

How to run the equal opportunities progress report in NHS Jobs user guide

This guide gives you instruction for how to run the equal opportunities progress report in the NHS Jobs service.

To run and download the equal opportunities progress report, you'll confirm which:

- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for

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 run the equal opportunities progress report in NHS Jobs user guide | 1 |
| Run a report | 3 |
| Which report do you want to run? | 4 |
| Which job listing do you want to export the CSV file for? | 5 |
| Which dates do you want the report to cover? | 6 |
| Which staff group is the report for? | 7 |
| Check your answers | 8 |
| Your report is complete | 9 |

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 titled 'NHSBSA MW UAT Dashboard' and features a navigation menu with 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content area lists various task categories with counts and progress bars:

| Category | Count | Progress/Status |
|---------------------------------------|----------------------------------|---------------------------------------|
| Draft | 28 - on track 24, overdue 4 | Progress bar (mostly green, some red) |
| Approvals | 2 - on track 0, due 1, overdue 1 | Progress bar (mostly grey, some red) |
| Published | 6 | Progress bar (mostly green) |
| Shortlisting | 22 - on track 11, overdue 11 | Progress bar (mostly green, some red) |
| Interviews | 10 - on track 0, overdue 10 | Progress bar (mostly red) |
| Ready to offer | 4 - on track 0, overdue 4 | Progress bar (mostly red) |
| Conditional offers | 4 - on track 0, overdue 4 | Progress bar (mostly red) |
| Pre-employment checks | 0 | Progress bar (grey) |
| Contracts | 3 - on track 0, overdue 3 | Progress bar (mostly red) |
| End recruitment | 3 - on track 0, overdue 3 | Progress bar (mostly red) |

On the right side, there are several utility sections:

- 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:**
 - [Run a report](#) (highlighted with a yellow circle and the number 1)

The footer contains links for [Privacy policy](#), [Terms and conditions](#), [Accessibility Statement](#), [Cookies](#), and [Help and guidance](#), along with the copyright notice '© Crown copyright'.

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 selected will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV 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 progress](#)' option.

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


Signed in as [Sign out](#)

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

[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) 1 |
| Equal opportunities for a specific job | Run report (opens in new tab) |
| 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) |

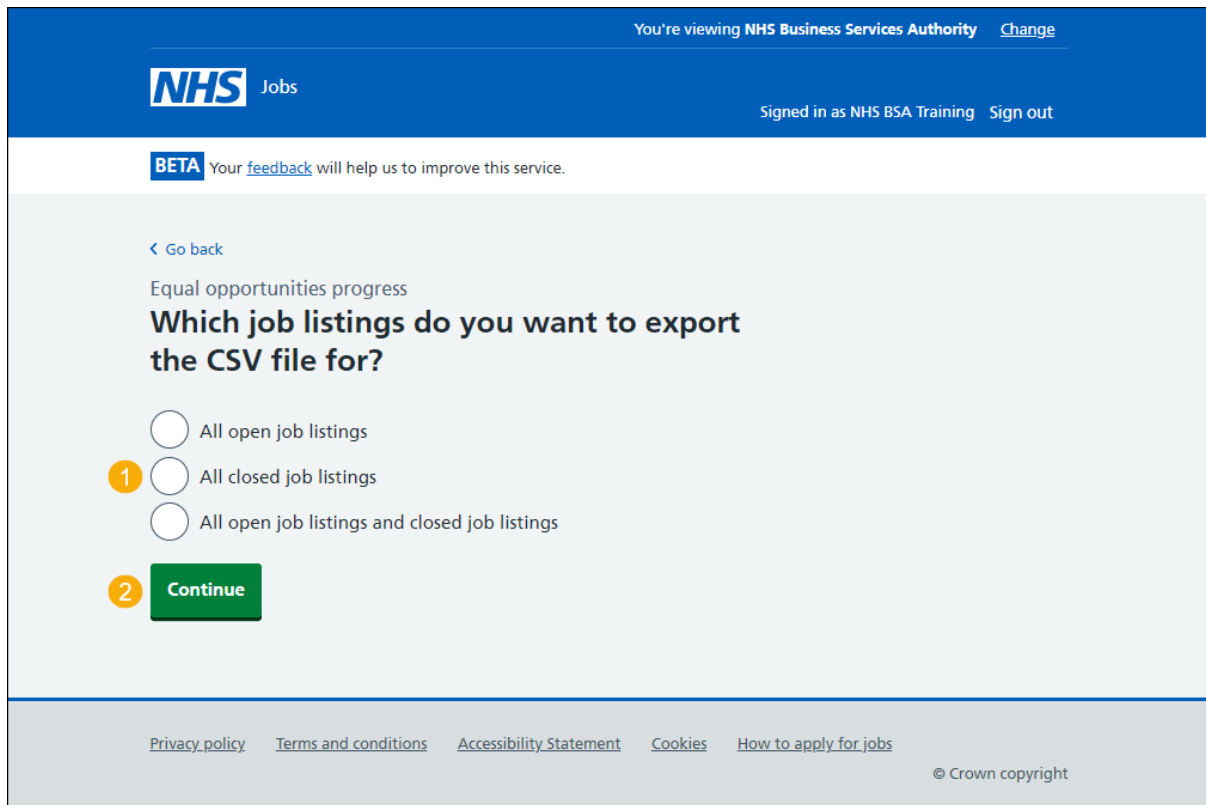
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[How to apply for jobs](#)
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Which job listing do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listing you want to export the CSV file for.

