

How to run the vacancy bulletin report in NHS Jobs user guide

This guide gives you instructions for how to run the vacancy bulletin report in the NHS Jobs service.

To run and download the vacancy bulletin report, you'll confirm:

- if you want to include the job listing text in the report
- which job listings you want to include in your report
- which dates you want the reports to cover
- which 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](#).

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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 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
Draft	28 - on track 24, overdue 4	83% (Green)
Approvals	2 - on track 0, due 1, overdue 1	0% (Red)
Published	6	100% (Green)
Shortlisting	22 - on track 11, overdue 11	50% (Green/Red)
Interviews	10 - on track 0, overdue 10	0% (Red)
Ready to offer	4 - on track 0, overdue 4	0% (Red)
Conditional offers	4 - on track 0, overdue 4	0% (Red)
Pre-employment checks	0	0% (Grey)
Contracts	3 - on track 0, overdue 3	0% (Red)
End recruitment	3 - on track 0, overdue 3	0% (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)

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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 '[Vacancy bulletin](#)' option.

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


Signed in as [redacted] [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)
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) 1

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[How to apply for jobs](#)
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Do you want to include the job listing text in the report?

This page gives you instructions for how to confirm if you want to include the job listing text in the report.

To confirm if you want to include the job listing text in the report, 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, there is a 'Go back' link. The main content area is titled 'Vacancy bulletin' and contains the question 'Do you want to include the job listing text in the report?'. There are two radio button options: 'Yes, include the job listing text' (marked with a '1' in a yellow circle) and 'No, do not include the job listing text'. Below the options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom, 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'.

Which job listings do you want to include in your report?

This page gives you instructions for how to confirm which job listings you want to include in your report.

To confirm which job listings you want to include in your report, 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. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign out' link. Below the header, there is a white banner with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and contains a '< Go back' link, the text 'Vacancy bulletin', and the heading 'Which job listings do you want to include in your report?'. There are four radio button options: 'Internal job listings', 'External job listings', 'Group internal job listings', and 'All job listings'. A yellow circle with the number '1' is next to the 'External job listings' option. 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 is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice '© 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.

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](#)

Vacancy bulletin

Which dates do you want the report to cover?

Date from

For example, 15 3 2020

Day	Month	Year
1 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>

Date to

For example, 11 4 2020

Day	Month	Year
2 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>

3 [Continue](#)

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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 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 Sign out' is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link and the text 'Vacancy bulletin'. The main heading is 'Which staff group is the report for?'. Below the heading, 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. Below the list is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© 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](#) [Change](#)


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

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

[< Go back](#)

Vacancy bulletin

Check your answers

Which report do you want to run?	Vacancy bulletin	Change
Do you want to include the job listing text in the report?	Yes, include the job listing text	Change
Which job listings do you want to include in your report?	All job listings	Change
Date from	01/01/2022	Change
Date to	27/05/2022	Change
Which staff group is the report for?	Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	Change

1

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 portable document format (PDF) document. This report does not include vacancies that have been published today.

To do a task, complete the following steps:

1. Select the 'Download Vacancy bulletin 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 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 has a large white box with the heading 'Your Vacancy bulletin report is complete'. Below this, under 'Next steps', it states 'This report does not include vacancies that have been published today.' There are three numbered steps: 1. 'Download Vacancy bulletin report' with a green arrow icon; 2. 'Run another report' with a green button; 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 vacancy bulletin report and reached the end of this user guide.