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March 2023



**Business Services Authority**

Your NHS Jobs newsletter

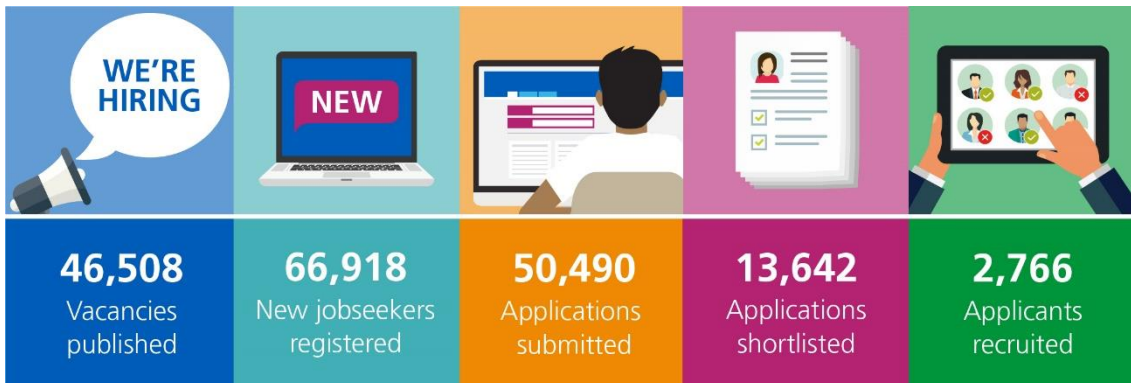


**NHS Jobs** - A Workforce Service delivered by the NHSBSA

In this edition; planned service improvements, adding Super users, information about XML feeds...

## Did you know?

In February there were...



...on NHS Jobs



## Previous service closure: RPA deadline extended

Organisations with vacancies to archive in their old NHS Jobs account, will have received emails from the NHS Jobs team regarding this activity.

Our free Robotic Process Automation tool (RPA), that can carry out the archiving activity on your organisation's behalf with minimal input. 33 organisations have taken up the offer, resulting in over 53,000 vacancies being archived, saving over 296 hours of administration time.

Due to the popularity of this service, we have extended our offering deadline to 31 March 2023. 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).

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

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## Planned service improvements

Our project team has been focussing on improvements to the performance and stability of the NHS Jobs service, while also working to bring you several new features and continuous improvements.

### Applicant profile

In the next quarter we will be introducing the applicant profile. This will allow applicants to easily save and manage application and login information in a new profile section of their account. The information they will be able to manage in their profile will include:

- Name
- Password
- Contact preference
- Phone number
- Job history
- Qualifications
- Training courses
- Downloadable versions of submitted applications

### **New contact preference**

To ensure that the NHS Jobs service and recruitment process is accessible for applicants with diverse user needs, applicants will also be able to select a new contact preference, which is to receive notifications by email and text message only. Applicants will be able to select to be contacted by:

- Email
- Email and text messages
- Email and phone
- Email, text messages and phone

You can find more details of upcoming features in our development roadmap in the [NHS Jobs publications](#) section of our website.

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## **Information for XML feed users**

We've recently reached out to current or previous users of the NHS Jobs XML feed to let organisations know about some changes that are happening and how they will affect the current feed.

For organisations who use the feed, this is the feed from your website's 'Vacancies/Careers/Work for us' page, which allows your organisation to list its job adverts from NHS Jobs on your organisation's website.

Action will be required as this will not happen automatically once the previous version of NHS Jobs closes. Their feed was set up in the previous version of

the NHS Jobs website so once the previous website closes, any links between that website and the new NHS Jobs website will no longer exist.

A new feed is being developed for use in NHS Jobs and there will be a need for organisations to set up the new feed in their website, should they wish to continue to link to vacancies in NHS Jobs.

We'll share the new feed specification as soon as this is available to enable organisations to set up the new feed in time and ensure that there will be no break in service. We are also advising organisations that they may wish to let their IT department/web owners know that this change will be happening in readiness for the new specification being made available.

### **Note for users of third-party systems**

We understand some organisations use a third-party system to manage their recruitment activity.

You should not be affected if the 'Vacancies/Careers/Work for us' page links directly to a third-party system.

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## **Training & Support spotlight**

Did you know that your organisation's Super user can:

- Add a user's account and assign them a role
- Change a user's details
- Deactivate or reactive a user's account

Please ensure you always have an active Super user role for your organisation's account. You can have up to seven Super user roles.

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Manage account

### What is the user's NHS Jobs role?

You can only have 7 super users.

[View which tasks each role can do.](#)

Super user (4 roles available)

Team manager

Recruitment administrator

Recruiting manager

[Continue](#)

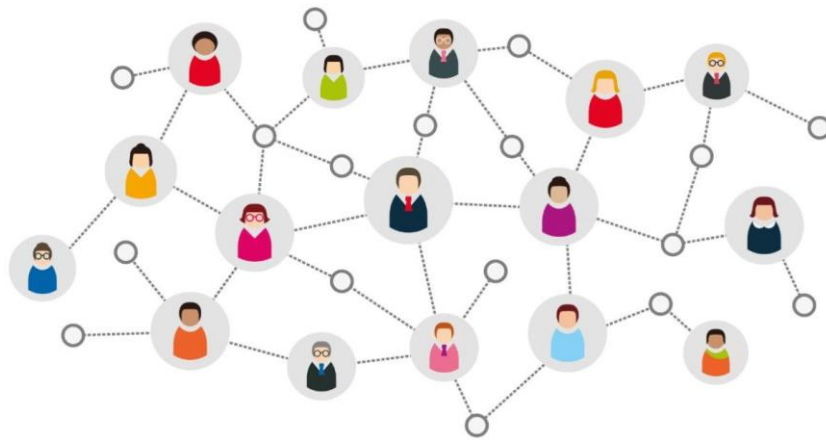
If you find that all your Super users have left your organisation before you have had the chance to add new ones. You can contact the NHS Jobs team for support at [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk).

If you need further help and guidance, it's quick and easy to find answers to frequently asked questions using our [online knowledge base](#).

You can also find step-by-step user guides and tutorial videos for using the NHS Jobs service on our [help and support for employer's webpage](#).

You can also visit and subscribe to our [NHS Jobs YouTube](#) channel for alerts when new or updated training videos are available.

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