

## How to score applications in NHS Jobs user guide

This guide gives you instructions for how to score applications in the NHS Jobs service.

To score applications, you'll need to:

- score applications online or offline.
- score the criteria against the applicant's evidence.
- download all or individual applications, only if scoring offline.
- add an application summary (optional).
- view and change the application scores (optional).
- close your advert early (optional)

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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## Published

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

To access a job listing at the published stage, complete the following step:

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

The screenshot shows the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA\_Training' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is divided into three rows representing different stages: 'Draft' (52 - on track 25, overdue 27), 'Approvals' (6 - on track 2, overdue 4), and 'Published' (5 - on track 4, overdue 1). Each row has a progress bar with green and red segments. On the right side, there are two panels: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; and 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Approval settings'.

**NHS BSA Training Dashboard**

Tasks by stage | Listings by user

Showing tasks for: All users

Stage	Count	On Track	Overdue
<a href="#">Draft</a>	52	25	27
<a href="#">Approvals</a>	6	2	4
<a href="#">Published</a>	5	4	1

**What you can do**

- Create a job listing
- Search for a listing
- Search for an applicant

**Manage the account**

- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Approval settings](#)

## Select the published job listing for scoring

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

**Important:** You must have received an application to begin scoring. In this example, there is 1 application to score.

To select the published job listing for scoring, complete the following step:

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

You're viewing **NHS Business Services Authority**
Signed in as [NHSBSA Training](#) [Sign Out](#)

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

---

[Go back](#)

NHS Business Services Authority

### Published

Showing tasks for

All users ▼

Showing tasks

All ▼

#### Published

Job title	Closing date	Applications in progress	Applications submitted
<span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold; margin-right: 5px;">1</span> <a href="#">Administration Assistant</a> A0090-22-5793	25 Dec 2022	0	1

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

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## Score applications

This page gives you instructions for how to score applications.

To score applications, complete the following step:

1. Select the '[Score applications](#)' button.

**NHS** Jobs

You're viewing **NHS Business Services Authority** [Change](#)

Signed in as **NHS BSA Training** [Sign Out](#)

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

[Go back](#)

NHS Business Services Authority  
**Administration Assistant listing**

**PUBLISHED**  
Reference number: A0090-22-3065

[Job details](#) [Team](#) [Applicant details](#)

**The job title**  
[Job title and reference number](#)

**The details of the job**  
[About the job and pay](#)  
[Location](#)  
[Contact details and closing date](#)

**What needs doing next**

[Score applications](#) **1**

[Close early](#)

[View on NHS Jobs \(opens in new tab\)](#)  
[Reuse this listing](#)  
[Set up rolling recruitment](#)  
[Download applicant contact details](#)

**Status:** Published  
**Submitted applications:** 1  
**Scored applications:** 0

## Start scoring applications

This page gives you instructions for how to start scoring your applications.

**Important:** You cannot choose your shortlist until the advert is closed. Only the 'Shortlisting lead' can move the job listing from the scoring to the shortlisting recruitment stage. In this example, there is 1 application to score.

To start scoring your applications, complete the following steps:

1. Select the '[1 to score](#)' link.  
or
2. Select the '[Start scoring applications](#)' button.
3. Select the '[Change the shortlisting lead](#)' link (optional).
4. Select the '[Add someone to the panel](#)' link (optional).

[Go back](#)  
 Closed advert  
**Score your Training and Support Officer applications**  
 Your advert closed on 12th September 2022.

You need to complete your scoring before you select your shortlist.

You are scoring as the **Shortlisting lead**.  
 There were 1 applications in total.  
 You have scored **0**  
 You have [1 to score](#).

**2 Start scoring applications**

**Shortlisting lead**  
 Lee Mapes TM  
**NOT STARTED**  
[Change the shortlisting lead](#)

**Shortlisting panel**  
[Add someone to the panel](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)  
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## Who do you want to add as the shortlisting lead?

This page gives you instructions for how to change the shortlisting lead.

**Important:** If the person you need is not on the list, you'll need to contact a super user for your organisation to have them added.

To change the shortlisting lead, complete the following steps:

1. In the **search** box, enter the details and select a user.
2. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing Training Account 365' on the right. Below the header, there is a navigation bar with 'Signed in as Lee Mapes' and a 'Sign Out' link. The main content area has a light blue background and contains a '< Go back' link. The title 'Who do you want to add as the shortlisting lead?' is prominently displayed. Below the title is a search box labeled '1'. A dropdown menu is open, showing the option 'The person I want is not on the list' with a downward arrow. Below this option, there is a text box containing the instruction: 'To get someone added to the list you need to contact a super user for your organisation.' Below the text box is a green button labeled '2 Save and continue'. At the bottom of the main content area, there is a link 'Save and come back later'. The footer of the page is a light grey bar containing links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

## Who do you want to add to the shortlisting panel?

This page gives you instructions for how to add someone to the shortlisting panel.

