

## How to complete an Inter Authority Transfer (IAT) check in NHS Jobs user guide

This guide gives you instructions for how to complete an Inter Authority Transfer (IAT) check in the NHS Jobs service.

An IAT is an electronic way of gathering an applicant's information from their previous or current NHS employer using the Electronic Staff Record (ESR) system. The current and new NHS organisations need to be opted into the automated IAT process in ESR.

An IAT response is needed to complete the applicant's pre-employment information before they can start their new job.

If the applicant selects 'Yes' in NHS Jobs. Yes is transferred to ESR, the IAT is ran and their record is updated.

If the applicant selects 'No' or 'Not applicable' in NHS Jobs. No is transferred to ESR, the IAT isn't ran and their record is updated.

For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

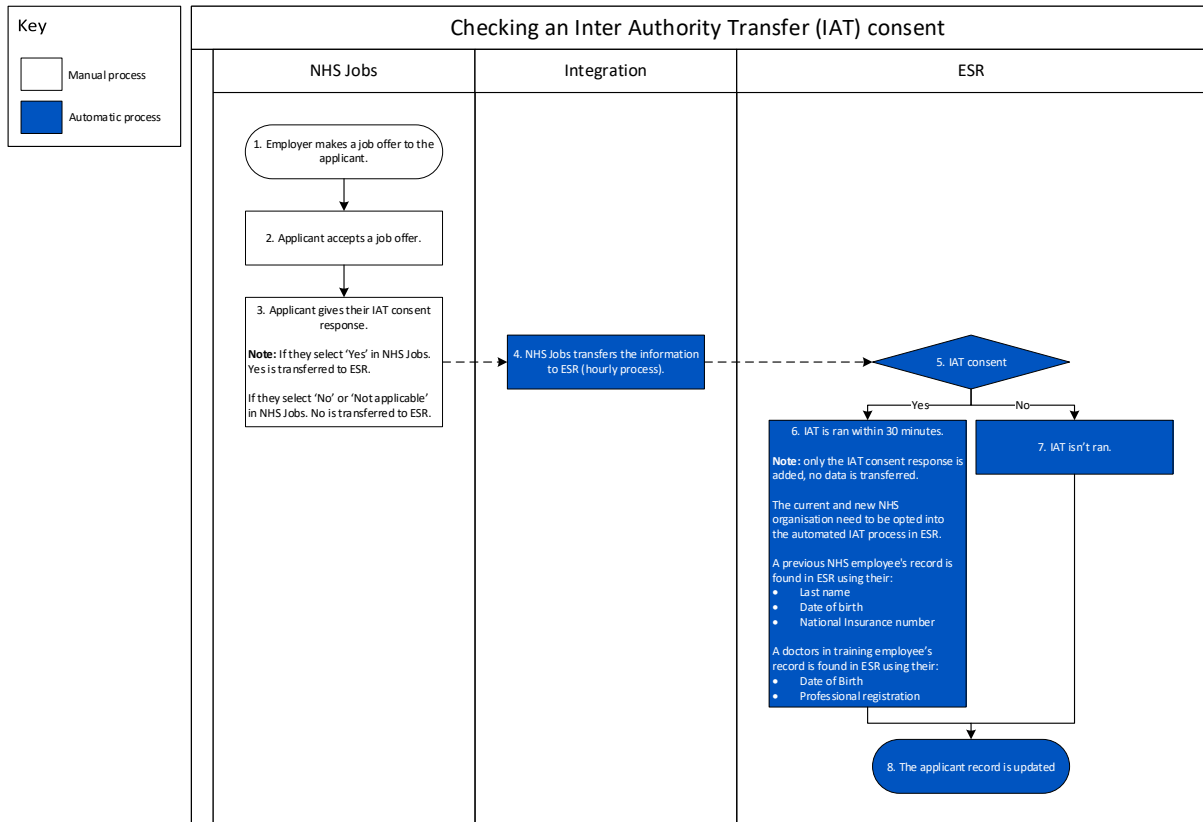
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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## Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for completing an IAT consent check.



Go to the ['Pre-employment checks'](#) page.

## Pre-employment checks

This page gives you instructions for how to access pre-employment checks.

**Important:** You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

The screenshot shows the NHS Business Services Authority Dashboard. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing [dropdown] Change' and 'Signed in as NHS.BSA.Training Sign Out'. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS Business Services Authority Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays a list of recruitment stages with their respective counts and overdue tasks, each accompanied by a progress bar:

Stage	Count	On Track	Overdue
<a href="#">Draft</a>	386	22	364
<a href="#">Approvals</a>	3	1	2
<a href="#">Published</a>	4	0	0
<a href="#">Shortlisting</a>	8	1	7
<a href="#">Interviews</a>	1	0	1
<a href="#">Ready to offer</a>	42	16	26
<a href="#">Conditional offers</a>	22	5	17
<b>1</b> <a href="#">Pre-employment checks</a>	24	4	20
<a href="#">Contracts</a>	57	11	46
<a href="#">End recruitment</a>	7	4	3

On the right side, there are three sections:

- 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](#)

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'.

## Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

Find the applicant and complete the following step:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the '[View checks or withdraw offer](#)' link.

**NHS** Jobs

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

Signed in as [Liam M1](#) [Sign Out](#)

Show tasks for all accounts

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

[Go back](#)

NHS BSA Training  
**Pre-employment checks**

Showing tasks for  
All users

**Pre-employment checks**

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-210128-00006	<a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a>

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

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## Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
  - [‘Check pre-employment checklist’](#)
  - ‘Withdraw offer’
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs portal interface. At the top, there is 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 Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area displays 'Pre-employment checks' and a large heading: 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (with a yellow circle containing the number '1') and 'Withdraw offer'. A green 'Continue' button (with a yellow circle containing the number '2') is positioned below the options. 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', along with a copyright notice: '© Crown copyright'.

If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

## Inter Authority Transfer (IAT)

This page gives you instructions for how to start an IAT check.

**Important:** The status always shows as **COMPLETED** as the applicant answers this question on accepting a job offer.

To start an IAT check, complete the following step:

1. Select the [‘Inter Authority Transfer \(IAT\)’](#) link.

The screenshot shows the NHS Jobs pre-employment checklist for Liam MA. The page header includes the NHS logo, the user's name (Liam M1), and the page title (NHS BSA Training). A 'BETA' notice is present at the top. The main content area is titled 'Pre-employment checklist for Liam MA' and includes a 'Go back' link. Below the title, there is a message stating that the applicant has accepted a conditional job offer and needs to provide pre-employment information. The checklist is organized into three sections: 'References', 'Identity', and 'Inter Authority Transfer (IAT)'. Each section has a 'COMPLETED' status. The 'Inter Authority Transfer (IAT)' section is highlighted with a red box and a yellow circle with the number 1.

Section	Status
References	COMPLETED
Identity	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED

## Check the IAT transfer consent

This page gives you instructions for how to check the applicant's consent to transfer.

**Important:** In this example, the applicant's selected 'Yes' in NHS Jobs. This means the IAT is ran in ESR. If the applicant selected 'No' or 'Not applicable' in NHS Jobs, the IAT isn't ran in ESR.

Check the applicant's consent to transfer and complete the following step:

1. Select the [Continue](#) button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Liam MA's IAT transfer consent'. It displays two data points: 'Date received' as '28 January 2021' and 'Consent to transfer?' as 'Yes'. A prominent green button with a yellow circle containing the number '1' and the text 'Continue' is shown below the data. 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', along with a copyright notice: '© Crown copyright'.



## Check the IAT status in NHS Jobs

This page gives you instructions for how to check the IAT status in NHS Jobs.

**Important:** In this example, the status is **COMPLETED** as you've completed the applicant's IAT check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

1. Select a pre-employment link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist for Liam MA. The page is titled 'Pre-employment checklist for Liam MA' and includes a 'Go back' link. Below the title, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into three sections: 'References', 'Identity', and 'Inter Authority Transfer (IAT)'. Each section has a corresponding link and a 'COMPLETED' status indicator. The 'Inter Authority Transfer (IAT)' section is highlighted with a red box and a yellow circle with the number 1.

Section	Status
References	COMPLETED
Identity	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED

**Tip:** To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete pre-employment checks**' section of the '[Help and support for employers](#)' webpage.

For users of NHS Jobs and ESR integration, go to the '[Check the IAT details in ESR](#)' page.

You've completed the IAT check in NHS Jobs and reached the end of this user guide.

## Check the IAT details in ESR

This page gives you instructions for how to check the IAT details in ESR.

**Important:** This information is found in the applicant record within the 'Extra Person Information' section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant's IAT transfer consent details are shown.

The screenshot displays the Oracle Applications interface for ESR. The main window is titled 'Enter HR Personal Information - Combined'. A secondary window, 'Enter HR Extra Information', is open, showing a list of categories on the left: Personal, Employment Checklist, Flexible Working, Illegal Working Checklis, Job Plans - Medical and, and Job Plans - Other Staff. The 'Personal' category is selected, and the 'Details' sub-section is active. The 'Extra Person Information' window is overlaid on top, showing various fields for personal and professional information. The 'IAT Consent' field is highlighted with a yellow circle and the number 1, indicating the specific detail to be checked.

Field Name	Value / Status
Date of Medical	
Date of Medical Clearance	
OH Status	
EPP Clearance	
Date of Prof Reg Check - Recruitment	
Date of Prof Reg Check - New Joiner	
Date of Qualifications Check	
Insolvency check	
Disqualified Directors Register Check	
Self-Declaration Form signed	
E-Rec Vacancy Ref	
Date Confirmed Personal Information	
Date Confirmed E&D Information	
IAT Consent	Yes <b>1</b>
Latest IAT Consent Update	
Bank Account Details Confirmed	

**Tip:** For more information about ESR, go to the '[ESR User Manual](#)'.

You've checked the IAT details in ESR and reached the end of this user guide.