

How to run the equal opportunities for a specific job report in NHS Jobs user guide

This guide gives you instructions for how to run the equal opportunities for a specific job report in the NHS Jobs service.

To run and download the equal opportunities for a specific job report, you'll confirm:

- the job listing reference you want the report to cover

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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Run a report

This page gives you instructions for how to run a report.

Important: The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the ['Run a report'](#) link.

The screenshot displays the NHS Jobs Employer Dashboard for user Michael Wardman. The dashboard is divided into several sections:

- Header:** NHS Jobs logo, user information (Signed in as Michael Wardman), and a 'Show tasks for all accounts' toggle.
- Navigation:** 'Tasks by stage' and 'Listings by user' tabs.
- Main Content:** A list of recruitment stages with counts and progress bars:

Stage	Count	Progress
Draft	28 - on track 24, overdue 4	Green bar (24/28)
Approvals	2 - on track 0, due 1, overdue 1	Yellow bar (0/2)
Published	6	Green bar (6/6)
Shortlisting	22 - on track 11, overdue 11	Green bar (11/22)
Interviews	10 - on track 0, overdue 10	Red bar (0/10)
Ready to offer	4 - on track 0, overdue 4	Red bar (0/4)
Conditional offers	4 - on track 0, overdue 4	Red bar (0/4)
Pre-employment checks	0	Grey bar (0/0)
Contracts	3 - on track 0, overdue 3	Red bar (0/3)
End recruitment	3 - on track 0, overdue 3	Red bar (0/3)
- Right-hand Side (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
- Reporting:**
 - 1** Run a report

Which report do you want to run?


This page gives you instructions for how to confirm which report you want to run.

Important: The report will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

To confirm which report you want to run, complete the following steps:

1. Select the '[Equal opportunities for a specific job](#)' option.

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


Signed in as [Sign out](#)

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[Go back](#)

Reporting

Which report do you want to run?

Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

Type of report	Action
Export of application and listing data	Run report (opens in new tab)
Equal opportunities	Run report (opens in new tab)
Equal opportunities progress	Run report (opens in new tab)
Equal opportunities for a specific job	Run report (opens in new tab) 1
Vacancy numbers	Run report (opens in new tab)
Time taken to hire	Run report (opens in new tab)
Vacancy bulletin	Run report (opens in new tab)

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What's the job listing reference you want the report to cover?

This page gives you instructions for how to confirm the job listing reference you want the report to cover.

To confirm the job listing reference you want the report to cover, complete the following steps:

1. In the **Job listing reference** box, enter the details.
2. Select the '[Continue](#)' button.

The screenshot shows a web page from the NHS Business Services Authority. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it indicates 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Equal opportunities for a specific job' followed by 'What's the job listing reference you want the report to cover?'. There is a text input field labeled 'Job listing reference' with a '1' in a yellow circle next to it. Below the input field is a green 'Continue' button with a '2' in a yellow circle next to it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. A copyright notice '© Crown copyright' is in the bottom right corner.

Check your answers

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

To check, change and confirm your answers, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Continue' button.

You're viewing NHS Business Services Authority [Change](#)

NHS Jobs Signed in as NHS BSA Training [Sign out](#)

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

[< Go back](#)

Equal opportunities for a specific job

Check your answers

Which report do you want to run?	Equal opportunities for a specific job	Change 1
What's the job listing reference you want the report to cover?	T1111-21-0385	Change

2 [Continue](#)

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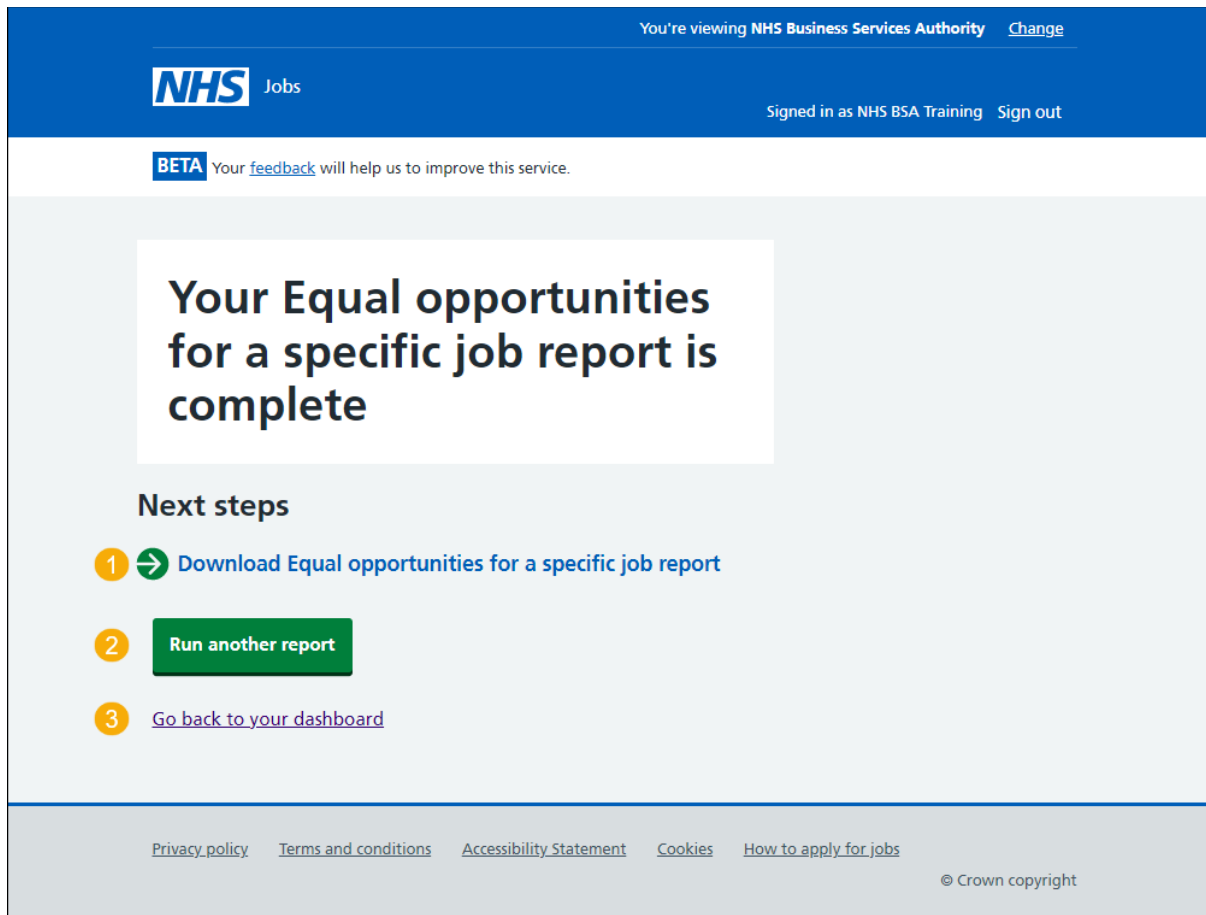
Your report is complete

This page shows confirmation your report is complete.

Important: The report is downloaded in a comma-separated values (CSV) document.

To do a task, complete the following steps:

1. Select the 'Download Equal opportunities for a specific job report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it indicates 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Your Equal opportunities for a specific job report is complete'. Below this, under the heading 'Next steps', there are three items: 1. A blue arrow icon followed by the text 'Download Equal opportunities for a specific job report'. 2. A green button with the text 'Run another report'. 3. A blue link with the text 'Go back to your dashboard'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

You've ran and downloaded the equal opportunities for a specific job report and reached the end of this user guide.