

## How to manage at risk applicants in NHS Jobs user guide

This guide gives you instructions for how to manage at risk applicants in the NHS Jobs service.

You can mark employees at risk of redundancy to a list of at risk applicants.

In your organisations account, you can add, change, and delete at risk applicants.

If an at risk applicant applies for a job, the '**AT RISK**' status is shown when you score their application. This status is only visible to your shortlist lead or people on your shortlist panel.

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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## At risk applicants

This page gives you instructions for how to manage at risk applicants in your organisations account.

**Important:** The employer dashboard is shown. You'll only see the 'At risk applicants' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage at risk applicants, complete the following step:

1. Select the '[At risk applicants](#)' link.

**NHS** Jobs

You're viewing **NHSBSA Lee UAT** [Change](#)

Signed in as Lee Mapes [Sign Out](#)

Show tasks for **all accounts**

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

### NHSBSA Lee UAT Dashboard

Tasks by stage | Listings by user

Showing tasks for: All users

<b>Draft</b>	13	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>
<b>Approvals</b>	0	<div style="width: 0%; height: 10px; background-color: #28a745;"></div>
<b>Published</b>	1	<div style="width: 100%; height: 10px; background-color: #28a745;"></div>
<b>Shortlisting</b>	27 - on track 26, overdue 1	<div style="width: 100%; height: 10px; background-color: #28a745; position: relative;"><div style="width: 96%;"></div><div style="width: 4%; background-color: #dc3545;"></div></div>
<b>Interviews</b>	15 - on track 12, overdue 3	<div style="width: 100%; height: 10px; background-color: #28a745; position: relative;"><div style="width: 80%;"></div><div style="width: 20%; background-color: #dc3545;"></div></div>

#### What you can do

- [Create a job listing](#)
- [Search for a listing](#)
- [Search for an applicant](#)

#### Manage the account

- [Manage users](#)
- [At risk applicants](#) 1
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Approval settings](#)
- [Departments](#)
- [Criminal convictions and cautions](#)
- [Welsh listings](#)
- [Moving applicants to other accounts](#)

## Manage at risk applicants

This page gives you instructions for how to manage at risk applicants.

To manage at risk applicants, complete the following step:

1. Select the '[Add a new at risk applicant](#)' button.

The screenshot displays the NHS Jobs interface for managing at-risk applicants. At the top, the NHS logo and 'Jobs' are on the left, while the user's current session information, 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1', is on the right. A 'BETA' notice is present, along with a 'Go back' link. The main content area features the heading 'Manage at risk applicants' and the message 'You have no at risk applicants.' A large green button with a yellow '1' icon is labeled 'Add a new at risk applicant'. The footer includes various policy links and a copyright notice.

## Add an at risk applicant

This page gives you instructions for how to add an at risk applicant.

To add an at risk applicant, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. In the **Email address** box, enter the details.
4. Select the '[Continue](#)' button.
- or
5. Select the 'Cancel adding at risk applicant' link.

The screenshot shows the NHS Jobs 'Add an at risk applicant' form. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' 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 'Employer onboarding' followed by 'Add an at risk applicant'. The form contains three input fields: 'First name', 'Last name', and 'Email address', each with a numbered orange circle (1, 2, 3) to its left. Below the fields are two options: a green 'Continue' button (numbered 4) and a link 'Cancel adding at risk applicant' (numbered 5). At the bottom, 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'.

If you selected the 'Cancel adding at risk applicant' link, you've reached the end of this user guide.

## New at risk applicant

This page gives you instructions for how to add the new at risk applicant.

**Important:** The applicant will receive an email to confirm they've been added to this list.

To add, change and confirm the new at risk applicant, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Add this applicant'](#) button.  
or
3. Select the ['Cancel adding at risk applicant'](#) link.

The screenshot displays the 'New at risk applicant' page in the NHS Jobs system. 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 Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is located on the left. The main heading is 'Manage at risk applicants' followed by 'New at risk applicant'. The form contains three fields: 'First name' with the value 'Joe' and a 'Change' link next to it (marked with a yellow circle '1'); 'Last name' with the value 'Bloggs'; and 'Email address' with the value 'job.bloggs@nhs.net'. Below the form, a message states: 'The applicant will receive an email to confirm they have been added to this list.' There are three numbered callouts: '2' next to a green 'Add this applicant' button, and '3' next to the 'Cancel adding at risk applicant' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

If you selected the ['Cancel adding at risk applicant'](#) link, you've reached the end of this user guide.

## Manage at risk applicants

This page gives you instructions for how to manage at risk applicants.

**Important:** This page shows confirmation, you've added the at risk applicant to your organisations account. Once the applicant creates their account and signs in, the NHS Jobs account status changes to 'Yes'. If you delete an applicant, you won't be able to recover their details.

To manage at risk applicants, complete the following steps:

1. Select the '[Change](#)' link (optional).
2. Select the '[Delete](#)' link (optional).
- or
3. Select the '[Add a new at risk applicant](#)' button (optional).

The screenshot displays the 'Manage at risk applicants' interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' and 'Change'. Below the header, it indicates 'Signed in as Liam.M1' and 'Sign Out'. A 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Manage at risk applicants'. Below this, there's a form with the following details: First name: Joe; Last name: Bloggs; Email address: job.bloggs@nhs.net; NHS Jobs account: No. A link 'Change or Delete' is next to the first name field, with a yellow circle '1' and '2' highlighting it. A green button 'Add a new at risk applicant' is below the form, with a yellow circle '3' highlighting it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

You've managed at risk applicants and reached the end of this user guide.