

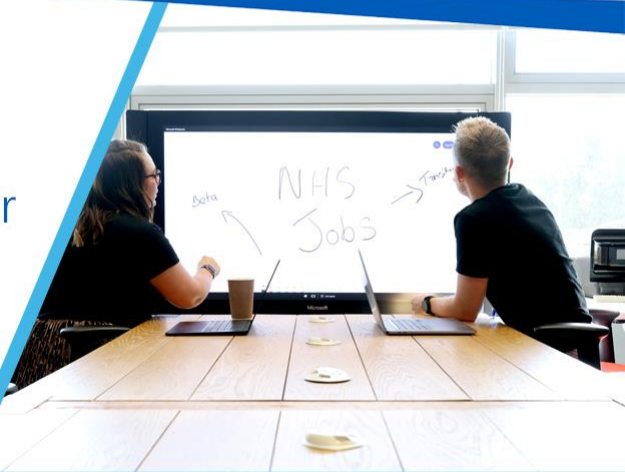
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February 2023



**Business Services Authority**

Your NHS Jobs newsletter

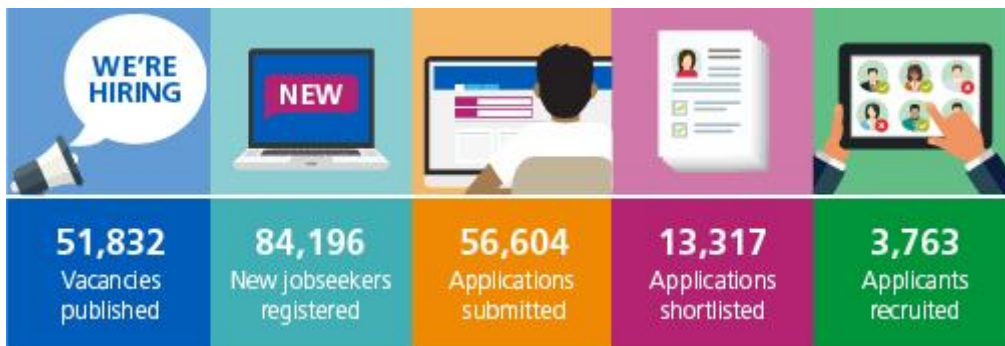


**NHS Jobs** - A Workforce Service delivered by the NHSBSA

In this edition; final reminder.

## Did you know?

In January there were...



...on NHS Jobs



## FINAL REMINDER: NHS Jobs previous service closure

This is a final reminder that the previous version of NHS Jobs will close shortly.

In preparation for this, should you wish, you have until 28 February 2023 to:

- switch off automatic emails
- archive your vacancies
- run reports to extract any data that you might need in the future
- disable user accounts

You can find guides and more information on our website.

[FULL GUIDANCE](#)

The risks associated with not completing this work are:

- Your dashboard will not be cleared, and applicants may not have been appropriately processed.
- Any data downloaded for future use may not be a complete and clear picture of your recruitment activity.

To date, over 71% of vacancies have been archived. As a further reminder, once the service has closed, you will not be able to access information in the previous service.

### Robotic Process Automation Tool deadline

For any organisations that still have vacancies to archive, you will already have received an email from the NHS Jobs team regarding this activity.

Based on feedback from our users, we have developed a Robotic Process

Automation tool (RPA), which is a free service.

The RPA can carry out the archiving activity on your organisations behalf with minimal input.

It has been successfully tested in December 2022 and we have already started to contact relevant organisations to roll-out this service.

To date the RPA has archived over 20,000 vacancies for 14 organisations, saving over 114 hours of administration time.

We worked very closely with Ashford and St. Peter's Hospitals NHS Foundation Trust during the testing stage who said:

*'We were delighted to form part of the RPA project pilot; we were behind with archiving of our vacancies and therefore welcomed the process to be completed so efficiently by a virtual worker.'*

*The robotic service took very little time to set up and has certainly saved the recruitment team from using a significant number of hours to carry out the same task.*

*Whilst the work was being undertaken access to NHS Jobs remained the same and all vacancies are still visible in the archive section of the system. Huge thanks to the NHSBSA Team.'*

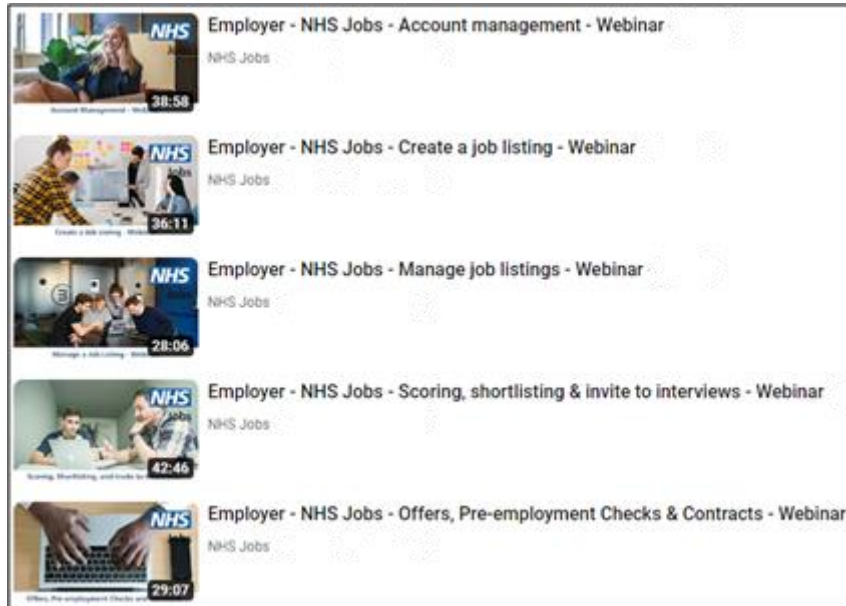
If you are interested in our Robotic Process Automation tool to archive vacancies in the previous service of NHS Jobs, please contact us at [nhsbsa.nhsjobs@nhs.net](mailto:nhsbsa.nhsjobs@nhs.net) by Friday 10 March 2023 to ensure completion by 31 March 2023.

