NHS Jobs

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.

Delivered by the NHS Business Services Authority

Contents

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.

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

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Published

Showing tasks for

All users

Showing tasks

All

Published

Job title	Closing date	Applications in progress	Applications submitted
① Administration Assistant A0090-22-5793	25 Dec 2022	0	1

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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.

Score your published applications online

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

<mark>Important:</mark> 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.

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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 0**
You have **2 to score**. ①

② **Start scoring applications**

Shortlisting lead

Andrea Ballantyne
NOT STARTED

Change the shortlisting lead

Shortlisting panel

Add someone to the panel

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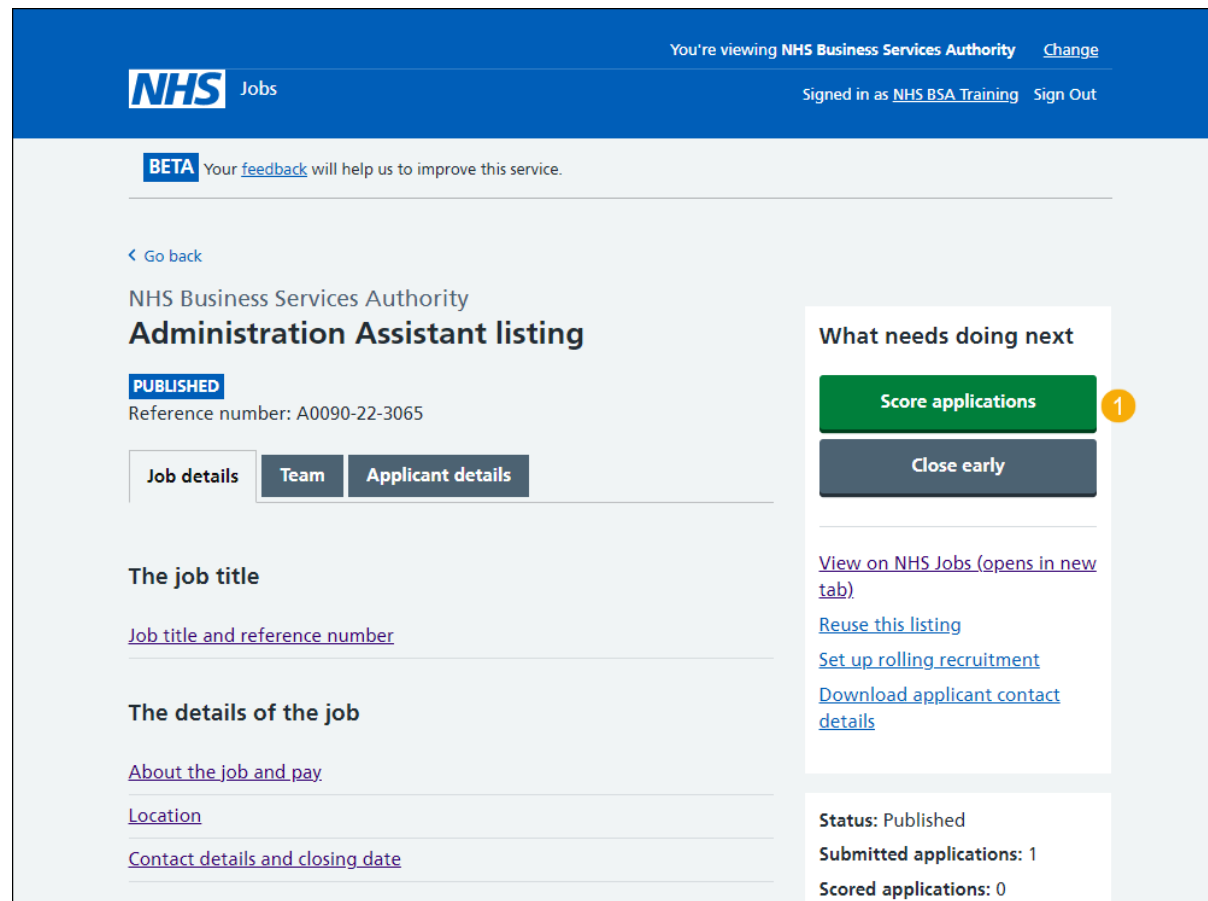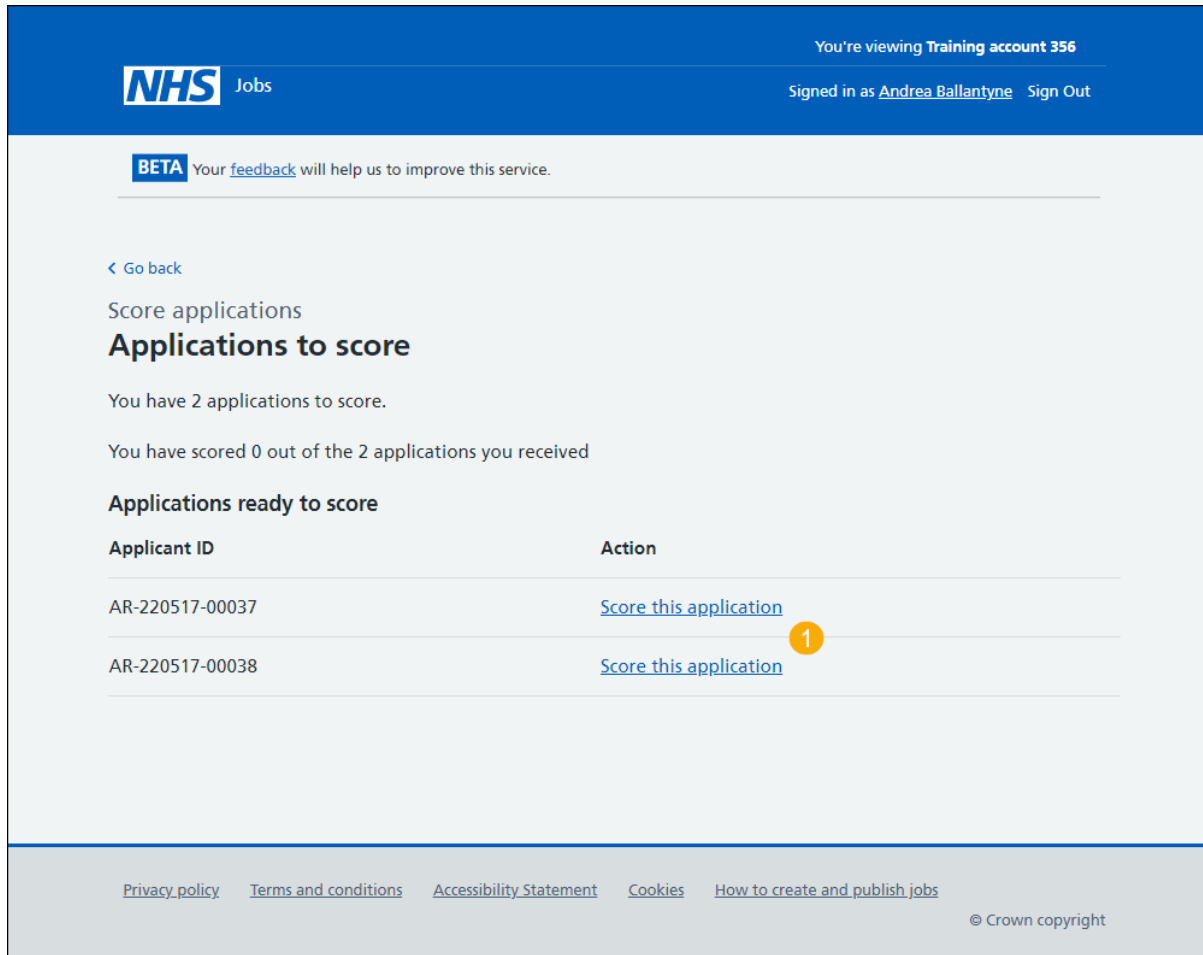
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Applications to score

