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April 2022



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; Liverpool HCH sees integration success, NHS Jobs at ConfedExpo, access to contact information & more..

Did you know?

In March there were...



...on NHS Jobs

NHS Jobs feature releases

**In 2022
so far:**

6

Employer features
releases



13

Employer CI piece
releases



Rolling recruitment

Rolling recruitment allows an employer to keep an advert live, whilst progressing with the recruitment of applicants. This means the employer doesn't need to wait until the advert has closed to be able to continue with recruitment past the scoring stage.



CSV download

This allows employers to download contact details of applicants who have applied for a job, at any point and in a CSV format. This means they can easily contact applicants together. Super users will have the ability to view and download these contact details prior to shortlisting.



View-only version of pre-employment checks for recruiting managers

This allows recruiting managers to view an applicant's pre-employment checks, as well as the details of the checks. This way, they're able to clearly see how the checks are progressing and have a view of the applicants that are applying for their roles.



Scoring page improvements

A new 'In progress' flag has been introduced to be displayed when the employer returns to an incomplete application they've been scoring. This essentially allows employers to save a draft of any applications that are in the progress of being scored.

[CLICK HERE FOR LATEST RELEASE INFORMATION](#)

Information for all NHS Jobs users



Liverpool Heart and Chest Hospital sees success with NHS Jobs and ESR integration



Liverpool Heart and Chest Hospital NHS Foundation Trust (LHCH) joined NHS Jobs in the summer of 2020 and volunteered to be a private beta partner to support the piloting and improvement of the service. This gave them the opportunity to experience and feedback on every aspect of the end-to-end recruitment process that is now available in the new service.

For NHS Jobs, private beta activity ensures that functions benefit from focussed feedback in an operational environment to support continuous improvement of the service.

LHCH's enthusiasm to participate in the NHS Jobs pilot activity is indicative of their strong culture of research and innovation and part of their long-term plan to form strong clinical and organisational relationships to support improved patient care and enhance quality.

You can read all about the partnership and its success in their [customer testimonial](#).

New roles and permissions improvements

As part of continuous improvement to 'manage users' within the NHS Jobs service, we have introduced a new Roles and Permissions table to make it clearer for users which roles the service offers, and the permissions attached to each role.

The roles within the service are Super user, Team manager, Recruitment administrator and Recruiting manager.

The Roles and Permissions table can be found on the employer dashboard once you have signed into your account.

BETA Your feedback will help us to improve this service.

NHS BSA Training Dashboard

Tasks by stage **Listings by user**

Showing tasks for

All users

Draft	63 - on track 15, overdue 48
Approvals	8 - on track 0, due 4, overdue 4
Published	1 - on track 0, overdue 1
Shortlisting	57 - on track 8, due 9, overdue 40
Interviews	31 - on track 0, due 10, overdue 21
Ready to offer	38 - on track 1, due 6, overdue 31
Conditional offers	12 - on track 0, due 7, overdue 5
Pre-employment checks	10 - on track 0, due 7, overdue 3
Contracts	24 - on track 0, due 4, overdue 20
End recruitment	11 - on track 0, due 3, 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

- [Run a report](#)

You're viewing [NHS BSA Training](#) [Change](#)

Signed in as [NHSBSA Training](#) [Sign Out](#)

NHS Jobs

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

[Go back](#)

Which tasks can each role do?

You are a Super user.

Search and view listings and applicants

- ✓ Any user with this role will be able to do the task.
- ⌚ Only the user who is the recruiting manager for that listing.
- * A recruiting manager assigned to a stage e.g. Shortlisting or Interviews will only be able to see the listing at that stage.

	Super user	Team manager	Recruitment administrator	Recruiting manager
Search for a listing	✓	✓	✓	✓
Search for an applicant	✓	✓	✓	
View a job listing	✓	✓	✓	⌚*
View all job listings	✓	✓	✓	

+ [Create and publish listings](#)

+ [Send for approval, approve and reject listings](#)

+ [Manage a listing when it is live](#)

+ [Scoring and shortlisting applications](#)

For the latest user guides, videos and other useful materials please visit our [help and support for employers page](#).

Access to applicant contact information

To protect applicants from bias during scoring and shortlisting, their personal details are anonymised in the Published and Shortlisting stages. Based on

feedback and user research, we know that employers sometimes have a genuine need to contact applicants in these earlier stages, to provide updates on the recruitment and role or share details for offline testing / assessments.

Based on this feedback, we have provided a secure and simple way for employers to access contact information for these applicants.

We have updated the applicant tab when a Super User is viewing a listing. This tab will display the applicant's name, email address and phone number (if provided). This access is currently limited to Super Users only, to ensure that it is managed appropriately and that members of the shortlisting panel cannot identify applicants during the scoring and shortlisting process.

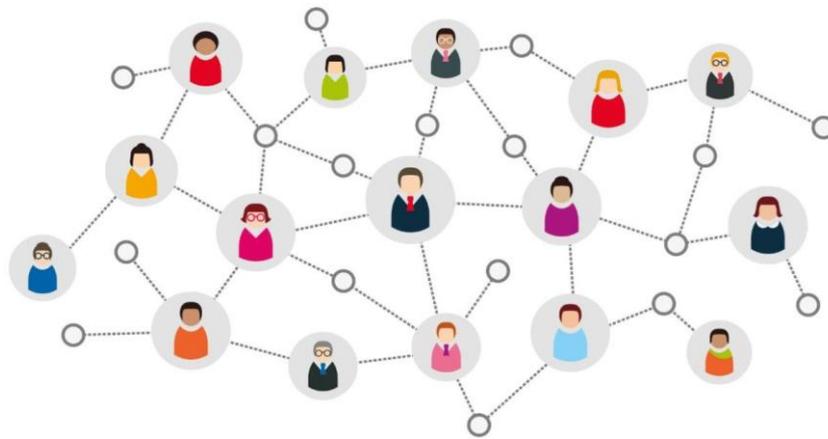
NHS Jobs at NHS ConfedExpo 2022

NHS Jobs Stakeholder Engagement Team will be on hand at this year's NHS ConfedExpo to talk all things NHS Jobs.

The team will be in Liverpool to answer your questions, discuss functionality requirements and understand your recruitment needs, so please stop by and say hello.

NHS Confederation, NHS England and NHS Improvement will unite healthcare leaders and their teams at one of the most significant events in 2022.

The expo takes place on 15-16 June, 2022 at ACC Liverpool. [Click here for full details about the event and how to attend.](#)



[Talk to us](#)

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Thanks for reading

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