

How to copy an application to a job listing in an organisation account in NHS Jobs user guide

This guide gives you instructions for how to copy an application to a job listing in an organisation account in the NHS Jobs service.

If you're listed as a user on more than one organisation account, you'll have the option to copy applications to any of the organisation's you have an account with.

You can copy an application to a job listing in an organisation account in any of the following recruitment stages:

- Interviews
- Ready to offer
- Offers
- Pre-employment checks
- Contracts
- End recruitment

Applicants will receive confirmation that they're being moved to another job listing and can choose to accept or reject the request.

This functionality is also available for users of NHS Jobs and Electronic Staff Record (ESR) integration.

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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Interviews

This page gives you instructions for how to access a job listing in the 'Interviews' recruitment stage.

Important: You must have a job listing in the 'Interviews' recruitment stage to do this.

To access a job listing in the interview recruitment stage, complete the following step:

1. Select the ['Interviews'](#) link.

The screenshot shows the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service.

The main content area is titled 'NHS BSA Training Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays a list of recruitment stages with their respective counts and progress bars:

Stage	Count	Progress
Draft	100 - on track 29, overdue 71	Progress bar (mostly red)
Approvals	1	Progress bar (mostly grey)
Published	12 - on track 10, overdue 2	Progress bar (mostly grey)
Shortlisting	62 - on track 30, overdue 32	Progress bar (mostly red)
1 Interviews	23 - on track 1, overdue 22	Progress bar (mostly red)

On the right side of the dashboard, there are two sections:

- What you can do:** Contains three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey).
- Manage the account:** Contains several links: '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'.

Select a job listing

This page gives you instructions for how to select a job listing.

Important: In this example, the 'Training and Support Officer' job title is used.

To select a job listing, complete the following step:

1. Select the '[Job title](#)' link.

The screenshot shows the NHS BSA Training 'Interviews' page. 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 NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'NHS BSA Training Interviews'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below this is a table titled 'Interviews' with columns: Job title, Deadline, Invited, Accepted, Declined, Task, and What needs doing next. The first row shows a job listing for 'Training and Support Officer' (ID: T1111-22-1464) with a deadline of '09 Jan 2023' and a green 'ON TRACK' badge. The 'Invited' count is 0, 'Accepted' is 0, and the task is 'Ready to invite to interview'. The 'What needs doing next' column contains a link 'Invite to interview'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next
Training and Support Officer T1111-22-1464	09 Jan 2023 ON TRACK	-	0	0	Ready to invite to interview	Invite to interview

Request to move applicants to another listing

This page gives you instructions for how to request to move applicants to another listing.

To request to move applicants to another listing, complete the following step:

1. Select the '[Request to move applicants to another listing](#)' link.

The screenshot displays the NHS Jobs interface for a specific job listing. At the top, the NHS logo and 'Jobs' are visible, along with user information: 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. A 'BETA' notice indicates that feedback will help improve the service. The main heading is 'NHS BSA Training Training and Support Officer listing' with a reference number 'T1111-22-1464'. The status is 'INTERVIEWS READY TO INVITE TO INTERVIEW'. There are three tabs: 'Job details', 'Team', and 'Applicant details'. The 'Job details' tab is active, showing sections for 'The job title' (with a link to 'Job title and reference number'), 'The details of the job' (with links for 'About the job and pay', 'Location', and 'Contact details and closing date'), and a sidebar titled 'What needs doing next'. The sidebar contains a green 'Invite to interview' button and a list of actions: 'Reuse this listing', 'Remove this listing', 'Download applicant contact details', 'Request to move applicants to another listing' (highlighted with a yellow circle and the number 1), and 'Add Applicant'.

Before you request to move applicants

This page gives you instructions for how to move applicants.

Important: You should contact the applicants directly first to explain why you're moving their application to a new listing.

Read the information on the page and complete the following step:

1. Select the '[Continue](#)' button.

NHS Jobs

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

Signed in as NHSBSA Training [Sign Out](#)

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

[Go back](#)

Request to move applicants to another listing

Before you request to move applicants

You should contact the applicants directly first to explain why you're moving their application to a new listing.

To move applicants to another listing, you will:

- select the account and listing you want to move the applicants to
- select the applicants you want to move
- enter a reason why you want to move the applicants

We'll send the applicants an email asking for permission to move their application.

Then the applicant will:

- sign into NHS Jobs and accept or reject the request
- add any missing information that wasn't in their original application

1 [Continue](#)

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Where is the listing you want to move the applicants to?

