

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](#).

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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 '[Pre-employment checks](#)' link.

The screenshot shows the NHS BSA Training Dashboard. The main content area displays a list of recruitment stages with their respective counts and progress bars. The 'Pre-employment checks' stage is highlighted with a yellow circle and the number 1. The sidebar on the right contains several sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; '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'; 'Documents and templates' with links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'; 'Help and information' with links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'; and 'Reporting' with a link for 'Run a report'.

Stage	Count	On Track	Overdue
Draft	99	25	74
Approvals	1		
Published	10	9	1
Shortlisting	68	42	26
Interviews	21	3	18
Ready to offer	11	7	4
Conditional offers	5	3	2
1 Pre-employment checks	1		
Contracts	12	8	4
End recruitment	7	5	2

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.

NHS Jobs

You're viewing NHS BSA Training [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

Show tasks for all accounts

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NHS BSA Training
Pre-employment checks

Showing tasks for
All users

Pre-employment checks

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-210128-00006	Learning Consultant T2020-21-4641	01 Apr 2022 ON TRACK	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	View checks or withdraw offer

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[How to create and publish jobs](#)

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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.

You're viewing [NHS BSA Training](#) [Change](#)

NHS Jobs Signed in as [Liam M1](#) [Sign Out](#)

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

[Go back](#)

Pre-employment checks

The conditional offer has been accepted by Liam MA

Would you like to

1 Check pre-employment checklist

Withdraw offer

2 [Continue](#)

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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 '[Inter Authority Transfer \(IAT\)](#)' link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist. 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 - UAT' and 'Signed in as Mike Wardman Sign Out'. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Pre-employment checklist for Thomas Ship'. Below this, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into sections: 'References' with a 'References' link and a 'COMPLETED' button; 'Identity' with 'Home address' and 'Identity check' links, each with a 'COMPLETED' button; and 'Inter Authority Transfer (IAT)' with a 'COMPLETED' button. A yellow circle with the number '1' is next to the 'Inter Authority Transfer (IAT)' link.

Check IAT consent

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

Important: 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.

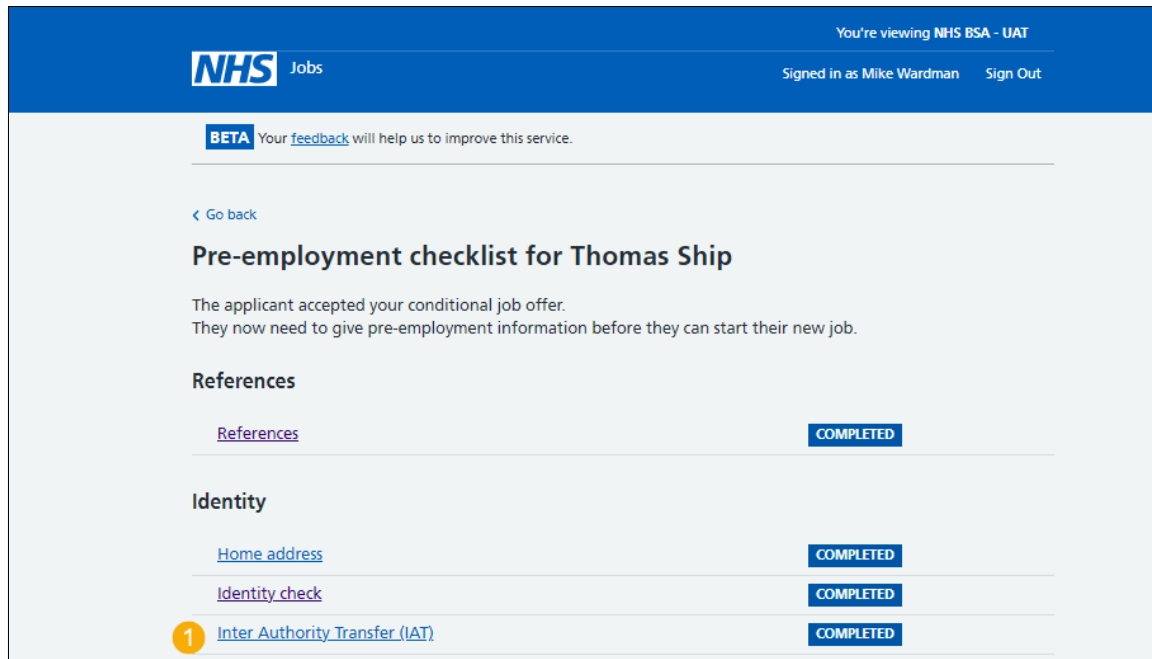
The screenshot shows the NHS Jobs interface for checking IAT transfer consent. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Liam MA's IAT transfer consent'. Below this, there are two rows of data: 'Date received' with the value '28 January 2021' and 'Consent to transfer?' with the value 'Yes'. A green 'Continue' button is prominently displayed with a yellow circle containing the number '1' next to it. 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', along with a copyright notice '© Crown copyright'.

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.



The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA - UAT' and 'Signed in as Mike Wardman Sign Out'. Below the NHS logo, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checklist for Thomas Ship'. Below this, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist items are:

Section	Item	Status
References	References	COMPLETED
Identity	Home address	COMPLETED
	Identity check	COMPLETED
	1 Inter Authority Transfer (IAT)	COMPLETED

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.