

## How to set up a rolling recruitment in NHS Jobs user guide

This guide gives you instructions for how to set up a rolling recruitment on a job listing in the NHS Jobs service.

Rolling recruitment allows you to continue with the recruitment of a job listing whilst leaving the job listing open to new applicants.

Once you've selected to set up rolling recruitment, you'll be able to create a copy of the listing and change the job reference number.

You'll need to create a new job listing and have more than one application to set up rolling recruitment. The option to set up rolling recruitment is only available in a 'Published' recruitment stage and won't be available for re-used job listings.

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.

# Contents

<a href="#">How to set up a rolling recruitment in NHS Jobs user guide .....</a>	<a href="#">1</a>
<a href="#">    Published .....</a>	<a href="#">3</a>
<a href="#">    How to select a job listing.....</a>	<a href="#">4</a>
<a href="#">    Set up rolling recruitment .....</a>	<a href="#">5</a>
<a href="#">    Before you can set up rolling recruitment .....</a>	<a href="#">6</a>
<a href="#">    Which copied listing do you want to transfer applicants to?.....</a>	<a href="#">7</a>
<a href="#">    Would you like to change the new reference number of the copied listing?.....</a>	<a href="#">8</a>
<a href="#">    What is the new reference number of the copied listing? .....</a>	<a href="#">9</a>
<a href="#">    Would you like to transfer all the applicants to the copied listing? .....</a>	<a href="#">10</a>
<a href="#">    Which applicants do you want to transfer to the copied listing? .....</a>	<a href="#">11</a>
<a href="#">    Check the details and transfer applicants.....</a>	<a href="#">12</a>
<a href="#">    Applicants transferred.....</a>	<a href="#">13</a>

## Published

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

To access a published job listing, complete the following step:

1. Select the ['Published'](#) 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, 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' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a table of task stages with progress bars:

Task Stage	Count	On Track	Overdue
<a href="#">Draft</a>	99	28	71
<a href="#">Approvals</a>	2	0	2
<b>1</b> <a href="#">Published</a>	13	11	2
<a href="#">Shortlisting</a>	53	21	32

On the right side, there are two sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; and 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Criminal convictions and cautions'.

