

## How to score applications in NHS Jobs user guide

This guide gives you instructions for how to score applications in the NHS Jobs service.

To score applications, you'll need to:

- score applications online or offline
- score the qualifications, experience, and any additional criteria against the applicant's evidence
- add an application summary (optional)
- view and change the application scores (optional)
- close your advert early (optional)

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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## Published

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

**Important:** You'll only select the published link when scoring an open job listing.

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

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

The screenshot shows the NHS BSA Training Jobs dashboard. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a toggle for 'Show tasks for all accounts'. The main content area has a 'BETA' notice and a 'Your feedback will help us to improve this service.' message. The dashboard title is 'NHS BSA Training Dashboard'. There are two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there's a dropdown menu for 'Showing tasks for' set to 'All users'. The main content area displays three stages: 'Draft' (52 - on track 25, overdue 27), 'Approvals' (6 - on track 2, overdue 4), and 'Published' (5 - on track 4, overdue 1). The 'Published' stage is highlighted with a yellow circle and a number 1. To the right, there's a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Approval settings'.

If you're scoring a closed job listing, go to the '[Shortlisting](#)' page.


## Score an application for a published job

This page gives you instructions for how to score an application for a job listing at the published stage.

**Important:** You'll only see this page if you're scoring an application for an open job. You must have received an application to begin scoring. In this example, there is 1 application to score.

To score an application for a published job, complete the following step:

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

Jobs

You're viewing **NHS Business Services Authority**

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

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

[Go back](#)

NHS Business Services Authority

**Published**

Showing tasks for

All users

Showing tasks

All

**Published**

Job title	Closing date	Applications in progress	Applications submitted
<b>1</b> <a href="#">Administration Assistant</a> A0090-22-5793	25 Dec 2022	0	1

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

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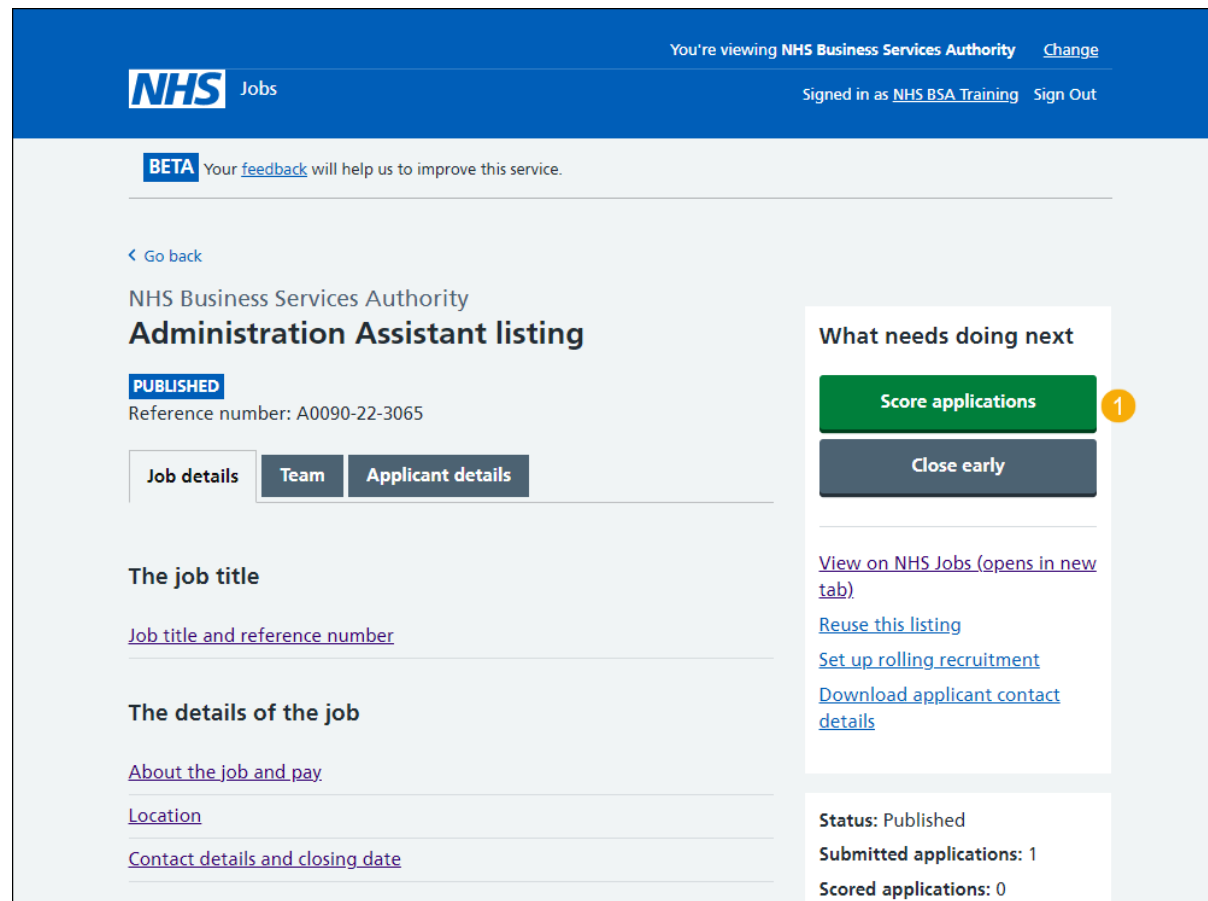
## Score applications at published

