

How to add an offline applicant to a job listing in NHS Jobs

This guide gives you instructions for how to add an offline applicant to a job listing in the NHS Jobs service.

You can add an offline applicant to an open or closed job listing, in the following recruitment stages:

- published
- shortlisting
- interviews
- ready to offer

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 add an offline applicant to a job listing in NHS Jobs	1
Published	3
Select a job listing.....	4
Add applicant	5
What are the applicant's details?.....	6
Which sections do you want the applicant to complete?	7
Check and add applicant.....	8
Applicant added.....	9

Published

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

To access a published job listing, 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 for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a table of task stages:

Task Stage	Count	On Track	Overdue
Draft	73	19	54
Approvals	5	0	4
1 Published	4	0	0

Each row includes a progress bar with green, red, and grey segments. To the right, there are two sidebars. The 'What you can do' sidebar contains three buttons: 'Create a job listing' (green), 'Search for a listing' (grey), and 'Search for an applicant' (grey). The 'Manage the account' sidebar contains several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Approval settings'.

Select a job listing

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

Important: In this example, the 'Training and Support Officer' job title is used.

To select a job listing, complete the following step:

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

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

Show tasks for **all accounts**

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

[< Go back](#)

NHS BSA Training
Published

Showing tasks for

Showing tasks

Published

Job title	Closing date	Applications in progress	Applications submitted
1 Training and Support Officer T1111-22-2387	25 Dec 2022	0	1

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

© Crown copyright

Add applicant

This page gives you instructions for how to add an applicant to the job listing.

To add an applicant to the job listing, complete the following step:

1. Select the [‘Add Applicant’](#) link.

The screenshot shows the NHS Jobs interface for a job listing. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the job title 'Ward Nurse listing' under 'NHSBSA Lee UAT'. A 'PUBLISHED' badge and reference number 'A0199-22-6666' are shown. There are three tabs: 'Job details' (selected), 'Team', and 'Applicant details'. The 'Job details' section includes links for 'The job title', 'The details of the job', and 'The job overview, job description and person specification'. On the right, a 'What needs doing next' panel contains buttons for 'Score applications' and 'Close early', and a list of actions: 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Set up rolling recruitment', 'Download applicant contact details', and 'Add Applicant' (highlighted with a yellow circle and the number 1). Below this panel, statistics are shown: 'Stage: Published', 'Submitted applications: 1', 'Scored applications: 0', and 'Closing date: 30/12/2022'.

What are the applicant's details?

This page gives you instructions for how to add the applicant's details.

Important: If the applicant already has an NHS Jobs account, you should use the same details they use to sign in.

To add the applicant's details, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. In the **Email address** box, enter the details.
4. 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, 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Add applicant' followed by 'What are the applicant's details?'. Below this, a note states: 'If the applicant already has an NHS Jobs account you should add the same details that they use to sign in.' The form contains three input fields: 'First Name' (step 1), 'Last Name' (step 2), and 'Email Address' (step 3). Each field is preceded by a numbered orange circle. Below the fields is a green 'Continue' button (step 4). At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Which sections do you want the applicant to complete?

This page gives you instructions for how to confirm the sections you want the applicant to complete.

Important: Applicants should complete the equality and diversity section. This information is part of equal opportunities reporting and maintaining the National Workforce Data Set.

To confirm the sections you want the applicant to complete, complete the following steps:

1. Select the sections.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs 'Add applicant' 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 BSA Training' with a 'Change' link, and 'Signed in as NHSBSA_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 'Add applicant' followed by 'Which sections do you want the applicant to complete?'. Below this, it states: 'Applicants should complete the equality and diversity section. This information is part of:' followed by a bulleted list: 'equal opportunities reporting' and 'maintaining the National Workforce Data Set'. It then says 'Select the sections you want them to complete.' The form is organized into several sections, each with a heading and a list of checkboxes, some of which are marked with a '1' in a yellow circle. The 'Continue' button is marked with a '2' in a yellow circle and is highlighted in green. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

1 Contact details

1 Right to work

1 Qualifications

1 Training

Job history

1 Essential and desirable criteria

1 Driving qualifications and details

Unspent criminal convictions and cautions

1 Guaranteed interview scheme

Equality and diversity

2

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

© Crown copyright

Tip: You can select more than one section.

Check and add applicant

This page gives you instructions for how to check and add an applicant.

To check, change and add an applicant, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Add applicant](#)' button.

