

[Email not displaying correctly? View it in your browser.](#)

September 2022



**Business Services Authority**

Your NHS Jobs newsletter



**NHS Jobs** - A Workforce Service delivered by the NHSBSA

In this edition; important information on closure of current service...

## Did you know?

In August there were...



...on NHS Jobs



## Closure of current NHS Jobs service

NHS Jobs is fully moving to its new and improved service, meaning the current service will close soon.

You will no longer be able to publish adverts after 24 October 2022 and the latest closing date an advert can have is 31 October 2022.

You will be able to access the service or any of your data held within the current version of NHS Jobs until the service's contract expires in 2023.

### Reviewing your NHS Jobs account

In preparation for this, we recommend that you:

- switch off automatic emails
- archive your vacancies
- run reports to extract and data that you might need in the future
- disable user accounts

[Full guidance](#)

### Applicants

Applicant account holders have been made aware that the system will close to them on 31 October 2022, you may wish to share this message on your own channels.

Any applicants currently in a recruitment journey will retain access in order to complete the process.

Full guidance for applicants is contained in the link below.

[Information for applicants](#)

---

## Help and guidance for labels & symbols

We've created a document and video to show different applicant labels and symbols within the NHS Jobs service.

This helps you to understand what the different labels and symbols mean, such as if an applicant has declared that they want to be considered under the Disability Confident Scheme or have confirmed they have any unspent criminal convictions or cautions on their application.

You can find the following help and guidance:

- Document in the '**Notifications, labels and statuses**' drop down box of the [Help and support for employers](#) webpage
- Video in the '**Employer - Score, shortlist and invite to interview**' playlist of the [NHS Jobs YouTube channel](#)

## NHS Jobs labels for applicants

This document shows the different labels for applicants in the NHS Jobs service.

Name	Label	Description	Visibility
AT RISK	<b>AT RISK APPLICANT</b>	An employer has added an applicant to their organisations NHS Jobs account as being at risk of redundancy	When scoring applicants
SAFEGUARDING	<b>SAFEGUARDING</b>	An applicant has answered 'Yes' to having any unspent criminal convictions or cautions on their application	Once applicants have been shortlisted for interview

## Multiple locations in third-party applicant tracking systems

In September 2021 we released functionality for NHS Jobs that allowed vacancies to be advertised with more than one location.

The benefits of this development were:

- Up to ten locations can be added to each vacancy.
- If a candidate searches for a role in the NHS Jobs service, all locations added to an advert now show in the search results.

As NHS Jobs links to several third-party applicant tracking systems (ATS) that do not yet offer this functionality, we have created a [user guide](#) and [YouTube video](#) to instruct users how to add additional locations, before publishing the vacancy in NHS Jobs.

These materials are designed to help you to optimise the NHS Jobs vacancy search service and maximise your reach to applicants

---

## New sessions for GPs & Primary Care

In the final week of October, the NHS Jobs Training and Support Team will be delivering further bitesize sessions for our colleagues from GP Practices and Primary Care Networks.

In these sessions, we will be covering how to create a job listing, how to score & shortlist your applicants and how to set up and manage your interviews in the new NHS Jobs service.

Invitations will be sent directly to eligible employers once dates and times have been confirmed.

We've received some great questions and feedback from our previous sessions and have created user guides and videos which you can use to assist you, these can be found on the [Help and support for employer page](#). You can also use our [online knowledge base](#) to find answers to our frequently asked questions.

You can also watch recordings 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 September, the team have updated the following resources to support you in using the NHS Jobs service.

