NHS Jobs

How to copy an application to another job listing within an organisation in NHS Jobs user guide

This guide gives you instructions for how to copy an application to another job listing within an organisation in the NHS Jobs service.

You can copy an application to a job listing which is in any of the following recruitment stages:

- interviews
- ready to offer
- offers
- pre-employment checks
- contracts
- end recruitment

Applicants will receive confirmation that they're being moved to another listing and can choose to accept or decline this.

For users of NHS Jobs and Electronic Staff Record (ESR) integration. This is not available when creating 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.

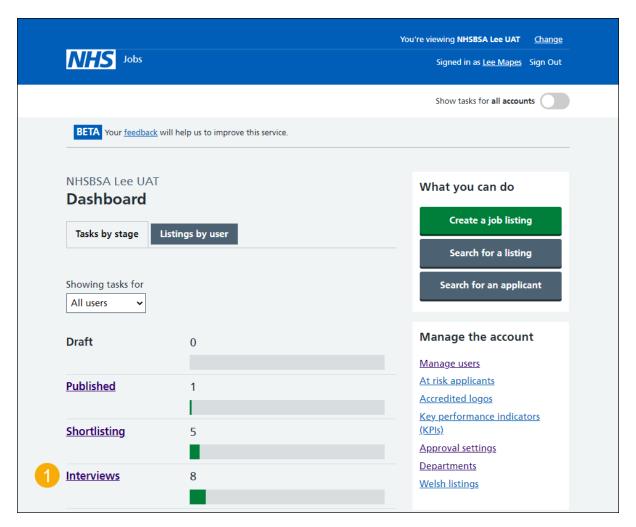**Delivered by the NHS Business Services Authority**

Contents

Interviews

This page gives you instructions for how to access a job listing in the interviews recruitment stage.

Important: In this example, a job listing in the 'Interviews' stage is used.

To access a job listing in the interviews recruitment stage, complete the following step:

1. Select the '<u>Interviews</u>' link.

Select a job listing

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

<mark>Important:</mark> In this example, the 'Clinical Administrator' job title is used.

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

1. Select the '<u>Job title</u>' link.

Request to move applicants to another listing

This page gives you instructions for how to request to move applicants to another listing.

To request to move applicants to another listing, complete the following step:

1. Select the 'Request to move applicants to another listing' link.

Before you request to move applicants

This page gives you instructions for how to move applicants.

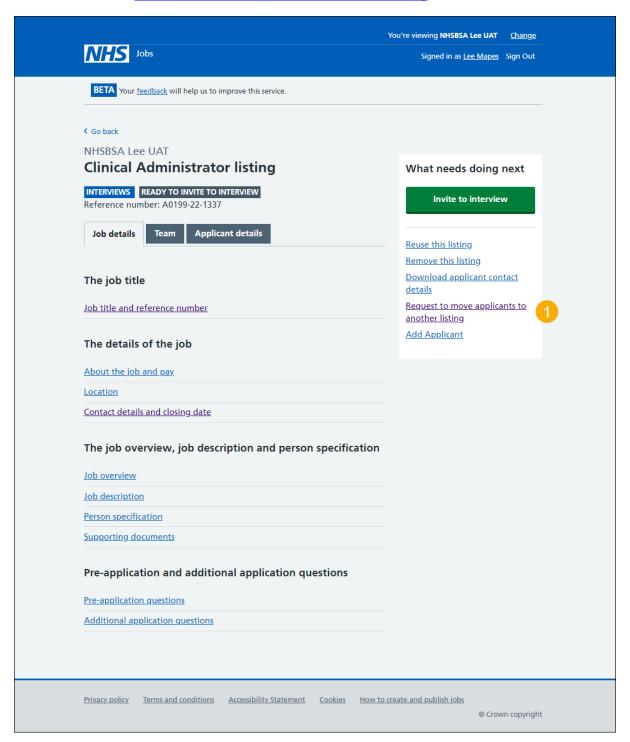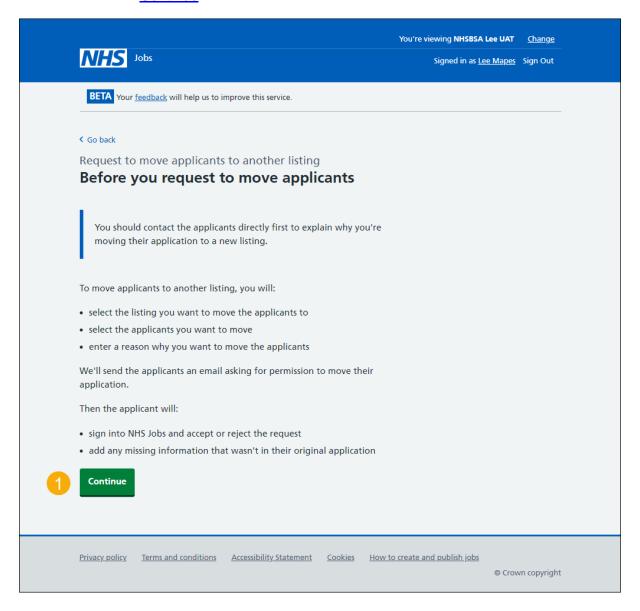**Important:** You should contact the applicants directly first to explain why you're moving their application to a new listing.

