

How to transfer applicants to a copied listing for a rolling recruitment user guide

This guide gives you instructions for how to transfer applicants to a copied listing for a rolling recruitment in the NHS Jobs service.

If you've setup a rolling recruitment, you can transfer all or some of the applicants to the copied listing. This means the original job listing stays published so applicants can still apply, and you can continue with the recruitment process for applications already received.

For users of NHS Jobs and Electronic Staff Record (ESR) integration.

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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Published

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

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

1. Select the ['Published'](#) link.

The screenshot shows the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, 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 toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table lists stages with their counts, track status, and overdue items. The 'Published' stage is highlighted with a yellow circle and the number '1'. On the right, there are two sidebars: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; and 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Welsh listings', and 'Moving applicants to other accounts'.

Stage	Count	On Track	Overdue
Draft	99	25	74
Approvals	1		
1 Published	10	9	1
Shortlisting	68	42	26
Interviews	21	3	18

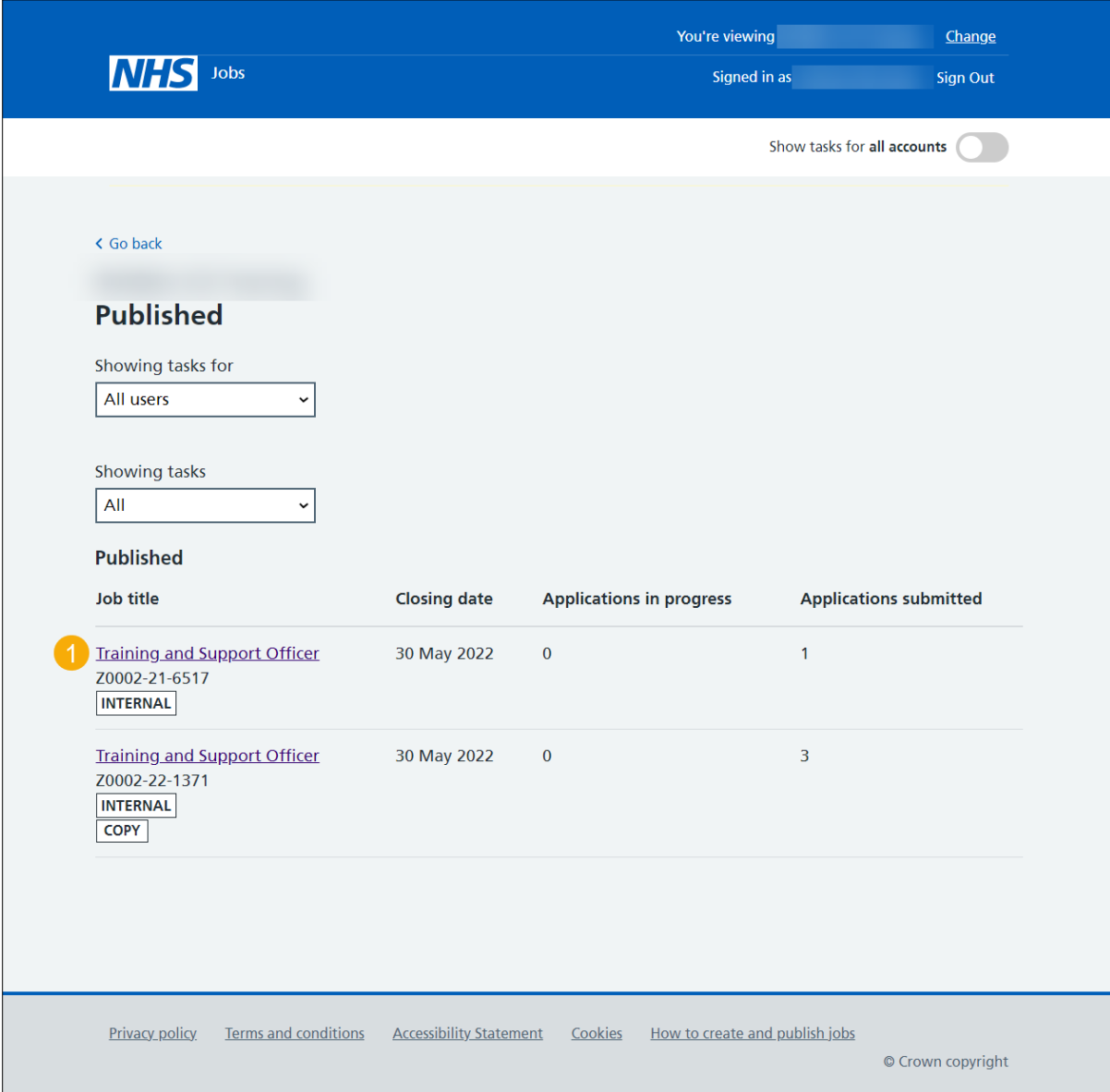
How to select a job listing

This page gives you instructions for how to select a job listing to transfer applicants from.