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.

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Score applications

Applications to score

You have 2 applications to score.

You have scored 0 out of the 2 applications you received

Applications ready to score

Applicant ID	Action
AR-220517-00037	Score this application
AR-220517-00038	Score this application

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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.

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.

Go to the '<u>Application summary</u>' 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 '<u>Save your progress and come back later</u>' button.
3. Select the '<u>Finish and score next application</u>' button.
4. Select the '<u>Finish and return to scoring overview</u>' link.

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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

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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.

<mark>Important:</mark> 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).
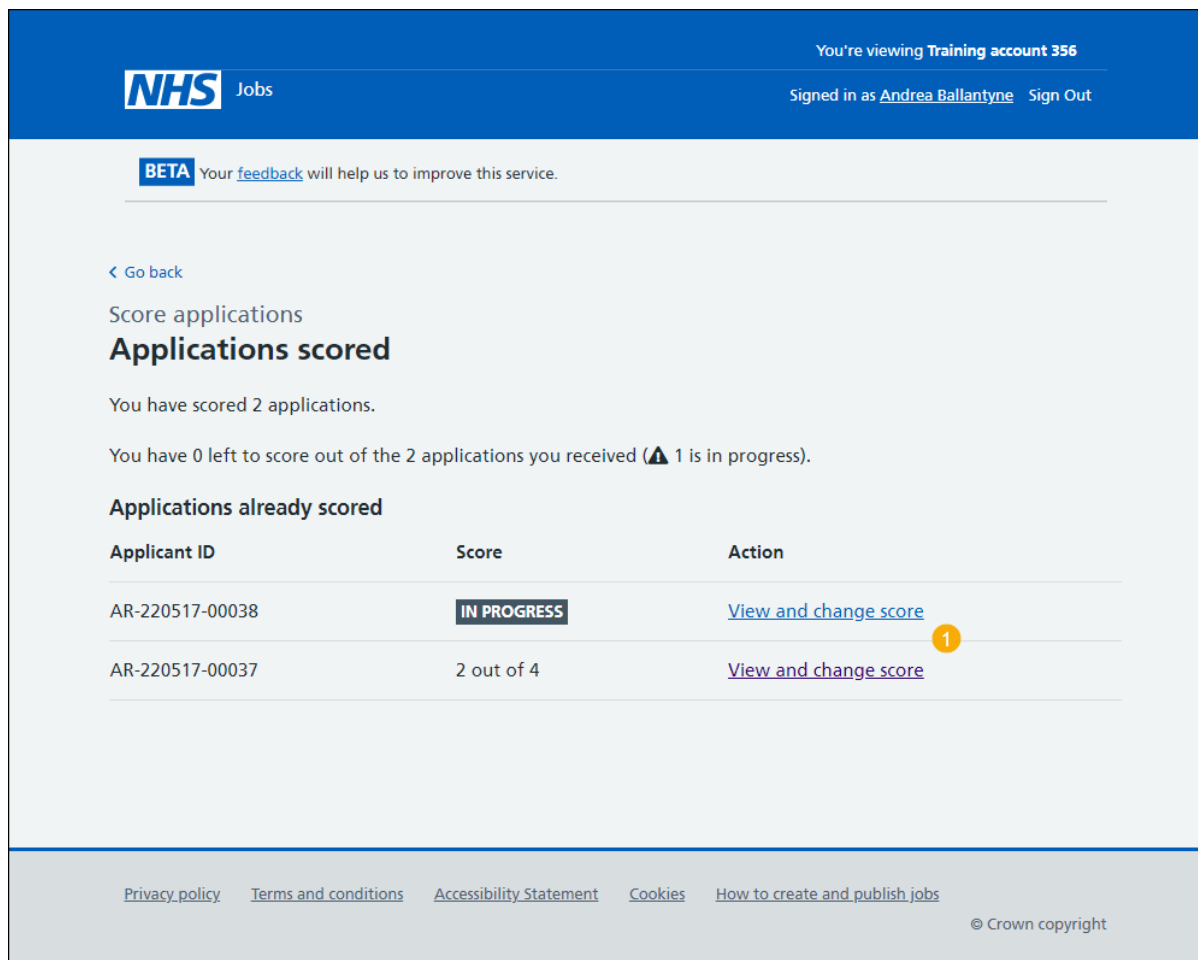3. Select the 'Continue scoring' button

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

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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	IN PROGRESS	View and change score ①
AR-220517-00037	2 out of 4	View and change score

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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.

<mark>Important:</mark> 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.

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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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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

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.

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.

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Show tasks for **all accounts**

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Shortlisting

Showing tasks for

All users

Showing tasks

All

Shortlisting

Job title	Deadline	Scoring not completed	Task	What needs doing next
① Training and Support Officer A0090-22-4213	09 May 2022 ON TRACK		Online scoring	Score applications ②

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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.

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NHS Jobs

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Training account 356

Training and Support Assistant listing

SHORTLISTING   ONLINE SCORING
Reference number: A0356-22-0816

| Job details | Team | Applicant details |

The job title

Job title and reference number

The details of the job

About the job and pay

Location

Contact details and closing date

What needs doing next

Score applications   1

Reuse this listing
Remove this listing
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.

Score applications offline

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

<mark>Important:</mark> You'll only see this page if you're scoring applications offline outside of the NHS Jobs online service. In this example, the job listing is still open.

To score applications offline, complete the following steps:

1. Select the 'Download all applications' button
2. Select the 'Download individual applications' button.
3. Select the 'close your advert early' link (optional).

