

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

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

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

- departments you want the report to cover (if applicable)
- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for
- stage of recruitment 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 task categories with counts and progress bars:
 

Category	Count	Progress
<b>Draft</b>	28 - on track 24, overdue 4	Green bar (24/28)
<b>Approvals</b>	2 - on track 0, due 1, overdue 1	Yellow bar (0/2)
<b>Published</b>	6	Green bar (6/6)
<b>Shortlisting</b>	22 - on track 11, overdue 11	Green bar (11/22)
<b>Interviews</b>	10 - on track 0, overdue 10	Red bar (0/10)
<b>Ready to offer</b>	4 - on track 0, overdue 4	Red bar (0/4)
<b>Conditional offers</b>	4 - on track 0, overdue 4	Red bar (0/4)
<b>Pre-employment checks</b>	0	Grey bar (0/0)
<b>Contracts</b>	3 - on track 0, overdue 3	Red bar (0/3)
<b>End recruitment</b>	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 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](#)' 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	<a href="#">Run report</a> (opens in new tab)
Equal opportunities	<a href="#">Run report</a> (opens in new tab) <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold;">1</span>
Equal opportunities progress	<a href="#">Run report</a> (opens in new tab)
Equal opportunities for a specific job	<a href="#">Run report</a> (opens in new tab)
Vacancy numbers	<a href="#">Run report</a> (opens in new tab)
Time taken to hire	<a href="#">Run report</a> (opens in new tab)
Vacancy bulletin	<a href="#">Run report</a> (opens in new tab)

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## Do you want to run the report for all departments?

This page gives you instructions for how to confirm if you want to run the report for all departments.

**Important:** You'll only see this page if your organisations account is using departments.

To confirm if you want to run a report for all departments, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs application interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. A "Signed in as" dropdown menu and "Sign out" link are on the right. A "BETA" banner states "Your feedback will help us to improve this service." The main content area is titled "Equal opportunities" and asks "Do you want to run the report for all departments?". Below the question are two radio buttons: "Yes" (with a "1" in a yellow circle) and "No" (with a "2" in a yellow circle). A green "Continue" button is positioned below the "No" option. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to apply for jobs", along with a "© Crown copyright" notice.

## Which departments do you want to include in the report?

This page gives you instructions for how to add which departments you want to include in the report.

**Important:** You'll only see this page if you don't want to run a report for all departments. If the department you want is not on the list, you need to contact a super user for your organisation to have it added.

To add which departments you want to include in the report, complete the following steps:

1. In the **Search** box, enter the details and select a department.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training". The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as NHSBSA Training Sign out". Below the header, there is a "BETA" notice: "Your feedback will help us to improve this service." A "Go back" link is present. The main heading is "Equal opportunities Which departments do you want to include in the report?". Step 1 is a search box. Step 2 is a green "Continue" button. A link "The department I want is not on the list" is shown with a dropdown arrow. Below it, text says "To get a department added to the list you need to contact a super user for your organisation." The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to apply for jobs", along with "© Crown copyright".

## Departments included in the report

This page gives you instructions for how to manage your departments.

**Important:** In this example, the department 'NHS Jobs Training and Support' is added.

To manage your departments, complete the following steps:

1. Select the 'Remove' link (optional).
2. Select the '[Add a department](#)' button (optional).
3. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training Sign out'. Below that is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main heading is 'Departments included in the report'. There is a '< Go back' link and 'Equal opportunities' text. A table lists the department 'NHS Jobs Training and Support' with a 'Remove' link next to it, which is marked with a yellow circle containing the number '1'. Below the table are two buttons: '2 Add a department' (grey) and '3 Continue' (green). At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

## Which job listings do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listings 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, 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 text 'Equal opportunities'. The title of the form is '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', and 'All open job listings and closed job listings'. The 'All closed job listings' option is selected, indicated by a yellow circle with the number '1'. Below the options is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text reads '© 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 provided. The main heading is 'Equal opportunities 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', along with a '© Crown copyright' notice.

**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, 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 Sign out' is on the right. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Which staff group is the report for?' under 'Equal opportunities'. Below this, 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. A green 'Continue' button with a yellow circle and the number '2' is at the bottom of the list. 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'.

## Which stage of recruitment do you want the report to cover?

This page gives you instructions for how to confirm which stage of recruitment you want the report to cover.

**Important:** You can select as many recruitment stages as you need.

To confirm which stage of recruitment you want the report to cover, 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' followed by 'What stage of recruitment do you want the report to cover?'. There are four radio button options: 'Applications submitted', 'Shortlisted', 'Interview', and 'Offer'. A yellow circle with the number '1' is next to the 'Shortlisted' option. A green 'Continue' button with a yellow circle and the number '2' is below the options. 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'.


## 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 BSA Training


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

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

[< Go back](#)

Equal opportunities

### Check your answers

<b>Which report do you want to run?</b>	Equal opportunities	
<b>Run the report for all departments?</b>	No	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">1</span>
<b>Departments included in the report</b>	NHS Jobs Training and Support	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">1</span>
<b>Which job listings do you want to export the CSV file for?</b>	All open job listings	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">1</span>
<b>Date from</b>	01/05/2022	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">1</span>
<b>Date to</b>	01/08/2022	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">1</span>
<b>Which staff group is the report for?</b>	Administrative & Clerical	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">1</span>
<b>What stage of recruitment do you want the report to cover?</b>	Applications submitted Shortlisted Interview Offer	<a href="#">Change</a> <span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px;">1</span>

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 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 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.' The main content area features a large white box with the heading 'Your Equal opportunities report is complete'. Below this, under the heading 'Next steps', there are three numbered items: 1. 'Download Equal opportunities report' with a right-pointing arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a link icon. The footer contains 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 report and reached the end of this user guide.