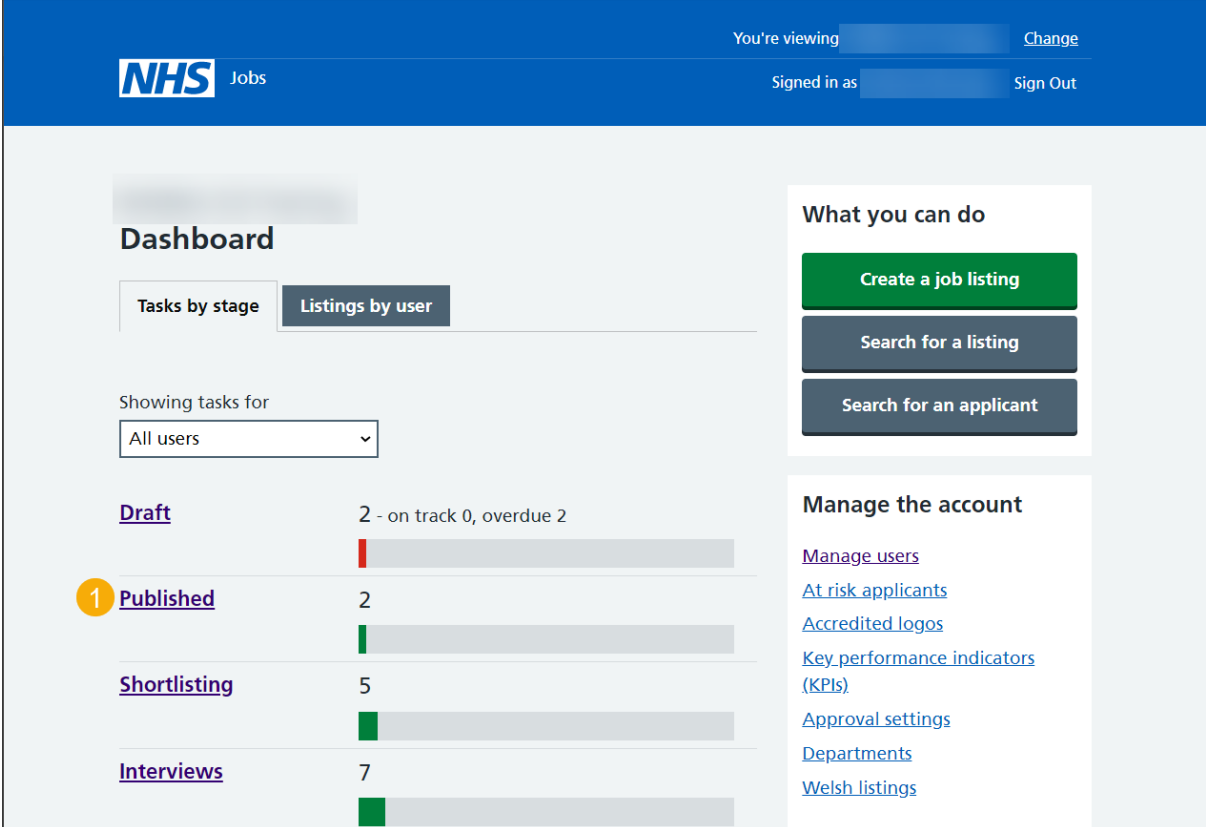
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Published

This page gives you instructions for how to access a published job listing.

To access a published job listing, complete the following step:

1. Select the ['Published'](#) link.



The screenshot shows the NHS Jobs dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'You're viewing', 'Change', 'Signed in as', and 'Sign Out'. The main content area is divided into two columns. The left column is titled 'Dashboard' and contains two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, there is a dropdown menu labeled 'Showing tasks for' with 'All users' selected. The main part of the dashboard is a table with four rows, each representing a different stage of the job listing process. The 'Published' row is highlighted with a yellow circle and a '1' in a yellow circle. The right column is titled 'What you can do' and contains three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below this, there is a section titled 'Manage the account' with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.