Employers:

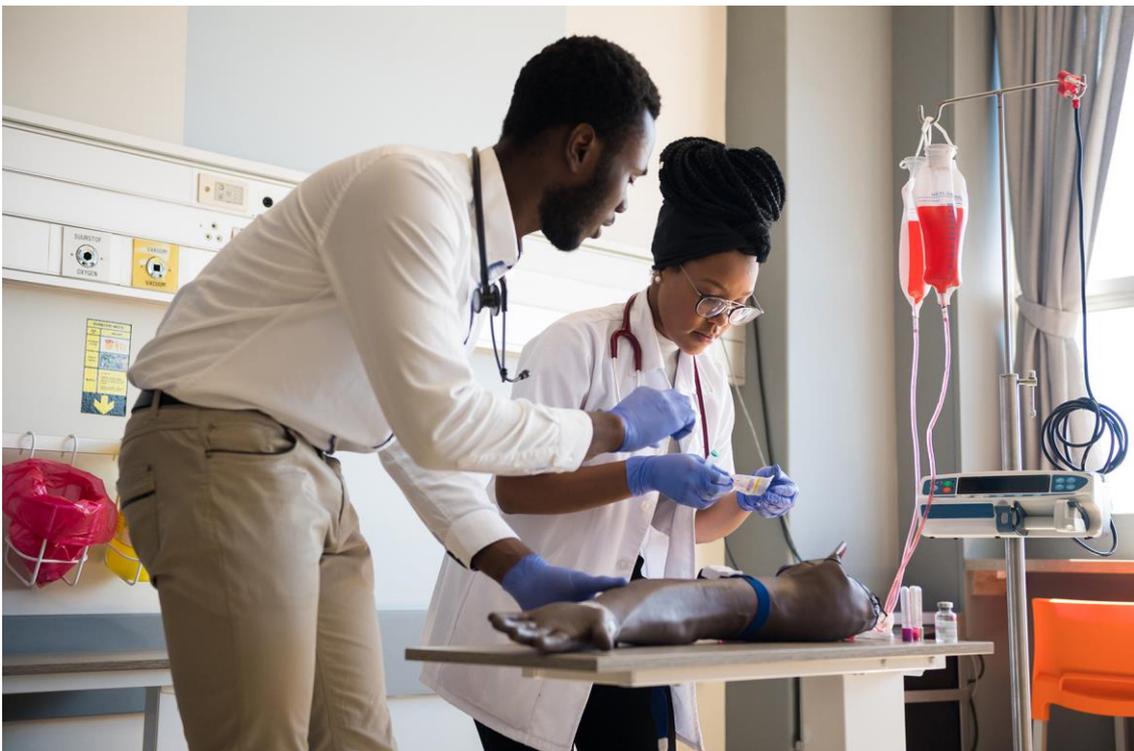
- How to use the Employer hub in NHS Jobs user guide

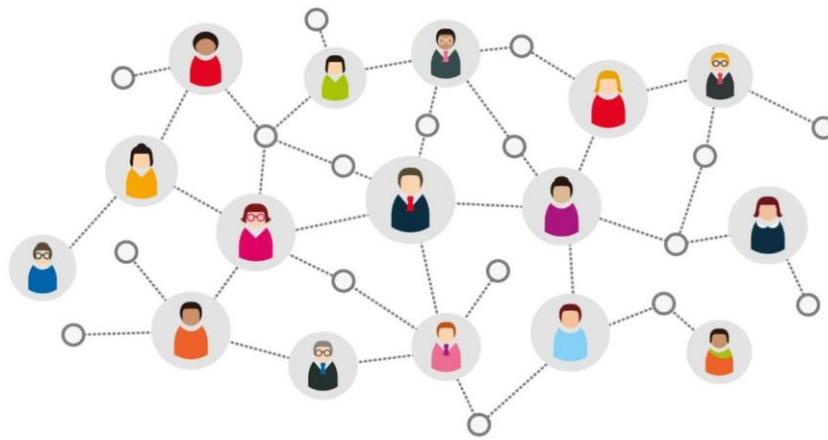
- How to create a job listing in NHS Jobs – Add the details of the job user guide
- How to set up a rolling recruitment in NHS Jobs user guide
- How to transfer an applicant to a copied listing for rolling recruitment in NHS Jobs user guide

Applicants:

- How to use the Applicant hub in NHS Jobs 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

Did someone forward you this newsletter? Make sure you don't miss out on all the latest news from NHS Jobs.

[Join our mailing list here.](#)

Don't forget to follow us on Twitter - search for [@NHS\\_Jobs](#)