Important: In this example, the 'Training and Support Officer' role is used.

To select a job listing to transfer applicants from, complete the following step:

1. Select a '[Job title](#)' link.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a blurred area and a 'Change' link, and 'Signed in as' followed by another blurred area and a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. The main content area has a 'Go back' link and a 'Published' section. Under 'Published', there are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below these is a table with the following data:

Published	Job title	Closing date	Applications in progress	Applications submitted
1	Training and Support Officer Z0002-21-6517 INTERNAL	30 May 2022	0	1
	Training and Support Officer Z0002-22-1371 INTERNAL COPY	30 May 2022	0	3

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer also includes the text '© Crown copyright'.

Set up rolling recruitment

This page gives you instructions for how to set up a rolling recruitment to transfer applicants to a copied listing.

Important: You'll only see the 'Set up rolling recruitment' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To set up a rolling recruitment to transfer applicants to a copied listing, complete the following steps:

1. Select the '[Job title](#)' link to view the copied job listing details (optional).
2. Select the '[Set up rolling recruitment](#)' link.

NHS Jobs You're viewing NHSBSA MW UAT [Change](#)
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](#)
[Location](#)
[Contact details and closing date](#)

The job overview, job description and person specification
[Job overview](#)
[Job description](#)
[Person specification](#)
[Supporting information](#)

Pre-application and additional application questions
[Pre-application questions](#)
[Additional application questions](#)

The internal documents
[Internal documents](#)

The Welsh (Cymraeg) translation for this advert
[Welsh translation](#)

What needs doing next
[Score applications](#)
[Close early](#)

[View on NHS Jobs \(opens in new tab\)](#)
[Reuse this listing](#)
[Set up rolling recruitment](#) **2**
[Download list of applicants](#)
[Add Applicant](#)

Copies of this listing
[A0201-22-6058](#) **1**

Stage: Published
Submitted applications: 2
Scored applications: 0
Closing date: 25/01/2023

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Copied job listing details

This page shows the copied job listing details.

Important: A copied job listing will show a '**COPY**' status above the job reference number. You can find the job listing the listing is copied from under the 'Listing copied from' section.

1. Select the '[Go back](#)' link.

The screenshot shows the NHS Jobs interface for a copied job listing. At the top, the NHS logo and 'Jobs' are visible, along with user information: 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. A 'BETA' notice states 'Your feedback will help us to improve this service.' A navigation breadcrumb shows '1 < Go back'. The main heading is 'NHS BSA Training Training and Support Officer listing'. A blue 'COPY' badge is positioned above the reference number 'T1111-23-5066'. Below this are three tabs: 'Job details' (selected), 'Team', and 'Applicant details'. The page is divided into several sections, each with a title and a link: 'The job title' (link: 'Job title and reference number'), 'The details of the job' (links: 'About the job and pay', 'Location', 'Contact details and closing date'), 'The job overview, job description and person specification' (links: 'Job overview', 'Job description', 'Person specification', 'Supporting information'), 'Pre-application and additional application questions' (links: 'Pre-application questions', 'Additional application questions'), 'The internal documents' (link: 'Internal documents'), and 'The Welsh (Cymraeg) translation for this advert' (link: 'Welsh translation'). On the right side, there are two summary boxes. The first, 'What needs doing next', contains a green 'Close early' button. The second, 'Listing copied from', shows the source reference number 'T1111-23-9573'. Below this, application statistics are listed: 'Stage: Copy', 'Submitted applications: 0', 'Scored applications:', and 'Closing date: 30/01/2023'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', followed by the copyright notice '© Crown copyright'.

Which copied listing do you want to transfer applicants to?

This page gives you instructions for how to confirm the copied listing you want to transfer applicants to.

