

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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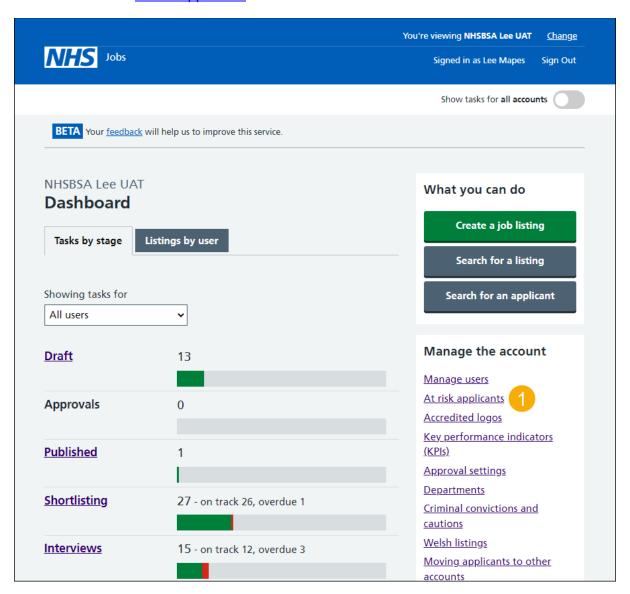
At risk applicants

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.

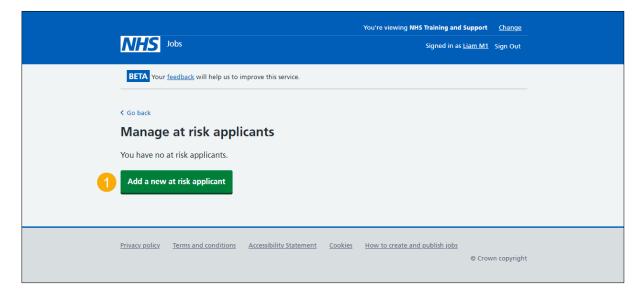


Manage at risk applicants

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.

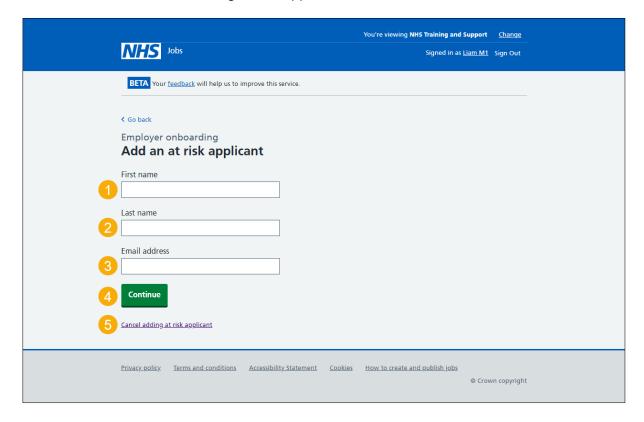


Add an at risk applicant

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.



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

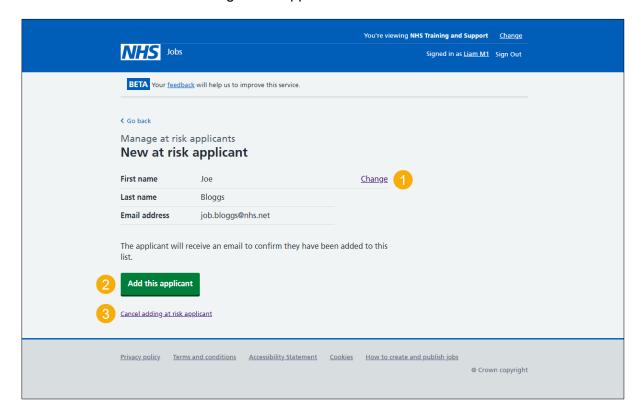
New at risk applicant

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.



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

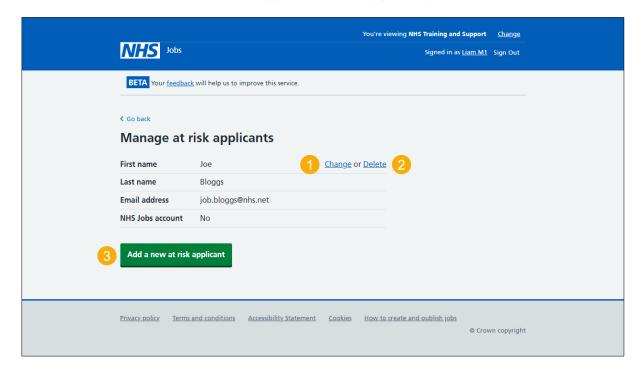
Manage at risk applicants

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).



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