

How to copy an application to another job listing within an organisation in NHS Jobs user guide

This guide gives you instructions for how to copy an application to another job listing within an organisation in the NHS Jobs service.

You can copy an application to a job listing which is in any of the following recruitment stages:

- interviews
- ready to offer
- offers
- pre-employment checks
- contracts
- end recruitment

Applicants will receive confirmation that they're being moved to another listing and can choose to accept or decline this.

For users of NHS Jobs and Electronic Staff Record (ESR) integration.

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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Interviews

This page gives you instructions for how to access a job listing in the interviews recruitment stage.

Important: In this example, a job listing in the 'Interviews' stage is used.

To access a job listing in the interviews recruitment stage, complete the following step:

1. Select the '[Interviews](#)' link.

The screenshot shows the NHSBSA Lee UAT Jobs Dashboard. At the top, it indicates the user is signed in as Lee Mapes. The dashboard features a 'Tasks by stage' section with a table showing the number of tasks for each stage. The 'Interviews' stage is highlighted with a yellow circle and the number 1, indicating it is the selected stage. To the right, there are buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below these are links for 'Manage the account' including 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.

Stage	Count
Draft	0
Published	1
Shortlisting	5
1 Interviews	8

Select a job listing

This page gives you instructions for how to select a job listing.

Important: In this example, the 'Clinical Administrator' job title is used.

To select a job listing to move applicants to, complete the following step:

1. Select the '[Job title](#)' link.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, there's a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'Interviews' and includes filters for 'Showing tasks for' (All users) and 'Showing tasks' (All). Below the filters is a table of interviews.

Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next
1 Clinical Administrator A0199-22-5865 INTERNAL	24 Oct 2022 ON TRACK	2	2	0	Interviews scheduled	Manage your interviews

Request to move applicants to another listing

This page gives you instructions for how to request to move applicants to another listing.

To request to move applicants to another listing, complete the following step:

1. Select the '[Request to move applicants to another listing](#)' link.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the listing title 'Clinical Administrator listing' under 'NHSBSA Lee UAT'. There are two status badges: 'INTERVIEWS' and 'READY TO INVITE TO INTERVIEW'. The reference number is 'A0199-22-1337'. A navigation bar has three tabs: 'Job details', 'Team', and 'Applicant details'. The page is divided into sections: 'The job title' with a link to 'Job title and reference number'; 'The details of the job' with links for 'About the job and pay', 'Location', and 'Contact details and closing date'; 'The job overview, job description and person specification' with links for 'Job overview', 'Job description', 'Person specification', and 'Supporting documents'; and 'Pre-application and additional application questions' with links for 'Pre-application questions' and 'Additional application questions'. On the right, a 'What needs doing next' sidebar contains a green 'Invite to interview' button and links for 'Reuse this listing', 'Remove this listing', 'Download applicant contact details', 'Request to move applicants to another listing' (highlighted with a yellow circle containing the number 1), and 'Add Applicant'. 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'.

Before you request to move applicants

This page gives you instructions for how to move applicants.

Important: You should contact the applicants directly first to explain why you're moving their application to a new listing.

Read the information on the page and complete the following step:

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

NHS Jobs You're viewing [NHSBSA Lee UAT](#) [Change](#)

Signed in as [Lee Mapes](#) [Sign Out](#)

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

[Go back](#)

Request to move applicants to another listing

Before you request to move applicants

You should contact the applicants directly first to explain why you're moving their application to a new listing.

To move applicants to another listing, you will:

- select the listing you want to move the applicants to
- select the applicants you want to move
- enter a reason why you want to move the applicants

We'll send the applicants an email asking for permission to move their application.

Then the applicant will:

- sign into NHS Jobs and accept or reject the request
- add any missing information that wasn't in their original application

1 [Continue](#)

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What is the listing you want to move the applicants to?

This page gives you instructions for how to find a listing to move applicants to.

To find a listing to move applicants to, complete the following steps:

1. In the **Enter the job title or job reference** box, enter the details.
2. Select the ['Find the listing'](#) button.

The screenshot shows the NHS Jobs interface for moving applicants. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A '< Go back' link is present. The main heading is 'Request to move applicants to another listing' followed by 'What is the listing you want to move the applicants to?'. Below this is a form with a text input field labeled 'Enter the job title or job reference.' and a green button labeled 'Find the listing'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: To view all your listings, leave the **Enter the job title or job reference** box blank and select the 'F' button.

Select the correct job listing

This page gives you instructions for how to select the correct job listing.

Important: In this example, the 'Clinical Administrator' job title is used.

To select the correct job listing, complete the following steps:

1. Select the correct listing.
2. Select the '[Continue](#)' button.
or
3. If the job you want is not shown, select the '[search for the listing again](#)' link.

You're viewing [NHSBSA Lee UAT](#) [Change](#)
NHS Jobs
Signed in as [Lee Mapes](#) [Sign Out](#)

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

[Go back](#)

Request to move applicants to another listing

We found 2 results for Admin

Select the correct listing.

	Job reference	Job title	Status
1	A0199-22-1337	Clinical Administrator	Ready to invite to interview
<input type="radio"/>	A0199-22-5865	Clinical Administrator	Interviews scheduled

If the job you want is not shown, you can [search for the listing again](#).

