

## How to manage criminal convictions and cautions in NHS Jobs

This guide gives you instructions for how to manage criminal convictions and cautions in NHS Jobs service.

You can choose to add further questions about convictions or cautions to all job applications. You can also allow the person creating the listing to add them.

In your organisations account, you can choose one of the following options:

- Yes, add them to all job applications
- No, let the person creating the listing select if they want to add them

The default setting is 'Yes'. If you change this setting, it only applies to your new job listings.

If you've selected 'Yes', further questions about convictions or cautions will be added to all job applications.

If you've selected 'No', the person creating the listing can choose if they want to add them to each job application.

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

<a href="#">How to manage criminal convictions and cautions in NHS Jobs .....</a>	<a href="#">1</a>
<a href="#">Criminal convictions and cautions.....</a>	<a href="#">3</a>
<a href="#">Do you want to always add further questions about convictions or conditional cautions to all job applications? .....</a>	<a href="#">4</a>
<a href="#">Safeguarding setting changed.....</a>	<a href="#">5</a>

## Criminal convictions and cautions

This page gives you instructions for how to manage criminal convictions and cautions in your organisations account.

**Important:** The employer dashboard is shown. You'll only see the 'Criminal convictions and cautions' link if you are an NHS Jobs 'Super user' for your organisations account.

To manage your criminal convictions and cautions in your organisations account, complete the following step:

1. Select the '[Criminal convictions and cautions](#)' link.

The screenshot displays the NHS BSA Training Dashboard. At the top, it indicates the user is viewing NHS BSA Training and is signed in as NHSBSA Training. A toggle switch for 'Show tasks for all accounts' is visible. The dashboard is divided into several sections:

- Header:** NHS Jobs logo, user information, and a feedback message.
- Navigation:** 'Tasks by stage' and 'Listings by user' tabs.
- Task Status Summary:** A table showing the number of tasks in each stage and their progress.
 

Stage	Count	On Track	Overdue
<a href="#">Draft</a>	79	6	73
<a href="#">Approvals</a>	3	2	1
<a href="#">Published</a>	5	3	2
<a href="#">Shortlisting</a>	57	19	38
- What you can do:** Buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** Links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Criminal convictions and cautions'. The 'Criminal convictions and cautions' link is highlighted with a red circle containing the number 1.

## Do you want to always add further questions about convictions or conditional cautions to all job applications?

This page gives you instructions for how to confirm if you want to always add further questions about convictions or conditional cautions to all job listings.

**Important:** The default setting for your organisations account is, 'Yes'. If you change this setting, it only applies to your new job listings.

To confirm if you want to always add further questions about convictions or conditional cautions to all job listings, complete the following steps:

1. Select an answer.
2. Select the ['Save changes'](#) button.

The screenshot shows the NHS Jobs account management interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information on the right: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Manage account' and contains the question: 'Do you want to always add further questions about convictions or conditional cautions to all job applications?'. There are two radio button options: '1 Yes, add them to all job applications' (which is selected) and '2 No, let the person creating the listing select if they want to add them'. Below the options is a green 'Save changes' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

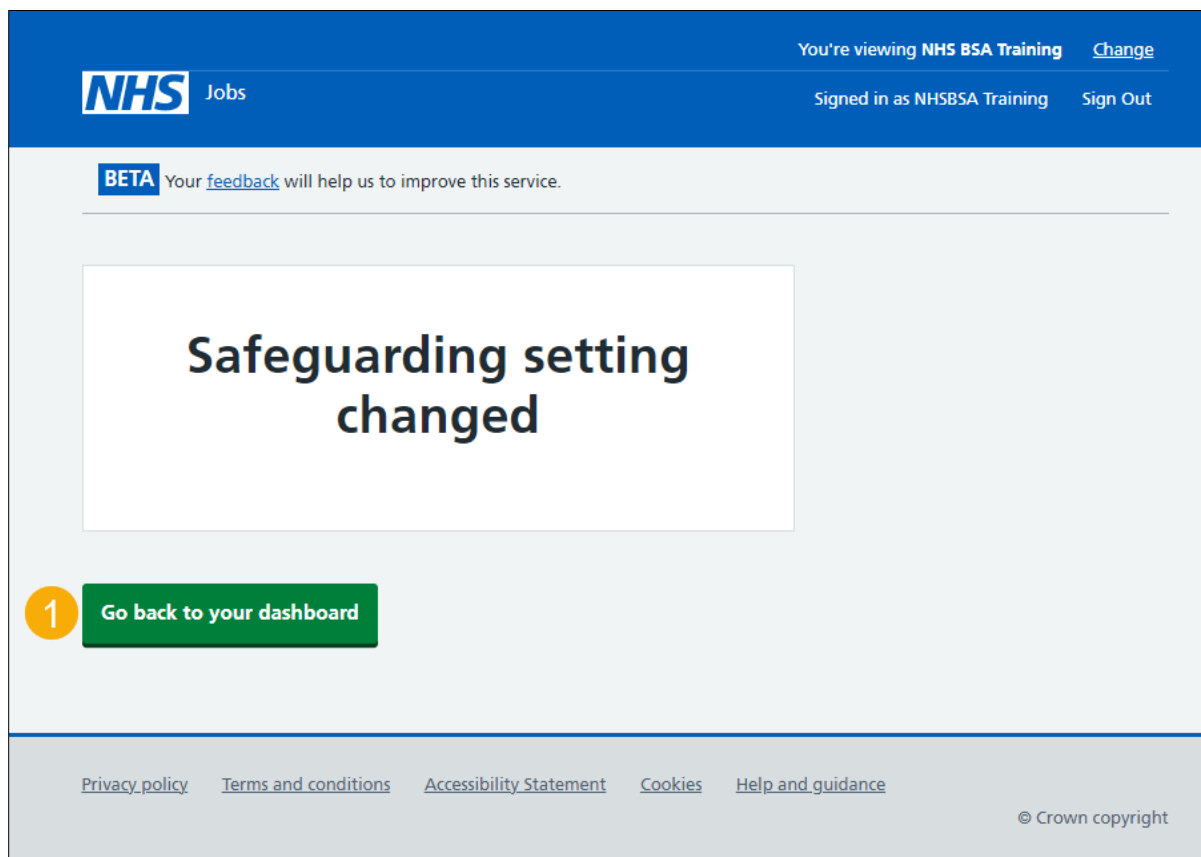
## Safeguarding setting changed

This page shows confirmation you've changed the safeguarding setting.

**Important:** If you've selected 'Yes', further questions about convictions or cautions will be added to all job applications. If you've selected 'No', the person creating the listing can choose if they want to add them to each job application.

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

1. Select the 'Go back to your dashboard' button.



You've changed the safeguarding setting and reached the end of this user guide.