

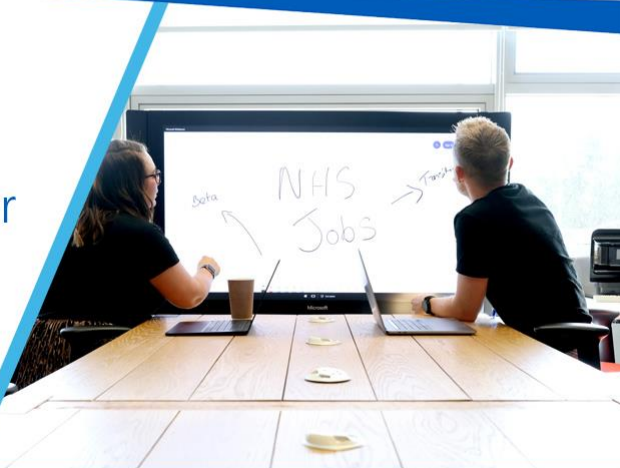
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December 2022



Business Services Authority

Your NHS Jobs newsletter



NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; latest releases, guidance on moving applicants & copying listings, Christmas opening hours...

Did you know?

In November there were...




...on NHS Jobs

NHS Jobs feature releases



New CSV download

We have added a new CSV download of anonymised applications for Recruiting Managers, Recruitment Administrators and Team Managers, prior to shortlisting. Employers can use the new CSV download to more easily manage their recruitment.




Contract CI

We have made several improvements to the contract journey for employers and applicants. These changes include improvements to the content of secondment agreement templates, the ability to enter a contract start date in the past and the ability to download copies of organisation level contract templates to store offline. These improvements have increased flexibility in the contract journey and allow employers to issue back-dated contracts and agreements through the service to applicants who may already have started their job.



Approvals CI

We have made several improvements to the advert approval journey for employers, including the option for sequential approval and to add any documents required for internal approval processes. We have also added the ability to remove listings more easily at approvals stage, so approvers no longer have to reject the listing to remove it. 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.



Change published listing stage

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



Training sessions delivered

In November, the NHS Jobs Training and Support & Stakeholder Engagement Teams delivered training sessions for some of our organisations that use the NHS Jobs service end to end. Check out the [video playlist](#) available now.

We covered the whole journey, from creating your job listing to sending your successful applicant a contract, and received some great feedback:

“Great session, I have learned a lot”

“I’ve attended two sessions so far and they were both really good.”

“That was clear and very helpful.”

We also got some great questions during the sessions and the team have already created user guides and videos which you can find on the [Help and support for employers page](#) as well as our [online knowledge base](#), where you can find answers to frequently asked questions.

To get you started, here are some of the questions and answers from the training sessions. You can find further information and guidance from the links above:

- **What pre-employment information is transferred to ESR?**

If your organisation is using NHS Jobs and is integrated with ESR, you can find out which information is transferred by looking at our NHS Jobs to ESR integration process flows guide. You can find this in the Create and publish a job listing section of the [Help and support for employers page](#).

- **How do we change our organisational account details such as our primary address?**

You can change or add addresses for an individual listing, but if you need to permanently change your address information or any other information that cannot be changed by your super users please contact us at nhsbsa.nhsjobs@nhsbsa.nhs.uk

Why not subscribe to our [YouTube channel](#). to get alerts when new or updated videos are available.

Moving applicants and copying listings

Set up rolling recruitment

In May 2022 we released the functionality to set up rolling recruitments.

This allows employers to easily move applicants into the next stages of their recruitment, but still leave the original listing open for more applicants to apply.

The screenshot shows a job listing page for a 'Medical Centre Business Support Officer listing'. The listing is marked as 'PUBLISHED' with a reference number of 'P1234-22-0007'. There are three tabs: 'Job details' (selected), 'Team', and 'Applicant details'. The page is divided into sections: 'The job title' with a link 'Job title and reference number', and 'The details of the job' with links 'About the job and pay' and 'Location'. On the right side, there is a 'What needs doing next' panel with two buttons: 'Score applications' (green) and 'Close early' (dark grey). Below these buttons are several links: 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Set up rolling recruitment', 'Download applicant contact details', and 'Add Applicant'.

You can do this by creating a copy of the listing ('Set up rolling recruitment') and then moving your selected applicants to the copy.

Did you know?

- Copied listings are different to re-used listings, and the only section of the listing which can be edited is the recruitment team.
- The copied listing is not visible for new applicants on the NHS Jobs search page.
- You can filter the 'Published' section of your dashboard to only show copied listings
- You can see if a listing has been copied as you will see a 'Copy' flag on the listing as well as a link to the original listing.



The screenshot shows a job listing page for 'STP Test Org' with the title 'Locum Consultant Psychiatrist listing'. A blue 'COPY' badge is visible in the top left. Below the title, the reference number 'X0012-22-0890-A' is displayed. There are three tabs: 'Job details' (selected), 'Team', and 'Applicant details'. The main content area shows 'The job title' section with a link 'Job title and reference number'. The 'The details of the job' section is partially visible. On the right side, there is a 'What needs doing next' section with a green 'Close early' button and a link 'Download applicant contact details'. Below that, a 'Listing copied from' section shows the original reference number 'X0012-22-0890' with a link.

Further information about this functionality can be found in our user guides on our [help and support page](#).

Transfer applicants to a copy of this listing

On the 19 December 2022 we added the ability to copy a listing and transfer applicants to the copied listing at 'Shortlisting' stage ('Transfer applicants to a copy of this listing').

This allows employers to easily manage applicants on listings with a high volume of applications, by providing a long listing alternative.