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Which stage of recruitment are the applicants at?

This page gives you instructions for how to select the stage of recruitment the applicants are at.

To select the stage of recruitment the applicants are at, complete the following steps:

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

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'You're viewing NHSB5A Lee UAT' and 'Change' on the right. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Request to move applicants to another listing' followed by 'Which stage of recruitment are the applicants at?'. Below this, it says 'Select all stages that are relevant to you.' There are three radio button options: 'Select all', 'Selected to invite to interview' (with a yellow circle containing the number 1), and 'Unsuccessful'. A green 'Continue' button with a yellow circle containing the number 2 is positioned below the options. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: You can select more than one recruitment stage.

Which applicants do you want to move?

This page gives you instructions for how to select which applicants you want to move.

To select the applicants you want to move, complete the following steps:

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

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Signed in as [Lee Mapes](#) [Sign Out](#)

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

[Go back](#)

Request to move applicants to another listing

Which applicants do you want to move?

Select all applicants you want to move.

	Applicant reference	Applicant name	Status
<input type="checkbox"/>	AR-220630-01139	Lee Mapes	Selected to invite to interview
1 <input type="checkbox"/>	AR-220630-01140	Lee Mapes1	Unsuccessful
<input type="checkbox"/>	AR-220630-01141	Lee Mapes2	Selected to invite to interview

2 [Continue](#)

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Tip: You can select more than one applicant.

Do you want the applicants to add any missing information to their application?

This page gives you instructions for how to confirm if you want applicants to add any missing information to their application.

Important: Some of the information such as essential and desirable criteria cannot be moved across so applicants will need to complete these sections. Applicants will be missing most of the information if they are being moved from a CV.

To confirm if you want applicants to add any missing information to their application, complete the following steps:

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

You're viewing **NHSBSA Lee UAT** [Change](#)

NHS Jobs [Signed in as Lee Mapes](#) [Sign Out](#)

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

[< Go back](#)

Request to move applicants to another listing

Do you want the applicants to add any missing information to their application?

Some information such as essential and desirable criteria cannot be moved across.

Applications will be missing most of the information if they are being moved from:

- a CV application to an online application
- an online application to a CV application

You'll still be able to view their original application on the listing they first applied to.

1 Yes, I want them to complete missing sections of their application again

No, I don't want them to complete missing sections of their application again

2 [Continue](#)

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Why do you want to move the applicants to another listing?

This page gives you instructions for how to confirm why you want to move the applicant to another listing.

Important: We'll send this information to the applicants. You can include contact details if they want to ask questions.

To confirm why you want to move the applicant to another listing, complete the following steps:

1. In the 'Why do you want to move the applicants to another listing?' box, enter the details.
2. Select the [Continue](#) button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' 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.' A '< Go back' link is visible. The main heading is 'Request to move applicants to another listing' followed by 'Why do you want to move the applicants to another listing?'. Below this, it says 'We'll send this information to the applicants. You can include contact details if they want to ask questions.' There is a large text input field with a '1' in a yellow circle to its left. Below the input field is a green 'Continue' button with a '2' in a yellow circle to its left. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains '© Crown copyright'.

Do you want to receive email notifications when applicants have responded to your request?

This page gives you instructions for how to confirm if you want to receive email notifications when applicants have responded to your request.

To confirm if you want to receive email notifications when applicants have responded to your request, 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 on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Change' on the right. Below the header, there is a 'Signed in as Lee Mapes' and '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 content area displays the title 'Request to move applicants to another listing' and the question 'Do you want to receive email notifications when applicants have responded to your request?'. There are two radio button options: '1 Yes, I want to receive email notifications' and '2 No, I don't want to receive email notifications'. A green 'Continue' button is positioned below the second option. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Check and send requests

This page gives you instructions for how to check and send requests.

To check, change and send requests, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the [Send requests](#) button.


You're viewing **NHSBSA Lee UAT** [Change](#)

Signed in as [Lee Mapes](#) [Sign Out](#)

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

[Go back](#)

Request to move applicants to another listing

Check and send requests

Listing to move applicants from	Clinical Administrator A0199-22-1337 Ready to invite to interview	
Listing to move applicants to	Ward Nurse A0199-22-3455 Interviews completed	Change
Stage of applicants' recruitment	Selected to invite to interview Unsuccessful	Change
Applicants to move	Lee Mapes1 (AR-220630-01140)	Change 1
Do you want the applicants to add any missing information?	Yes	Change
Reason for moving	More suitable.	Change
Do you want to receive email notifications?	Yes	Change

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Send requests

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Requests to move applications sent

This page gives you confirmation you have requested to move applications.

Important: Applicants are emailed to ask if their application can be moved to the new listing. Applicants need to sign into their NHS Jobs account and accept or reject the request.

To do a task, complete the following step:

1. Select the 'Go to your dashboard' button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes' on the right. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Requests to move applications sent' and the details 'from A0199-22-1337 to A0199-22-3455.' Below this, a section titled 'What happens next?' explains that applicants have been emailed and need to sign in to accept or reject the request. A green button with a yellow circle containing the number '1' is labeled 'Go to your dashboard'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

You've requested to move an applicant to another listing and reached the end of this user guide.