**NHS Jobs**

# How to score applications in NHS Jobs user guide

This guide gives you instructions for how to score applications in the NHS Jobs service.

To score applications, you'll need to:

- score applications online or offline.
- score the criteria against the applicant's evidence.
- download all or individual applications (optional).
- add an application summary (optional).
- view and change the application scores (optional).
- close your advert early (optional).

To score applications for an open job, go to the 'Published' page.

To score applications for a closed job, go to the 'Shortlisting' page.

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

# Published

This page gives you instructions for how to access a published job listing.

<mark>Important:</mark> You'll only see this page if you're scoring an application for an open job listing.

To access a job listing at the published stage, complete the following step:

1. Select the 'Published' link.

## Select the published job listing for scoring

This page gives you instructions for how to select the published job listing for scoring.

**Important:** You must have received at least 1 application to score it. In this example, there is 1 application submitted.

To select the published job listing for scoring, complete the following step:

1. Select the '<u>Job title</u>' link

# Score applications

This page gives you instructions for how to score applications.

To score applications, complete the following step:

1. Select the 'Score applications' button.

You're viewing **NHSBSA MW UAT**    Change

**NHS** Jobs

Signed in as Michael Wardman    Sign Out

**BETA** Your feedback will help us to improve this service.

< Go back

NHSBSA MW UAT

**Training and Support Officer listing**

PUBLISHED
Reference number: A0201-22-4879

Job details | Team | Applicant details

**The job title**

Job title and reference number

**The details of the job**

About the job and pay

**What needs doing next**

Score applications   1

Close early

View on NHS Jobs (opens in new tab)

Reuse this listing

Set up rolling recruitment

Download applicant contact details

Add Applicant

## Start scoring applications

This page gives you instructions for how to start scoring applications.

**Important:** You need to complete your scoring before you select your shortlist. In this example, there are no applications scored and there is 1 application to score.

To start scoring applications, complete the following steps:

1. Select the '1 to score' link to view the applications to score.
   or
2. Select the 'Start scoring applications' button.

To manage the shortlisting lead and panel, complete one of the the following steps:

3. Select the 'Change the shortlisting lead' link (optional).
   or
4. Select the 'Add someone to the panel' link (optional).

## Who do you want to add as the shortlisting lead?

This page gives you instructions for how to add the shortlisting lead.

**Important:** You'll only see this page if you're changing the shortlisting lead. If the shortlisting lead is not on the list, you need to contact a super user for your organisation.

To add the shortlisting lead, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the 'Save and continue' button.

or

3. Select the 'The person I want is not on the list' link.

You're viewing NHS BSA - UAT

**NHS** Jobs

Signed in as Mike Wardman     Sign Out

**BETA** Your feedback will help us to improve this service.

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# Who do you want to add as the shortlisting lead?

**1**

**3** ▼ The person I want is not on the list

To get someone added to the list you need to contact a super user for your organisation.

**2** Save and continue

Save and come back later

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## Who do you want to add to the shortlisting panel?

This page gives you instructions for how to add someone to the shortlisting panel.

<mark>Important:</mark> You'll only see this page if you're adding someone to the shortlisting panel. If the shortlisting panel person is not on the list, you need to contact a super user for your organisation.

To add someone to the shortlisting panel, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the 'Save and continue' button.

or

3. Select the 'The person I want is not on the list' link.

You're viewing NHS BSA - UAT

**NHS** Jobs

Signed in as Mike Wardman   Sign Out

**BETA** Your feedback will help us to improve this service.

< Go back

Score applications

# Who do you want to add to the shortlisting panel?

**1**

**3** ▼ The person I want is not on the list

To get someone added to the list you need to contact a super user for your organisation.

**2** Save and continue

Save and come back later

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## Applications to score

This page gives you instructions for how to score the applications.

**Important:** In this example, you have 2 applications to score and you have scored 0 out of the 2 applications you received.

To score the applications, complete the following step:

1. Select the 'Score this application' link.

## Score qualifications

This page gives you instructions for how to score the qualifications.

**Important:** In this example, essential and desirable criteria are added.

To score the qualifications against the criteria, complete the following steps:

1. In the **Essential criteria** section, select all the boxes they have evidenced.
2. In the **Desirable criteria** section, select all the boxes they have evidenced.



Go to the 'Score experience' section.

## Score experience

This page gives you instructions for how to score the experience.

**Important:** In this example, essential and desirable criteria are added.

To score the experince against the criteria, complete the following steps:

1. In the **Essential criteria** section, select all the boxes they have evidenced.
2. In the **Desirable criteria** section, select all the boxes they have evidenced.



Go to the '[Application summary](#)' section.

## Application summary

This page gives you instructions for how to add an application summary.

**Important:** You can add notes for internal use. They could be requested as feedback by the applicant.

To add an application summary and score the next application, complete the following steps:

1. In the **Notes about the application** box, enter the details (optional).
2. Select the 'Finish and score next application' button.

To save you progress or return to the scoring overview, complete one of the following steps:

3. Select the 'Save your progress and come back later' button.
   or
4. Select the 'Finish and return to scoring overview' link.