We will discuss this further and provide you with additional information upon request.

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**End-to-end user training sessions**

This month, the NHS Jobs team have delivered more sessions for some of our organisations who use the NHS Jobs service end-to-end. Check out the [‘Recorded training session webinars’](#) available now.



We’ve covered the whole journey, from managing your account to ending a recruitment. In total we ran nine sessions, including a new session showing you how to manage documents and templates within your organisations account.

We had a great turnout of 140 delegates attending.

The highest attended were:

- Score and shortlist applicants
- Invite applicants to interview
- Completing pre-employment checks
- Issuing, managing a contract and ending a recruitment

Here is some of the feedback we received:

*“Thank you, very helpful”*

*“Thanks, very straightforward”*

*“Thank you, another really useful session”*

We received some great questions during the sessions, which you can find the

answers to in our frequently asked questions from our online [Knowledge Base](#), and in user guides on the [Help and support for employers](#) webpage.

To get you started, here are some of the questions and answers from the training sessions:

### **Are applicants added to a reserve list, notified?**

During shortlisting, if an applicant is added to the reserve list, they will receive an email or text, to confirm this.

### **Can you rearrange an interview to a different date and time?**

You can rearrange an interview that is already scheduled, as well as the ability to create and add new interview slots to cater for an instance when a previously arranged slot, may no longer be suitable.

### **If an applicant doesn't consent to an Inter Authority Transfer (IAT), is an applicant record not created in ESR?**

If your organisation is an end-to-end user which integrates with ESR, an applicant record would still be created but the applicants consent to run an IAT would show as 'No'. This means the IAT process would not be started in ESR but other details would still be transferred between NHS Jobs and ESR.

Why not subscribe to our [NHS Jobs YouTube](#) channel to get alerts when new or updated videos are available.

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## **The roadmap to your NHS Jobs service**

We are pleased to tell you that an updated version of our development roadmap for the NHS Jobs service is now available in the [NHS Jobs publications](#) section of our website.

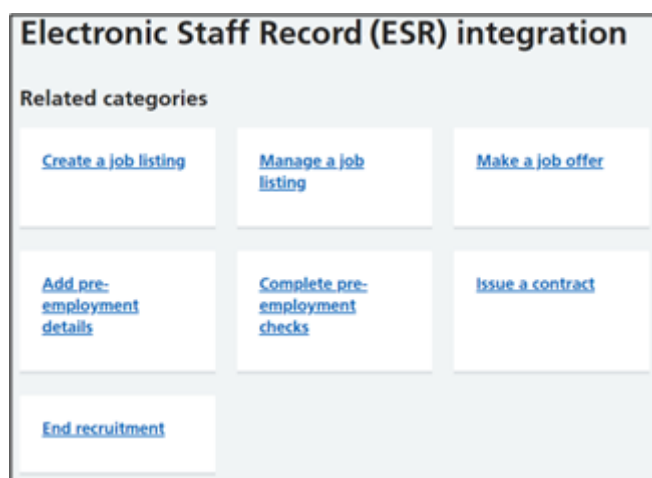
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## Training & Support spotlight

This month, the training and support spotlight is on NHS Jobs and Electronic Staff Record integration. To help raise the awareness and promote the benefits of this integration, we've created the following help and guidance:

### Frequently Asked Questions (FAQs)

We have published some very useful FAQs which are available from the 'Electronic Staff Record (ESR) integration' section of the [Knowledge Base](#).



### Process Flows

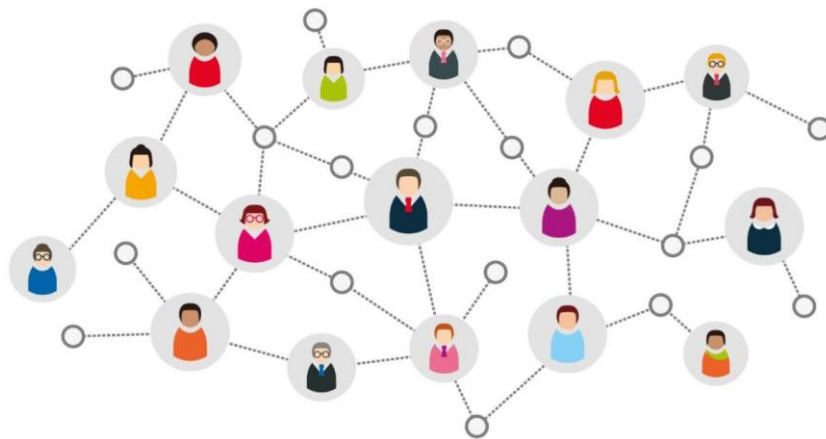
We've also created visual process flow diagrams to help show how the integration works. They're available from the 'Electronic Staff Record (ESR) integration' section of the [Help and support for employers](#) webpage.

## Help and support for employers

We've published a range of information and resources to support employers with the new NHS Jobs service.

- + Latest system release information
- + Access your account
- + Manage your organisations account
- + Documents and templates
- + Notifications, labels and statuses
- + **Electronic Staff Record (ESR) integration**
- + Create and publish a job listing





[Talk to us](#)

Click the button above to get in touch and tell us about your experience using NHS Jobs.

## Thanks for reading

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