This page gives you instructions for how to score published applications.

**Important:** If you're using online scoring, go to the '[Score your published applications online](#)' page. If you're using offline scoring, go to the '[Score applications offline](#)' page. In this example, you're using online scoring.

To score applications, complete the following step:

1. Select the '[Score applications](#)' button.



The screenshot shows the NHS Business Services Authority (BSA) 'Administration Assistant listing' page. The page is in a 'PUBLISHED' state with reference number A0090-22-3065. The main content area has tabs for 'Job details', 'Team', and 'Applicant details'. Under 'The job title', there is a link for 'Job title and reference number'. Under 'The details of the job', there are links for 'About the job and pay', 'Location', and 'Contact details and closing date'. On the right, a sidebar titled 'What needs doing next' contains a green 'Score applications' button (highlighted with a yellow circle and the number 1) and a grey 'Close early' button. Below these are links for 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Set up rolling recruitment', and 'Download applicant contact details'. At the bottom of the sidebar, it shows 'Status: Published', 'Submitted applications: 1', and 'Scored applications: 0'.

## Score your published applications online

This page gives you instructions for how to score your applications online.

**Important:** You can't choose your shortlist until all applications are scored and the advert is closed. Only the 'Shortlisting lead' can move the job listing from the scoring to the shortlisting recruitment stage. In this example, there are 2 applications to score.

To score your applications online, complete the following steps:

1. Select the '[2 to score](#)' link.
2. Select the '[Start scoring applications](#)' button.

The screenshot displays the NHS Jobs interface for managing a training assistant advert. At the top, the user is logged in as Andrea Ballantyne. The main heading is 'Score your Training Assistant applications'. A message indicates the advert will close in 222 days. A sidebar on the right shows the 'Shortlisting lead' as Andrea Ballantyne with a 'NOT STARTED' status. The main content area states that the user cannot choose a shortlist until the advert is closed and shows that there are 2 applications to score. A large green button with a yellow '2' icon and the text 'Start scoring applications' is located at the bottom of the main content area. 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.