Read the information on the page and complete the following step:

1. Select the 'Continue' button.

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Signed in as Lee Mapes Sign Out

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Request to move applicants to another listing

Before you request to move applicants

You should contact the applicants directly first to explain why you're moving their application to a new listing.

To move applicants to another listing, you will:

- select the listing you want to move the applicants to
- select the applicants you want to move
- enter a reason why you want to move the applicants

We'll send the applicants an email asking for permission to move their application.

Then the applicant will:

- sign into NHS Jobs and accept or reject the request
- add any missing information that wasn't in their original application

1 Continue

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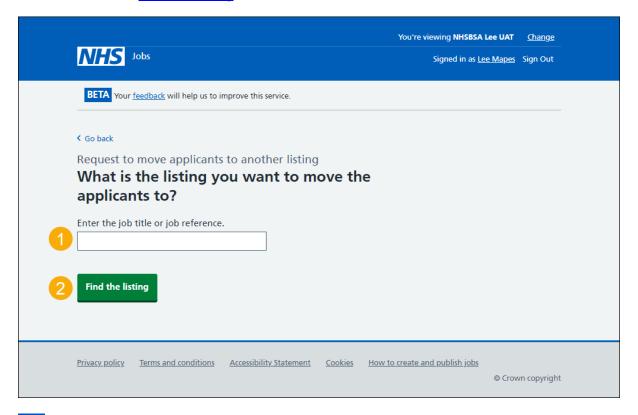
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What is the listing you want to move the applicants to?

This page gives you instructions for how to find a listing to move applicants to.

To find a listing to move applicants to, complete the following steps:

1. In the **Enter the job title or job reference** box, enter the details.
2. Select the '<u>Find the listing</u>' button.

Tip: To view all your listings, leave the **Enter the job title or job reference** box blank and select the 'F' button.
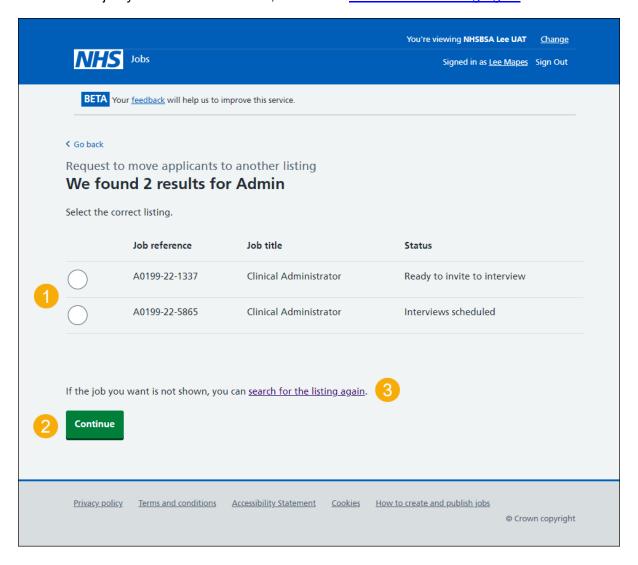
Select the correct job listing

This page gives you instructions for how to select the correct job listing.

Important: In this example, the 'Clinical Administrator' job title is used.

To select the correct job listing, complete the following steps:

1. Select the correct listing.
2. Select the 'Continue' button.
   or
3. If the job you want is not shown, select the 'search for the listing again' link.
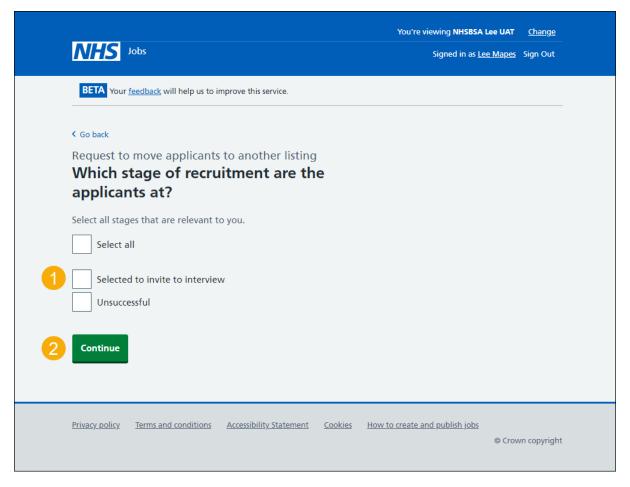
Which stage of recruitment are the applicants at?

