

How to run the vacancy numbers report in NHS Jobs user guide

This guide gives you instructions for how to run the vacancy numbers report in the NHS Jobs service.

To run and download the vacancy numbers report, you'll confirm:

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

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 options to 'Change' or 'Sign Out'. A toggle switch for 'Show tasks for all accounts' is visible. The main content area is titled 'NHS Business Services Authority Dashboard' and features two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The dashboard lists several recruitment stages with their respective counts and progress bars:

Stage	Count	Progress
Draft	106 - on track 21, overdue 85	~20% (Green)
Approvals	10 - on track 0, overdue 10	~10% (Red)
Published	7	~10% (Green)
Shortlisting	35 - on track 4, overdue 31	~10% (Red)
Interviews	30 - on track 1, overdue 29	~10% (Red)
Ready to offer	20 - on track 1, overdue 19	~10% (Red)
Conditional offers	13 - on track 0, overdue 13	~10% (Red)
Pre-employment checks	8 - on track 0, overdue 8	~10% (Red)
Contracts	11 - on track 0, overdue 11	~10% (Red)
End recruitment	9 - on track 0, due 1, overdue 8	~10% (Red)

On the right-hand side, there are several utility sections:

- What you can do:**
 - [Create a job listing](#) (Green button)
 - [Search for a listing](#) (Dark blue button)
 - [Search for an applicant](#) (Dark blue button)
- 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](#) (Highlighted with a yellow circle and number 1)

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'. A copyright notice '© Crown copyright' is also present.

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 '[Vacancy numbers](#)' option.

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


Signed in as **NHS BSA Training** [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) 1
Time taken to hire	Run report (opens in new tab)
Vacancy bulletin	Run report (opens in new tab)

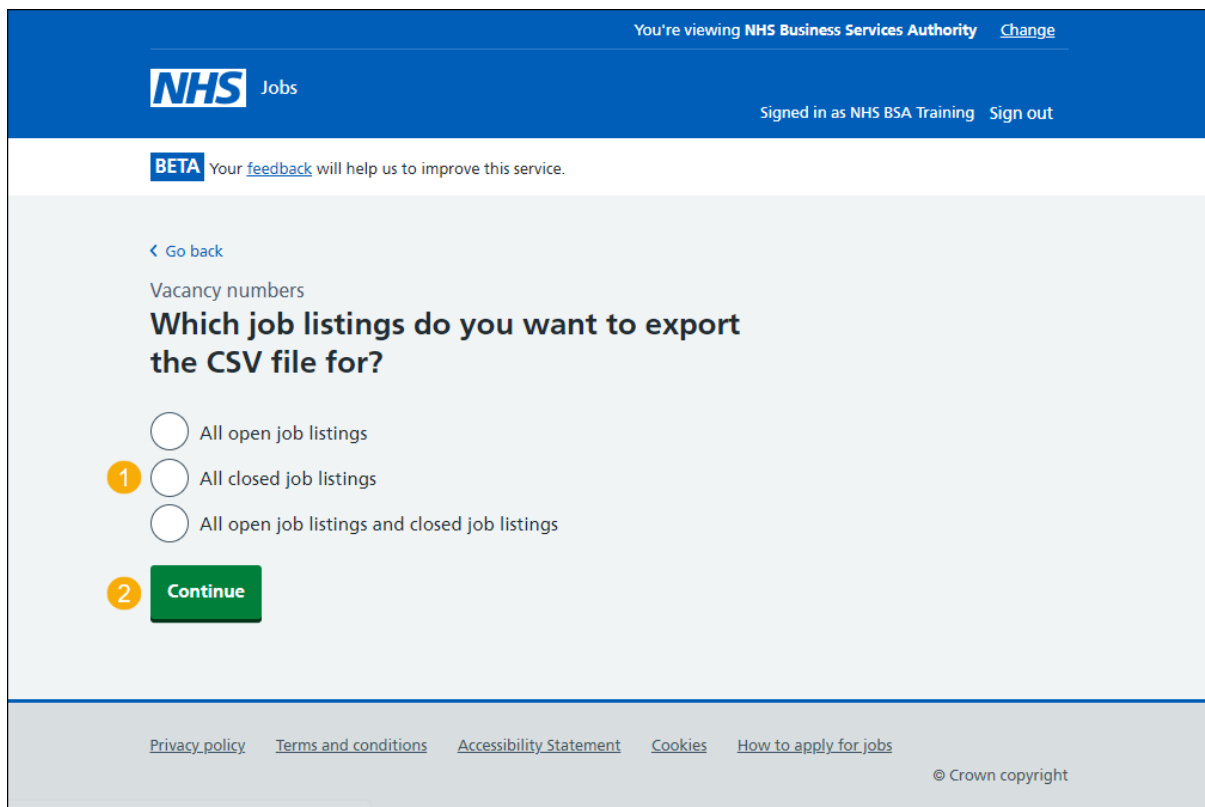
[Privacy policy](#)
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[Cookies](#)
[How to apply for jobs](#)
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Which job listing do you want to export the CSV file for?