Important: You can only transfer applicants from this listing to a copy of it that you have not finished scoring.

To confirm the copied listing, you want to transfer applicants to complete the following steps:

1. Select the 'Job reference number' option.
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' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Set up rolling recruitment' followed by the main heading 'Which copied listing do you want to transfer applicants to?'. A paragraph explains: 'You can only transfer applicants from this listing to a copy of it that you have not finished scoring.' There are two radio button options: '1' (in a yellow circle) next to 'Z0002-22-1371' and 'Or' next to 'Create another copy of this listing'. Below these is a green button with 'Continue' written on it, which is also marked with a '2' in a yellow circle. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer is the text '© Crown copyright'.

Tip: To find out how to create another copy of this listing, go to the 'How to set up a rolling recruitment in NHS Jobs' user guide or video from the 'Rolling recruitment' section of the '[Help and support for employers](#)' webpage.

Would you like to transfer all applicants to the copied listing?

This page gives you instructions for how to confirm if you would like to transfer all the applicants to the copied listing.

To confirm if you would like to transfer all the applicants to the copied listing, complete the following steps:

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

The screenshot shows the NHS Jobs 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' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. The main content area is light grey and contains a 'Go back' link with a left arrow. Below that, it says 'Set up rolling recruitment' and then the question 'Would you like to transfer all the applicants to the copied listing?' in bold. Underneath the question, it says 'Select no, if you want to choose which applicants to transfer.' There are two radio buttons: one labeled '1' with a yellow circle next to it, and the other labeled '2' with a yellow circle next to it. The 'Continue' button is green and has a yellow circle with the number '2' next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© Crown copyright'.

Which applicants do you want to transfer to the copied listing?

This page gives you instructions for how to confirm which applicants you want to transfer to the copied listing.

Important: You'll only see this page if you're not transferring all applicants to the copied listing. Select all applicants you want to transfer.

To confirm which applicants you want to transfer to the copied listing, complete the following steps:

1. Select the applicants to add to the copied listing.
2. Select the [Continue](#) button.

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' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. The main content area has a light blue background. It starts with a '< Go back' link. Below that is the text 'Set up rolling recruitment'. The main heading is 'Which applicants do you want to transfer to the copied listing?'. Underneath, it says 'Select all applicants you want to transfer.' There are two applicants listed, each with a checkbox and a yellow circle containing the number '1' to its left. The first applicant is 'AR-220511-00005' and the second is 'AR-220511-00006'. Below the list is a green button with a yellow circle containing the number '2' and the text 'Continue'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© Crown copyright'.

Tip: If there are more than 15 applicants, they will be spread across multiple pages.

Check the details and transfer applicants

This page gives you instructions for how to check the details and transfer applicants.

To check, change and confirm the details to transfer the applicants, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the ['Transfer applicants'](#) button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing [redacted] Change' and 'Signed in as [redacted] Sign Out'. Below the header, there is a breadcrumb '< Go back' and the page title 'Set up rolling recruitment Check the details and transfer applicants'. The main content area contains a table with the following information:

Listing to transfer applicants from	Training and Support Officer Z0002-21-6517	
Copied listing to transfer applicants to	Z0002-22-1371	Change
Transfer all applicants to the copied listing?	Yes	Change

Below the table, there is a green button labeled 'Transfer applicants' with a yellow circle containing the number '2' next to it. A yellow circle containing the number '1' is positioned next to the 'Change' link in the second row of the table.

At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Applicants transferred

This page shows confirmation you've transferred the applicants to a copied listing.

Important: If you select the 'copied listing' link, you can close the listing early to begin scoring and progress with the recruitment process.

To do a task, complete the following steps:

1. Select the 'copied listing' link to close the listing early and start scoring (optional).
2. Select the 'Go to your dashboard' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing' and 'Signed in as' with dropdown menus on the right. The main content area has a white box with the heading 'Applicants Transferred' and the text 'from Z0002-21-6517 to Z0002-22-1371'. Below this, a section titled 'What happens next?' explains that the copied listing is not live and other applicants cannot apply. It includes a numbered step '1' with a yellow circle containing the number '1', followed by the text 'You can close the [copied listing Z0002-22-1371](#) early and start scoring applications'. Below this is a green button with a white border and a yellow circle containing the number '2', labeled 'Go to your dashboard'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

You've transferred the applicants to the copied listing and reached the end of this user guide.