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](#)

Add applicant

Check and add applicant

First name	Joe	Change
Last name	Bloggs	Change 1
Email address	joe.bloggs@nhs.net	Change
Sections the applicant must complete	<ul style="list-style-type: none"> Right to work Qualifications Training Job history Essential and desirable criteria Unspent criminal convictions and cautions Equality and diversity 	Change

2
Add applicant

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

© Crown copyright

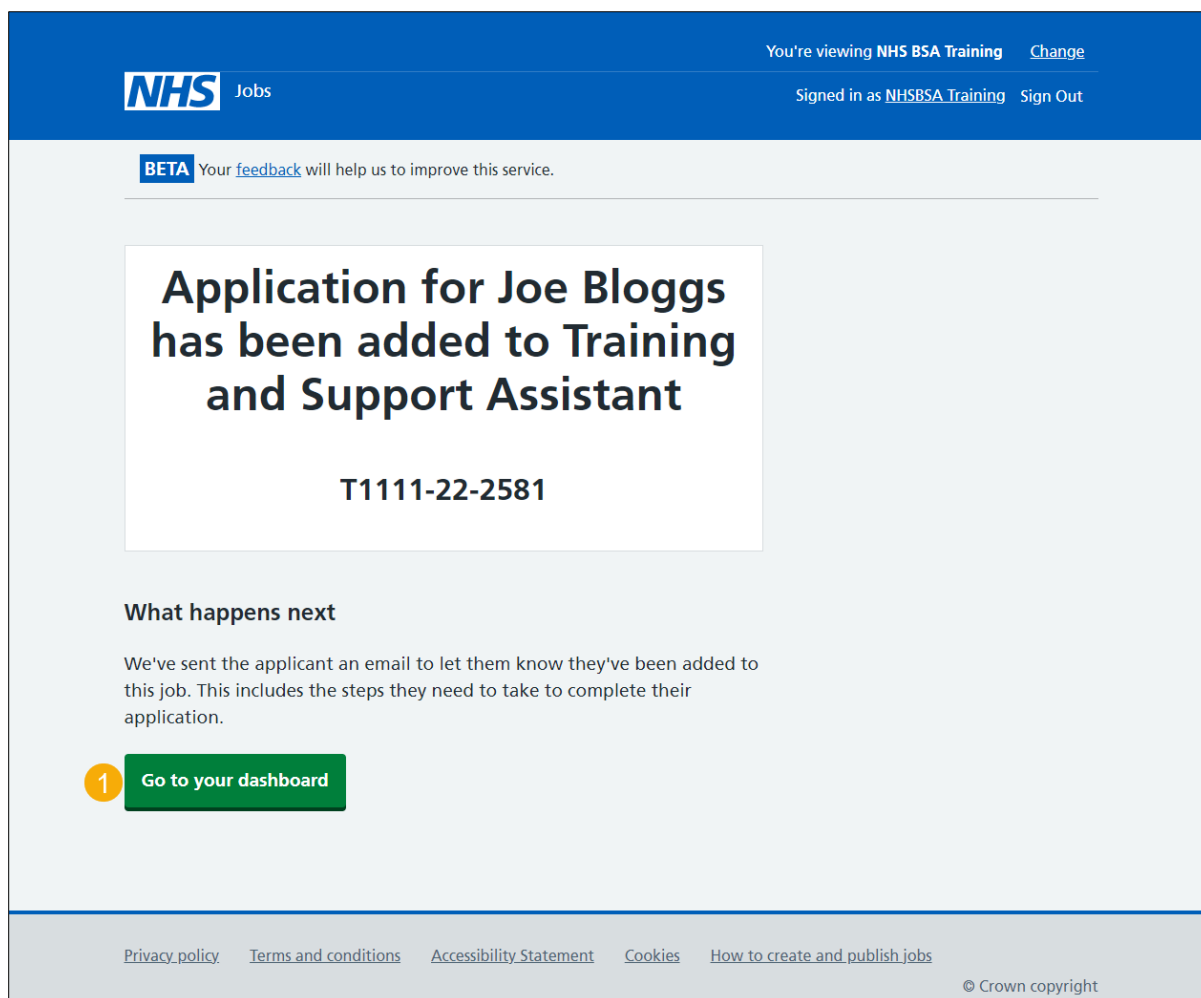
Applicant added

This page shows confirmation you've added an offline applicant to a job listing.

Important: The applicant is sent an email to let them know they've been added to this job. This includes the steps they need to take to complete their application.

To go back to your dashboard, complete the following step:

1. Select the 'Go to your dashboard' 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 left, and user information 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training' on the right. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area features a large white box with the text 'Application for Joe Bloggs has been added to Training and Support Assistant' and the reference number 'T1111-22-2581'. Underneath, a section titled 'What happens next' explains that an email has been sent to the applicant. A green button with a yellow '1' icon and the text 'Go to your dashboard' is prominently displayed. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

You've added an offline applicant to a job listing and reached the end of this user guide.