**Important:** If the person you need is not on the list, you'll need to contact a super user for your organisation to have them added.

To add someone to the shortlisting panel, complete the following steps:

1. In the **search** box, enter the details and select a user.
2. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing Training Account 365' and 'Signed in as Lee Mapes Sign Out' on the right. Below the header, there is a 'Go back' link. The main heading is 'Score applications' followed by 'Who do you want to add to the shortlisting panel?'. A search box is present with a '1' icon next to it. Below the search box, there is a link: '▶ The person I want is not on the list'. A green button labeled '2 Save and continue' is visible. Below the button is a link: 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

## Applications to score

This page gives you instructions for how to score the applications.

**Important:** In this example, you have 2 applications to score and you have scored 0 out of 2 applications you received.

To score the applications, complete the following step:

1. Select the '[Score this application](#)' link.

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 Training account 356' and 'Signed in as Andrea Ballantyne Sign Out'. 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 content area is titled 'Score applications' and 'Applications to score'. It states 'You have 2 applications to score.' and 'You have scored 0 out of the 2 applications you received'. Below this, there is a section 'Applications ready to score' which contains a table with two columns: 'Applicant ID' and 'Action'. The table has two rows of data. The first row has 'AR-220517-00037' in the 'Applicant ID' column and 'Score this application' in the 'Action' column. The second row has 'AR-220517-00038' in the 'Applicant ID' column and 'Score this application' in the 'Action' column. A yellow circle with the number '1' is placed over the 'Score this application' link in the second row. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

Applicant ID	Action
AR-220517-00037	<a href="#">Score this application</a>
AR-220517-00038	<a href="#">Score this application</a>

## Score qualifications

This page gives you instructions for how to score the qualifications.

**Important:** In this example, essential and desirable criteria are added. You'll need to select all the criteria the applicant has evidenced.

To score the qualifications, complete the following steps:

1. Tick a box if the criteria is met or leave it unticked if the criteria isn't met.

You're viewing [NHS BSA Training](#) [Change](#)


Signed in as [NHSBSA Training](#) [Sign Out](#)

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

---

[Go back](#)

Score applications  
**AR-220118-00001**

[Qualifications, training and job history](#)

### Qualifications

**Academic**

**Qualifications**

Subject	Place of study	Result	Qualification type	Dates
English and Maths	Secondary School	A	GCSE	March 2012 to May 2012

### Person Specification

#### Qualifications

**Essential Qualifications**

GCSE grade A to C in English and Maths  
Qualified to NVQ level 2 in Administration

**Desirable Qualifications**

Qualified in Digital Administration  
Qualified to NVQ level 3

**Essential criteria**

Select all they have evidenced.

GCSE grade A to C in English and Maths

Qualified to NVQ level 2 in Administration

**Desirable criteria**

Select all they have evidenced.

Qualified in Digital Administration

Qualified to NVQ level 3

Go to the [Score experience](#) section.

## Score experience

This page gives you instructions for how to score the experience.

**Important:** In this example, essential and desirable criteria are added. You'll need to select all the criteria the applicant has evidenced.

To score the experience, complete the following steps:

1. Tick a box if the criteria is met or leave it unticked if the criteria isn't met.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA\\_Training](#) [Sign Out](#)

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

[Go back](#)

Score applications  
**AR-220118-00001**

[Qualifications, training and job history](#)

**Job history**

**Job title:** Administrator

**Employer:** NHS

**Dates:** July 2018 to October 2021

**Hospital / base:** Not applicable

**Speciality:** Not applicable

**Sub-speciality (if applicable):** Not applicable

**Contract type:** Not applicable

**Grade:** Not applicable

**Main tasks:** Administrative duties.

**Person Specification**

**Experience**

Essential Experience	Essential criteria
Experience of working within an administration team Experience of dealing with vulnerable patients	Select all they have evidenced. <input type="checkbox"/> Experience of working within an administration team <input type="checkbox"/> Experience of dealing with vulnerable patients
<b>Desirable Experience</b> Experience of working in the NHS Experience of working in an office environment	<b>Desirable criteria</b> Select all they have evidenced. <input type="checkbox"/> Experience of working in the NHS <input type="checkbox"/> Experience of working in an office environment

Go to the '[Application summary](#)' section.

