

NHS Jobs statuses for employers

This document shows the different statuses for employers in the NHS Jobs service.

Draft

This table shows the different statuses in draft.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Draft	From the job listing being created	To it being sent for approval or to publish	Complete the listing
Marked as ready to publish (draft)	From it being marked as ready to publish	To it being published	Publish the listing

Approvals

This table shows the different statuses in approvals.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Ready to approve	From the job listing being sent for approval	To it being approved by all approvers or rejected by one of them	Manage the approval
Ready to reapprove	From the job listing being sent for reapproval	To it being approved by all approvers or rejected by one of them	Manage the reapproval or reuse
Approval rejected	From the job listing being rejected by an approver	To it being edited and sent for reapproval or withdrawn	View rejection reason or reuse
Ready to publish	From the job listing being approved by all approvers	To it being published	Publish the listing or reuse

Published

This table shows the different statuses in published.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Published	From the job listing being published	To it being closed by the system or user	View the listing View and score applications

			Close listing early Make changes or reuse the listing
Published (cloned)	From a published listing being cloned	To the listing being closed by the system or user	View the listing View and score applications Close listing early

Scoring and shortlisting

This table shows the different statuses in scoring and shortlisting.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Closed	From the listing being closed by the system or user and no applications received	To the user ending recruitment early	End recruitment early or reuse
Online scoring	From the lead has completed shortlisting and selects to select a shortlist	To all shortlisters have completed scoring	Score applications or reuse
Ready to select who to interview (online)	From the lead has completed shortlisting and selects to select a shortlist	To the shortlisting lead selects the shortlist and emails, unsuccessful applicants	Select who to interview or reuse
Offline scoring	From the job listing being closed by the system or user	To the user selects to download applications	Download applications or reuse
Ready to select who to interview (offline)	From the lead has completed shortlisting and selects to select a shortlist	To the shortlisting lead selects the shortlist and emails, unsuccessful applicants	Select who to interview or reuse
Ready to select reserve list	From the shortlisting lead selects the shortlist	To the shortlisting lead selects the reserve list or that they don't want a reserve list	Select reserve list or reuse
Ready to email unsuccessful applicants	From the shortlisting lead selects the reserve list or that they don't want a reserve list	To the shortlisting lead emails, unsuccessful applicants	Email unsuccessful applicants or reuse
No applications received	From the listing being closed by the system or user and 0 applications received	None	Pause page explaining scenario and link to reuse

Interviews

This table shows the different statuses in interviews.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Ready to invite to interview	From rejection emails sent to unsuccessful applicants	To the interviews have been arranged and the invite emails sent	Invite to interview or reuse
Interviews scheduled	From interviews have been arranged and the invite emails sent	To midday 2 days (48 hours) before the first interview or it is manually moved to interviews in progress	Manage your interviews or reuse
Interviews in progress	From midday 2 days (48 hours) before the first interview or it is manually moved to interviews in progress	To the last interview is ended	View interview schedule or reuse
Interviews complete	From the last interview is ended	To all the interview feedback has been added	Add interview feedback Offer the job or reuse
No interviews scheduled	From when no applicants accepted invite to interview at time of cut off	To applicant assigned to interview or Invite shortlist reserve or remove listing	Manage job listing or reuse

Ready to offer

This table shows the different statuses in ready to offer.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Ready to start offer	From all the interview feedback has been added	To the successful applicants ready to start offer	Select applicant to offer
Applicants selected	From successful applicants being selected	To the offer has been started (save and continue after entering salary)	Offer the job or reuse
Offers in progress	To the offer has been started (save and continue after entering salary)	To recruitment is ended	Offer to another applicant or reuse
Not offered	From the employer sends rejection email to the applicant	To the employer ends recruitment early	Offer the job

Conditional offers

This table shows the different statuses in conditional offers.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Offer started	From the offer has been started (save and continue after entering salary)	To the offer is sent to the applicant(s)	Send the offer
Offer sent	From the offer has been sent to the applicant	To they accept or reject it or the offer is withdrawn	Respond on behalf of the applicant
Offer rejected	From the applicant has rejected the offer	To the offer is changed and resent or sent to another applicant	Respond to rejection
Offer withdrawn	From the offer is withdrawn	To the offer is changed and resent or sent to another applicant	Offer it to another applicant

Pre-employment checks

This table shows the different statuses in pre-employment checks.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Pre-employment checks	From the offer is accepted by the applicant	To the pre-employment checks decision is made	View all checks View checks or withdraw offer

Contracts

This table shows the different statuses in contracts.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Issue contract (online)	From the pre-employment checks decision is made	To the contract being sent to the applicant or issued offline	Create and send contract
Issuing contract (offline)	From the contract being issued offline	To the contract being accepted or rejected by the applicant	Respond for the applicant
Contract sent	From the contract being sent to the applicant	To the contract being accepted or rejected by the applicant	Edit or resend contract

Contract rejected	From the contract being rejected by the applicant	To edit and resend contract, offer to another applicant or recruitment being ended	Respond to rejection
Contract accepted	From the contract being accepted	To the recruitment being ended	End recruitment or reuse
Contract accepted for applicant	From the contract being accepted by the employer	To the recruitment being ended	Accept on behalf of applicant

End recruitment

This table shows the different statuses in end recruitment.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Ready to end recruitment	From all applicants accepting or rejecting their contract, rejecting their offer or offer being withdrawn	To the recruitment being ended	End recruitment Manage offers or reuse

Moving applicants between job listings

This table shows the different statuses in moving applicants between listings.

Stage	Trigger to show status	Trigger to hide status	What happens next?
Copy listing	From a published listing is copied (rolling recruitment)	To a listing is closed by the system or user	Close listing