This page gives you instructions for how to select the stage of recruitment the applicants are at.

To select the stage of recruitment the applicants are at, complete the following steps:

1. Select an answer.
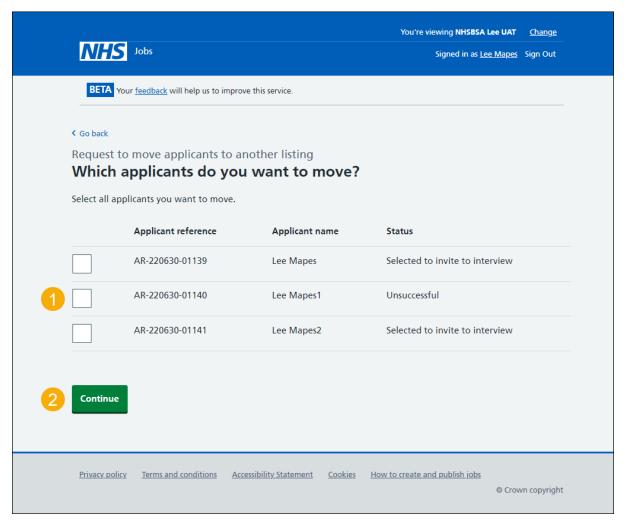2. Select the 'Continue' button.

Tip: You can select more than one recruitment stage.

Which applicants do you want to move?

This page gives you instructions for how to select which applicants you want to move.

To select the applicants you want to move, complete the following steps:

1. Select an applicant.
2. Select the 'Continue' button.

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Request to move applicants to another listing
Which applicants do you want to move?

Select all applicants you want to move.

	Applicant reference	Applicant name	Status
☐	AR-220630-01139	Lee Mapes	Selected to invite to interview
☐	AR-220630-01140	Lee Mapes1	Unsuccessful
☐	AR-220630-01141	Lee Mapes2	Selected to invite to interview

Continue

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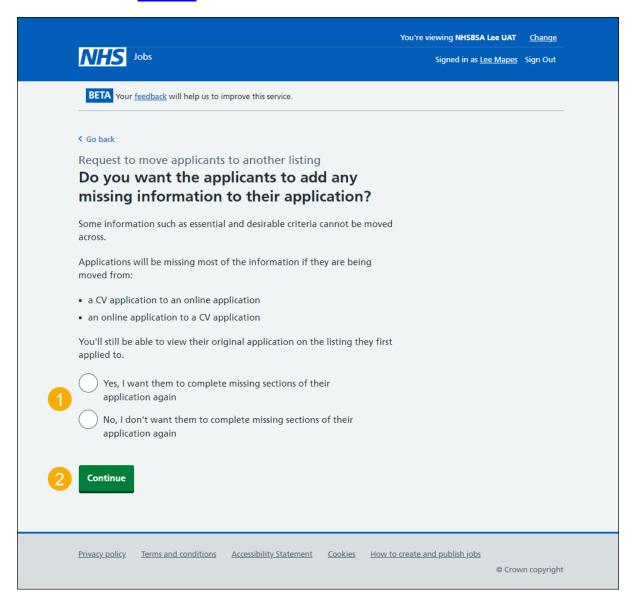**Tip:** You can select more than one applicant.

Do you want the applicants to add any missing information to their application?

This page gives you instructions for how to confirm if you want applicants to add any missing information to their application.

<mark>Important:</mark> Some of the information such as essential and desirable criteria cannot be moved across so applicants will need to complete these sections. Applicants will be missing most of the information if they are being moved from a CV.

To confirm if you want applicants to add any missing information to their application, complete the following steps:
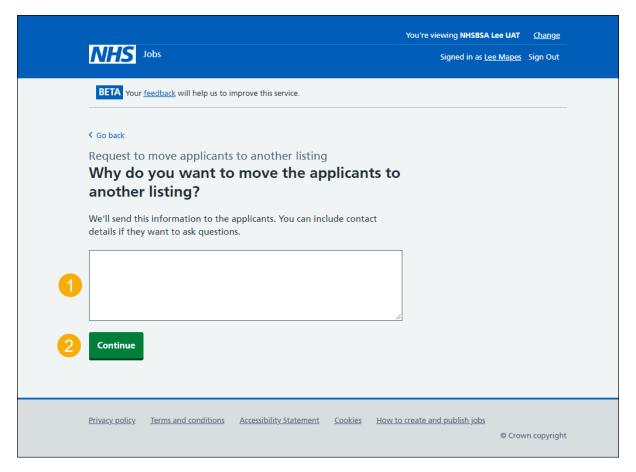
1. Select an answer.
2. Select the 'Continue' button.

Why do you want to move the applicants to another listing?

