

How to confirm a reference check in NHS Jobs user guide

This guide gives you instructions for how to confirm a reference check in the NHS Jobs service.

You'll confirm if the applicant needs a reference check to complete their pre-employment information before they can start their new job.

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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Pre-employment checks

This page gives you instructions for how to access pre-employment checks.

Important: You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

The screenshot shows the NHS BSA Training Dashboard. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below this is a 'Show tasks for all accounts' toggle switch. 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 dashboard lists several task stages with counts and progress bars:

Task Stage	Count	Track	Overdue
Draft	99	on track 25	overdue 74
Approvals	1		
Published	10	on track 9	overdue 1
Shortlisting	68	on track 42	overdue 26
Interviews	21	on track 3	overdue 18
Ready to offer	11	on track 7	overdue 4
Conditional offers	5	on track 3	overdue 2
1 Pre-employment checks	1		
Contracts	12	on track 8	overdue 4
End recruitment	7	on track 5	overdue 2

On the right side, there are sections for '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, Departments, Criminal convictions and cautions, Welsh listings, Moving applicants to other accounts), 'Documents and templates' (Overview of your organisation, Supporting information library, Contract templates, Offer letter templates), 'Help and information' (The employer hub, Roles and permissions, Contact your super users), and 'Reporting' (Run a report). The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice: © Crown copyright.

Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

Important: In this example, the **Outstanding checks** section shows the 'References' check is outstanding.

Find the applicant and complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the '[View checks or withdraw offer](#)' link.

NHS Jobs

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

Pre-employment checks

Showing tasks for

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
1 AR-221209-03132	2 Team Manager T1111-22-8798 INTERNAL	25 May 2023 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	3 View checks or withdraw offer

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Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
 - [‘Check pre-employment checklist’](#)
 - ‘Withdraw offer’
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs portal 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 NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' 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 navigation link '< Go back' is visible. The main content area displays 'Pre-employment checks' and a large heading: 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: '1 Check pre-employment checklist' and '2 Withdraw offer'. A green 'Continue' button is positioned below the second option. At the bottom of the page, 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'.

If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

References

This page gives you instructions for how to confirm a reference check.

Important: In this example, the status is **'NOT STARTED'** as you haven't confirmed if the applicant requires a reference check.

To confirm a reference check, complete the following step:

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

The screenshot shows the NHS Jobs pre-employment checklist for a candidate. The page has 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 'Pre-employment checklist for [redacted]'. Below this, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into sections: 'References', 'Identity', and 'Right to work'. Under 'References', there is one item: 'References' with a status of 'NOT STARTED'. Under 'Identity', there are three items: 'Home address' (NOT STARTED), 'Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED). Under 'Right to work', there is one item: 'Right to work in the UK' (NOT STARTED).

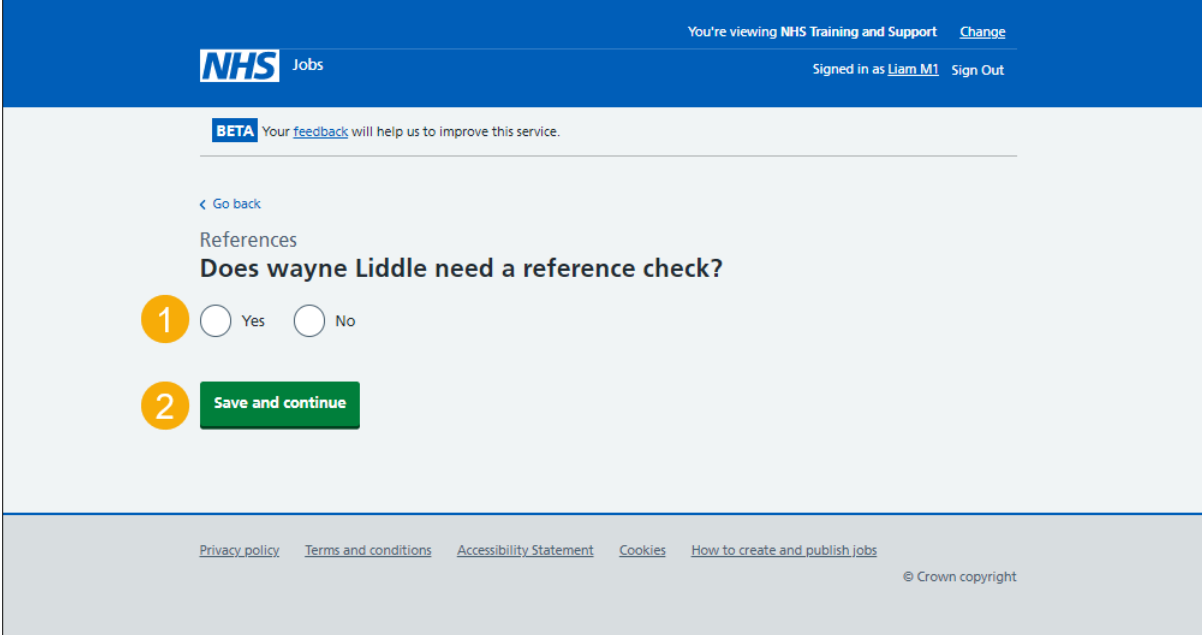
Section	Item	Status
References	References	NOT STARTED
Identity	Home address	NOT STARTED
	Identity check	NOT STARTED
	Inter Authority Transfer (IAT)	COMPLETED
Right to work	Right to work in the UK	NOT STARTED