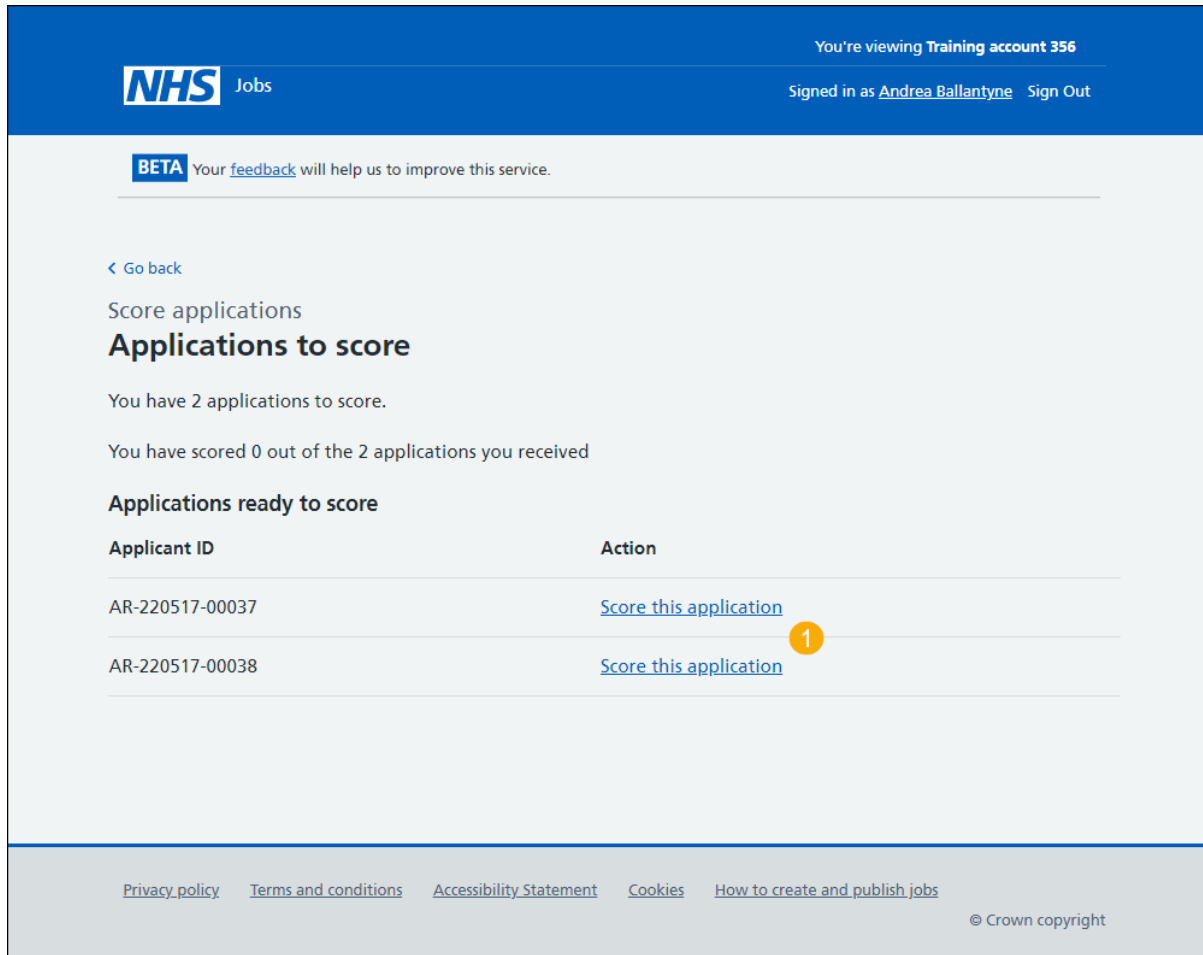
## Applications to score

This page gives you instructions for how to score applications.

**Important:** In this example, there are 2 applications to score.

To score the applications, complete the following step:

1. Select the '[Score this application](#)' link.



The screenshot displays the NHS Jobs interface for scoring applications. At the top, the NHS logo and 'Jobs' are visible, along with the user's account information: 'You're viewing Training account 356' and 'Signed in as Andrea Ballantyne Sign Out'. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Score applications' followed by 'Applications to score'. Below this, it states 'You have 2 applications to score.' and 'You have scored 0 out of the 2 applications you received'. A section titled 'Applications ready to score' contains a table with two rows. Each row lists an 'Applicant ID' and an 'Action' link 'Score this application'. A yellow circle with the number '1' is placed over the first 'Score this application' link.

Applicant ID	Action
AR-220517-00037	<a href="#">Score this application</a>
AR-220517-00038	<a href="#">Score this application</a>

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 copyright notice '© Crown copyright'.

## Score qualifications

This page gives you instructions for how to score the qualifications.

**Important:** In this example, essential and desirable criteria are added. You'll need to select all the criteria the applicant has evidenced.

To score the qualifications, complete the following steps:

1. Tick a box if the criteria is met.

Jobs

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

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

BETA

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

[< Go back](#)

Score applications  
**AR-220118-00001**

Qualifications, training and job history

### Qualifications

#### Academic

##### Qualifications

Subject	Place of study	Result	Qualification type	Dates
English and Maths	Secondary School	A	GCSE	March 2012 to May 2012

### Person Specification

#### Qualifications

##### Essential Qualifications

GCSE grade A to C in English and Maths  
Qualified to NVQ level 2 in Administration

##### Essential criteria

Select all they have evidenced.