This page gives you instructions for how to confirm why you want to move the applicant to another listing.

<mark>Important:</mark> We'll send this information to the applicants. You can include contact details if they want to ask questions.

To confirm why you want to move the applicant to another listing, complete the following steps:

1. In the 'Why do you want to move the applicants to another listing?' box, enter the details.
2. Select the 'Continue' button.

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Request to move applicants to another listing

Why do you want to move the applicants to another listing?

We'll send this information to the applicants. You can include contact details if they want to ask questions.

1

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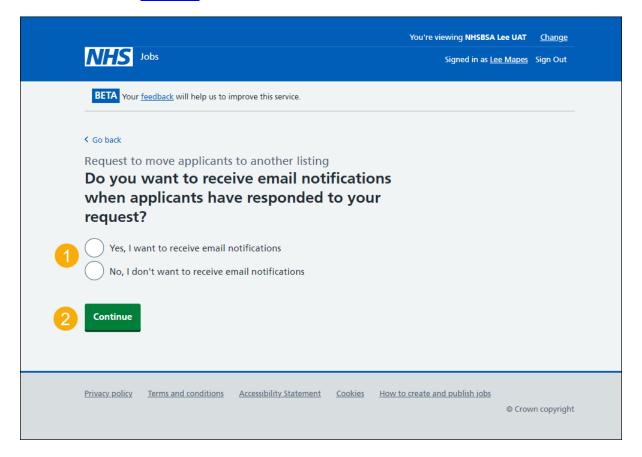
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Do you want to receive email notifications when applicants have responded to your request?

This page gives you instructions for how to confirm if you want to receive email notifications when applicants have responded to your request.

To confirm if you want to receive email notifications when applicants have responded to your request, complete the following steps:
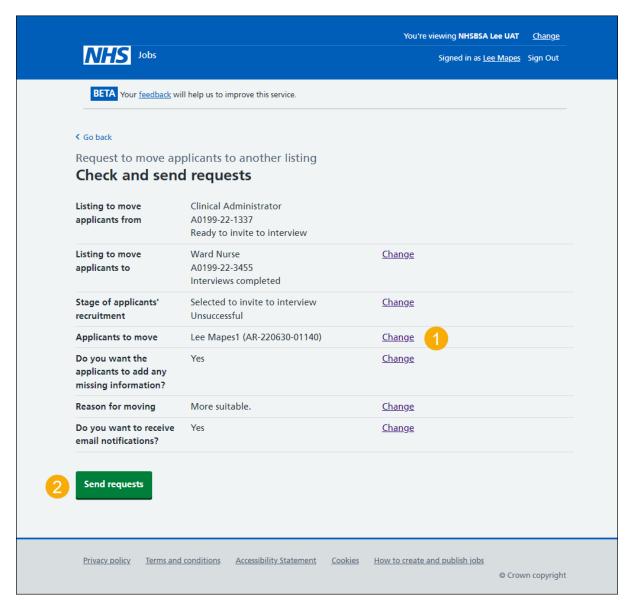
1. Select an answer.
2. Select the 'Continue' button.

Check and send requests

This page gives you instructions for how to check and send requests.

To check, change and send requests, complete the following steps:

1. Select the 'Change' link (optional).
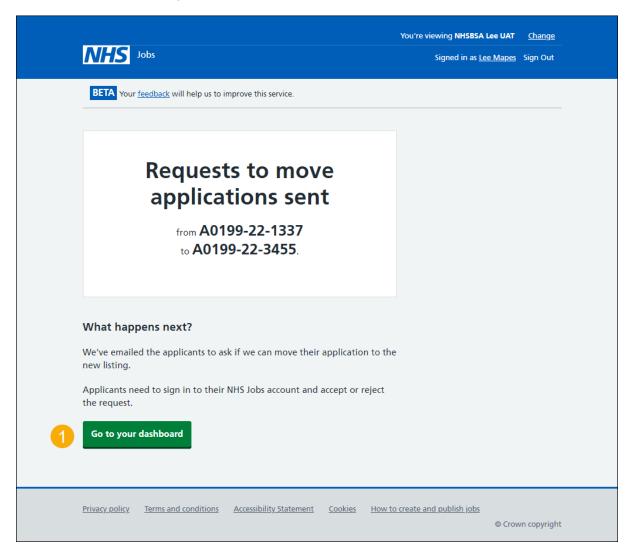2. Select the 'Send requests' button.

Requests to move applications sent

This page gives you confirmation you have requested to move applications.

<mark>Important:</mark> Applicants are emailed to ask if their application can be moved to the new listing. Applicants need to sign into their NHS Jobs account and accept or reject the request.

To do a task, complete the following step:

1. Select the 'Go to your dashboard' button.

You've requested to move an applicant to another listing and reached the end of this user guide.