Does the applicant need a reference check?

This page gives you instructions for how to confirm if the applicant needs a reference check.

To confirm if the applicant needs a reference check, complete the following step:

1. Select an answer:
 - 'Yes'
 - 'No'
2. Select the 'Save and continue' button.



The screenshot shows the NHS Jobs application interface. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam M1'. The main content area has a 'BETA' notice and a 'Go back' link. The question is 'Does wayne Liddle need a reference check?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is visible below the options. 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'.

Tip: If a reference is needed, go to the 'How to complete a referee check in NHS Jobs' user guide or video from the 'Pre-employment checks' section of the ['Help and support for employers'](#) webpage.

If you've confirmed the applicant needs a reference, you've reached the end of this user guide.

Confirm the applicant doesn't need a reference check

This page gives you instructions for how to confirm the applicant doesn't need a reference check.

Important: You'll only see this page if the applicant doesn't need a reference check.

To confirm the applicant doesn't need a reference check, complete the following step:

1. Select the '[Change](#)' link (optional).
2. Select '[Add a note](#)' link (optional).
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' with a 'Change' link. Below that, it says 'Signed in as Liam M1' with a 'Sign Out' link. The main content area is titled 'References' and 'wayne Liddle's references'. It shows 'References check needed' as 'No' with a 'Change' link (marked with a '1' in a yellow circle). Below this are 'Add a note' (marked with a '2' in a yellow circle) and 'Save and continue' (marked with a '3' in a yellow circle) buttons. A 'Return to pre-employment checklist' link is also present. 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.

Add a note

This page gives you instructions for how to add a note.

Important: You'll only see this page if you're adding a note about why the applicant doesn't need a reference.

To add note, complete the following step:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select the '[Continue](#)' button.

The screenshot shows the 'Add a note' form in the NHS Jobs system. 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 Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' 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.' The main content area has a 'References' section with the title 'Add a note'. There are three numbered callouts: 1. A text box labeled 'Subject'. 2. A large text area labeled 'Detail'. 3. A green button labeled 'Continue'. 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', followed by '© Crown copyright'.

Check your note

This page gives you instructions for how to check your note.

Once you've checked your note, complete the following step:

1. Select the ['Change'](#) link (optional).
2. Select the ['Add another note'](#) link (optional).
3. Select the ['Save and continue'](#) button.

NHS Jobs

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

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

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

References

references

References check needed	No	Change 1
Reference not required	The applicant doesn't need a reference check as they're internal.	

2 [Add another note](#)

3 [Save and continue](#)

[Return to pre-employment checklist](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Check the reference status

This page gives you instructions for how to check the reference status.

Important: In this example, the status is '**NOT REQUIRED**' as you've confirmed the applicant doesn't need a reference check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

1. Select a pre-employment link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below that, there's a 'BETA' notice and a 'Go back' link. The main heading is 'Pre-employment checklist for [redacted]'. Below this, it states 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is divided into 'References' and 'Identity' sections. Under 'References', there is a link 'References' and a status box 'NOT REQUIRED'. Under 'Identity', there are three items: '1 Home address' (NOT STARTED), '1 Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED).

Tip: To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete a pre-employment check**' section of the '[Help and support for employers](#)' webpage.

You've completed the reference check in NHS Jobs and reached the end of this user guide.