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July 2022



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; candidate action required, latest support for employers, spotlight on running reports...

Did you know?

In June there were...



...on NHS Jobs



Action required by candidates ahead of transition

We have started emailing all candidates with an account in the current NHS Jobs service to let them know the version of NHS Jobs that they are using will close on 31 October 2022 and the action they must take to save their information.

What this means for them

Saved profiles and applications that they may have stored within the current NHS Jobs service will not be accessible from 31 October 2022, and this saved information will not automatically transfer to the new NHS Jobs service.

What do they need to do?

Candidate account holders must take action to download their profiles and any saved applications for their own records. They can find guidance on how to do this on the [NHS Jobs section of the NHS Business Services Authority's website](#).

How you can help

We want to people to know that the current service will close on 31 October and that they need to act now.

Whilst the audience for this newsletter is employers, you may also be a candidate and may have your own candidate account in the current NHS Jobs service. You may have already received an email from us and acted on this advice, however for those who have yet to do so, please act now and download your information as explained above.

Your employees may have candidate accounts in NHS Jobs. We understand the time and effort candidates put in when submitting a job application and we want them to have access to this important information after the current NHS

Jobs service closes on 31 October 2022.

Please can you share this message with your employees to raise awareness of the importance of acting now.

Thank you for your support.

Training & Support

Did you know that it's quick and easy to find answers to frequently asked questions by using our [online knowledge base](#).

To get you started, here are some of the most visited articles last month:

At what point in the process can I view an applicant's personal details?

Users with the role of Team manager, Recruitment administrator and Recruiting manager can view personal details once the applicant is shortlisted for an interview.

If you're a Super User, you can view applicants' names and email addresses as soon as an application is submitted by selecting to 'Download applicant contact details'.

Can I change the shortlisting panel and lead?

Yes, users with the role of Super user, Team manager, Recruitment administrator and the 'Recruiting Manager' for the specific listing can add to the shortlisting panel and change the shortlisting lead.

A user who is part of the panel cannot amend the shortlisting lead.

Don't forget, you can also access user guides and videos to help you use NHS Jobs on the [Help and support for employers page](#)

Need more help?

Any user who needs support when using NHS Jobs should first use our user

guides and videos on the [Help and support for employers page](#) and FAQs on our [online knowledge base](#).

You can also subscribe to our [YouTube channel](#) to get alerts when new or updated videos are available.

Recruiting managers who still need support should contact the local experts at their organisation for further guidance. These will usually be users with the user role of Super user and possibly Recruitment administrator and Team manager in the NHS Jobs service.

Super users, Recruitment administrators and Team managers who have been unable to find the support they need for themselves or when providing guidance to recruiting managers through online support. Other local experts can contact the NHS Jobs team for support.

You can find our contact details on the [Employer Hub](#) along with lots of other useful links and information.

Add an applicant to a listing

Through feedback and user research, you told us about different scenarios where a new applicant may need to be added into a recruitment campaign which is already underway.

To support you in these scenarios and make the service more accessible to applicants with limited access to technology, we have added new functionality which allows employers to add applicants to a job listing, up to the '**Ready to start offer**' stage.

When an applicant is added, they are automatically sent an email to let them know. The email explains the steps they need to take to complete and submit their application. This allows applicants to take ownership of their data and only submit relevant information that they consent to share within the NHS Jobs service.

To help streamline those recruitments, employers can choose the parts of the application they want the applicant to complete. The options are based on the listing the applicant is being added to but, to encourage best practice and help maintain the National Workforce Data Set, the Equality and Diversity option is pre-populated.

Add applicant

Which sections do you want the applicant to complete?

Applicants should complete the equality and diversity section. This information is part of:

- equal opportunities reporting
- maintaining the National Workforce Data Set

Select the sections you want them to complete.

Add their personal details

Contact details

Add their right to work status

Right to work

Add their CV

CV

Add further information

Unspent criminal convictions and cautions

Fitness to practice

Check their equal opportunities

Guaranteed interview scheme

Equality and diversity

[Continue](#)

Spotlight: Running a report

This month we're focusing on how to run a report in your organisations account.