**Tip:** The number of applications left to score is shown under the application summary box.

## Manage your applications

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

**Important:** You can close the advert early if you need to. You cannot choose your shortlist until the advert is closed.

To manage your applications, complete the following steps:

1. Select the 'close the advert early' link (optional).
2. Select the 'view and change your scores' link (optional).
3. Select the 'Continue scoring' button.

## View and change scores

This page gives you instructions for how to view and change the application scores.

<mark>Important:</mark> You'll only see this page if you're changing the application scores.

To view and change the application scores, complete the following step:

1. Select the 'View and change score' link.
   or
2. Select the 'Go back' link.



If you don't want to change the application scores, you've reached the end of this user guide.

## View the application score

This page gives you instructions for how to view the application score.

<mark>Important:</mark> You can only view the application scores on this page.

To change the application score, complete the following step:

1. Select the '<u>Change score</u>' button (optional).
   or
2. Select the '<u>Go back</u>' link.



If you don't want to change the application score, you've reached the end of this user guide.

## Change the application scores

This page gives you instructions for how to change the application score.

To change the application scores, complete the following steps:

1. In the **Essential criteria** section, select all the boxes they have evidenced.
2. In the **Desirable criteria** section, select all the boxes they have evidenced.
3. Select the 'Save changes to scored application' button.
   or
4. Select the Exit without changes' link.



You've saved changes to scored applications or exited without changes and reached the end of this user guide.

# Shortlisting

This page gives you instructions for how to access a job listing at the shortlisting recruitment stage.

**Important:** You'll only see this page if you're scoring an application for a closed job listing.

To access a job listing at shortlisting recruitment stage, complete the following step:

1. Select the 'Shortlisting' link.

## Select the shortlisted job listing for scoring

This page gives you instructions for how to select the shortlisted job listing for scoring.

**Important:** You must have received at least 1 application to score it.

To select the shortlisted job listing for scoring, complete the following steps:

1. Select the 'Job title' link to view the job details (optional).
2. Select the 'Score applications' link.

## Score applications

This page gives you instructions for how to score applications.

To score applications, complete the following step:

1. Select the 'Score applications' button.



If you're using online scoring, go to the 'Score applications online' page.

If you're using offline scoring, go to the 'Score applications offline' page.

## Score applications online

This page gives you instructions for how to score applications online.

<mark>Important:</mark> You'll only see this page if you're scoring applications online.You need to complete your scoring before you select your shortlist.

To start scoring your applications, complete the following steps:

1. Select the '2 to score' link.
   or
2. Select the 'Start scoring applications' button.
3. Select the 'Change the shortlisting lead' link (optional).
4. Select the 'Add someone to the panel' link (optional).

**NHS** Jobs

You're viewing **Training Account 365**

Signed in as Lee Mapes TM       Sign Out

< Go back

Closed advert

**Score your Training and Support Officer applications**

Your advert closed on 12th September 2022.

You need to complete your scoring before you select your shortlist.

You are scoring as the **Shortlisting lead**.

There were 1 applications in total.

You have **scored 0**
You have 1 to score. **1**

**2** Start scoring applications

Shortlisting lead

Lee Mapes TM
**NOT STARTED**

Change the shortlisting lead **3**

Shortlisting panel

Add someone to the panel **4**

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## Score applications offline

This page gives you instructions for how to score applications offline.

<mark>Important:</mark> You'll only see this page if you're scoring applications offline. You'll still choose your shortlist online. You cannot do this online until the advert is closed.

To score applications offline, complete the following steps:

1. Select the 'Download all applications' button.
   or
2. Select the 'Download individual applications' button.
3. Select the 'close your advert early' link (optional).



**Tip:** The applications are downloaded in a portable document format (PDF) file.

**Which applications do you want to download?**

This page gives you instruction for how to download individual applications.

<mark>Important:</mark> You'll only see this page if you're downloading one or more applications to score.

To download one or more applications, complete the following steps:

1. Select the 'Select all' link.
   or
2. Select an individual application box.
3. Select the 'Download applications' button.
4. Select the '<u>Return to overview</u>' link.



**Tip:** You can select more than one application to download.

Once you've finished scoring applications, you can go to the '<u>Close your advert early</u>' page.

## Close advert early

This page gives you instructions for how to close the job advert early.

<mark>Important:</mark> You'll only see this option if you're a 'Super user', Team manager' or Recruiting Administrator' role. Closing the advert early will mean that no one else will be able to apply for the job.

To close the job advert early, complete the following step:

1. Select the 'Yes, close advert early' button.
   or
2. Select the 'No, keep advert open' link.

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

### Administration Assistant

**PUBLISHED**
Reference no: A0090-22-3065 | 1 applications received

### Are you sure you want to close your Administration Assistant advert before 25 December 2022?

Closing the advert early will mean that no one else will be able to apply for the job.

1 **Yes, close advert early**

2 No, keep advert open

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**Tip:** To find out how to shortlist applicants for interview, go to the '**How to shortlist applicants for interview in NHS Jobs'** user guide or video from the '**Score and shortlist**' section of the 'Help and support for employers' webpage.

You've reached the end of this user guide.