NHS Jobs

How to run the equal opportunities report in NHS Jobs user guide

This guide gives you instruction for how to run the equal opportunities report in the NHS service.

To run and download the equal opportunities report, you'll confirm which:

- departments you want the report to cover (if applicable)
- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for
- stage of recruitment you want the report to cover

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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Run a report

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

<mark>Important:</mark> 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 '<u>Run a report</u>' 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' option.

Do you want to run the report for all departments?

This page gives you instructions for how to confirm if you want to run the report for all departments.

<mark>Important:</mark> You'll only see this page if your organisations account is using departments.

To confirm if you want to run a report for all departments, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

Which departments do you want to include in the report?

This page gives you instructions for how to add which departments you want to include in the report.

<mark>Important:</mark> You'll only see this page if you don't want to run a report for all departments. If the department you want is not on the list, you need to contact a super user for your organisation to have it added.

To add which departments you want to include in the report, complete the following steps:

1. In the **Search** box, enter the details and select a department.
2. Select the 'Continue' button.

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Equal opportunities

Which departments do you want to include in the report?

1

▼ The department I want is not on the list

To get a department added to the list you need to contact a super user for your organisation.

2 Continue

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Departments included in the report

This page gives you instructions for how to manage your departments.

<mark>Important:</mark> In this example, the department 'NHS Jobs Training and Support' is added.

To manage your departments, complete the following steps:

1. Select the 'Remove' link (optional).
2. Select the '<u>Add a department</u>' button (optional).
3. Select the '<u>Continue</u>' button.

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Departments included in the report

| **Department** | NHS Jobs Training and Support | <u>Remove</u> ① |

② Add a department

③ Continue

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Which job listings do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listings you want to export the CSV file for.

To confirm which job listings you want to export the CSV file for, complete the following steps:

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

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Which job listings do you want to export the CSV file for?

○ All open job listings

1 ○ All closed job listings

○ All open job listings and closed job listings

2 Continue

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Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

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

1. In the **Date from** boxes, enter the details.
2. In the **Date to** boxes, enter the details.
3. Select the 'Continue' button.

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Which dates do you want the report to cover?

Date from

For example, 15 3 2020

Day   Month   Year

1

Date to

For example, 11 4 2020

Day   Month   Year

2

3 Continue

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Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

Important: You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

1. Select an answer.
2. Select the '<u>Continue</u>' button.

You're viewing **NHS Business Services Authority**   Change

NHS Jobs

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Equal opportunities
Which staff group is the report for?

Select as many as you need.

[ ] Select all staff groups

[ ] Additional Clinical Services

[ ] Additional Professional Scientific & Technical

[ ] Administrative & Clerical

[ ] Allied Health Professionals

1 [ ] Estates & Ancillary

[ ] Healthcare Scientists

[ ] Medical & Dental

[ ] Nursing & Midwifery Registered

[ ] Students

2 Continue

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Which stage of recruitment do you want the report to cover?

This page gives you instructions for how to confirm which stage of recruitment you want the report to cover.

<mark>Important:</mark> You can select as many recruitment stages as you need.

To confirm which stage of recruitment you want the report to cover, complete the following steps:

1. Select an answer.
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.

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Equal opportunities
Check your answers

Which report do you want to run?	Equal opportunities	
Run the report for all departments?	No	Change ①
Departments included in the report	NHS Jobs Training and Support	Change ①
Which job listings do you want to export the CSV file for?	All open job listings	Change ①
Date from	01/05/2022	Change ①
Date to	01/08/2022	Change ①
Which staff group is the report for?	Administrative & Clerical	Change ①
What stage of recruitment do you want the report to cover?	Applications submitted Shortlisted Interview Offer	Change ①

② Continue

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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 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 report and reached the end of this user guide.