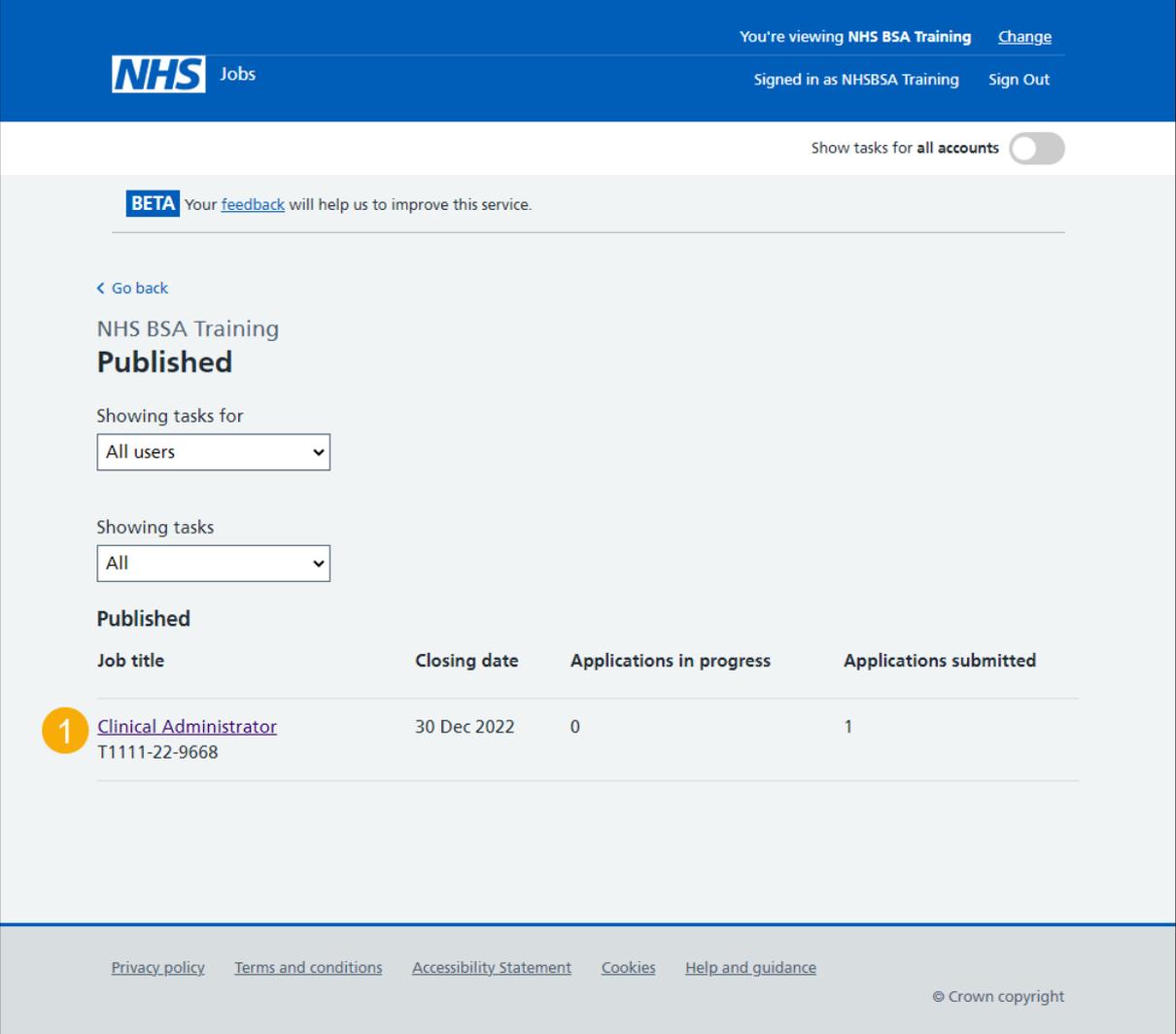
## How to select a job listing

This page gives you instructions for how to select a job listing to set up a rolling recruitment.

**Important:** In this example, the 'Clinical Administrator' job is used.

To select a job listing to set up a rolling recruitment, complete the following step:

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



The screenshot shows the NHS BSA Training Jobs 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' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main content area is titled 'NHS BSA Training Published'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below these is a table of published tasks. The first row is highlighted with a yellow circle and the number 1, indicating the 'Clinical Administrator' job.

Published	Job title	Closing date	Applications in progress	Applications submitted
1	<a href="#">Clinical Administrator</a> T1111-22-9668	30 Dec 2022	0	1

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer also includes the copyright notice '© Crown copyright'.