STP Test Org
Practice Nurse listing

SHORTLISTING **ONLINE SCORING**
Reference number: X0012-21-6407

Job details **Team** **Applicant details**

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

The details of the job

What needs doing next

Score applications

[Reuse this listing](#)
[Transfer applicants to a copy of this listing](#)
[Remove this listing](#)
[Download applicant contact details](#)
[Add Applicant](#)

Request to move applicants to another listing

From 'Interview' stage onwards, you can move your applicants to another listing in any account you are a user, both within your organisation and to other organisations.

This allows 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.

We will provide more details about the ability to move applicants to a listing in another organisation's account in a future newsletter.

This is an entirely new type of functionality we have been working on with the NHS Improving Access to Psychological Therapies team in relation to centralised recruitment needs.

Further information about this functionality can also be found in our user guides on our [help and support page](#).

STP Test Org

Optometrist listing

INTERVIEWS **INTERVIEWS COMPLETED**

Reference number: X0012-21-5929

Job details **Team** **Applicant details**

The job title

[Job title and reference number](#)

The details of the job

What needs doing next

Add interview feedback

[Reuse this listing](#)

[Remove this listing](#)

[Download applicant contact details](#)

[Request to move applicants to another listing](#)

[Add Applicant](#)

Add applicant

You can add an applicant to a listing, up to the 'Ready to start offer' stage.

This allows employers to add applicants to a listing who have missed the closing date, or who may have already started their recruitment process outside of the NHS Jobs service.

Medical Centre

Practice Manager listing

READY TO OFFER **READY TO START OFFER**

Reference number: P1234-22-0001-A

Job details **Team** **Applicant details**

The job title

[Job title and reference number](#)

What needs doing next

Select applicants to offer

[Reuse this listing](#)

[Remove this listing](#)

[Request to move applicants to another listing](#)

[Add Applicant](#)

Change 'Published' listing stage

On the 19 December 2022 we also introduced the ability to change a 'Published' listing with no applicants to 'Shortlisting', 'Interview' or 'Ready to offer' stage ('Change this listing's stage').

This allows employers to manually add applicants to a listing at the correct stage, where their recruitment may have already begun outside of the service.

The screenshot shows a user interface for a job listing. At the top left, it says 'STP Test Org' and 'Locum Consultant Psychiatrist listing'. Below this, there is a 'PUBLISHED' status and a reference number 'X0012-22-4917'. There are three tabs: 'Job details', 'Team', and 'Applicant details'. The 'Job details' tab is active. Below the tabs, there are sections for 'The job title' and 'The details of the job'. On the right side, there is a 'What needs doing next' section with two buttons: 'Score applications' (green) and 'Close early' (dark blue). Below these buttons are several links: 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Add Applicant', and 'Change this listing's stage'.

Help & Support: Latest guides and videos

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

Employers:

- How to manage criminal convictions and cautions – user guide and video
- How to move applicants to another listing in other organisation accounts – user guide
- How to manage offer letter templates – user guide
- How to manage contract templates – user guide
- How to manage a contract – user guide
- How to manage a job offer – user guide
- How to respond to a rejected job listing approval – user guide
- How to approve or reject a job listing approval – user guide
- How to create a job listing – Add additional questions – user guide
- How to create a job listing – Add the recruitment team – user guide
- How to add an offline applicant – user guide

- How to view which tasks each role can do – user guide
- How to copy an application to another job listing in the same organisation account in NHS Jobs
- How to copy an application to another job listing in another organisation account in NHS Jobs

Applicants:

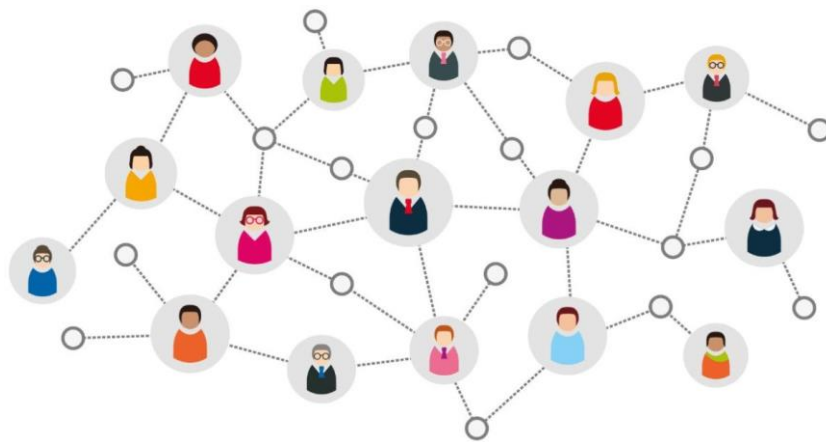
- How to respond to a job offer – user guide
- How to apply for a job – Add further information – user guide

For further help and guidance, visit the '[Help and support for employers](#)' or '[Help and support for applicants](#)' webpage.

Christmas 2022: Helpdesk opening hours

Thursday 22 December	8am – 6pm
Friday 23 December	8am – 6pm
Saturday 24 December	Closed
Sunday 25 December	Closed
Monday 26 December	Closed
Tuesday 27 December	Closed
Wednesday 28 December	8am – 6pm
Thursday 29 December	8am – 6pm
Friday 30 December	8am – 6pm
Saturday 31 December	Closed
Sunday 1 January	Closed
Monday 2 January	Closed

Please note: If you are winding down recruitment in the previous version of NHS Jobs, here is a link to [Latest News: Christmas/New Year Helpdesk Hours](#).



[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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