Stage	Count	Progress
Draft	2 - on track 0, overdue 2	<div style="width: 20%; background-color: red;"></div>
1 Published	2	<div style="width: 20%; background-color: green;"></div>
Shortlisting	5	<div style="width: 40%; background-color: green;"></div>
Interviews	7	<div style="width: 14%; background-color: green;"></div>

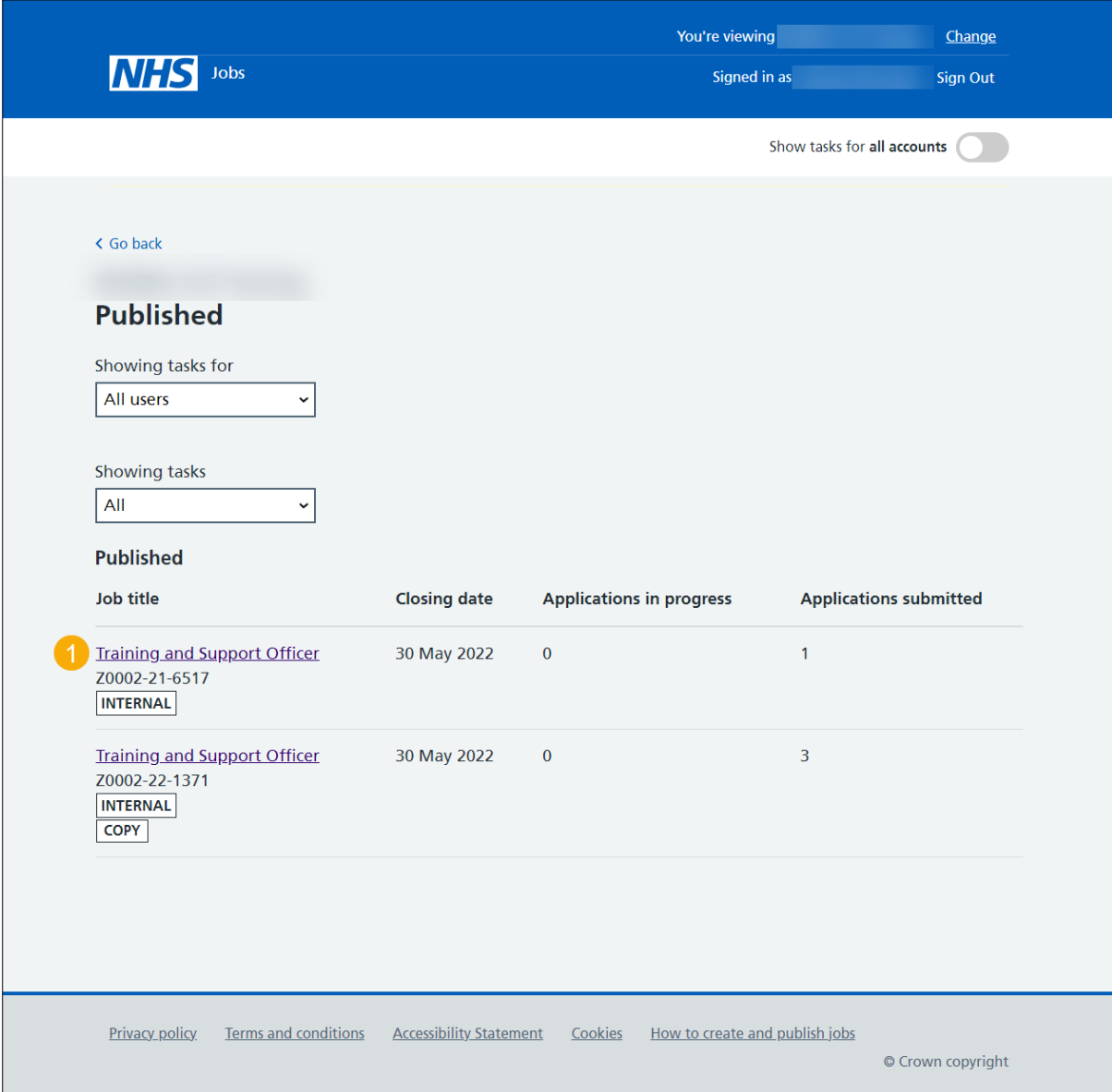
How to select a job listing

This page gives you instructions for how to select a job listing to transfer applicants from.