To confirm which job listings you want to export the CSV file for, complete the following steps:

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



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 says '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 progress' followed by 'Which job listings do you want to export the CSV file for?'. There are three radio button options: 'All open job listings', 'All closed job listings' (marked with a '1' in a yellow circle), and 'All open job listings and closed job listings'. Below the options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text is '© Crown copyright'.

Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

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

1. In the **Date from** boxes, enter the details.
2. In the **Date to** boxes, enter the details.
3. Select the ['Continue'](#) button.

The screenshot shows the NHS Jobs application interface. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training' with a 'Sign out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is at the top left. The main heading is 'Equal opportunities progress' followed by 'Which dates do you want the report to cover?'. Under 'Date from', there is an example '15 3 2020' and three input boxes for Day, Month, and Year, with a '1' in a yellow circle next to the Day box. Under 'Date to', there is an example '11 4 2020' and three input boxes for Day, Month, and Year, with a '2' in a yellow circle next to the Day box. A green 'Continue' button with a '3' in a yellow circle is below the 'Date to' boxes. 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 at the bottom right.

Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

Important: You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

1. Select an answer.
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. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA 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.' The main content area has a 'Go back' link and the title 'Which staff group is the report for?'. Below the title, it says 'Select as many as you need.' and lists ten staff groups with checkboxes: 'Select all staff groups', 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary', 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. At the bottom of the list is a green 'Continue' button with a yellow circle and the number '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

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

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

[← Go back](#)

Equal opportunities progress

Check your answers

| | | |
|---|---|---|
| Which report do you want to run? | Equal opportunities progress | Change |
| Which job listings do you want to export the CSV file for? | All open job listings and closed job listings | Change |
| Date from | 01/01/2022 | Change 1 |
| Date to | 31/01/2022 | Change |
| Which staff group is the report for? | <div style="border: 1px solid #ccc; padding: 5px;"> <p>Additional Clinical Services Change</p> <p>Additional Professional Scientific & Technical</p> <p>Administrative & Clerical</p> <p>Allied Health Professionals</p> <p>Estates & Ancillary</p> <p>Healthcare Scientists</p> <p>Medical & Dental</p> <p>Nursing & Midwifery Registered</p> <p>Students</p> </div> | |