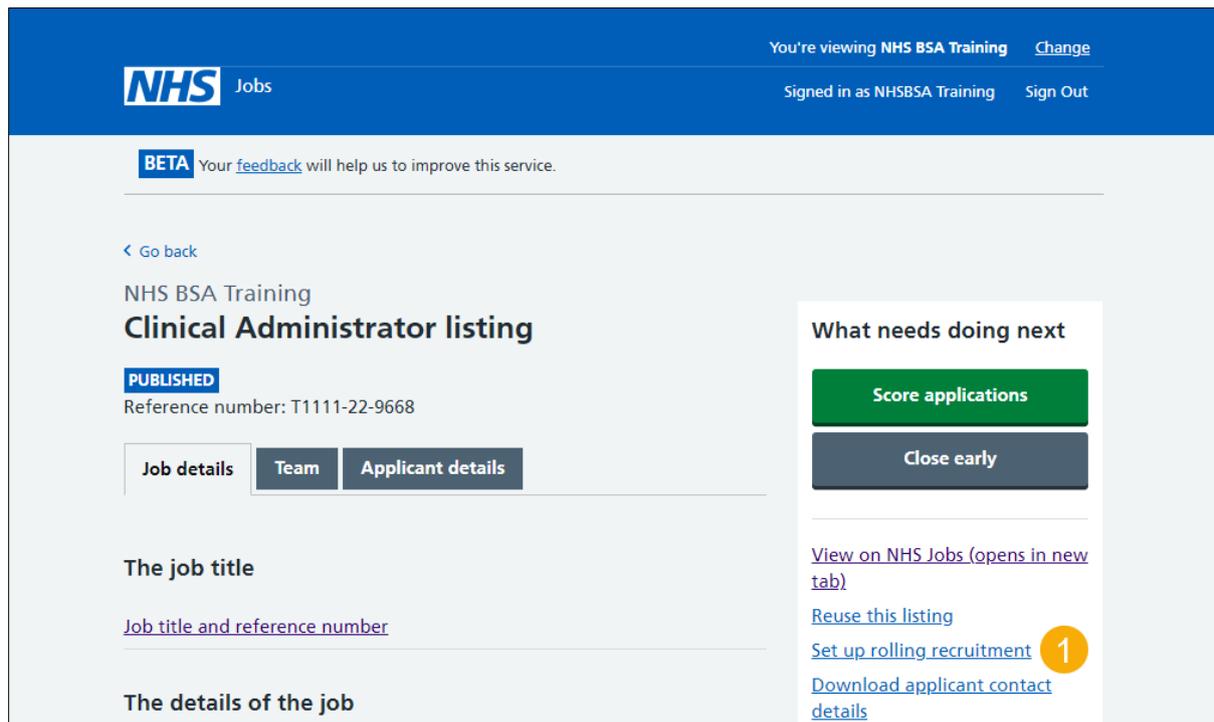
## Set up rolling recruitment

This page gives you instructions for how to set up a rolling recruitment.

**Important:** You'll only see the 'Set up rolling recruitment' link if applications have been received and you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To set up a rolling recruitment, complete the following step:

1. Select the '[Set up rolling recruitment](#)' link.



The screenshot shows the NHS Jobs interface for a 'Clinical Administrator listing'. The page header includes the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with 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 content area shows 'NHS BSA Training' and the job title 'Clinical Administrator listing'. A 'PUBLISHED' status is shown with the reference number 'T1111-22-9668'. There are three tabs: 'Job details', 'Team', and 'Applicant details'. The 'Job details' tab is active. Under 'The job title', there is a link 'Job title and reference number'. Under 'The details of the job', there are several links: 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Set up rolling recruitment' (highlighted with a red circle and the number 1), and 'Download applicant contact details'. On the right side, there is a 'What needs doing next' section with two buttons: 'Score applications' (green) and 'Close early' (grey).

## Before you can set up rolling recruitment

This page gives you instructions for what you need to do before you can set up rolling recruitment.

**Important:** The copied listing won't be live NHS Jobs and applicants will only be able to apply using the original published listing. The copied listing will have a different reference number, everything else will remain the same.

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

1. Select the '[Create a copy of this 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, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Set up rolling recruitment' followed by 'Before you can set up rolling recruitment'. The text explains that rolling recruitment allows keeping a job listing open and moving applicants to the next stage. It lists two steps: 1. Create a copy of the job listing. 2. Transfer some or all of the applicants to a copy of the current job listing before you start scoring. It then lists three points about the copied listing: it will not be live, other applicants cannot apply to it, and it will have a different reference number. A green button labeled '1 Create a copy of this listing' is highlighted. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer says '© Crown copyright'.

## Which copied listing do you want to transfer applicants to?

This page gives you instructions for how to confirm the copied listing do you want to transfer applicants to.

**Important:** You can only transfer applicants from this listing to a copy of it that you have not finished scoring.

To confirm the copied listing do you want to transfer applicants to, complete the following steps:

1. Select an answer:
  - [‘A copied listing’](#)
  - [‘Create another copy of this listing’](#)
2. Select the ‘Continue’ button.

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

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

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

[< Go back](#)

Set up rolling recruitment

### Which copied listing do want to transfer applicants to?

You can only transfer applicants from this listing to a copy of it that you have not finished scoring.

