

How to run the equal opportunities for a specific job report in NHS Jobs user guide

This guide gives you instructions for how to run the equal opportunities for a specific job report in the NHS Jobs service.

To run and download the equal opportunities for a specific job report, you'll confirm:

• the job listing reference you want the report to cover

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To find out which roles can do this, go to the 'Roles and permissions' link in the 'Help and information' section of the <u>employer dashboard</u>.

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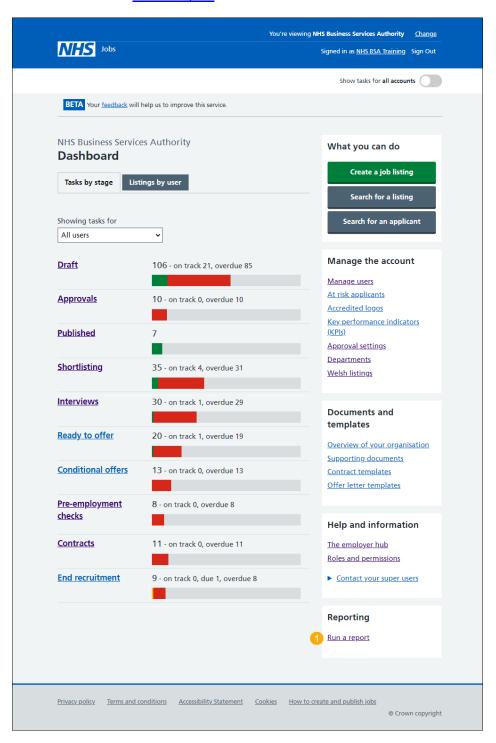
Run a report

This page gives you instructions for how to run a report.

Important: The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the 'Run a report' link.



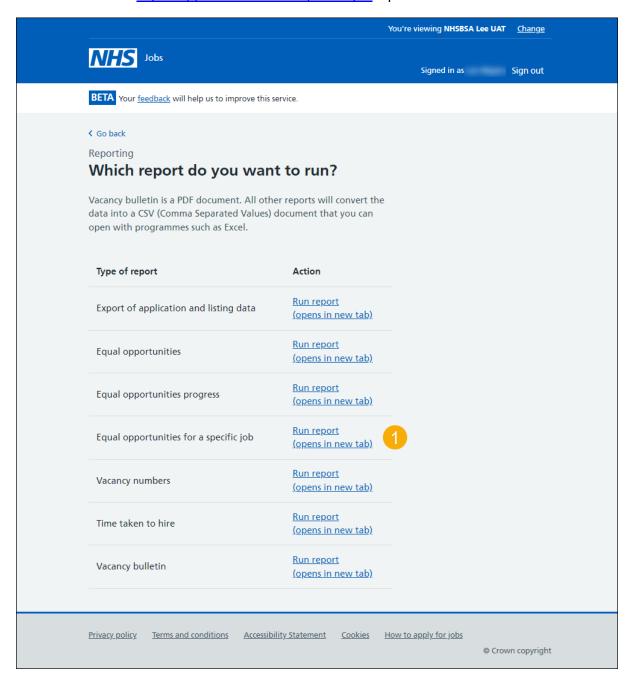
Which report do you want to run?

This page gives you instructions for how to confirm which report you want to run.

Important: The report will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV document that you can open with programmes such as Excel.

To confirm which report you want to run, complete the following steps:

1. Select the 'Equal opportunities for a specific job' option.

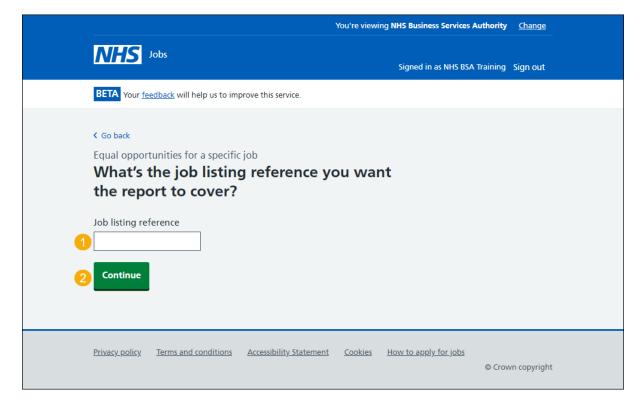


What's the job listing reference you want the report to cover?

This page gives you instructions for how to confirm the job listing reference you want the report to cover.

To confirm the job listing reference you want the report to cover, complete the following steps:

- 1. In the **Job listing reference** box, enter the details.
- 2. Select the 'Continue' button.

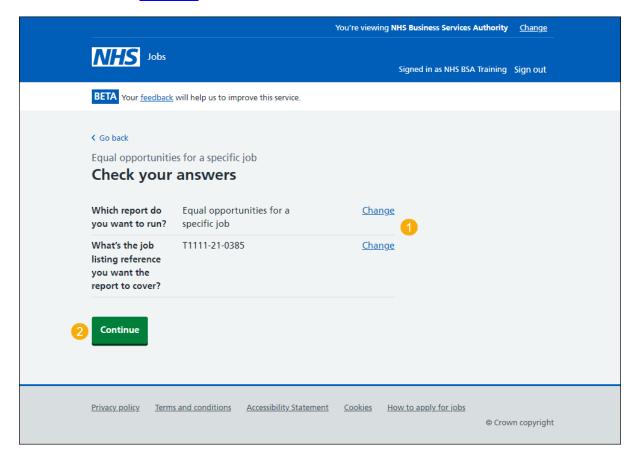


Check your answers

This page gives you instructions for how to check your answers.

To check, change and confirm your answers, complete the following steps:

- 1. Select a 'Change' link (optional).
- 2. Select the 'Continue' button.



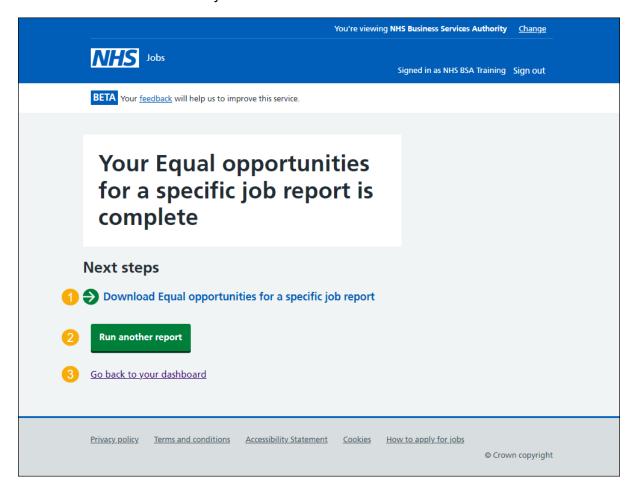
Your report is complete

This page shows confirmation your report is complete.

Important: The report is downloaded in a comma-separated values (CSV) document.

To do a task, complete the following steps:

- 1. Select the 'Download Equal opportunities for a specific job report' link.
- 2. Select the 'Run another report' button (optional).
- 3. Select the 'Go back to your dashboard' link.



You've ran and downloaded the equal opportunities for a specific job report and reached the end of this user guide.