1

☐
GCSE grade A to C in English and Maths

☐
Qualified to NVQ level 2 in Administration

##### Desirable Qualifications

Qualified in Digital Administration  
Qualified to NVQ level 3

##### Desirable criteria

Select all they have evidenced.

1

☐
Qualified in Digital Administration

☐
Qualified to NVQ level 3

Go to the '[Score experience](#)' section.



## Score experience

This page gives you instructions for how to score the experience.

**Important:** In this example, essential and desirable criteria are added. You'll need to select all the criteria the applicant has evidenced.

To score the experience, complete the following steps:

1. Tick a box if the criteria is met.

Jobs

You're viewing **NHS BSA Training** [Change](#)  
Signed in as **NHSBSA\_Training** [Sign Out](#)

BETA

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

[Go back](#)

Score applications  
**AR-220118-00001**

Qualifications, training and job history

**Job history**  
Job title: Administrator  
Employer: NHS  
Dates: July 2018 to October 2021  
Hospital / base: Not applicable  
Speciality: Not applicable  
Sub-speciality (if applicable): Not applicable  
Contract type: Not applicable  
Grade: Not applicable  
Main tasks: Administrative duties.

**Person Specification**  
**Experience**  

**Essential Experience**  
Experience of working within an administration team  
Experience of dealing with vulnerable patients

**Desirable Experience**  
Experience of working in the NHS  
Experience of working in an office environment

**Essential criteria**  
Select all they have evidenced.

☐ Experience of working within an administration team
☐ Experience of dealing with vulnerable patients

**Desirable criteria**  
Select all they have evidenced.

☐ Experience of working in the NHS
☐ Experience of working in an office environment

Go to the '[Application summary](#)' section.

## Application summary

This page gives you instructions for how to add an application summary.

**Important:** You can add notes for internal use, but this could be requested as feedback by the applicant. In this example, there were 2 applications to score.

To add an application summary, complete the following steps:

1. In the **Notes about the application** box, enter the details (optional).
2. Select the [‘Save your progress and come back later’](#) button.
3. Select the [‘Finish and score next application’](#) button.
4. Select the [‘Finish and return to scoring overview’](#) link.

**NHS** Jobs

You're viewing Training account 356  
Signed in as [Andrea Ballantyne](#) [Sign Out](#)

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

[Go back](#)

Score applications  
**AR-220517-00038**

### Application summary

Notes about application (optional)  
You can add notes for internal use. They could be requested as feedback by the applicant.

1

After you've finished scoring this application, you'll have 0 left to score.

2 [Save your progress and come back later](#)

3 [Finish and score next application](#)

4 [Finish and return to scoring overview](#)

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

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**Tip:** The number of applications left to score is shown. In this example, there is 0 left to score.

## Manage your applications

This page gives you instructions for how to manage your applications.

**Important:** You can close your advert early if you've completed all scoring. If you don't want to close the advert early, you'll need to wait until the closing date is reached before you can begin shortlisting. In this example, the job listing is still open and there is 1 application in progress.

To manage your applications, complete the following steps:

1. Select the '[close the advert early](#)' link (optional).
2. Select the '[view and change your scores](#)' link (optional).
3. Select the '[Continue scoring](#)' button

**NHS** Jobs

You're viewing Training account 356

Signed in as [Andrea Ballantyne](#) [Sign Out](#)

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

[Go back](#)

### Close advert

## Score your Training Assistant applications

Your advert will close in 222 days. You can [close the advert early](#) if you need to.

You cannot choose your shortlist until the advert is closed.

You are scoring as the **Shortlisting lead**.

There have been 2 applications so far.

You have **scored 2** (▲ 1 is in progress).  
You have **0 to score**.

You can [view and change your scores](#).