A0199-22-5865

**1** Or

Create another copy of this listing

**2** [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

## Would you like to change the new reference number of the copied listing?

This page gives you instructions for how to confirm if you would like to change the new reference number of the copied listing.

To confirm if you would like to change the new reference number of the copied listing, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Continue’ button.

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

**NHS** Jobs [Signed in as Lee.Mapes](#) [Sign Out](#)

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

[< Go back](#)

Set up rolling recruitment

### Would you like to change the new reference number of the copied listing?

Original reference number: A0199-22-4534

New reference number: A0199-22-5865

1  Yes  No

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

## What is the new reference number of the copied listing?

This page gives you instructions for how to confirm the new reference number of the copied listing.

**Important:** You'll only see this page if you're changing the reference number. The original reference number is shown. You'll need to replace this with the new reference number. The reference number must be 15 characters or less and can only contain numbers, letters, or hyphens.

To confirm the new reference number of the copied listing, complete the following steps:

1. In the **Reference number** box, enter the details.
2. Select the [Continue](#) button.

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

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

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

[Go back](#)

Set up rolling recruitment

### What is the new reference number of the copied listing?

Original reference number: A0199-22-4534

New reference number: A0199-22-5865

1 A0199-

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

## Would you like to transfer all the applicants to the copied listing?

This page gives you instructions for how to confirm if you would like to transfer all the applicants to the copied listing.

To confirm if you would like to transfer all the applicants to the copied listing, complete the following steps:

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select the ‘Continue’ button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as Lee Mapes' with a 'Sign Out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link. The main heading is 'Set up rolling recruitment' followed by the question 'Would you like to transfer all the applicants to the copied listing?'. Below the question is the instruction 'Select no, if you want to choose which applicants to transfer.' There are two radio buttons: 'Yes' and 'No'. A green 'Continue' button is positioned below the radio buttons. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is in the bottom right corner.

## Which applicants do you want to transfer to the copied listing?

This page gives you instructions for how to confirm which applicants you want to transfer to the copied listing.

**Important:** You'll only see this page if you're not transferring all applicants to the copied listing. Select all applicants you want to transfer.

To confirm which applicants you want to transfer to the copied listing, complete the following steps:

1. Select the applicants to add to the copied listing.
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, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' 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 present. The main heading is 'Set up rolling recruitment' followed by 'Which applicants do you want to transfer to the copied listing?'. Below this, it says 'Select all applicants you want to transfer.' There are two applicant entries, each with a checkbox and an ID: 'AR-220504-00003' and 'AR-220504-00004'. A yellow circle with the number '1' is next to the first checkbox. Below the checkboxes is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

**Tip:** If there are more than 15 applicants, they will be spread across multiple pages.

## Check the details and transfer applicants

This page gives you instructions for how to check the details and transfer applicants.

To check, change and confirm the details to transfer the applicants, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Transfer applicants](#)' button.

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

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

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

[< Go back](#)

Set up rolling recruitment

### Check the details and transfer applicants

Listing to transfer applicants from	Clinical Administrator A0199-22-4534	
Copied listing reference number	A0199-22-5865	<a href="#">Change</a>
Transfer all applicants to the copied listing?	No	<a href="#">Change</a> <b>1</b>
Applicants to transfer	2 out of 2	<a href="#">Change</a>

**2** [Transfer applicants](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

## Applicants transferred

This page shows confirmation you've transferred the applicants to a copied listing.

**Important:** If you select the 'copied listing' link, you can close the listing early to begin scoring and continue with the recruitment process.

To do a task, complete the following steps:

1. Select the 'copied listing' link to close the listing early and start scoring (optional).
2. Select the 'Go to your dashboard' 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 user information 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training' on the right. Below the header is a 'BETA' notice. The main content area features a large white box with the heading 'Applicants transferred' and the text 'from T1111-22-9668 to T1111-22-1527'. Below this, a section titled 'What happens next?' explains that the copied listing is not live and provides instructions on how to view and close the cloned listing. A prominent green button labeled '1 Go to your dashboard' is displayed. 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 set up a rolling recruitment and have reached the end of this user guide.