2
Continue

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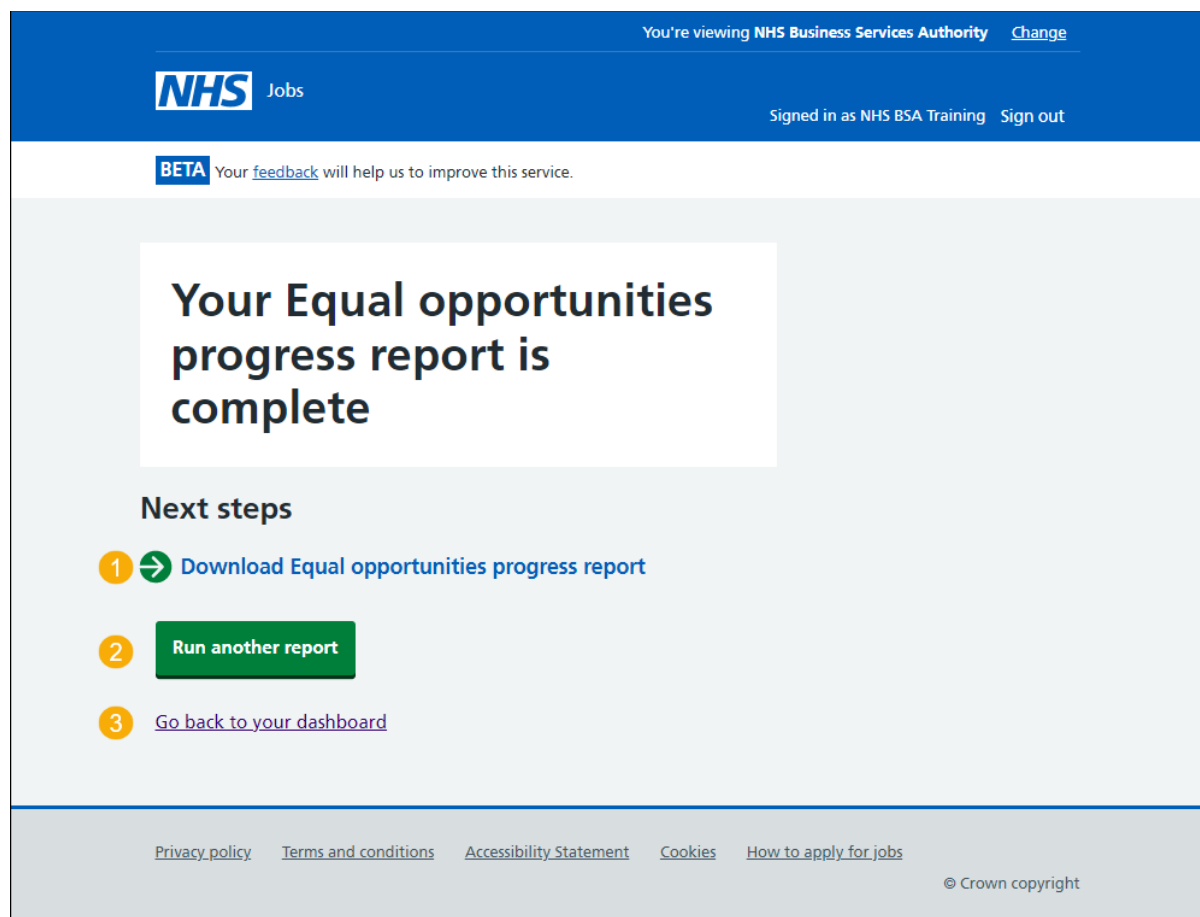
Your report is complete

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 progress report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.



The screenshot displays the NHS Jobs portal interface. At the top, a blue header contains the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, a white bar indicates the user is signed in as 'NHS BSA Training' with a 'Sign out' link. A 'BETA' badge and a feedback prompt are visible. The main content area features a large white box with the text 'Your Equal opportunities progress report is complete'. Below this, a 'Next steps' section lists three actions: 1. 'Download Equal opportunities progress report' (with a right arrow icon), 2. 'Run another report' (with a green button), and 3. 'Go back to your dashboard' (with a purple link). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

You've ran and downloaded the equal opportunities progress report and reached the end of this user guide.