

How to complete an Inter Authority Transfer (IAT) check in NHS Jobs user guide

This guide gives you instructions for how to complete an Inter Authority Transfer (IAT) check in the NHS Jobs service.

An IAT is an electronic way of gathering an applicant's information from their previous or current NHS employer using the Electronic Staff Record (ESR) system. The current and new NHS organisations need to be opted into the automated IAT process in ESR.

An IAT response is needed to complete the applicant's pre-employment information before they can start their new job.

If the applicant selects 'Yes' in NHS Jobs. Yes is transferred to ESR, the IAT is ran and their record is updated.

If the applicant selects 'No' or 'Not applicable' in NHS Jobs. No is transferred to ESR, the IAT isn't ran and their record is updated.

For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

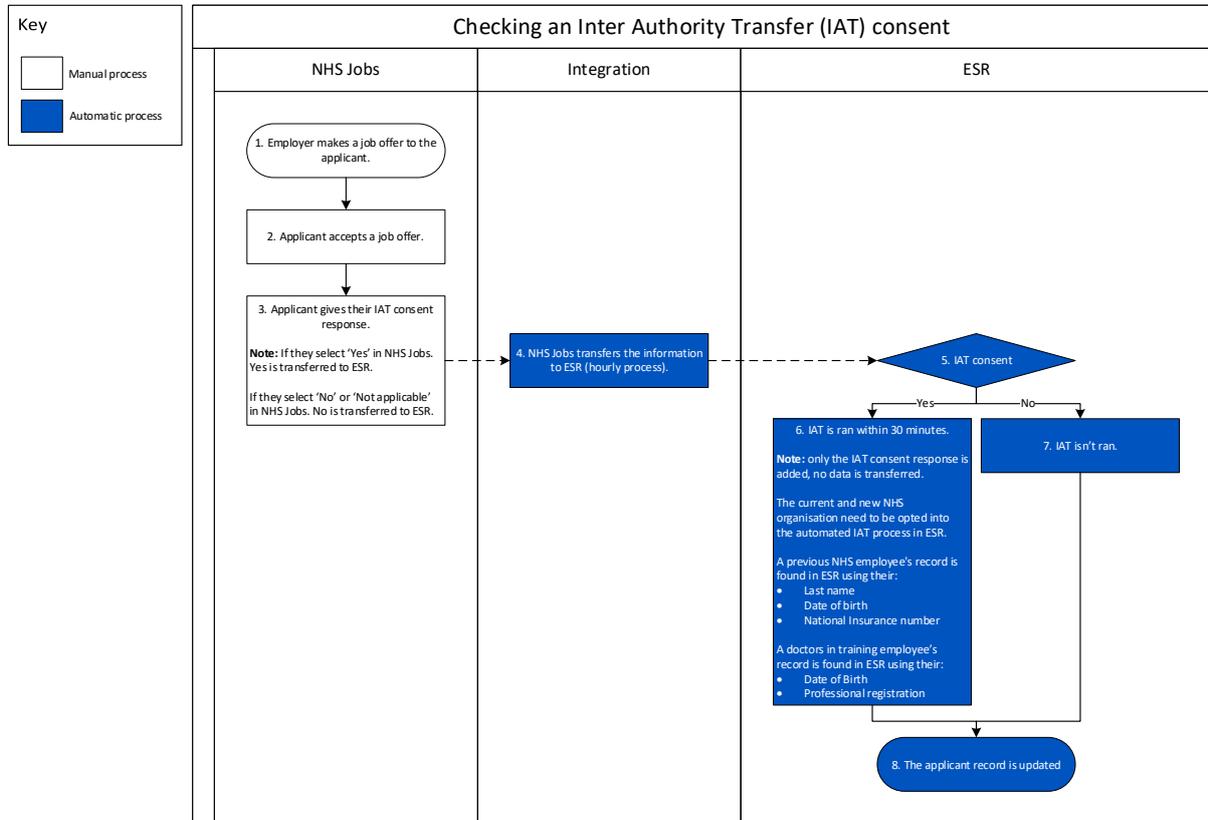
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

Contents

How to complete an Inter Authority Transfer (IAT) check in NHS Jobs user guide	1
 Process flow diagram	3
 Pre-employment checks	4
 Applicant's pre-employment checks	5
 Check pre-employment checklist or withdraw offer.....	6
 Inter Authority Transfer (IAT).....	7
 Check the IAT transfer consent	8
 Check the IAT status in NHS Jobs.....	9
 Check the IAT details in ESR.....	10

Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for completing an IAT consent check.



Go to the ['Pre-employment checks'](#) page.

Pre-employment checks

This page gives you instructions for how to access pre-employment checks.

Important: You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

The screenshot shows the NHSBSA Lee UAT Dashboard. The main content area is titled 'NHSBSA Lee UAT Dashboard' and features a 'Tasks by stage' tab. A dropdown menu shows 'Showing tasks for All users'. The dashboard lists various recruitment stages with their respective counts and progress bars. The 'Pre-employment checks' stage is highlighted with a yellow circle containing the number '1'. The right-hand sidebar contains several sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'; 'Documents and templates' with links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'; 'Help and information' with links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'; and 'Reporting' with a link for 'Run a report'. The footer includes links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice for Crown copyright.