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 has a light blue background and contains a 'Go back' link, the text 'Vacancy numbers', 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 marked with a '1' in a yellow circle. Below the options is a green 'Continue' button marked with a '2' in a yellow circle. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and 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 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, 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 'Go back' link and the title 'Vacancy numbers Which dates do you want the report to cover?'. Under 'Date from', there is an example '15 3 2020' and three input boxes labeled 'Day', 'Month', and 'Year', with a '1' in a yellow circle next to the Day box. Under 'Date to', there is an example '11 4 2020' and three input boxes labeled 'Day', 'Month', and 'Year', with a '2' in a yellow circle next to the Day box. Below these is a green 'Continue' button with a '3' in a yellow circle next to it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© Crown copyright'.

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 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 Sign out' is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link and the text 'Vacancy numbers'. The main heading is 'Which staff group is the report for?'. Below the heading, 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. Below the list 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', followed by '© Crown copyright'.

What's the pay scheme?

This page gives you instructions for how to confirm the pay scheme.

Important: You can select as many pay schemes as you need.

To confirm the pay scheme, complete the following steps:

1. Select an answer:
 - ['All pay schemes'](#)
 - ['Hospital, medical and dental staff'](#)
 - ['Agenda for Change'](#)
 - ['Very senior manager \(VSM\)'](#)
 - ['Other'](#)
2. 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 Sign out' is on the right. Below this is a 'BETA' banner with the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Vacancy numbers' followed by 'What's the pay scheme?'. There are five radio button options: 'All pay schemes', 'Hospital, medical and dental staff', 'Agenda for Change', 'Very senior manager (VSM)', and 'Other'. The 'Agenda for Change' 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 are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text is '© Crown copyright'.

What's the hospital medical and dental staff band?

This page gives you instructions for how to confirm the hospital medical and dental staff band.

Important: You'll only see this page if you've selected the hospital medical and dental staff band. You can select as many staff bands as you need.

To confirm the hospital medical and dental staff band, complete the following steps:

1. Select an answer.
2. Select the ['Continue'](#) button.

The screenshot shows the NHS Jobs application 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 'Signed in as NHS BSA Training' and a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main heading is 'Vacancy numbers' followed by 'What's the hospital medical and dental staff band?'. There are five radio button options: 'Specialist Doctor', 'Foundation Doctor', 'Consultant', 'Specialty Registrar', and 'Doctor - other'. The 'Consultant' 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 of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text is '© Crown copyright'.

What's the agenda for change band?

This page gives you instructions for how to confirm the agenda for change band.

Important: You'll only see this page if you've selected the agenda for change band. You can select as many bands as you need.

To confirm the agenda for change band, 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. Below the header, it indicates '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 'Vacancy numbers' followed by 'What's the agenda for change band?'. A list of radio button options is shown for 'Band 2' through 'Band 9'. The 'Band 7' option is highlighted with a yellow circle containing the number '1'. Below the list is a green 'Continue' button, which is also highlighted with a yellow circle containing the number '2'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text reads '© 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](#)

Vacancy numbers

Check your answers

Which report do you want to run?	Vacancy numbers	Change
Which job listings do you want to export the CSV file for?	All open job listings	Change
Date from	01/01/2022	Change
Date to	31/01/2022	Change
Which staff group is the report for?	Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	Change 1
What's the pay scheme?	Hospital, medical and dental staff Agenda for Change Very senior manager (VSM) Other	Change

2
Continue

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

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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 Vacancy numbers 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 indicates '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 Vacancy numbers report is complete'. Below this, a 'Next steps' section lists three actions: 1. 'Download Vacancy numbers report' (with a right arrow icon), 2. 'Run another report' (with a green button), and 3. 'Go back to your dashboard' (with a link). 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 vacancy numbers report and reached the end of this user guide.