**Continue scoring**

### Shortlisting lead

Andrea Ballantyne  
**IN PROGRESS**  
**2 scored**

[Change the shortlisting lead](#)

### Shortlisting panel

[Add someone to the panel](#)

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

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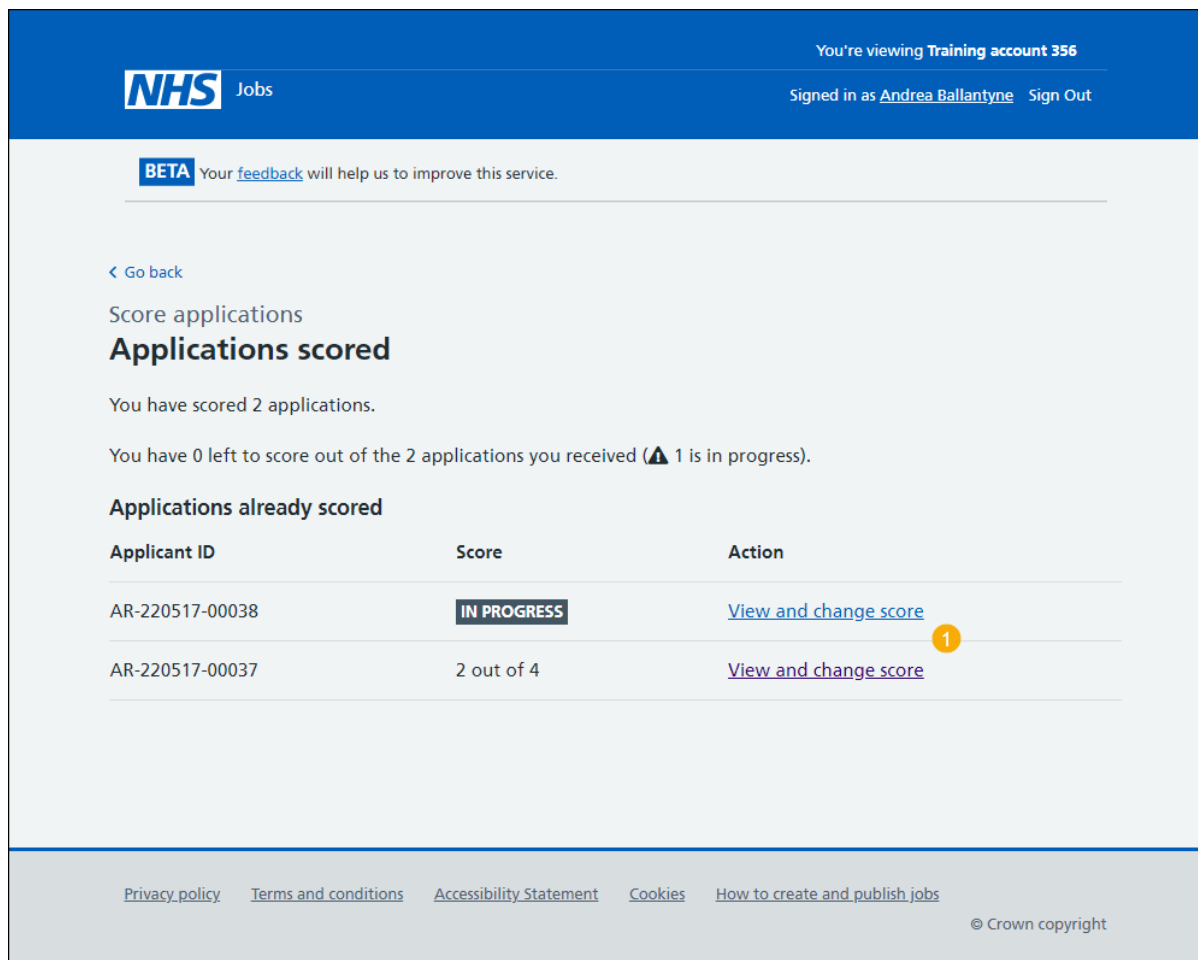
## View and change your scores

This page gives you instructions for how to view and change the application scores.

**Important:** If you select to view and change the score of an application in progress you'll select the 'continue scoring application' button to '[Continue scoring](#)'. In this example there is 1 application in progress. If you've completed scoring an open job you'll need to '[Close the advert early](#)' if you want to begin shortlisting.

To view and change the application scores, complete the following step:

1. Select the '[View and change score](#)' link.
2. Select the '[Go back](#)' link



**NHS Jobs** You're viewing Training account 356  
Signed in as [Andrea Ballantyne](#) Sign Out

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

[Go back](#)

Score applications

### Applications scored

You have scored 2 applications.

You have 0 left to score out of the 2 applications you received (⚠ 1 is in progress).

