

How to manage at risk applicants in NHS Jobs user guide

This guide gives you instructions for how to manage at risk applicants in the NHS Jobs service.

You can mark employees at risk of redundancy to a list of at risk applicants.

In your organisations account, you can add, change, and delete at risk applicants.

If an at risk applicant applies for a job, the '**AT RISK**' status is shown when you score their application. This status is only visible to your shortlist lead or people on your shortlist panel.

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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At risk applicants

This page gives you instructions for how to manage at risk applicants in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'At risk applicants' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage at risk applicants, complete the following step:

1. Select the '[At risk applicants](#)' link.

NHS Jobs

You're viewing **NHSBSA Lee UAT** [Change](#)

Signed in as Lee Mapes [Sign Out](#)

Show tasks for **all accounts**

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

NHSBSA Lee UAT Dashboard

Tasks by stage | Listings by user

Showing tasks for:

Draft	13	<div style="width: 100%; height: 10px; background-color: #2e7d32;"></div>
Approvals	0	<div style="width: 0%; height: 10px; background-color: #2e7d32;"></div>
Published	1	<div style="width: 100%; height: 10px; background-color: #2e7d32;"></div>
Shortlisting	27 - on track 26, overdue 1	<div style="width: 100%; height: 10px; background-color: #2e7d32;"></div>
Interviews	15 - on track 12, overdue 3	<div style="width: 100%; height: 10px; background-color: #2e7d32;"></div>

What you can do

- [Create a job listing](#)
- [Search for a listing](#)
- [Search for an applicant](#)

Manage the account

- [Manage users](#)
- [At risk applicants](#) 1
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Approval settings](#)
- [Departments](#)
- [Criminal convictions and cautions](#)
- [Welsh listings](#)
- [Moving applicants to other accounts](#)

Manage at risk applicants

This page gives you instructions for how to manage at risk applicants.

To manage at risk applicants, complete the following step:

1. Select the '[Add a new at risk applicant](#)' button.

The screenshot displays the NHS Jobs interface for managing at-risk applicants. At the top, the NHS logo and 'Jobs' are on the left, while the user's current session information ('You're viewing NHS Training and Support' and 'Signed in as Liam.M1') is on the right. A 'BETA' notice is present, indicating that user feedback is used for service improvement. A 'Go back' link is provided for navigation. The main content area features the heading 'Manage at risk applicants' and a message stating 'You have no at risk applicants.' A prominent green button labeled 'Add a new at risk applicant' is highlighted with a yellow circle containing the number '1', indicating the first step in the process. The footer includes various policy and support links, such as 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice for the Crown.

Add an at risk applicant

This page gives you instructions for how to add an at risk applicant.

To add an at risk applicant, 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.
- or
5. Select the 'Cancel adding at risk applicant' link.

The screenshot shows the NHS Jobs interface for adding an at-risk applicant. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: '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, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Employer onboarding' followed by 'Add an at risk applicant'. The form contains three input fields: 'First name', 'Last name', and 'Email address', each preceded by a numbered orange circle (1, 2, and 3 respectively). Below the fields are two options: a green 'Continue' button (option 4) and a link 'Cancel adding at risk applicant' (option 5). 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'.

If you selected the 'Cancel adding at risk applicant' link, you've reached the end of this user guide.

New at risk applicant

This page gives you instructions for how to add the new at risk applicant.

Important: The applicant will receive an email to confirm they've been added to this list.

To add, change and confirm the new at risk applicant, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Add this applicant'](#) button.
or
3. Select the ['Cancel adding at risk applicant'](#) link.

The screenshot shows the 'New at risk applicant' page in the NHS Jobs system. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, 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' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is on the left. The main heading is 'Manage at risk applicants' followed by 'New at risk applicant'. The form contains three fields: 'First name' with the value 'Joe' and a 'Change' link (marked with a yellow circle '1'), 'Last name' with the value 'Bloggs', and 'Email address' with the value 'job.bloggs@nhs.net'. Below the form, there is a message: 'The applicant will receive an email to confirm they have been added to this list.' There are three numbered callouts: '2' next to a green 'Add this applicant' button, and '3' next to the 'Cancel adding at risk applicant' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

If you selected the ['Cancel adding at risk applicant'](#) link, you've reached the end of this user guide.

Manage at risk applicants

This page gives you instructions for how to manage at risk applicants.

Important: This page shows confirmation, you've added the at risk applicant to your organisations account. Once the applicant creates their account and signs in, the NHS Jobs account status changes to 'Yes'. If you delete an applicant, you won't be able to recover their details.

To manage at risk applicants, complete the following steps:

1. Select the '[Change](#)' link (optional).
2. Select the '[Delete](#)' link (optional).
or
3. Select the '[Add a new at risk applicant](#)' button (optional).

The screenshot displays the 'Manage at risk applicants' interface. At the top, the NHS logo and 'Jobs' are visible, along with user information: 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1 Sign Out'. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Manage at risk applicants'. A table lists applicant details: First name (Joe), Last name (Bloggs), Email address (job.bloggs@nhs.net), and NHS Jobs account (No). A 'Change or Delete' link is positioned to the right of the first name field, with a '1' in a yellow circle above it. A '2' in a yellow circle is above the 'Delete' part of the link. Below the table is a green button labeled 'Add a new at risk applicant' with a '3' in a yellow circle to its left. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

You've managed at risk applicants and reached the end of this user guide.