NHS
Jobs

How to complete an Inter Authority Transfer (IAT) check in NHS Jobs user guide

This guide gives you instructions for how to complete an Inter Authority Transfer (IAT) check in the NHS Jobs service.

You'll need to check the applicant's IAT consent as part of their pre-employment checks.

An IAT is a process for moving an applicant's information from their old to their new NHS employer.

An IAT is ran between the NHS organisations ESR systems. Both organisations must opt into the automated IAT process in ESR.

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.

Delivered by the NHS Business Services Authority

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Pre-employment checks

This page gives you instructions for how to access an applicant's pre-employment checks.

Important: You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access an applicant's pre-employment checks, complete the following step:

1. Select the '<u>Pre-employment checks</u>' link.

Find the applicant

This page gives you instructions for how to find the applicant to start their pre-employment checks.

To find the applicant to start their pre-employment checks, complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the 'View checks or withdraw offer' link.

Start pre-employment checks

This page gives you instructions for how to start the applicant's pre-employment checks.

To start the applicant's pre-employment checks, complete the following steps:

1. Select an answer:
   - '[Check pre-employment checklist](#)'

     or
   - 'Withdraw offer'
2. Select the 'Continue' button.

If you withdraw the applicant's job offer, you have reached the end of this user guide.

Inter Authority Transfer (IAT)

This page gives you instructions for how to check the applicant's IAT consent.

To check the applicant's IAT consent, complete the following step:

1. Select the '<u>Inter Authority Transfer (IAT)</u>' 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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Pre-employment checklist for Thomas Ship

The applicant accepted your conditional job offer.
They now need to give pre-employment information before they can start their new job.

References

References   COMPLETED

Identity

Home address   COMPLETED

Identity check   COMPLETED

Inter Authority Transfer (IAT)   COMPLETED

Check IAT consent

This page gives you instructions for how to check the applicant's IAT consent.

<mark>Important:</mark> Only the applicant's IAT response transfers from NHS Jobs to ESR. If they select 'Yes' to the transfer of their employment history. NHS Jobs transfer this consent to ESR, and the applicant records updated. If eligible, the IAT is ran within 30 minutes in ESR. If they select 'No' or 'Not applicable'. NHS Jobs transfer this consent to ESR, and the applicant records updated.

To check the applicant's IAT consent check, complete the following step:
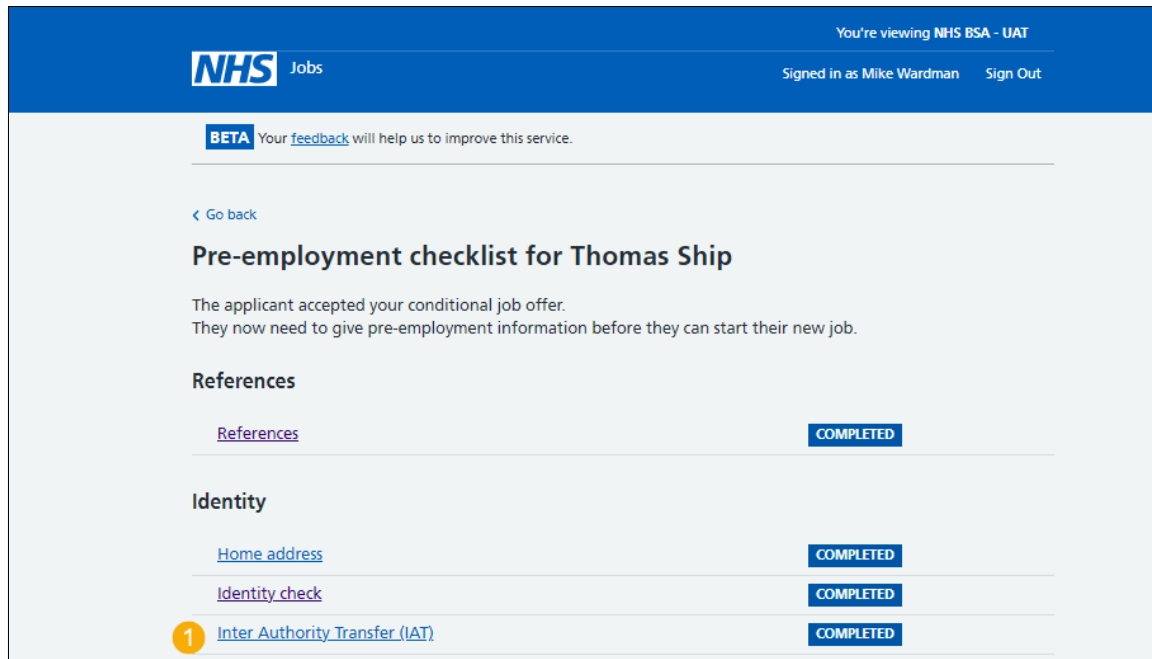
1. Select the 'Continue' button.

IAT check completed

This page shows confirmation you have completed the applicant's IAT check.

To start another pre-employment check, complete the following step:

1. Select a pre-employment check link.

Tip: To find out how to complete a pre-employment check. Go to the '**Complete pre-employment checks'** section of the 'Help and support for employers' webpage.

You've completed the applicant's IAT check and reached the end of this user guide.