

How to run the time taken to hire report in NHS Jobs user guide

This guide gives you instruction for how to run the time taken to hire report in the NHS Jobs service.

To run and download the time taken to hire report, you'll confirm which:

- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for

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](#).

Contents

How to run the time taken to hire report in NHS Jobs user guide	1
Run a report	3
Which report do you want to run?	4
Which job listings do you want to export the CSV file for?	5
Which dates do you want the report to cover?	6
Which staff group is the report for?	7
Check your answers	8
Your report is complete	9

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 shows the NHS Business Services Authority Dashboard. At the top, it indicates the user is signed in as 'NHS BSA Training' and provides options to 'Change' or 'Sign Out'. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice states that feedback will help improve the service.

The main content area is titled 'NHS Business Services Authority Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'All users' selected. The dashboard displays a list of recruitment stages with their respective counts and overdue status, accompanied by progress bars:

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

On the right side of the dashboard, there are several sections:

- What you can do:** Includes buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** Lists links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.
- Documents and templates:** Lists links for 'Overview of your organisation', 'Supporting documents', 'Contract templates', and 'Offer letter templates'.
- Help and information:** Lists links for 'The employer hub', 'Roles and permissions', and a button for 'Contact your super users'.
- Reporting:** Features a highlighted link '1 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'.

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 selected 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 '[Time taken to hire](#)' 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)
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) 1
Vacancy bulletin	Run report (opens in new tab)

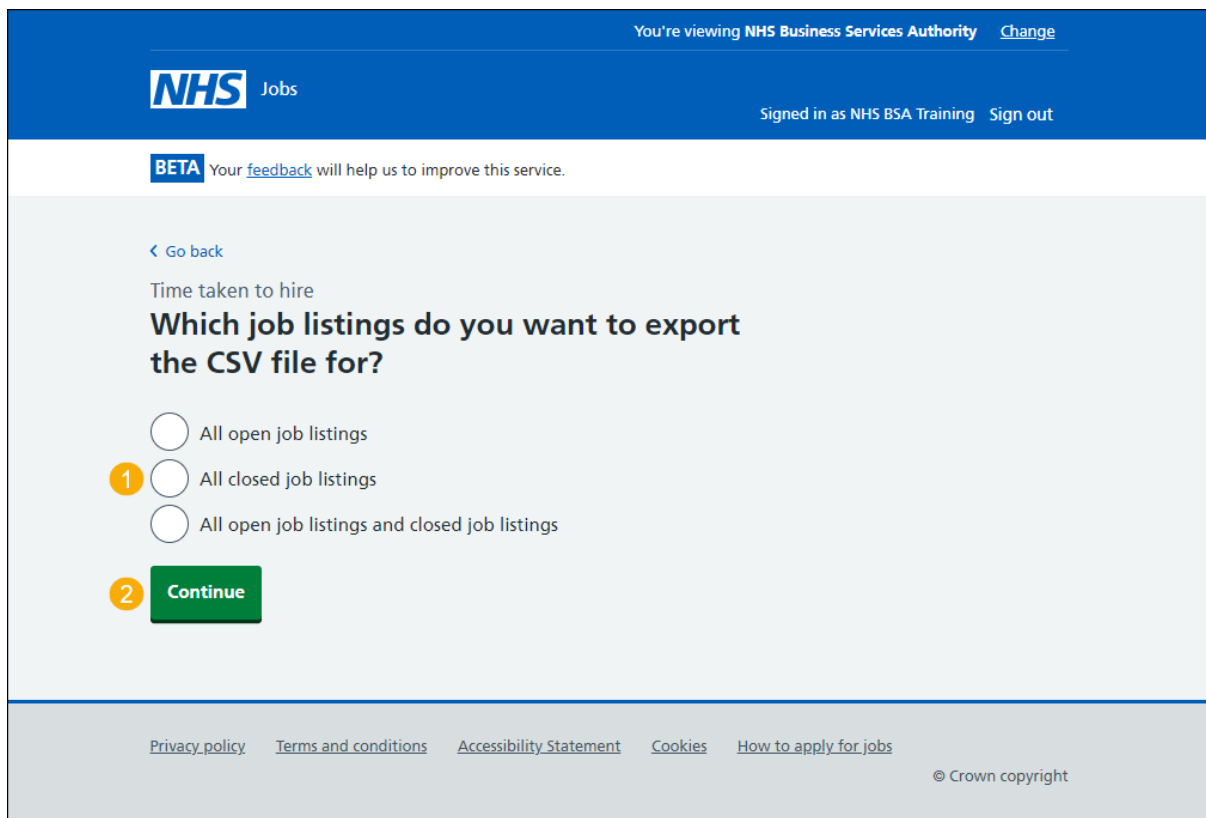
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)
© Crown copyright

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, 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 content area has the heading 'Time taken to hire' followed by 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' (marked with a '1'), and 'All open job listings and closed job listings'. Below the options is a green 'Continue' button (marked with a '2'). 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 a copyright notice '© 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.

The screenshot shows the NHS Jobs application interface. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training' with a 'Sign out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is at the top left. The main heading is 'Which dates do you want the report to cover?'. Below this, there are two date selection sections. The first is 'Date from', with an example '15 3 2020' and three input boxes for Day, Month, and Year, with a '1' in a yellow circle next to the Day box. The second is 'Date to', with an example '11 4 2020' and three input boxes for Day, Month, and Year, with a '2' in a yellow circle next to the Day box. A green 'Continue' button with a '3' in a yellow circle is below the 'Date to' section. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a '© Crown copyright' notice.

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. On 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a light blue background and contains a 'Go back' link. The title of the section is 'Time taken to hire' followed by 'Which staff group is the report for?'. Below this, 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'.


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 Business Services Authority](#) [Change](#)


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

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

[← Go back](#)

Time taken to hire

Check your answers

Which report do you want to run?	Time taken to hire	Change
Which job listings do you want to export the CSV file for?	All open job listings	Change
Date from	01/01/2022	Change 1
Date to	31/01/2022	Change
Which staff group is the report for?	Change Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	

2 Continue

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

© Crown copyright

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 Time taken to hire 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 has a large white box with the text 'Your Time taken to hire report is complete'. Below this, there is a 'Next steps' section with three items: 1. 'Download Time taken to hire report' with a right arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a link. 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'.

You've ran and downloaded the time taken to hire report and reached the end of this user guide.