## Application summary

This page gives you instructions for how to add an application summary.

**Important:** You can add notes for internal use. They could be requested as feedback by the applicant.

To add an application summary, complete the following steps:

1. In the **Notes about the application** box, enter the details (optional).
2. Select the [‘Save your progress and come back later’](#) button.  
or
3. Select the [‘Finish and score next application’](#) button.  
or
4. Select the [‘Finish and return to scoring overview’](#) link.


You're viewing **Training account 356**

Signed in as [Andrea Ballantyne](#) [Sign Out](#)

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

---

[< Go back](#)

Score applications  
**AR-220517-00038**

### Application summary

Notes about application (optional)  
You can add notes for internal use. They could be requested as feedback by the applicant.

After you've finished scoring this application, you'll have 0 left to score.

2

Save your progress and come back later

3

Finish and score next application

4
[Finish and return to scoring overview](#)

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[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

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## Manage your applications

This page gives you instructions for how to manage your applications.

**Important:** You cannot choose your shortlist until the advert is closed.

To manage your applications, complete the following steps:

1. Select the '[close the advert early](#)' link (optional).
2. Select the '[view and change your scores](#)' link (optional).
3. Select the '[Continue scoring](#)' button.

You're viewing Training account 356
Signed in as [Andrea Ballantyne](#) [Sign Out](#)

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

[Go back](#)

### Close advert

## Score your Training Assistant applications

Your advert will close in 222 days. You can [close the advert early](#) if you need to.

You cannot choose your shortlist until the advert is closed.

You are scoring as the **Shortlisting lead**.

There have been 2 applications so far.

You have **scored 2** (▲ 1 is in progress).

You have **0 to score**.

You can [view and change your scores](#).

**Continue scoring**

### Shortlisting lead

**Andrea Ballantyne**  
IN PROGRESS  
**2 scored**

[Change the shortlisting lead](#)

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### Shortlisting panel

[Add someone to the panel](#)

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## View and change scores

This page gives you instructions for how to view and change the application scores.

**Important:** You have scored 2 applications. You have 0 left to score out of the 2 applications you received. 1 is in progress.

To view and change the application scores, complete the following step:

1. Select the [‘View and change score’](#) link.  
or
2. Select the [‘Go back’](#) link

**NHS** Jobs You're viewing Training account 356  
Signed in as [Andrea Ballantyne](#) [Sign Out](#)

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

[Go back](#)

Score applications

### Applications scored

You have scored 2 applications.

You have 0 left to score out of the 2 applications you received (▲ 1 is in progress).

#### Applications already scored

Applicant ID	Score	Action
AR-220517-00038	<b>IN PROGRESS</b>	<a href="#">View and change score</a> <span style="background-color: orange; border-radius: 50%; padding: 2px 5px;">1</span>
AR-220517-00037	2 out of 4	<a href="#">View and change score</a>

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

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If you don't want to view and change your scores, you've reached the end of this user guide.

## View the application score

This page gives you instructions for how to view the application score.

**Important:** You can only view the application scores on this page.

To change the application score, complete the following step:

1. Select the '[Change score](#)' button (optional).  
or
2. Select the '[Go back](#)' link.

NHS Jobs
You're viewing NHS Business Services Authority [Change](#)

Signed in as NHS BSA Training [Sign Out](#)

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

---

[2](#) < Go back

Scored application  
**AR-220427-00012**

You scored this application 2 out of 3.

You scored:

2 out of 3 for essential criteria  
0 out of 0 for desirable criteria

Your notes about this application

[1](#) **Change score**

---

[+](#) [Qualifications, training and job history](#)

---

### Person Specification

#### Qualifications

<p><b>Essential Qualifications</b></p> <p>O'level grade A to C in English, Maths and Science</p>	<p><b>Essential criteria</b></p> <p>Select all they have evidenced.</p> <p><input checked="" type="checkbox"/> GCSE grade A to C in English and Maths</p> <p><input type="checkbox"/> Qualified to NVQ level 2 in Training and Support</p>
--	--

---

#### Experience

<p><b>Essential Experience</b></p> <p>My current role as an Administrator is extremely fast-paced. The phones never stop ringing, I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the judgement and skill to complete and prioritise tasks. I like to push myself to go the extra mile and work well under pressure.</p>	<p><b>Essential criteria</b></p> <p>Select all they have evidenced.</p> <p><input checked="" type="checkbox"/> Experience of working within a busy office environment</p>
--	---

[2](#) < Go back

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## Change the application score

This page gives you instructions for how to change the application score.