This page gives you instructions for how to find a listing you want to move the applicants to.

Important: You'll only see this page if you're listed as a user on more than one organisation account. You'll have the option to copy applications to any of the organisation's you have an account with.

To find a listing you want to move the applicants to, complete the following steps:

1. Select an option.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' 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 content area has the heading 'Request to move applicants to another listing' followed by the question 'Where is the listing you want to move the applicants to?'. There are two radio button options: 'NHS BSA Training' (marked with a '1' in a yellow circle) and 'In another account'. Below these options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text reads '© Crown copyright'.

Which account do you want to move the applicants to?

This page gives you instructions for how to confirm the account you want to move the applicants to.

Important: You'll only see this page if you're listed as a user on more than one organisation account. You'll have the option to copy applications to any of the organisation's you have an account with.

To confirm the account you want to move the applicants to, complete the following steps:

1. Select an account.
2. Select the '[Continue](#)' button.
- or
3. Select 'My account is not in the list' link for more information (optional).

NHS Jobs

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

Signed in as NHSBSA Training [Sign Out](#)

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

[< Go back](#)

Request to move applicants to another listing

Which account do you want to move the applicants to?

1 NHS BSA Training

3 [My account is not in the list](#)

To get an account added to the list you need to contact a super user for that organisation and ask to be added as a user.

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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If the account is not in the list, you've reached the end of this user guide. Once the account is added, you'll be able to continue the steps from this page.

What is the listing in the organisation you want to move the applicants to?

This page gives you instructions for how to confirm the listing in the organisation you want to move the applicants to.

Important: You'll need to know the job title or job reference to find the listing.

To confirm the listing in the organisation you want to move applicants to, complete the following steps:

1. In the 'Job title or job reference' box, enter the details.
2. Select the 'Find the listing' button.

The screenshot shows the NHS Jobs interface. At the top, there's 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 NHSBSA Training' with a 'Sign Out' link. Below the header, a beta notice reads 'BETA Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Request to move applicants to another listing' followed by 'What is the listing in NHS BSA Training you want to move the applicants to?'. Below this is a text input field with the placeholder 'Enter the job title or job reference.' and a yellow circle with the number '1' next to it. Below the input field is a green button labeled 'Find the listing' with a yellow circle and the number '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

Tip: To view all your listings, leave the 'Enter the job title or job reference' box blank and select the 'Find the listing' button.

Listing results

This page gives you instructions for how to select the listing you want to move applicants to.

Important: In this example, the 'Training and Support Lead' job listing is used.

To select the listing you want to move applicants to, complete the following steps:

1. Select a listing.
2. Select the '[Continue](#)' button.
or
3. Select the '[Search for the listing again](#)' link (optional).

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[Go back](#)

Request to move applicants to another listing

We found 10 results for Training and Support Lead

Select the correct listing.

	Job reference	Job title	Status
<input type="radio"/>	T1111-22-6787	Training and Support Lead	Offline scoring
1 <input checked="" type="radio"/>	T1111-22-5863	Training and Support Lead	Interviews completed
<input type="radio"/>	T1111-22-3197	Training and Support Lead	Interviews completed

3

If the job you want is not shown, you can [search for the listing again](#).

2 Continue

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 [Terms and conditions](#)
 [Accessibility Statement](#)
 [Cookies](#)
 [Help and guidance](#)

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Which stage of recruitment are the applicants at?

This page gives you instructions for how to confirm which stage of recruitment the applicants are at.

Important: In this example, the 'Selected to invite to interview' and 'Unsuccessful' recruitment stages are shown.

To confirm which stage of recruitment the applicants are at, complete the following steps:

1. Select a recruitment stage.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below this is a blue header with the NHS logo and 'Jobs'. A 'BETA' banner indicates that feedback will help improve the service. The main content area has a 'Go back' link and a heading 'Request to move applicants to another listing' followed by the question 'Which stage of recruitment are the applicants at?'. Below the heading, it says 'Select all stages that are relevant to you.' and lists three options: 'Select all', 'Selected to invite to interview' (marked with a '1' in a yellow circle), and 'Unsuccessful'. A green 'Continue' button (marked with a '2' in a yellow circle) is positioned below the list. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Tip: You can select more than one recruitment stage.

Which applicants do you want to move?

This page gives you instructions for how to confirm which applicants you want to move.