**Applications already scored**

Applicant ID	Score	Action
AR-220517-00038	<b>IN PROGRESS</b>	<a href="#">View and change score</a> <span>1</span>
AR-220517-00037	2 out of 4	<a href="#">View and change score</a>

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**Tip:** To find out how to shortlist applicants for interview, go to the '**How to shortlist applicants for interview in NHS Jobs**' user guide or video from the '**Score and shortlist**' section of the '[Help and support for employers](#)' webpage.

If you don't want to view and change your scores, you've reached the end of this user guide.

## Change score

This page gives you instructions for how to view and change application scores.

**Important:** You can only view the application scores on this page. You'll need to select the 'Change score' button to make changes to the score.

To view and change the application score, complete the following steps:

1. Select the '[Change score](#)' button (optional).
2. Select the '[Go back](#)' link.

Jobs

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.

2

[Go back](#)

Scored application

AR-220427-00012

You scored this application 2 out of 3.

You scored:

2 out of 3 for essential criteria  
0 out of 0 for desirable criteria

Your notes about this application

1

Change score

+

[Qualifications, training and job history](#)

Person Specification

Qualifications

Essential Qualifications

O'level grade A to C in English, Maths and Science

Essential criteria

Select all they have evidenced.

☒ GCSE grade A to C in English and Maths  
☐ Qualified to NVQ level 2 in Training and Support

Experience

Essential Experience

My current role as an Administrator is extremely fast-paced. The phones never stop ringing, I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the judgement and skill to complete and prioritise tasks. I like to push myself to go the extra mile and work well under pressure.

Essential criteria

Select all they have evidenced.

☒ Experience of working within a busy office environment

2

[Go back](#)

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[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

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## Change the application score

This page gives you instructions for how to change the application score.

**Important:** You'll only see this page if you're changing the application score.

To change the application score, complete the following steps:

1. Tick a box if the criteria is met.
2. Untick a box if the criteria isn't met.
3. Select the '[Save changes to scored application](#)' button.
4. Select the '[Exit without changes](#)' link

**NHS Jobs** 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](#)

Scored application  
**Change AR-220427-00012 score**

[+ Qualifications, training and job history](#)

### Person Specification

#### Qualifications

**Essential Qualifications**  
O'level grade A to C in English, Maths and Science

**Essential criteria**  
Select all they have evidenced.

☒ GCSE grade A to C in English and Maths

1 ☐ Qualified to NVQ level 2 in Training and Support

#### Experience

**Essential Experience**  
My current role as an Administrator is extremely fast-paced. The phones never stop ringing. I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the judgement and skill to complete and prioritise tasks. I like to push myself to go the extra mile and work well under pressure.

**Essential criteria**  
Select all they have evidenced.

2 ☒ Experience of working within a busy office environment

#### Application summary

Notes about application (optional)  
You can add notes for internal use. They could be requested as feedback by the applicant.

After you've finished scoring this application, you'll have 0 left to score.

3 [Save changes to scored application](#)

4 [Exit without changes](#)

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

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**Tip:** To find out how to shortlist applicants for interview, go to the '**How to shortlist applicants for interview in NHS Jobs**' user guide or video from the '**Score and shortlist**' section of the '[Help and support for employers](#)' webpage.

You've scored and or changed the application scores and reached the end of this user guide

## Shortlisting

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

**Important:** You'll only select the shortlisting link to access a closed job. In this example, the job listing is at the 'Shortlisting' recruitment stage.

To access a job listing at 'Shortlisting', complete the following step:

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

The screenshot shows the NHS BSA Training Dashboard. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a toggle for 'Show tasks for all accounts'. A 'BETA' banner mentions feedback. The main content area has a 'NHS BSA Training Dashboard' title. There are two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table lists four stages: Draft, Approvals, Published, and Shortlisting. The 'Shortlisting' stage is highlighted with a yellow circle and a '1' icon. To the right, there's a 'What you can do' section with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.

Stage	Count	On track	Overdue
<a href="#">Draft</a>	52	24	28
<a href="#">Approvals</a>	6	2	4
<a href="#">Published</a>	6	5	1
<b>1 <a href="#">Shortlisting</a></b>	52	20	32

If you're scoring an open job listing, go to the '[Published](#)' page.


## Score an application for a job listing at shortlisting

This page gives you instructions for how to score an application at shortlisting.

**Important:** You'll only see this page if you're scoring an application for a closed job. You must have received an application to begin scoring.