Stage	Count	Additional Info
Draft	11	
Published	2	
Shortlisting	5	- on track 0, overdue 5
Interviews	8	
Ready to offer	8	- on track 7, overdue 1
Conditional offers	13	- on track 3, overdue 10
Pre-employment checks	0	
Contracts	3	
End recruitment	0	

Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

Find the applicant and complete the following step:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the '[View checks or withdraw offer](#)' link.

You're viewing NHS BSA Training [Change](#)
Signed in as [Liam M!](#) [Sign Out](#)

Show tasks for all accounts

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

[Go back](#)

NHS BSA Training

Pre-employment checks

Showing tasks for All users

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
1 Liam MA AR-210128-00006	2 Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	3 View checks or withdraw offer

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

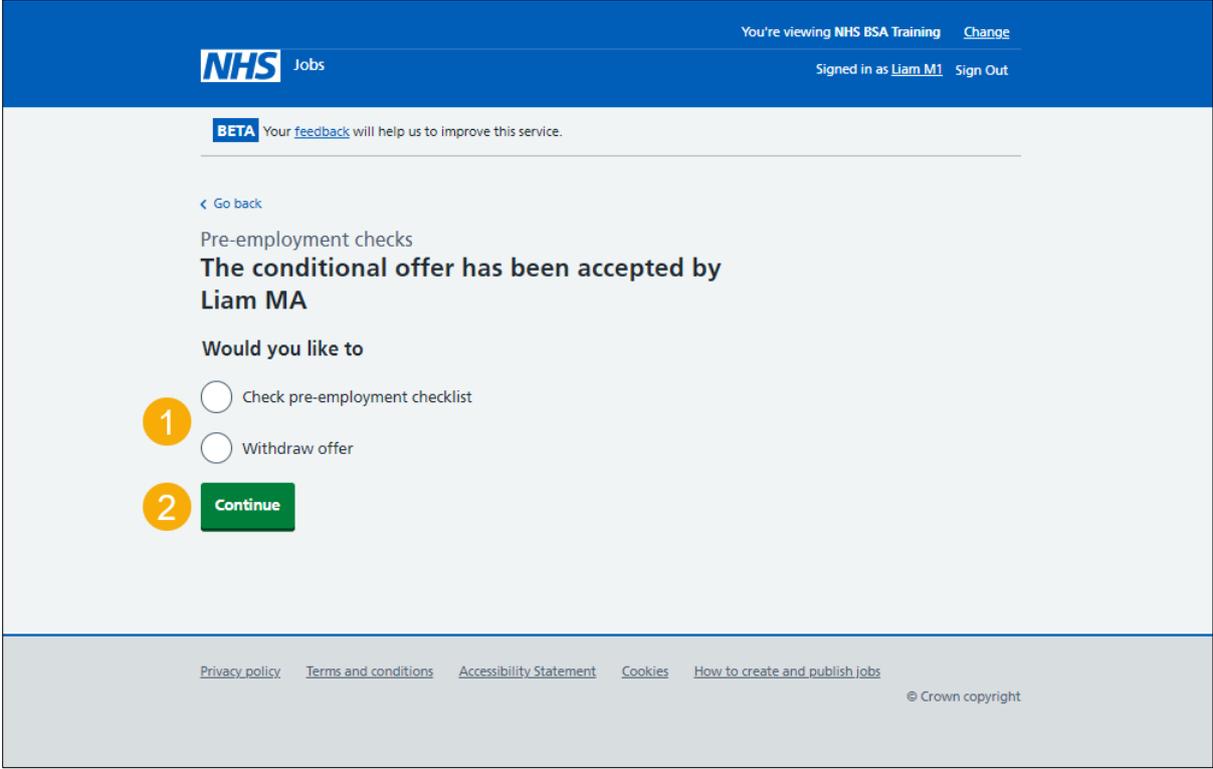
© Crown copyright

Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
 - [‘Check pre-employment checklist’](#)
 - ‘Withdraw offer’
2. Select the ‘Continue’ button.



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 side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' 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 navigation link '< Go back' is visible. The main content area displays 'Pre-employment checks' and a large heading: 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: '1 Check pre-employment checklist' and '2 Withdraw offer'. 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'.

If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

Inter Authority Transfer (IAT)

This page gives you instructions for how to start an IAT check.

Important: The status always shows as **COMPLETED** as the applicant answers this question on accepting a job offer.

To start an IAT check, complete the following step:

1. Select the '[Inter Authority Transfer \(IAT\)](#)' link.

The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA Training" and "Signed in as Liam M1". The main heading is "Pre-employment checklist for Liam MA". Below this, it states "The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job." The checklist consists of three sections: "References" with a "COMPLETED" status, "Identity" with "Home address" and "Identity check" both marked "COMPLETED", and "Inter Authority Transfer (IAT)" marked "COMPLETED". The "Inter Authority Transfer (IAT)" item is highlighted with a red box and a yellow circle with the number 1.