Important: In this example, the 'Training and Support Officer' role is used.

To select a job listing to transfer applicants from, complete the following step:

1. Select a '[Job title](#)' link.



The screenshot shows the NHS Jobs 'Published' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' and 'Signed in as', both with dropdown menus and 'Change' and 'Sign Out' links respectively. Below the header, there is a toggle switch for 'Show tasks for all accounts'. The main content area has a 'Go back' link and a 'Published' heading. Below this, there are two dropdown menus: 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All'). The main content is a table with the following data:

Job title	Closing date	Applications in progress	Applications submitted
1 Training and Support Officer Z0002-21-6517 INTERNAL	30 May 2022	0	1
Training and Support Officer Z0002-22-1371 INTERNAL COPY	30 May 2022	0	3

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 text '© Crown copyright'.

Set up rolling recruitment

This page gives you instructions for how to set up a rolling recruitment to transfer applicants to a copied listing.

Important: You'll only see the 'Set up rolling recruitment' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To set up a rolling recruitment to transfer applicants to a copied listing, complete the following steps:

1. Select the '[Job title](#)' link to view the copied job listing details (optional).
2. Select the '[Set up rolling recruitment](#)' link.

The screenshot shows the NHS Jobs interface for a 'Training and Support Officer listing'. The page is published and has a reference number of Z0002-21-6517. The main content area is divided into sections: 'The job title' (with a link to 'Job title and reference number'), 'The details of the job' (with links for 'About the job and pay', 'Location', and 'Contact details and closing date'), 'The job overview, job description and person specification' (with links for 'Job overview', 'Job description', 'Person specification', and 'Supporting documents'), and 'Pre-application and additional application questions' (with links for 'Pre-application questions' and 'Additional application questions').

On the right-hand side, there are two summary boxes. The first, 'What needs doing next', contains buttons for 'Score applications' and 'Close early', and a list of actions: 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Set up rolling recruitment' (highlighted with a yellow circle containing the number 2), and 'Download applicant contact details'. The second box, 'Copies of this listing', shows one copy with reference number 'Z0002-22-1371' (highlighted with a yellow circle containing the number 1). Below this, it lists 'Status: Published', 'Submitted applications: 2', 'Scored applications: 0', and 'Closing date: 30/05/2022'.

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'.

Copied job listing details

This page shows the copied job listing details.

Important: A copied job listing will show a '**COPY**' status above the job reference number. You can find the job listing the listing is copied from under the 'Listing copied from' section.

1. Select the '[Go back](#)' link.

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 side of the header, it says 'You're viewing [redacted] Change' and 'Signed in as [redacted] Sign Out'. Below the header, there is a navigation bar with a '1 < Go back' link. The main content area is titled 'Training and Support Officer listing' and includes a 'COPY' status and the reference number 'Z0002-22-1371'. There are three tabs: 'Job details', 'Team', and 'Applicant details'. The 'Job details' tab is active. Below the tabs, there are several sections with links: 'The job title' (link: Job title and reference number), 'The details of the job' (links: About the job and pay, Location, Contact details and closing date), 'The job overview, job description and person specification' (links: Job overview, Job description, Person specification, Supporting documents), and 'Pre-application and additional application questions' (links: Pre-application questions, Additional application questions). On the right side, there is a 'What needs doing next' section with a green 'Close early' button and a link 'Download applicant contact details'. Below that is a 'Listing copied From' section with the reference number 'Z0002-21-6517' highlighted in a red box. At the bottom right, there is a 'Status: Copy' section with the following information: 'Submitted applications: 1', 'Scored applications:', and 'Closing date: 30/05/2022'. 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'.

