August 2022

NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; migration milestone, latest release information & new supporting materials...

Did you know?

In July there were...

| 54,205 Vacancies published | 74,530 New jobseekers registered | 84,701 Applications submitted | 23,927 Applications shortlisted | 3,752 Applicants recruited | 1,704 COVID-19 adverts published |

...on NHS Jobs

NHS Jobs feature releases

In 2022 so far:

8 Total number of releases

9 Employer features released

38 Employer CI released

2 Applicant CI released

47 total applicant & employer features released

Transfer application to another listing within an organisation

We've introduced the ability to move an applicant to another listing within the same organisation. When the employer takes the action in the service, a consent for transfer is sent to the applicant via email and in their applicant dashboard. Applicants can then accept or reject the request. This gives employers the flexibility to move applicants to another listing that they feel the applicant is more suitable for, but also allows this to be done digitally with the applicant informed and in control. If you are moving an applicant to a cloned vacancy, the applicant step is not needed and this transfer is immediate.

Add an offline applicant

Employers can now add an applicant to a job listing after it has closed. Applicants will receive notification that they've been added to a listing, and are able to then complete any parts of the application form the employer has requested before accepting and submitting their application to the vacancy.

Mobile view improvements

We've made improvements to viewing NHS Jobs on a mobile device. Optimised screens will enable a better experience for users.

Migration to the new service hits milestone

Migrating 6,935 NHS organisations onto the new version of NHS Jobs is approaching the final stages.

During the month of August, the Optimisation Implementation Team completed the onboarding of our Milestone 7 organisations.

The 135 organisations in this group consisted mostly of complex needs Private Limited Companies, some charities and hospices, Local Authorities, and DHSC agencies, who post multiple job vacancies each month, and do not integrate with ESR or use an Applicant Tracking System (ATS).

The Milestone 7 team worked closely with all organisations, providing detailed end-to-end system overviews, training sessions, and bespoke technical guidance as required, forming valuable relationships with key stakeholders on each account.

Our goal was to facilitate the migration to the new NHS Jobs service without any disruptions to recruitment plans and HR operations, and this was a huge success.

NHS Jobs and ESR integration

This month's help and guidance spotlight is on NHS Jobs and Electronic Staff Record (ESR) integration.

We've recently added 22 frequently asked questions (FAQs) to cover functionally, check out the [Knowledge Base](#).

You can read about how the integration has helped improve recruitment at Liverpool Heart and Chest Hospital in our case study.

Future NHS Workforce Solution Transformation Programme

The NHS Business Services Authority (NHSBSA) is leading an NHS-led transformation programme to identify and deliver the future NHS workforce solution. The solution will build on the success of the current Electronic Staff Record (ESR) system in support of the NHS People Plan and the wider NHS workforce policies. The programme puts users and stakeholders at the heart of the future solution. They have now completed three discovery phases and the next stage, the procurement phase, has now started. This means they have formally notified potential suppliers they can now submit their bids for the work on the future NHS workforce solution.

The procurement phase will include reviewing and evaluating initial suppliers and creating a shortlist. The suppliers on this list will create 'proof of concept' designs, which will then be tested before a final evaluation process of their bid proposals will take place. Given the work involved during this process and the size and scope of this programme, it is expected this phase will take some time to be completed. We aim to have a contract awarded to the successful supplier in summer 2024.

You can keep up to date with the programme by visiting our website, sign up to our FutureNHS workspace and/or sign up to our contact form to receive information direct to your inbox.

If you have any questions you can contact the programme team at nhsbsa.esrdiscovery@nhs.net.

Training & Support

In the first week of August, the NHS Jobs Training and Support Team delivered bitesize sessions for our colleagues from GP Practices and Primary Care Networks.

We covered how to create a job listing, how to score & shortlist your applicants and how to set up & manage your interviews in the new NHS Jobs service.

We got some great feedback for the sessions:

- *"That was really informative thank you, it is definitely more streamlined"*
- *"Thank you, I'm a lot more confident to use this function now."*
- *"Thanks so much for your help. Have really enjoyed the session"*

We also recieved some great questions during the sessions and the team have already created user guides and videos which you can find on the Help and support for employer page as well as our online knowledge base where you can find answers to frequently asked questions.

To get you started, here are some of the questions and answers from the training sessions. You can find further information and guidance from the links above.

How does someone become a Super User?
An existing Super User can create more users, including more Super Users from the 'Manage users' link on their dashboard. The maximum number of Super users is seven.

Can I remove job listings from my dashboard?
Job listings that are in draft stage can be deleted by selecting the 'Draft' link from your dashboard and then selecting 'Delete the listing'.

Once a job listing has reached the 'Shortlisting' stage it can be removed from your dashboard by selecting the job title link and then selecting the 'Remove this listing' link.

When a job listing has reached the 'End Recruitment' stage, you will be able to remove the listing from your dashboard by selecting 'End recruitment'.

You can also watch recording of the webinars on our [YouTube channel](#). Why not subscribe to get alerts when new or updated videos are available.

[Watch the Create a job listing webinar.](#)
[Watch the Scoring and shortlisting webinar.](#)
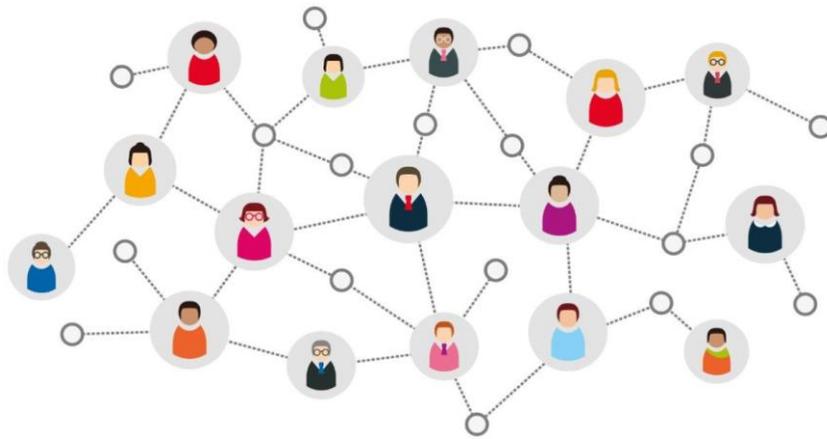[Watch the Create and manage interviews webinar.](#)

Help & Support: Latest guides and videos

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

Employers:

- How to run the vacancy bulletin report – user guide
- How to run the equal opportunities for a specific job report – user guide
- How to run the equal opportunities progress report – user guide
- How to run the equal opportunities report – user guide and video
- How to run the export of application and listing data report – user guide
- How to run the time taken to hire report – user guide
- How to run the vacancy numbers report – user guide

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

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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