To score an application at shortlisting, complete the following step:

1. Select the '[Job title](#)' link to view the job details (optional).
2. Select the '[Score applications](#)' link.


Jobs

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

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

Show tasks for **all accounts**
☐

BETA

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

[Go back](#)

NHS Business Services Authority  
**Shortlisting**

Showing tasks for  

All users

Showing tasks  

All

**Shortlisting**

Job title	Deadline	Scoring not completed	Task	What needs doing next
<div>1</div> <a href="#">Training and Support Officer</a> A0090-22-4213	09 May 2022 <div>ON TRACK</div>		Online scoring	<a href="#">Score applications</a> <div>2</div>

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## Score applications at shortlisting

This page gives you instructions for how to score applications in shortlisting.

**Important:** If you're using online scoring, go to the '[Score applications at shortlisting online](#)' page. If you're using offline scoring, go to the '[Score applications offline](#)' page. In this example, you're using online scoring.

To score applications, complete the following step:

1. Select the '[Score applications](#)' button.

The screenshot shows the NHS Jobs interface for 'Training account 356'. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing Training account 356' and 'Signed in as Andrea Ballantyne Sign Out'. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the title 'Training account 356 Training and Support Assistant listing'. There are two tabs: 'SHORTLISTING' (active) and 'ONLINE SCORING'. Below the tabs is the 'Reference number: A0356-22-0816'. A navigation bar contains 'Job details', 'Team', and 'Applicant details' tabs. The 'Job details' tab is selected, showing sections for 'The job title' (with a link to 'Job title and reference number'), 'The details of the job' (with links to 'About the job and pay', 'Location', and 'Contact details and closing date'), and a sidebar titled 'What needs doing next' containing a prominent green 'Score applications' button (marked with a yellow circle and '1') and links to 'Reuse this listing', 'Remove this listing', and 'Download applicant contact details'.


## Score your applications at shortlisting online

This page gives you instructions for how to score your applications at shortlisting online.

**Important:** In this example, there are 2 applications to score.

To score an application for a job listing at shortlisting, complete the following step:

1. Select the '[2 to score](#)' link
2. Select the '[Start scoring applications](#)' button.

Jobs

You're viewing Training account 356

Signed in as [Andrea Ballantyne](#) [Sign Out](#)

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

[Go back](#)

Closed advert

**Score your Training and Support Assistant applications**

Your advert closed on 18th May 2022.

You need to complete your scoring before you select your shortlist.

You are scoring as the **Shortlisting lead**.

There were 2 applications in total.

You have scored 0

You have [2 to score](#).

2

Start scoring applications

Shortlisting lead

Andrea Ballantyne

NOT STARTED

[Change the shortlisting lead](#)

Shortlisting panel

[Add someone to the panel](#)

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

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## Download individual applications

This page gives you instruction for how to download individual applications.

**Important:** You'll only see this page if you're scoring applications offline outside of the NHS Jobs online service and you've selected to download individual applications. Once you've scored all your applications and returned to the overview page you'll need to close the advert early if you want to begin shortlisting.

To download individual applications, complete the following steps:

1. Select the 'select all' link.
2. Select a box to download an individual application.
3. Select the 'Download applications' button.
4. Select the '[return to overview](#)' link.

The screenshot shows the NHS Jobs interface. At the top, there's 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 that, 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 'Which applications do you want to download?'. There are two numbered steps: 1. 'Select all' (a link) and 2. A table with two rows. Each row has a checkbox and an 'Application reference ID'. The first row has an empty checkbox and ID 'AR-220505-00008'. The second row has an empty checkbox and ID 'AR-220505-00009'. Below the table is a green button labeled 'Download applications' and a link 'Return to overview'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is at the bottom right.

**Tip:** To find out how to shortlist applicants for interview, go to the '**How to shortlist applicants for interview in NHS Jobs**' user guide or video from the '**Score and shortlist**' section of the '[Help and support for employers](#)' webpage.

Once you've scored all applications and the job advert is closed, you've reached the end of this user guide.

