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November 2022



Business Services Authority

Your NHS Jobs newsletter

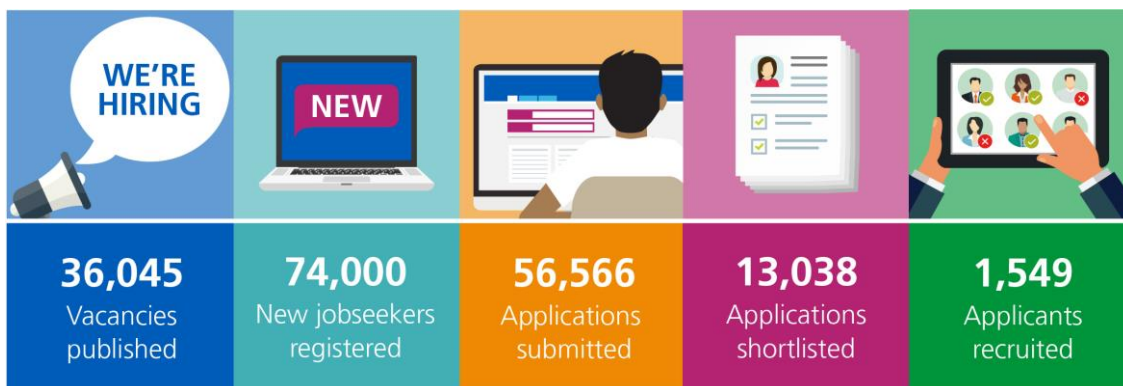


NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; further archiving guidance, planned service improvements, Stakeholder outreach event...

Did you know?

In October there were...



...on NHS Jobs



Current service deadline approaching

The previous version of NHS Jobs has started to close, though applicants and employers can still complete any open recruitment within the system.

You will be able to access the service and any of your data held within the previous version of NHS Jobs until February 2023.

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

The benefits of following these steps are:

- you will be left with a clear dashboard where all applicants have been processed
- your data will have been downloaded for future use once access to the service is no longer available

You can find guidance on how to carry out these steps in our:

- [How to review your organisation's account in the current NHS Jobs service - user guide \(PDF: 1,594KB\)](#)
- [Watch our video on how to review your organisation's account in the current NHS Jobs service on YouTube](#)

[Full guidance](#)

Applicants

Applicant account holders have been made aware that the system will close to them soon, 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](#)

Planned service improvements

Our project team has been focussing on improvements to performance and stability of the NHS Jobs service, while also working to bring you several new features and continuous improvements.

In our next release we will be introducing:

Copy listing improvements

- The ability to create a copy of a listing in shortlisting stage and to transfer applicants to the copy. This will allow employers to easily sort applicants on listings with a high volume of applications. For example, if a role requires professional registration and applicants have selected that they do not hold that registration, these applicants could be filtered out to the copy.

Transfer applicant improvements

- The ability to move an applicant onto a listing in a different organisation's NHS Jobs account. This will allow employers to share quality candidates

who they identify are suitable for a role other than the one they applied for and can support centralised recruitment initiatives.

Change published listing stage

- The ability to change a published listing with no applicants immediately to shortlisting, interview or ready to offer stage. This will allow employers to manually add applicants to a listing at the correct stage, where their recruitment may have already begun outside of the service.

New applicant list download

- A new downloadable list of anonymised applications for Recruiting Managers, Recruitment Administrators and Team Managers, prior to shortlisting. Employers will be able to use the new download to more easily manage their recruitment campaigns before a shortlist has been selected. For example, to record notes for high volumes of applicants that are shortlisted offline.

Approval improvements

- The ability to set vacancy approvers in a specific order. This will allow employers to have more control over who needs to approve a listing at each point and reduce the amount of effort needed in the approval journey.
- The ability to add internal documents, for example a business case, to job listings.
- The ability to easily remove listings at approvals stage. Approvers will no longer have to also reject the listing to remove it.

Contract improvements

- Several improvements to secondment agreement content in the service and within the documents produced by the service, including removal of terminology which was not relevant to these types of agreements.
- The ability for employers to download copies of their organisation level contract templates to store offline.

- An increase to the character limit from 50 to 200 when employers are adding additional terms to their contract templates.
- The ability to enter a contract start date in the past. This will allow employers to issue back-dated contracts and agreements through the service to applicants who may already have started or be in post.

Safeguarding question improvements

- Improvements to how employers can manage the safeguarding questions on applications at an organisation level.
- The ability for employers to choose to not ask any questions about convictions or cautions, in line with guidance from [Unlock National Association of Ex-Offenders](#).

Additional improvements

- Several additional content improvements throughout the service.
- Bug fixes, including reinstating links to supporting documents for approvers.

We will bring you more details on these features in the next newsletter.

Stakeholder Engagement: Promoting NHS Jobs to youth outreach teams

NHS Jobs Stakeholder Engagement Leads, Jessica Dawes & Sharon Battersby, were proud to represent NHS Jobs at the Prince's Trust SCORE (Supporting Career, Opportunities, Recruitment and Employment) Project Day hosted by Aston Villa Football Club, one of the SCORE partners.

SCORE is part of the national Health & Care programme delivered by Prince's Trust in partnership with Health Education England and the Department for Health and Social Care aimed at supporting 16 to 30-year-olds into health & care careers. SCORE is a partnership between Prince's Trust and youth outreach teams at a selection of English football clubs. Thanks to our relationship with Health Education England, NHS Jobs were invited to promote

the service as a source of and route into careers in the NHS.

We took this opportunity to showcase NHS Jobs, demonstrating how to search and apply for roles and promoting our help and support resources designed specifically for applicants. The youth advisors are passionate advocates for their young people and support a rich source of potential candidates on their journey into rewarding careers. Our demonstration sparked lots of interest and partners were enthusiastic about accessing more resources and developing knowledge to promote careers in health and social care.

For more information about the SCORE Partnership please contact Rebecca.Price@princes-trust.org.uk

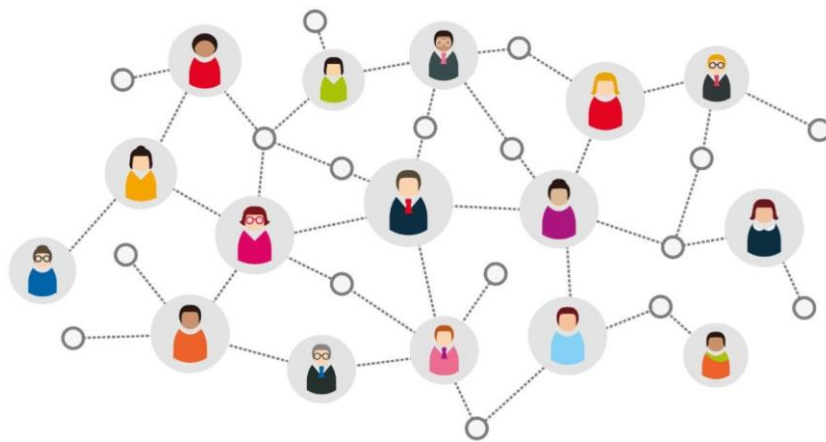
Help & Support: Latest guides and videos

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

Employers:

- How to manage interviews in NHS Jobs – Assign an interviewee to a slot – user guide
- How to manage interviews in NHS Jobs – Manage applicants – user guide
- How to manage interviews in NHS Jobs – Manage interview panel – user guide
- How to manage interviews in NHS Jobs – Manage interviews in progress – user guide
- How to manage interviews in NHS Jobs – Rearrange an interview – 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.

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