

How to transfer applicants to a copied listing for a rolling recruitment user guide

This guide gives you instructions for how to transfer applicants to a copied listing for a rolling recruitment in the NHS Jobs service.

If you've setup a rolling recruitment, you can transfer all or some of the applicants to the copied listing. This means the original job listing stays published so applicants can still apply, and you can continue with the recruitment process for applications already received.

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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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 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' 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:

Stage	Count	On Track	Overdue
Draft	99	25	74
Approvals	1	0	1
1 Published	10	9	1
Shortlisting	68	42	26
Interviews	21	3	18

On the right side, there are two panels. The first is 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. The second is 'Manage the account' with links for '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'.

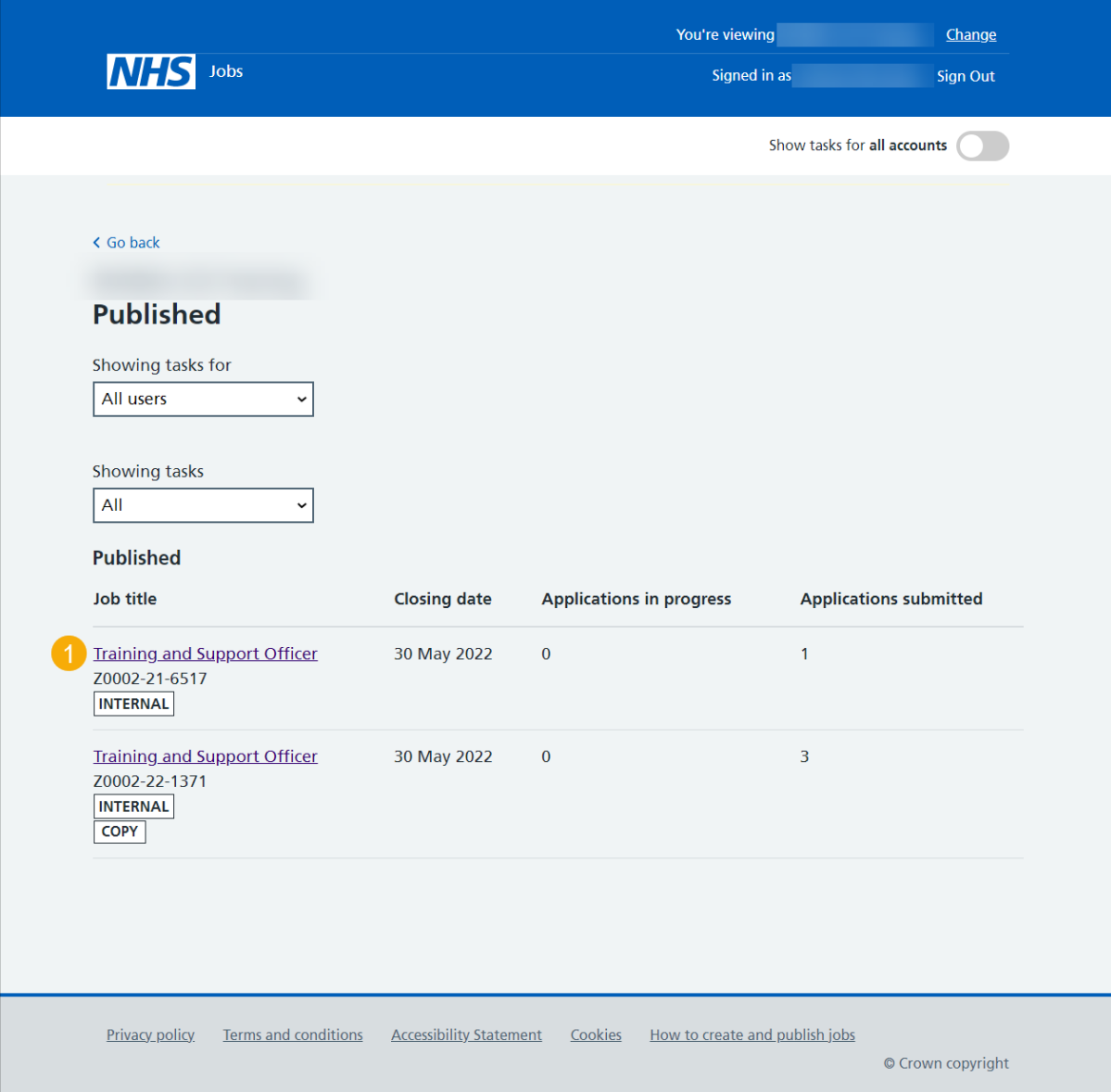
How to select a job listing

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

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

To select a job listing to transfer applicants from, complete the following step:

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



The screenshot shows the NHS Jobs 'Published' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a blurred area and a 'Change' link, and 'Signed in as' followed by another blurred area and a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. The main content area has a 'Go back' link and a 'Published' heading. Below this, there are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. The main part of the page is a table with the following data:

Job title	Closing date	Applications in progress	Applications submitted
1 Training and Support Officer Z0002-21-6517 INTERNAL	30 May 2022	0	1
Training and Support Officer Z0002-22-1371 INTERNAL COPY	30 May 2022	0	3

At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Set up rolling recruitment

This page gives you instructions for how to set up a rolling recruitment to transfer applicants to a copied listing.

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

To set up a rolling recruitment to transfer applicants to a copied listing, complete the following steps:

1. Select the '[Job title](#)' link to view the copied job listing details (optional).
2. Select the '[Set up rolling recruitment](#)' link.

The screenshot displays the NHS Jobs interface for a 'Training and Support Officer listing'. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA MW UAT' with a 'Change' link, and 'Signed in as Michael Wardman' with a 'Sign Out' link. A 'BETA' banner indicates that user feedback will help improve the service.