To change the application score, complete the following steps:

1. Tick a box if the criteria is met (optional).
2. Untick a box if the criteria isn't met (optional).
3. Select the [‘Save changes to scored application’](#) button.  
or
4. Select the [‘Exit without changes’](#) link

**NHS** Jobs You're viewing NHS Business Services Authority [Change](#)  
Signed in as NHS.BSA.Training [Sign Out](#)

**BETA** Your feedback will help us to improve this service.

[Go back](#)

Scored application  
**Change AR-220427-00012 score**

[+ Qualifications, training and job history](#)

### Person Specification

#### Qualifications

**Essential Qualifications**  
O'level grade A to C in English, Maths and Science

**Essential criteria**  
Select all they have evidenced.

GCSE grade A to C in English and Maths

**1**  Qualified to NVQ level 2 in Training and Support

#### Experience

**Essential Experience**  
My current role as an Administrator is extremely fast-paced. The phones never stop ringing, I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the judgement and skill to complete and prioritise tasks. I like to push myself to go the extra mile and work well under pressure.

**2**  Experience of working within a busy office environment

#### Application summary

Notes about application (optional)  
You can add notes for internal use. They could be requested as feedback by the applicant.

After you've finished scoring this application, you'll have 0 left to score.

**3** [Save changes to scored application](#)

**4** [Exit without changes](#)

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

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You've saved changes to scored applications or exited without changes and reached the end of this user guide.

## Shortlisting

This page gives you instructions for how to access a job listing at shortlisting.

To access a job listing at shortlisting, complete the following step:

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

The screenshot displays the NHS BSA Training Dashboard. 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 NHSBSA\_Training' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts' which is currently turned off. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible.

The main content area is titled 'NHS BSA Training Dashboard'. It features two tabs: 'Tasks by stage' and 'Listings by user', with 'Listings by user' being the active tab. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays four task categories with progress bars:

Task Category	Count	On Track	Overdue
<a href="#">Draft</a>	52	24	28
<a href="#">Approvals</a>	6	2	4
<a href="#">Published</a>	6	5	1
<b>1</b> <a href="#">Shortlisting</a>	52	20	6

On the right side, there are two sections: 'What you can do' and 'Manage the account'. The 'What you can do' section contains three buttons: 'Create a job listing' (green), 'Search for a listing' (dark blue), and 'Search for an applicant' (dark blue). The 'Manage the account' section contains several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.

## Select the shortlisted job listing for scoring

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

**Important:** You must have received an application to begin scoring.

To select the shortlisted job listing for scoring, complete the following steps:

1. Select the '[Job title](#)' link to view the job details (optional).
2. Select the '[Score applications](#)' link.

The screenshot shows the NHS Business Services Authority 'Shortlisting' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main heading is 'Shortlisting'. Below this, there are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. The main content is a table with the following columns: 'Job title', 'Deadline', 'Scoring not completed', 'Task', and 'What needs doing next'. The table contains one row for the job 'Training and Support Officer' (ID: A0090-22-4213) with a deadline of '09 May 2022' and a status of 'ON TRACK'. The task is 'Online scoring' and the next step is 'Score applications'. A '1' in a yellow circle is next to the job title, and a '2' in a yellow circle is next to the 'Score applications' link. At the bottom, 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'.

Job title	Deadline	Scoring not completed	Task	What needs doing next
<a href="#">1 Training and Support Officer</a> A0090-22-4213	09 May 2022 <span style="background-color: #28a745; color: white; padding: 2px;">ON TRACK</span>		Online scoring	<a href="#">Score applications</a> 2

## Score applications

This page gives you instructions for how to score applications.

**Important:** If you're using online scoring, go to the '[Score applications online](#)' page. If you're using offline scoring, go to the '[Score applications offline](#)' page. In this example, you're using online scoring.

To score applications, complete the following step:

1. Select the '[Score applications](#)' button.

The screenshot shows the NHS Jobs interface for a 'Training account 356'. The page title is 'Training and Support Assistant listing'. There are two tabs: 'SHORTLISTING' and 'ONLINE SCORING', with 'ONLINE SCORING' being the active tab. The reference number is 'A0356-22-0816'. There are three sub-tabs: 'Job details', 'Team', and 'Applicant details', with 'Applicant details' being the active tab. The page is divided into sections: 'The job title' with a link 'Job title and reference number', 'The details of the job' with links 'About the job and pay', 'Location', and 'Contact details and closing date'. On the right side, there is a 'What needs doing next' section with a prominent green 'Score applications' button (marked with a '1' in a yellow circle) and three links: 'Reuse this listing', 'Remove this listing', and 'Download applicant contact details'. The top navigation bar shows 'You're viewing Training account 356' and 'Signed in as Andrea Ballantyne Sign Out'. A 'BETA' notice is also present at the top.