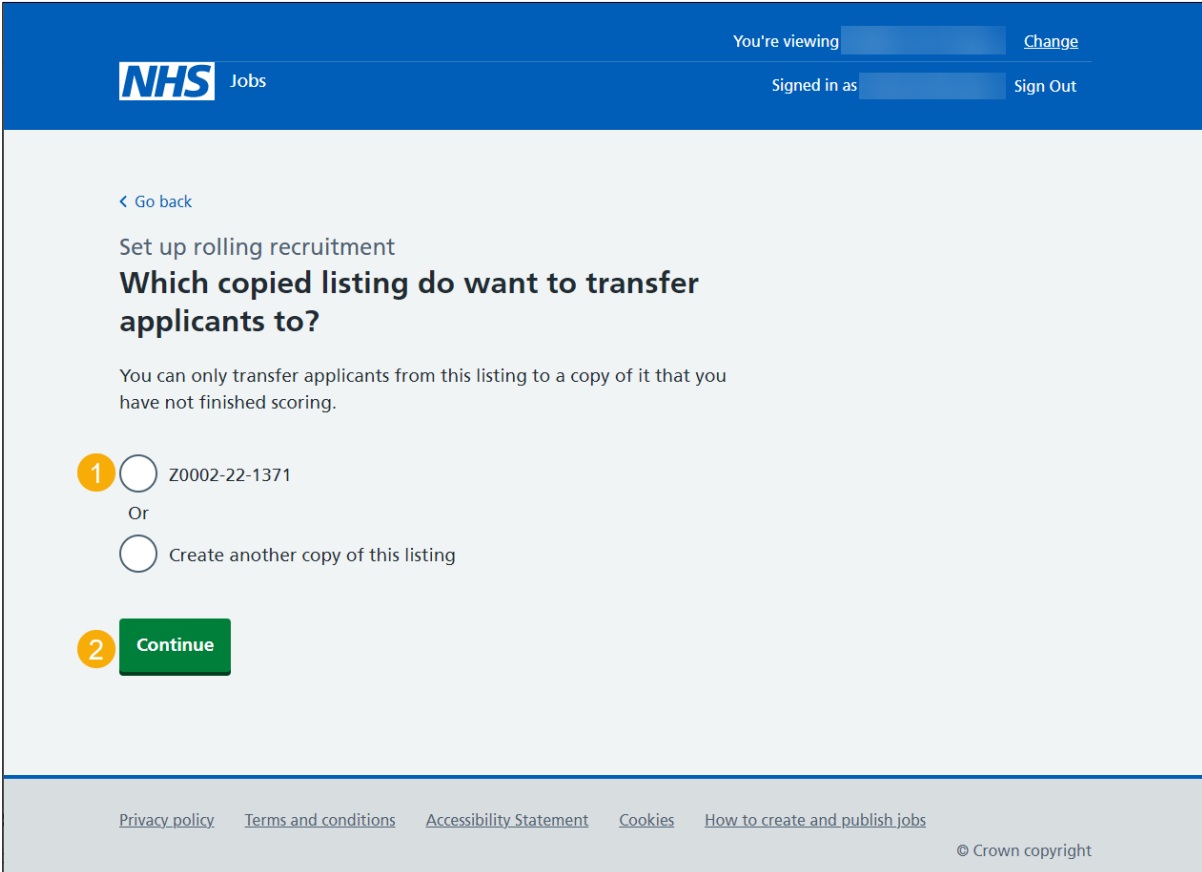
Which copied listing do you want to transfer applicants to?

This page gives you instructions for how to confirm the copied listing you want to transfer applicants to.

Important: You can only transfer applicants from this listing to a copy of it that you have not finished scoring.