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Score the Administration Assistant applications

Your advert will close in 233 days.

There have been 2 applications so far. You can close the advert early if you need to.

To score the applications, download them and follow your offline process.

You'll use their reference number to identify them. You can find this on their application form. You will not have their personal details at this point.

You'll come back into the NHS Jobs online service to choose your shortlist. You cannot do this online until the advert is closed.

Which applications do you want to download?

Download all applications

Download individual applications

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Download individual applications

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

<mark>Important:</mark> 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.

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Which applications do you want to download?

1 **Select all**   **Application reference ID**

[ ]   AR-220505-00008

2 [ ]   AR-220505-00009

3 **Download applications**

4 Return to overview

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<mark>Tip:</mark> 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.

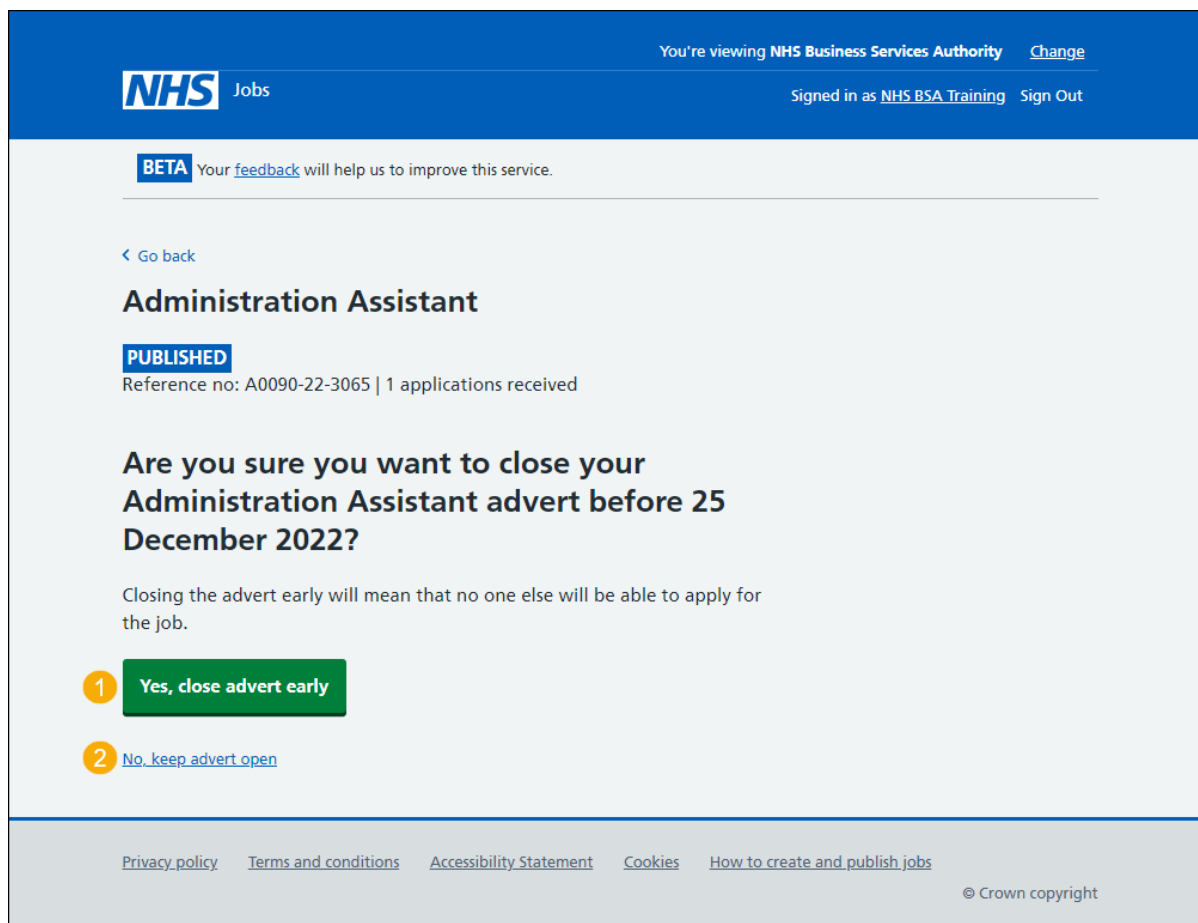Once you've scored all applications and the job advert is closed, you've reached the end of this user guide.

Close your advert early

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

<mark>Important:</mark> 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.

<mark>Tip:</mark> 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 '<u>Help and support for employers</u>' webpage.

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