## Score applications online

This page gives you instructions for how to score applications online.

**Important:** You'll only see this page if you're scoring applications online using the NHS Jobs service. You need to complete your scoring before you select your shortlist. Only the 'Shortlisting lead' can move the job listing from the scoring to the shortlisting recruitment stage. In this example, there are 2 applications to score.

To start scoring your applications, complete the following steps:

1. Select the '[2 to score](#)' link.  
or
2. Select the '[Start scoring applications](#)' button.
3. Select the '[Change the shortlisting lead](#)' link (optional).
4. Select the '[Add someone to the panel](#)' link (optional).

The screenshot displays the NHS Jobs interface for scoring applications. At the top, the user is logged in as 'Lee Mapes TM' and is viewing 'Training Account 365'. The main heading is 'Score your Training and Support Officer applications', which is a closed advert from 12th September 2022. The user is currently the 'Shortlisting lead' for 'Lee Mapes TM' and has not started scoring. There is one application to score, and the user has scored 0. A prominent green button labeled '2 Start scoring applications' is shown. On the right-hand side, two optional actions are listed: '3 Change the shortlisting lead' and '4 Add someone to the panel'. The footer includes standard NHS Jobs links and a copyright notice.

## Score applications offline

This page gives you instructions for how to score applications offline.

**Important:** You'll only see this page if you're scoring applications offline outside of the NHS Jobs service. To score the applications, download them and follow your offline process. You'll use their reference number to identify them. You can find this on their application form. You will not have their personal details at this point. You'll need to come back into the NHS Jobs online service to choose your shortlist. You cannot do this online until the advert is closed.

To score applications offline, complete the following steps:

1. Select the 'Download all applications' button.
2. Select the '[Download individual applications](#)' button.
3. Select the '[close your advert early](#)' link (optional).

The screenshot shows the NHS Jobs interface for scoring applications. At the top, it says 'You're viewing NHS Business Services Authority' and 'Signed in as NHS BSA Training'. The main heading is 'Score the Administration Assistant applications'. Below this, it states 'Your advert will close in 233 days.' and 'There have been 2 applications so far. You can [close the advert early](#) if you need to.' There are two main buttons: 'Download all applications' (labeled 1) and 'Download individual applications' (labeled 2). A yellow circle with the number 3 is positioned above the 'close the advert early' link. At the bottom, 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:** The applications are downloaded in a portable document format (PDF) file.

## Download individual applications

This page gives you instruction for how to download individual applications.

To download individual applications, complete the following steps:

1. Select the 'Select all' link.  
or
2. Select an individual application box.
3. Select the 'Download applications' button.
4. Select the '[Return to overview](#)' link.

**NHS** Jobs

You're viewing **NHS Business Services Authority** [Change](#)

Signed in as **NHS BSA Training** [Sign Out](#)

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

[Go back](#)

### Which applications do you want to download?

	Application reference ID
1 <a href="#">Select all</a>	
<input type="checkbox"/>	AR-220505-00008
2 <input type="checkbox"/>	AR-220505-00009

3 [Download applications](#)

4 [Return to overview](#)

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

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**Tip:** You can select more than one application to download.

Once you've scored all your applicants offline and if you want to close your job advert early, go to the '[Close your advert early](#)' page.

## Close your advert early

This page gives you instructions for how to confirm if you want to close your job advert early.

**Important:** You'll only see this option if you're a 'Super user', Team manager' or Recruiting Administrator' NHS Jobs role. Closing the advert early will mean that no one else will be able to apply for the job.

To confirm if you want to close your job advert early, complete the following steps:

1. Select the 'Yes, close advert early' button.  
or
2. Select the 'No, keep advert open' link.

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 right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' 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 'Administration Assistant'. Below that, a 'PUBLISHED' badge is shown, followed by the reference number 'A0090-22-3065 | 1 applications received'. The central question is 'Are you sure you want to close your Administration Assistant advert before 25 December 2022?'. Below this, a note states: 'Closing the advert early will mean that no one else will be able to apply for the job.' There are two options: a green button labeled '1 Yes, close advert early' and a blue link labeled '2 No, keep advert open'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is in the bottom right corner.

**Tip:** To find out how to shortlist applicants for interview, go to the '**How to shortlist applicants for interview in NHS Jobs**' user guide or video from the '**Score and shortlist**' section of the '[Help and support for employers](#)' webpage.

If you've closed your advert early or kept your advert open, you've reached the end of this user guide.