To confirm the copied listing, you want to transfer applicants to complete the following steps:

1. Select the 'Job reference number' 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 side of the header, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Set up rolling recruitment' and the main heading 'Which copied listing do you want to transfer applicants to?'. A paragraph explains: 'You can only transfer applicants from this listing to a copy of it that you have not finished scoring.' There are two radio button options: '1' next to a radio button followed by 'Z0002-22-1371', and 'Or' followed by another radio button and 'Create another copy of this listing'. Below these options is a green button with a white '2' and the text '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'. On the far right of the footer, it says '© Crown copyright'.

Tip: To find out how to create another copy of this listing, go to the 'How to set up a rolling recruitment in NHS Jobs' user guide or video from the 'Rolling recruitment' section of the '[Help and support for employers](#)' webpage.

Would you like to transfer all applicants to the copied listing?

This page gives you instructions for how to confirm if you would like to transfer all the applicants to the copied listing.

To confirm if you would like to transfer all the applicants to the copied listing, complete the following steps:

1. Select an answer
 - [‘Yes’](#)
 - [‘No’](#)
2. 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' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Set up rolling recruitment'. The main heading is 'Would you like to transfer all the applicants to the copied listing?'. Underneath this heading is the instruction 'Select no, if you want to choose which applicants to transfer.' There are two radio buttons: one labeled '1' next to 'Yes' and one labeled '2' next to 'No'. Below the radio buttons is a green button labeled '2 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'. On the far right of the footer, it says '© Crown copyright'.

Which applicants do you want to transfer to the copied listing?

This page gives you instructions for how to confirm which applicants you want to transfer to the copied listing.

Important: You'll only see this page if you're not transferring all applicants to the copied listing. Select all applicants you want to transfer.

To confirm which applicants you want to transfer to the copied listing, complete the following steps:

1. Select the applicants to add to the copied listing.
2. 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' on the left, and 'You're viewing' followed by a dropdown menu and 'Change' on the right. Below this, 'Signed in as' followed by another dropdown menu and 'Sign Out' is visible. The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Set up rolling recruitment' and the heading 'Which applicants do you want to transfer to the copied listing?'. Underneath, it says 'Select all applicants you want to transfer.' and lists two applicants with checkboxes: 'AR-220511-00005' and 'AR-220511-00006'. A green 'Continue' button is positioned below the list. 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'.

Tip: If there are more than 15 applicants, they will be spread across multiple pages.

Check the details and transfer applicants

This page gives you instructions for how to check the details and transfer applicants.

To check, change and confirm the details to transfer the applicants, complete the following steps:

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

You're viewing [Change](#)

NHS Jobs Signed in as [Sign Out](#)

[< Go back](#)

Set up rolling recruitment

Check the details and transfer applicants

Listing to transfer applicants from	Training and Support Officer Z0002-21-6517	
Copied listing to transfer applicants to	Z0002-22-1371	Change
Transfer all applicants to the copied listing?	Yes	Change

2 [Transfer applicants](#)

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

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Applicants transferred

This page shows confirmation you've transferred the applicants to a copied listing.

Important: If you select the 'copied listing' link, you can close the listing early to begin scoring and progress with the recruitment process.

To do a task, complete the following steps:

1. Select the 'copied listing' link to close the listing early and start scoring (optional).
2. Select the 'Go to your dashboard' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing' and 'Signed in as' with dropdown menus on the right. The main content area has a white box with the title 'Applicants Transferred' and the text 'from Z0002-21-6517 to Z0002-22-1371'. Below this, a section titled 'What happens next?' explains that the copied listing is not live and other applicants cannot apply. It includes a numbered step '1' with a yellow circle containing the number '1', followed by the text 'You can close the [copied listing Z0002-22-1371](#) early and start scoring applications'. Below this is a green button with a white border and a yellow circle containing the number '2', labeled 'Go to your dashboard'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

You've transferred the applicants to the copied listing and reached the end of this user guide.