

How to use the employer dashboard in NHS Jobs user guide

This guide gives you instructions for how to use the employer dashboard in the NHS Jobs service.

You can use the employer dashboard in your organisations account to:

- view tasks by recruitment stage
- view job listings by the assigned user
- create a job listing or search for a job listing or an applicant
- manage your account for users, at risk applicants, accredited logos, Key Performance Indicators (KPIs), approval settings, departments, and Welsh listings
- manage your documents and templates for an overview of your organisation information, supporting documents, contract templates and offer letters
- access help and information for the employer hub, roles and permissions and contact your super users
- access reporting to run a report

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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Employer dashboard

This page gives you instructions for how to use the employer dashboard in your organisations account.

To use the employer dashboard, complete the following steps:

1. Select the '[Tasks by stage](#)' tab.
2. Select the '[Listings by user](#)' tab.
3. Go to the '[What you can do](#)' section.
4. Go to the '[Manage the account](#)' section.
5. Go to the '[Documents and templates](#)' section.
6. Go to the '[Help and information](#)' section.
7. Go to the '[Reporting](#)' section.

NHS Jobs

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Show tasks for all accounts

BETA Your feedback will help us to improve this service.

NHSBSA Lee UAT
Dashboard

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Showing tasks for
All users

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

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Tasks by stage

This page gives you instructions for how to view tasks by recruitment stage on the employer dashboard.

Important: You must have a job listing or applicant at the recruitment stage to view it.

The tasks by job listings are:

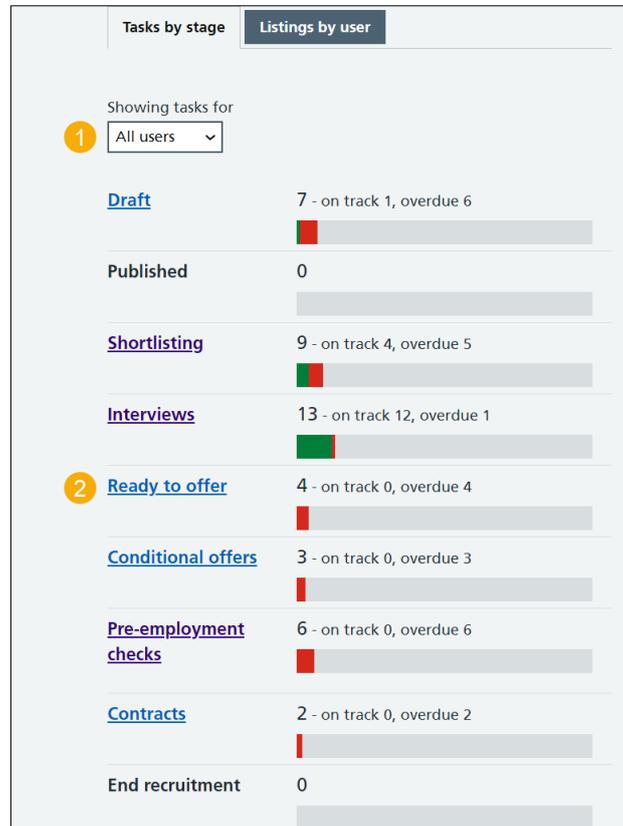
- Approvals
- Published
- Shortlisting
- Interview
- Ready to offer
- End recruitment

The tasks by applicants are:

- Conditional offers
- Pre-employment checks
- Contracts

To do a task, complete the followings steps:

1. In the **Showing tasks for** drop-down menu, select an option to filter the task view.
2. Select a stage to view the job listings or applicants.



Go to the ['Employer dashboard'](#) page.

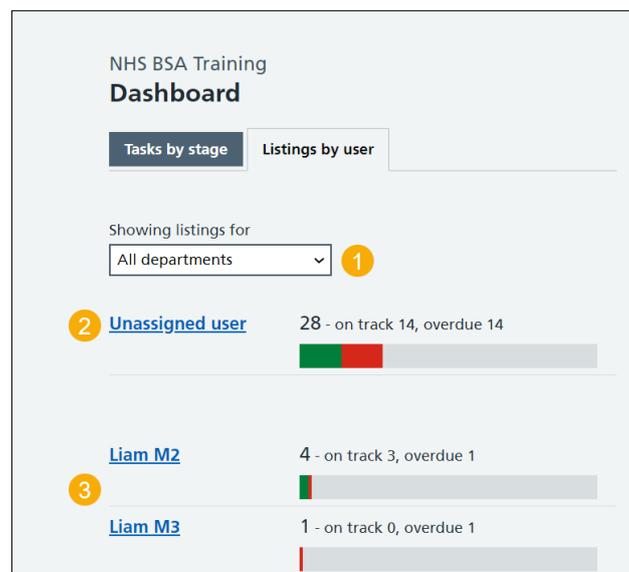
Listings by user

This page gives you instructions for how to view job listings by user on the employer dashboard.