To confirm which applicants you want to move, complete the following steps:

1. Select an applicant.
2. Select the '[Continue](#)' button.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[< Go back](#)

Request to move applicants to another listing

Which applicants do you want to move?

Select all applicants you want to move.

	Applicant reference	Applicant name	Status
<input type="checkbox"/>	AR-221216-03233		Selected to invite to interview
<input type="checkbox"/>	AR-221216-03235		Unsuccessful

2

Continue

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Tip: You can select more than one applicant.

Do you want the applicants to add any missing information to their application?

This page gives you instructions for how to confirm if you want applicants to add any missing information to their applications.

Important: Some of the information such as essential and desirable criteria cannot be moved across so applicants will need to complete these sections. Applicants will be missing most of the information if they are being moved from a CV.

To confirm if you want applicants to add any missing information to their application, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

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

NHS Jobs [Signed in as NHSBSA Training](#) [Sign Out](#)

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

[Go back](#)

Request to move applicants to another listing

Do you want the applicants to add any missing information to their application?

Some information such as essential and desirable criteria cannot be moved across.

Applications will be missing most of the information if they are being moved from:

- a CV application to an online application
- an online application to a CV application

You'll still be able to view their original application on the listing they first applied to.

Yes, I want them to complete missing sections of their application again

No, I don't want them to complete missing sections of their application again

2 [Continue](#)

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Why do you want to move the applicants to another listing?

This page gives you instructions for how to confirm why you want to move the applicant to another listing.

Important: We'll send this information to the applicants. You can include contact details if they want to ask questions.

To confirm why you want to move the applicant to another listing, complete the following steps:

1. In the **'Why do you want to move the applicants to another listing?'** box, enter the details.
2. Select the [Continue](#) button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHSBSA Training' and a 'Sign Out' link. A 'BETA' banner states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Request to move applicants to another listing' followed by 'Why do you want to move the applicants to another listing?'. A sub-heading explains: 'We'll send this information to the applicants. You can include contact details if they want to ask questions.' A large text input field is shown with a '1' in a yellow circle next to it. Below the input field is a green 'Continue' button with a '2' in a yellow circle next to it. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Do you want to receive email notifications when applicants have responded to your request?

This page gives you instructions for how to confirm if you want to receive email notifications when applicants have responded to your request.

To confirm if you want to receive email notifications when applicants have responded to your request, complete the following steps:

1. Select an answer.
2. Select the [Continue](#) button.


The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a blue bar with 'Signed in as NHSBSA Training' and a 'Sign Out' link. The main content area has a light blue background. At the top of this area, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main heading is 'Request to move applicants to another listing' followed by the question 'Do you want to receive email notifications when applicants have responded to your request?'. There are two radio button options: '1 Yes, I want to receive email notifications' and '2 No, I don't want to receive email notifications'. Below the options is a green 'Continue' button with a '2' in a yellow circle to its left. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', and a copyright notice '© Crown copyright'.

Check and send requests

This page gives you instructions for how to check and send requests.

To check, change and send requests, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the '[Send requests](#)' button.



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

Signed in as NHSBSA Training [Sign Out](#)

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

[Go back](#)

Request to move applicants to another listing

Check and send requests

Listing to move applicants from	Training and Support Officer T1111-22-1464 Ready to invite to interview	
Account to move applicants to	NHS BSA Training	Change
Listing to move applicants to	Training and Support Lead T1111-21-7742 No applications received	Change
Stage of applicants' recruitment	Selected to invite to interview Unsuccessful	Change 1
Applicants to move	<input type="text" value="(AR-221216-03233)"/>	Change
Do you want the applicants to add any missing information?	Yes	Change
Reason for moving	This role is more suitable for the applicant.	Change
Do you want to receive email notifications?	No	Change

2
Send requests

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Requests to move applications sent

This page shows confirmation you've requested to move applications.

Important: Applicants are emailed to ask if their application can be moved to the new listing. Applicants need to sign in to their NHS Jobs account and accept or reject the request.

To do a task, complete the following step:

1. Select the 'Go to your dashboard' button.

The screenshot shows a web page with a blue header. On the left is the NHS Jobs logo. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area has a white box with the title 'Requests to move applications sent' and the text 'from T1111-22-1464 to T1111-21-7742.' Below this is a section titled 'What happens next?' with two paragraphs of text. At the bottom of this section is a green button with a yellow circle containing the number '1' and the text 'Go to your dashboard'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

You've requested to move an applicant to a listing in an organisation account and reached the end of this user guide.