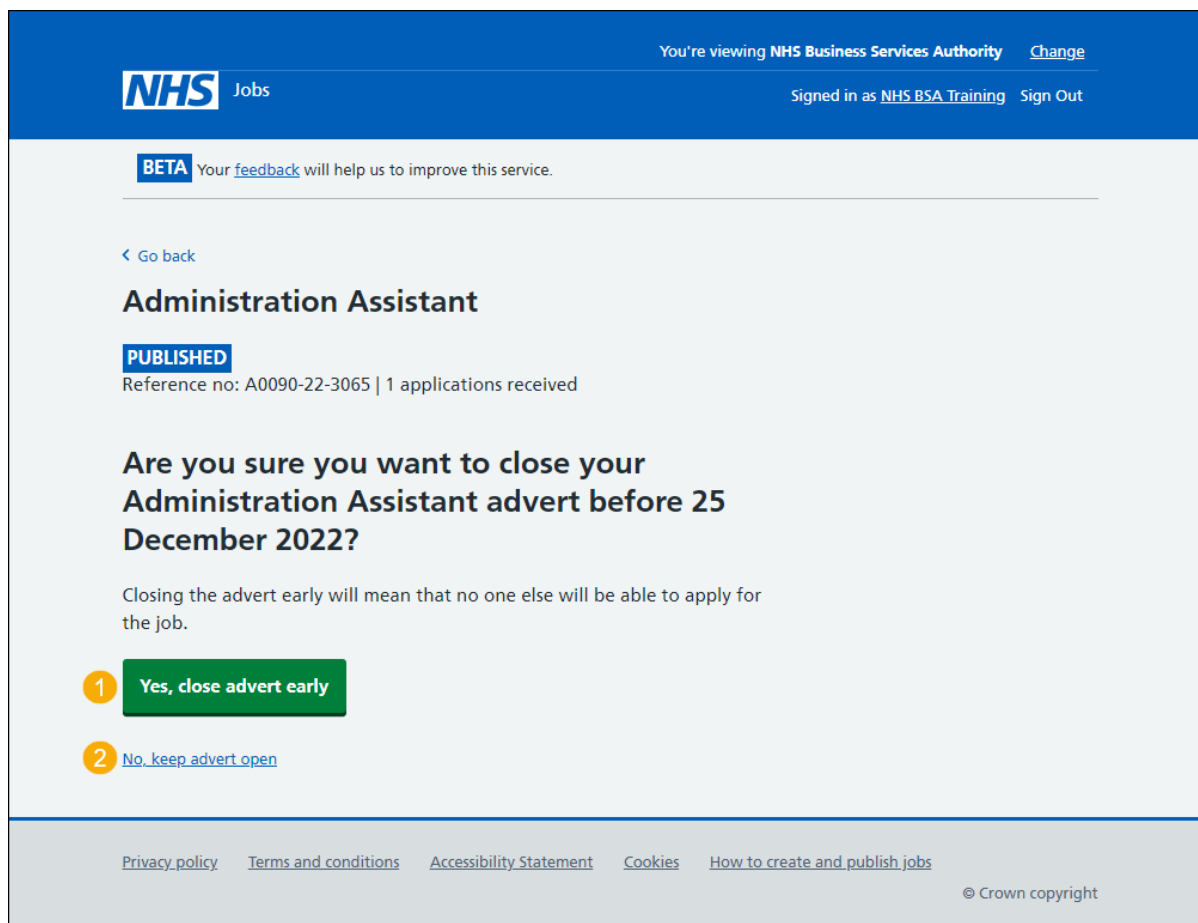
## Close your advert early

This page gives you instructions for how to confirm if you want to close your job advert early.

**Important:** You'll only see this option if you're a 'Super user', Team manager' or Recruiting Administrator' NHS Jobs role. If you close your job advert early, you won't receive any more applications.

To confirm if you want to close your job advert early, complete the following steps:

1. Select the 'Yes, close advert early' button.  
or
2. Select the 'No, keep advert open' link.



The screenshot shows the NHS Jobs interface. At the top, there's 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, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link, the job title 'Administration Assistant', a 'PUBLISHED' badge, and 'Reference no: A0090-22-3065 | 1 applications received'. The central question is 'Are you sure you want to close your Administration Assistant advert before 25 December 2022?'. Below this, it states 'Closing the advert early will mean that no one else will be able to apply for the job.' There are two options: a green button labeled '1 Yes, close advert early' and a blue link labeled '2 No, keep advert open'. 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'.

**Tip:** To find out how to shortlist applicants for interview, go to the '**How to shortlist applicants for interview in NHS Jobs**' user guide or video from the '**Score and shortlist**' section of the '[Help and support for employers](#)' webpage.

If you've closed your advert early or kept your advert open, you've reached the end of this user guide.