NHS Jobs email notifications

Email and text notifications for applicants

Stage	Email or text name	Email or text action
Access your account	Password reset for an applicant notification	An email is sent to an applicant to reset their password.
Search and apply	Confirmation of application started notification	An email is sent to an applicant, confirming they have started an application.
Search and apply	Confirmation of application completed notification	An email is sent to an applicant, confirming they have completed an application.
Shortlisting	Notify unsuccessful applicants after shortlisting	An email is sent to an applicant, confirming they haven't been shortlisted and invited to an interview.
Shortlisting	Notify applicants put on the reserve list	An email is sent to an applicant, confirming they have been added to a shortlist reserve list.
Shortlisting	Notify applicants put on the reserve list	A text is sent to an applicant, confirming they have been added to a shortlist reserve list.
Invite to interview	Notify applicant on the reserve list not invited to interview	An email is sent to an applicant on the reserve list, confirming they haven't been invited to an interview.
Invite to interview	Notify applicant on the reserve list not invited to interview	A text is sent to an applicant on the reserve list, confirming they haven't been invited to an interview.
Recruitment stopped	Recruitment stopped at shortlisting notification (Email)	An email is sent to an applicant, confirming the recruitment has stopped.
Recruitment stopped	Recruitment stopped after shortlisting notification (Text/SMS)	A text/SMS is sent to an applicant, confirming the recruitment has stopped.
Invite to interview	Invite to interview notification	An email is sent to an applicant, confirming they have been invited to an interview.
Invite to interview	Confirmation of interview notification	An email is sent to an applicant, confirming an interview has been scheduled.
Job offer	Conditional offer email notification	An email is sent to an applicant, confirming a conditional job offer has been made.

Job offer	Conditional offer reminder email	An email is sent to an applicant, 3 days after the first initial email, confirming a conditional job offer has been made.
Job offer	Conditional offer reminder (Text/SMS)	A text/SMS is sent to an applicant, 3 days after the first initial text/SMS, confirming a conditional job offer has been made.
Job offer	Conditional offer reminder email	An email is sent to an applicant, 6 days after the first reminder email, confirming a conditional job offer has been made.
Job offer	Conditional offer reminder (Text/SMS)	A text/SMS is sent to an applicant, 6 days after the first reminder text/SMS, confirming a conditional job offer has been made.
Job offer	Conditional offer for a job withdrawn notification	An email is sent to an applicant, confirming a conditional job offer has been withdrawn.
Job offer	Employer rejecting on behalf of applicant notification	An email is sent to an applicant, confirming an employer has rejected a job offer on behalf of an applicant.
Job offer	Notify applicant about job not offered	An email is sent to an applicant, confirming they haven't received a job offer.
References	Reference response notification	An email is sent to a referee for a reference.
References	Chase reference request 1 notification	An email is sent to a referee for a reference. The first email is sent 5 days after the original reference request.
References	Chase reference request 2 notification	An email is sent to a referee for a reference. The second email is sent 10 days after the first chaser request.
Contracts	Issue contract of employment notification	An email is sent to an applicant, confirming a contract of employment has been issued.
Contracts	Contract of employment accepted notification	An email is sent confirming a contract of employment has been accepted.
Contracts	Contract of employment rejected notification	An email is sent confirming a contract of employment has been rejected.
Contracts	Notify applicant about the contract being accepted on their behalf	An email is sent to an applicant, confirming a contract has been accepted on their behalf.
Contracts	Notify applicant about the contract being updated	An email is sent to an applicant, confirming a contract offer has been updated.
Contracts	Notify applicant about the contract being rejected on their behalf	An email is sent to an applicant, confirming a contract has been rejected on their behalf.

Contracts	Notify applicant about the offline contract being sent	An email is sent to an applicant, confirming a contract of employment has been sent offline.
Contracts	Notify applicant about the offline contract being resent	An email is sent to an applicant, confirming a contract of employment has been resent offline.
Contracts	Notify applicant about job offer and contract being withdrawn	An email is sent to an applicant, confirming a job offer and contract has been withdrawn.
Withdraw application	You have withdrawn your job application notification	An email is sent to an applicant, confirming they have withdrawn an application.
Transfer applicant to listing	Notify applicant they are being asked to transfer to another job	An email is sent to an applicant, confirming their application is being transferred to another job.

Email notifications for employers

Stage	Email or text name	Email or text action
Access your account	Password reset for employer notification	An email is sent to an employer to reset their password.
Access your account	New employer introduction notification	An email is sent to an employer when they are added to an organisation as a new user.
Manage account	Change employer details notification	An email is sent to an employer, confirming their employer details have been changed.
Manage account	Add existing employer to organisation notification	An email is sent to add an existing employer user account, confirming they have been added to another organisations account.
Manage account	Email for reactivated employers' notification	An email is sent to an employer, confirming their account has been reactivated.
Create and manage listing	Advert is closed notification	An email is sent to an employer, confirming a job advert has closed.
Create and manage listing	Recruitment manger notification	An email is sent to an employer, confirming they have been assigned an NHS Jobs Recruitment manager role for a job listing.
Create and manage listing	Recruitment administrator notification	An email is sent to an employer, confirming they have been assigned an NHS Jobs Recruitment administrator role for a job listing.
Create and manage listing	Added to shortlist or interview panel member notification	An email is sent to an employer, confirming they have been added as a shortlist or interview panel member for a job listing.
Create and manage listing	Shortlist or interview panel lead notification	An email is sent to an employer, confirming they have been added as a shortlist or interview panel lead for a job listing.
Create and manage listing	At risk applicant notification	An email is sent to an employer, confirming an at risk applicant has applied for a job listing.
Create and manage listing	Recruitment administrator added to multiple job listings	An email is sent to an employer, confirming they are the NHS Jobs Recruitment administrator role for multiple job listings.
Approvals	Job listing approval notification	An email is sent to an employer, confirming they are an approver and need to approve or reject a job listing, before it's published.
Approvals	Someone has rejected your job listing notification	An email is sent to an employer, confirming an approver of a job listing has rejected the approval request.

Create and manage listings	A job listing is now withdrawn notification	An email is sent to an employer, confirming a job listing has been withdrawn.
Approvals	This job listing needs your reapproval notification	An email is sent to an approver, confirming a job listing reapproval request.
Approvals	You are removed as an approver for a listing notification	An email is sent to an employer, confirming they have been removed as an approver for a job listing.
Invite to interview	Notify interview lead that an applicant has requested an alternative date and time for their interview	An email is sent to an interview lead, confirming an applicant has requested a different date and time for their interview.
Transfer applicant to listing	Notify employer when applicant responds to a request to copy them to another listing	An email is sent to an employer, confirming an applicant has responded to a request to copy them to another listing.
Transfer applicant to listing	Notify employer when an applicant accepts or declines a transfer request	An email is sent to an employer, confirming an applicant has accepted or declined a transfer request for their application, to another listing.