We've produced the following help and guidance materials:

User guides:

- go to the 'Run a report' section on the [help and support for employers webpage](#).



Videos:

- go to the 'Employer – Run a report' playlist on the [NHS Jobs YouTube channel](#).



Help & Support: Latest guides and videos

During July, the team have created and updated the following resources to support you in using the NHS Jobs service.

Employers:

- How to add an offline applicant to a job listing - user guide and video
- How to copy an application to another job listing within an organisation - user guide and video

- How to view which tasks each role can do - user guide

Applicants:

- How to respond to a job offer - user guide
- How to respond to an application you've been added to - user guide and video
- How to respond to your moved application - user guide and video

For further help and guidance, visit the '[Help and support for employers](#)' or '[Help and support for applicants](#)' webpage.

Changes to CCGs

The Health and Care Act 2022 received Royal Assent last month, resulting in Clinical Commissioning Groups (CCGs) in England being transferred into Integrated Care Boards (ICBs) from 1 July 2022.

For the Optimisation Team here at NHS Jobs, this involved updating all of the NHS Jobs accounts to reflect where CCGs merged to form new ICBs, changing account names, and building new structures within NHS Jobs so that HR teams across the country could continue to carry out recruitment to meet their needs without disruption.

A massive thank you to all of our valued organisations who worked with our team to ensure that the weeks of planning and organising were a success!

Our team also reached an exciting onboarding goal this month. We have officially onboarded all 6,689 organisations that were in Milestone 1 of the NHS Jobs Onboarding Plan – these organisations are largely GP practices, with some charities and Local Authorities who use NHS Jobs to advertise, shortlist, and invite to interview. This is an enormous achievement and the team are absolutely thrilled to get these organisations over the line.

Changes to CCGs

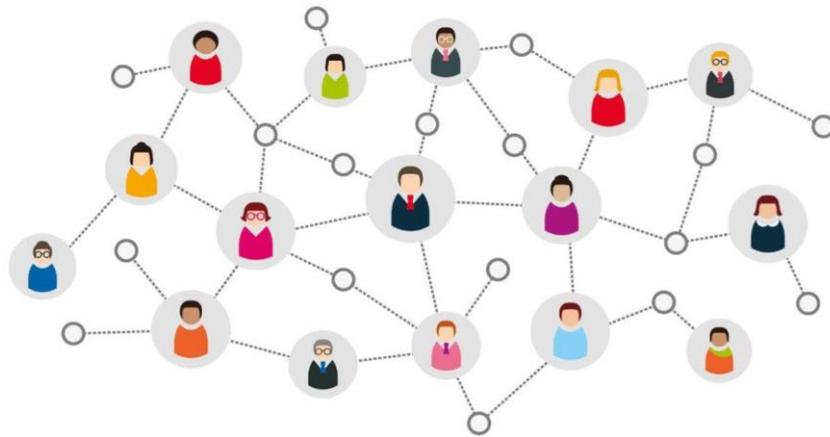
NHS Jobs were pleased to attend the Suffolk & Northeast Essex (SNEE) ICS launch event on 1 July 2022 at Old Rowley Racecourse in Newmarket.

In addition to the formal launch of the SNEE ICS, it was billed as an opportunity 'to look forward to the next chapter for Suffolk and Northeast Essex ICS – from 'Thinking Differently Together' to 'Doing Differently Together'.'

The event was split into four themed areas; Communities, Technology, Net Zero and Workforce, each featuring exhibitors from NHS organisations and external companies. Visitors were encouraged to take advantage of a variety of keynote speakers, workshops, demonstrations and networking opportunities.

Stakeholder Engagement Lead for the East of England, Sharon Battersby was 'on point' promoting NHS Jobs in the 'Workforce' zone. Interest was high, and it was a great opportunity to answer questions from both candidates and employers, raise awareness and forge connections.

To find out how more about us, please visit [NHS Jobs Stakeholder Engagement Team](#).



[Talk to us](#)

Click the button above to get in touch and tell us about your experience using NHS Jobs.

Thanks for reading

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