Check the IAT transfer consent

This page gives you instructions for how to check the applicant's consent to transfer.

Important: In this example, the applicant's selected 'Yes' in NHS Jobs. This means the IAT is ran in ESR. If the applicant selected 'No' or 'Not applicable' in NHS Jobs, the IAT isn't ran in ESR.

Check the applicant's consent to transfer and complete the following step:

1. 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 side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' 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 content area is titled 'Pre-employment checks' and 'Liam MA's IAT transfer consent'. It displays two data points: 'Date received' as '28 January 2021' and 'Consent to transfer?' as 'Yes'. A large green button with a yellow circle containing the number '1' and the text 'Continue' is prominently displayed. 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 the IAT status in NHS Jobs

This page gives you instructions for how to check the IAT status in NHS Jobs.

Important: In this example, the status is **COMPLETED** as you've completed the applicant's IAT check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

1. Select a pre-employment link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist for Liam MA. The page is titled 'Pre-employment checklist for Liam MA' and includes a 'Go back' link. Below the title, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is divided into three sections: 'References', 'Identity', and 'Inter Authority Transfer (IAT)'. Each section has a 'COMPLETED' status indicator. The 'Inter Authority Transfer (IAT)' section is highlighted with a red box and a yellow circle with the number 1.

Tip: To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete pre-employment checks**' section of the '[Help and support for employers](#)' webpage.

For users of NHS Jobs and ESR integration, go to the '[Check the IAT details in ESR](#)' page.

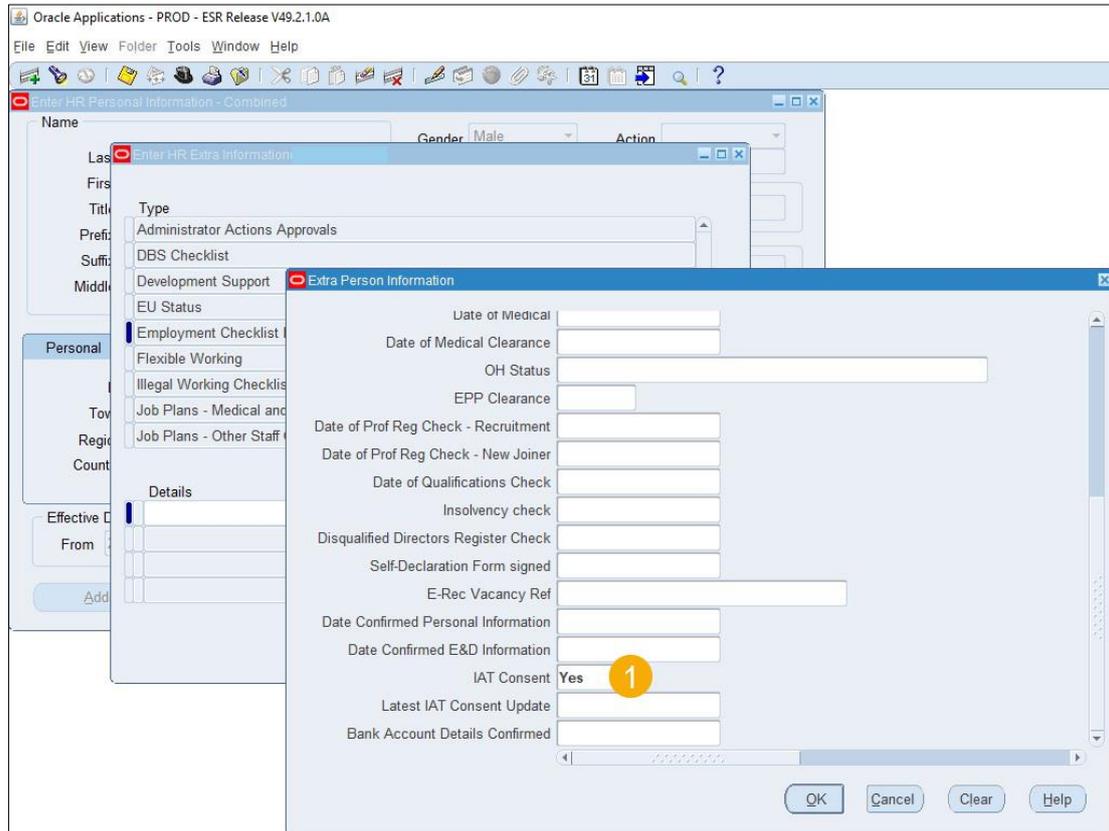
You've completed the IAT check in NHS Jobs and reached the end of this user guide.

Check the IAT details in ESR

This page gives you instructions for how to check the IAT details in ESR.

Important: This information is found in the applicant record within the 'Extra Person Information' section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant's IAT transfer consent details are shown.



Tip: For more information about ESR, go to the '[ESR User Manual](#)'.

You've checked the IAT details in ESR and reached the end of this user guide.