

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.

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.

The screenshot displays the NHS Business Services Authority Jobs Dashboard. At the top, it indicates the user is signed in as 'NHS BSA Training' and provides a 'Sign Out' link. A toggle switch for 'Show tasks for all accounts' is visible. The main content area is divided into several sections:

- Tasks by stage:** A table showing the number of tasks in various stages, along with progress bars and overdue counts.

Stage	Count	Track	Overdue
Draft	106	on track 21	overdue 85
Approvals	10	on track 0	overdue 10
Published	7		
Shortlisting	35	on track 4	overdue 31
Interviews	30	on track 1	overdue 29
Ready to offer	20	on track 1	overdue 19
Conditional offers	13	on track 0	overdue 13
Pre-employment checks	8	on track 0	overdue 8
Contracts	11	on track 0	overdue 11
End recruitment	9	on track 0	due 1, overdue 8
- What you can do:** A sidebar with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** A sidebar with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.
- Documents and templates:** A sidebar with links for 'Overview of your organisation', 'Supporting documents', 'Contract templates', and 'Offer letter templates'.
- Help and information:** A sidebar with links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'.
- Reporting:** A sidebar with a highlighted link '1 Run a report'.

At the bottom of the dashboard, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes the copyright notice '© Crown copyright'.

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.

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


Signed in as [Sign out](#)

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

[< Go back](#)

Reporting

Which report do you want to run?

Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

Type of report	Action
Export of application and listing data	Run report (opens in new tab)
Equal opportunities	Run report (opens in new tab) 1
Equal opportunities progress	Run report (opens in new tab)
Equal opportunities for a specific job	Run report (opens in new tab)
Vacancy numbers	Run report (opens in new tab)
Time taken to hire	Run report (opens in new tab)
Vacancy bulletin	Run report (opens in new tab)

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[Cookies](#)
[How to apply for jobs](#)
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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.

Important: 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.

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. A "Signed in as" dropdown menu and "Sign out" link are on the right. A "BETA" banner states "Your feedback will help us to improve this service." The main content area is titled "Equal opportunities" and asks "Do you want to run the report for all departments?". Below the question are two radio buttons: "1 Yes" and "No". A green "2 Continue" button is positioned below the radio buttons. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to apply for jobs", along with the text "© Crown copyright".

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.

Important: 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.

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as NHSBSA Training Sign out". Below the header, there is a "BETA" notice: "Your feedback will help us to improve this service." A "Go back" link is present. The main heading is "Equal opportunities Which departments do you want to include in the report?". Below this is a search box with a "1" in a yellow circle next to it. Underneath the search box is a link: "The department I want is not on the list". Below this link is a text box containing the instruction: "To get a department added to the list you need to contact a super user for your organisation." At the bottom of this section is a green "Continue" button with a "2" in a yellow circle next to it. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to apply for jobs", along with the copyright notice "© Crown copyright".

Departments included in the report

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

Important: 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 ['Add a department'](#) button (optional).
3. Select the ['Continue'](#) button.

The screenshot displays the 'Departments included in the report' page on the NHS Jobs website. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' on the right. Below the header, a white bar contains a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area has a light blue background and includes a '< Go back' link, 'Equal opportunities' text, and the title 'Departments included in the report'. A table lists one department: 'NHS Jobs Training and Support' with a 'Remove' link next to it, which is highlighted with a yellow circle and the number '1'. Below the table, there are two buttons: 'Add a department' (highlighted with a yellow circle and the number '2') and 'Continue' (highlighted with a yellow circle and the number '3'). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a '© Crown copyright' notice.

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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Equal opportunities', and the question 'Which job listings do you want to export the CSV file for?'. There are three radio button options: 'All open job listings', 'All closed job listings', and 'All open job listings and closed job listings'. The 'All closed job listings' option is selected, indicated by a yellow circle with the number '1'. Below the options is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.


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.

You're viewing **NHS Business Services Authority** [Change](#)


Signed in as NHS BSA Training [Sign out](#)

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

[< Go back](#)

Equal opportunities

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

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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 [‘Continue’](#) button.

The screenshot shows a web page from the NHS Business Services Authority. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign out' link. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Equal opportunities', and the title 'Which staff group is the report for?'. Below the title, it says 'Select as many as you need.' and lists ten staff groups with checkboxes: 'Select all staff groups', 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary', 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. At the bottom of the list is a green 'Continue' button with a yellow circle and the number '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

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.

Important: 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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Equal opportunities' followed by 'What stage of recruitment do you want the report to cover?'. There are four radio button options: 'Applications submitted', 'Shortlisted', 'Interview', and 'Offer'. A yellow circle with the number '1' is next to the 'Shortlisted' option. Below the options is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text is '© Crown copyright'.


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.

You're viewing NHS BSA Training


Signed in as NHSBSA Training [Sign out](#)

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

[< Go back](#)

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Your Equal opportunities report is complete'. Below this, under the heading 'Next steps', there are three numbered items: 1. 'Download Equal opportunities report' with a right-pointing arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a link icon. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

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