The main content area features a 'Go back' link, the listing title 'NHSBSA MW UAT Training and Support Officer listing', and a 'PUBLISHED' status with reference number 'A0201-22-4879'. Navigation tabs are provided for 'Job details', 'Team', and 'Applicant details'. The page is organized into several sections with links for further details:

- The job title:** [Job title and reference number](#)
- The details of the job:** [About the job and pay](#), [Location](#), [Contact details and closing date](#)
- The job overview, job description and person specification:** [Job overview](#), [Job description](#), [Person specification](#), [Supporting information](#)
- Pre-application and additional application questions:** [Pre-application questions](#), [Additional application questions](#)
- The internal documents:** [Internal documents](#)
- The Welsh (Cymraeg) translation for this advert:** [Welsh translation](#)

The right-hand sidebar contains two key sections:

- What needs doing next:** Includes buttons for 'Score applications' and 'Close early'. Below these are links: [View on NHS Jobs \(opens in new tab\)](#), [Reuse this listing](#), [Set up rolling recruitment](#) (highlighted with a '2' badge), [Download list of applicants](#), and [Add Applicant](#).
- Copies of this listing:** Shows one copy with ID [A0201-22-6058](#) (highlighted with a '1' badge).

At the bottom of the sidebar, summary statistics are provided: **Stage:** Published, **Submitted applications:** 2, **Scored applications:** 0, and **Closing date:** 25/01/2023.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Copied job listing details

This page shows the copied job listing details.

Important: A copied job listing will show a '**COPY**' status above the job reference number. You can find the job listing the listing is copied from under the 'Listing copied from' section.

1. Select the '[Go back](#)' link.

The screenshot displays the NHS Jobs website 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.' The main content area is divided into two columns. The left column features a '1' in a yellow circle next to a '< Go back' link. Below this, the job title 'NHS BSA Training Training and Support Officer listing' is shown. A blue 'COPY' badge is positioned above the reference number 'T1111-23-5066'. There are three tabs: 'Job details' (selected), 'Team', and 'Applicant details'. The job details section includes links for 'The job title', 'The details of the job', 'The job overview, job description and person specification', 'Pre-application and additional application questions', 'The internal documents', and 'The Welsh (Cymraeg) translation for this advert'. The right column contains a 'What needs doing next' section with a green 'Close early' button, a 'Listing copied from' section with a link to 'T1111-23-9573', and a 'Stage: Copy' section with statistics: 'Submitted applications: 0', 'Scored applications:', and 'Closing date: 30/01/2023'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

Which copied listing do you want to transfer applicants to?

This page gives you instructions for how to confirm the copied listing 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, you want to transfer applicants to complete the following steps:

1. Select the 'Job reference number' option.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs website 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' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. The main content area has a light blue background. It starts with a '< Go back' link. Below that is the heading 'Set up rolling recruitment' and the main title 'Which copied listing do you want to transfer applicants to?'. A sub-heading reads: 'You can only transfer applicants from this listing to a copy of it that you have not finished scoring.' There are two radio button options: the first is labeled '1' and has the text 'Z0002-22-1371'; the second is labeled 'Or' and has the text 'Create another copy of this listing'. Below these options is a green button labeled '2' and 'Continue'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© Crown copyright'.

Tip: To find out how to create another copy of this listing, go to the 'How to set up a rolling recruitment in NHS Jobs' user guide or video from the 'Rolling recruitment' section of the '[Help and support for employers](#)' webpage.

Would you like to transfer all 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, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as' followed by another dropdown menu and a 'Sign Out' link. The main content area is light grey and contains a 'Go back' link with a left arrow. Below that, it says 'Set up rolling recruitment' and then the question 'Would you like to transfer all the applicants to the copied listing?' in bold. Underneath the question, it says 'Select no, if you want to choose which applicants to transfer.' There are two radio buttons: one labeled '1' with a yellow circle next to it, and the other labeled '2' with a yellow circle next to it. The 'Continue' button is green and has a yellow circle with the number '2' next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© Crown copyright'.

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. To the right, there are links for 'You're viewing' (with a dropdown menu) and 'Change', and 'Signed in as' (with a dropdown menu) and 'Sign Out'. Below the header, there is a main content area with a light blue background. It starts with a '< Go back' link. 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 applicants listed, each with a checkbox and a yellow circle containing the number '1' next to it. The first applicant is 'AR-220511-00005' and the second is 'AR-220511-00006'. Below the list is a green button with a yellow circle containing the number '2' and the text 'Continue'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© 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.

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' followed by a blurred area and a 'Change' link, and 'Signed in as' followed by another blurred area and a 'Sign Out' link.

Below the header, there is a 'Go back' link. The main heading is 'Set up rolling recruitment' followed by 'Check the details and transfer applicants'.

The main content area contains a table with the following rows:

Listing to transfer applicants from	Training and Support Officer Z0002-21-6517	
Copied listing to transfer applicants to	Z0002-22-1371	Change
Transfer all applicants to the copied listing?	Yes	Change

Below the table, there is a green button labeled 'Transfer applicants' with a yellow circle containing the number '2' to its left. A yellow circle containing the number '1' is positioned to the right of the 'Change' link in the second row of the table.

At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right, it says '© 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 progress 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.

Applicants Transferred

from **Z0002-21-6517**
to **Z0002-22-1371**

What happens next?

The copied listing is not live and other applicants will not be able to apply for it.

1 You can close the [copied listing Z0002-22-1371](#) early and start scoring applications

2 **Go to your dashboard**

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

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You've transferred the applicants to the copied listing and reached the end of this user guide.