

How to use the employer dashboard in NHS Jobs user guide

This guide gives you instructions for how to use the employer dashboard in the NHS Jobs service.

You can use the employer dashboard in your organisation's account to:

- view tasks by recruitment stage
- view job listings by user
- create a job listing
- search for a job listing or an applicant
- manage your account
- setup documents and templates
- access help and information
- run reports for your organisation

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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Employer dashboard

This page gives you instructions for how to use the employer dashboard in your organisations account.

To use the employer dashboard, complete the following steps:

1. Select the '[Tasks by stage](#)' tab.
2. Select the '[Listings by user](#)' tab.
3. Go to the '[What you can do](#)' section.
4. Go to the '[Manage the account](#)' section.
5. Go to the '[Documents and templates](#)' section.
6. Go to the '[Help and information](#)' section.
7. Go to the '[Reporting](#)' section.

NHSBSA Lee UAT Dashboard

Showing tasks for: All users

Task Stage	Count	Progress
Draft	13	100%
Approvals	0	0%
Published	1	100%
Shortlisting	27 - on track 26, overdue 1	96%
Interviews	15 - on track 12, overdue 3	80%
Ready to offer	11 - on track 9, overdue 2	82%
Conditional offers	15 - on track 5, overdue 10	33%
Pre-employment checks	0	0%
Contracts	6	100%
End recruitment	1	100%

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

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Tasks by stage

This page gives you instructions for how to view tasks by recruitment stage.

Important: You must have a job listing or applicant at the recruitment stage to view it.

The tasks by job listings are:

- Approvals
- Published
- Shortlisting
- Interview
- Ready to offer
- End recruitment

The tasks by applicants are:

- Conditional offers
- Pre-employment checks
- Contracts

To do a task, complete the followings steps:

1. In the **Showing tasks for** drop-down menu, select an option to filter the task view.
2. Select a stage to view the job listings or applicants.



Go to the ['Listings by user'](#) page.

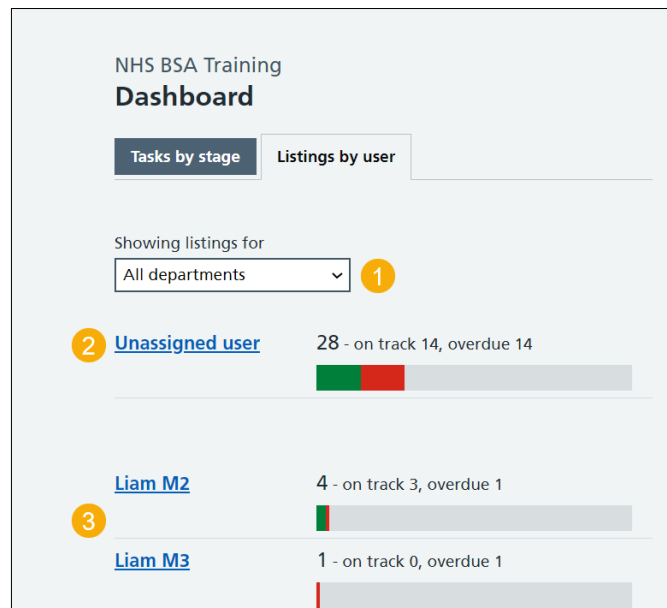
Listings by user

This page gives you instructions for how to view job listings by user.

Important: In this example, there are listings with an unassigned and two assigned users.

To do a task, complete the followings steps:

1. In the **Showing listings for** drop-down menu, select an option to filter the user view.
2. Select the 'Unassigned user' link to view job listings not assigned to any users.
3. Select a 'Named user' link to view the job listings for that user.



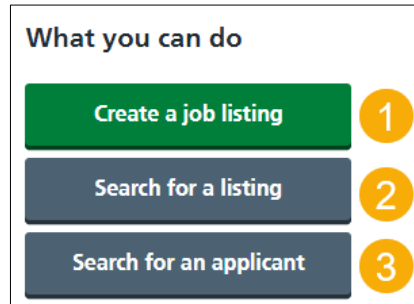
Go to the ['What you can do'](#) page.

What you can do

This page gives you instructions for what you can do.

To do a task, complete the following steps:

1. Select the 'Create a job listing' button.
2. Select the 'Search for a listing' button.
3. Select the 'Search for an applicant' button.



Tip: To find out how to create a job listing, go to a user guide or video from the '**Create and publish a job listing**' section on the '[Help and support for employers](#)' webpage. To find out how to search for a job listing and an applicant, go to a user guide or video from the '**Search your organisations account**' section on the '[Help and support for employers](#)' webpage.

Go to the '[Manage the account](#)' page.

Manage the account

This page gives you instructions for how to manage the account.

To do a task, complete one of the following steps:

1. Select the 'Manage users' link.
2. Select the 'At risk applicants' link.
3. Select the 'Accredited logos' link.
4. Select the 'Key performance indicators (KPIs)' link.
5. Select the 'Approval settings' link.
6. Select the 'Departments' link.
7. Select the 'Criminal convictions and cautions' link.
8. Select the 'Welsh listings' link.
9. Select the 'Moving applicants to other accounts' link.



Tip: To find out how to manage the account, go to a user guide or video from the '**Manage your organisations account**' section on the '[Help and support for employers](#)' webpage.

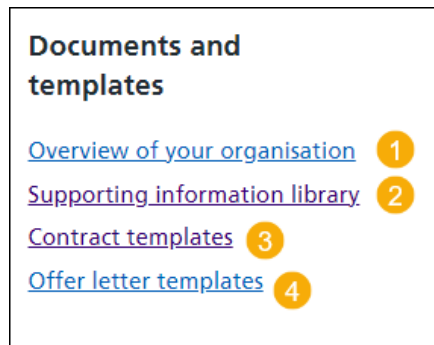
Go to the '[Documents and templates](#)' page.

Documents and templates

This page gives you instructions for how to manage documents and templates.

To do a task, complete one of the following steps:

1. Select the 'Overview of your organisation' link.
2. Select the 'Supporting information library' link.
3. Select the 'Contracts templates' link.
4. Select the 'Offer letter templates' link.



Tip: To find out how to manage documents and templates, go to a user guide or video from the '**Manage your organisations account**' section on the '[Help and support for employers](#)' webpage.

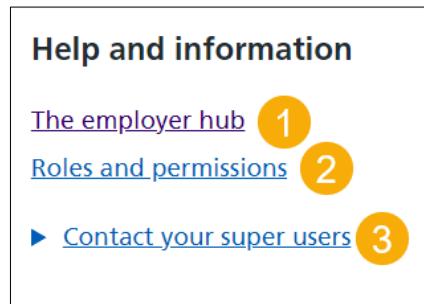
Go to the '[Help and information](#)' page.

Help and information

This page gives you instructions for how to access help and information.

To access help and information, complete one of the following steps:

1. Select [‘the employer hub’](#) link.
2. Select the ‘Roles and permissions’ link.
3. Select the ‘Contact your super users’ link.



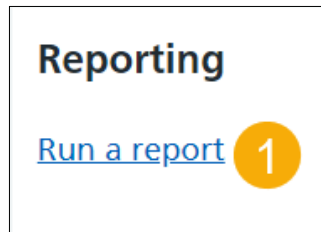
Go to the [‘Reporting’](#) page.

Reporting

This page gives you instructions for how to access reporting.

To run a report, complete the following step:

1. Select the 'Run a report' link.



Tip: To find out how to run a report, go to a user guide or video from the '**Run a report**' section on the '[Help and support for employers](#)' webpage.

You've used the employer dashboard and reached the end of this user guide.