Important: In this example, there are listings with an unassigned and two assigned users.

To do a task, complete the following steps:

1. In the **Showing listings for** drop-down menu, select an option to filter the user view.
2. Select the 'Unassigned user' link to view job listings not assigned to any users.
3. Select a 'Named user' link to view the job listings for that user.



The screenshot shows the 'NHS BSA Training Dashboard' with the 'Listings by user' tab selected. A dropdown menu is set to 'All departments'. Below this, there are three user categories with associated job listing counts and progress bars:

User Category	Count	Track Status	Overdue Status
Unassigned user	28	on track 14	overdue 14
Liam M2	4	on track 3	overdue 1
Liam M3	1	on track 0	overdue 1

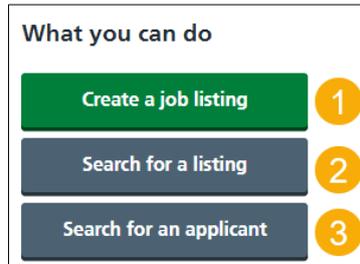
Go to the '[Employer dashboard](#)' page.

What you can do

This page gives you instructions for what you can do on the employer dashboard.

To do a task, complete the following steps:

1. Select the 'Create a job listing' button.
2. Select the 'Search for a listing' button.
3. Select the 'Search for an applicant' button.



To find out how to create a job listing, go to a user guide or video from the '**Create a job listing**' section on the ['Help and support for employers'](#) webpage.

To find out how to search for a job listing and an applicant, go to a user guide or video from the '**Search for a job listing and applicant**' section on the ['Help and support for employers'](#) webpage.

Go to the ['Employer dashboard'](#) page.

Manage the account

This page gives you instructions for how to manage the account on the employer dashboard.

To do a task, complete one of the following steps:

1. Select the 'Manage users' link.
2. Select the 'At risk applicants' link.
3. Select the 'Accredited logos' link.
4. Select the 'Key performance indicators (KPIs)' link.
5. Select the 'Approval settings' link.
6. Select the 'Departments' link.
7. Select the 'Welsh listings' link.



To find out how to manage your account, go to a user guide or video from the '**Manage your account**' section on the '[Help and support for employers](#)' webpage.

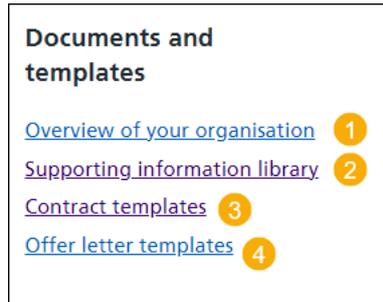
Go to the '[Employer dashboard](#)' page.

Documents and templates

This page gives you instructions for how to manage documents and templates on the employer dashboard.

To do a task, complete one of the following steps:

1. Select the 'Overview of your organisation' link.
2. Select the 'Supporting information library' link.
3. Select the 'Contracts templates' link.
4. Select the 'Offer letter templates' link.



To find out how to manage your documents and templates, go to a user guide or video from the **'Manage your account'** section on the ['Help and support for employers'](#) webpage.

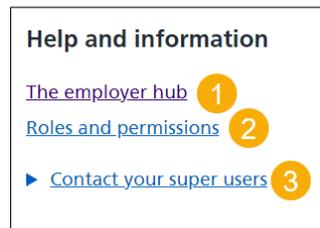
Go to the ['Employer dashboard'](#) page.

Help and information

This page gives you instructions for how to access help and information on the employer dashboard.

To access help and information, complete the following steps:

1. Select [‘the employer hub’](#) link.
2. Select the ‘Roles and permissions’ link.
3. Select the ‘Contact your super users’ link.



Go to the [‘Employer dashboard’](#) page.

Reporting

This page gives you instructions for how to access reporting on the employer dashboard.

To run a report, complete the following step:

1. Select the 'Run a report' link.



To find out how to run a report, go to a user guide or video from the '**Reporting**' section on the '[Help and support for employers](#)' webpage.

Go to the '[Employer dashboard](#)' page.

You've used the employer dashboard in the NHS Jobs service and reached the end of this user guide.