

Notifications in the NHS Jobs service

This document shows the email and text messages in the NHS Jobs service.

Applicant notifications

This table shows the email and text message notifications for an applicant.

Recruitment stage	Email or text name	Email or text action
Access your account	Password reset for an applicant notification	An email is sent to an applicant to reset their password.
Search and apply for a job	Notify applicants of saved search job alerts, daily or weekly	An email alert is sent to an applicant, confirming new vacancies for a saved search.
Search and apply for a job	Confirmation of application started notification	An email is sent to an applicant, confirming they have started an application.
Search and apply for a job	Confirmation of application completed notification	An email is sent to an applicant, confirming they have completed an application.
Invite applicants to interview	Notify unsuccessful applicants after shortlisting	An email is sent to an applicant, confirming they have not been shortlisted and invited to an interview.
Shortlisting	Notify applicants put on the reserve list	An email is sent to an applicant, confirming they have been added to a shortlist reserve list.
Invite applicants to interview	Notify applicant on the reserve list not invited to interview	An email is sent to an applicant on the reserve list, confirming they have not been invited to an interview.
Invite applicants to interview	Notify applicant on the reserve list not invited to interview	A text is sent to an applicant on the reserve list, confirming they have not been invited to an interview.
Recruitment stopped	Recruitment stopped at shortlisting notification	An email is sent to an applicant, confirming the recruitment has stopped.
Invite applicants to interview	Invite to interview notification	An email is sent to an applicant, confirming they have been invited to an interview.

Invite applicants to interview	Invite to interview notification	A text is sent to an applicant, confirming they have been invited to an interview.
Invite applicants to interview	Confirmation of interview notification	An email is sent to an applicant, confirming an interview has been scheduled.
Invite applicants to interview	Confirmation of interview notification	A text is sent to an applicant, confirming an interview has been scheduled.
Make and manage a job offer	Conditional offer notification	An email is sent to an applicant, confirming a conditional job offer has been made.
Make and manage a job offer	Conditional offer notification	A text is sent to an applicant, confirming a conditional job offer has been made.
Make and manage a job offer	Conditional offer reminder	An email is sent to an applicant, 3 days after the first initial email, confirming a conditional job offer has been made.
Make and manage a job offer	Conditional offer reminder	A text is sent to an applicant, 3 days after the first initial text, confirming a conditional job offer has been made.
Make and manage a job offer	Conditional offer reminder	An email is sent to an applicant, 6 days after the first reminder email, confirming a conditional job offer has been made.
Make and manage a job offer	Conditional offer reminder	A text is sent to an applicant, 6 days after the first reminder text, confirming a conditional job offer has been made.
Make and manage a job offer	Conditional offer for a job withdrawn notification	An email is sent to an applicant, confirming a conditional job offer has been withdrawn.
Make and manage a job offer	Employer rejecting on behalf of applicant notification	An email is sent to an applicant, confirming an employer has rejected a job offer on behalf of an applicant.
Make and manage a job offer	Notify applicant about job not offered	An email is sent to an applicant, confirming they have not received a job offer.
Make and manage a job offer	Notify applicant about job not offered	A text is sent to an applicant, confirming they have not received a job offer.

Request a reference	Reference response notification	An email is sent to a referee to request a reference.
Request a reference	Chase reference request 1 notification	An email is sent to a referee to request a reference. The first email is sent 5 days after the original reference request.
Request a reference	Chase reference request 2 notification	An email is sent to a referee to request a reference. The second email is sent 10 days after the first chaser request.
Issue and manage a contract	Issue contract of employment notification	An email is sent to an applicant, confirming a contract of employment has been issued.
Issue and manage a contract	Contract of employment accepted notification	An email is sent to an applicant, confirming a contract of employment has been accepted.
Issue and manage a contract	Contract of employment rejected notification	An email is sent to an applicant, confirming a contract of employment has been rejected.
Issue and manage a contract	Notify applicant about the contract being accepted on their behalf	An email is sent to an applicant, confirming a contract has been accepted on their behalf.
Issue and manage a contract	Notify applicant about the contract being updated	An email is sent to an applicant, confirming a contract offer has been updated.
Issue and manage a contract	Notify applicant about the contract being rejected on their behalf	An email is sent to an applicant, confirming a contract has been rejected on their behalf.
Issue and manage a contract	Notify applicant about the offline contract being sent	An email is sent to an applicant, confirming a contract of employment has been sent offline.
Issue and manage a contract	Notify applicant about the offline contract being resent	An email is sent to an applicant, confirming a contract of employment has been resent offline.
Issue and manage a contract	Notify applicant about job offer and contract being withdrawn	An email is sent to an applicant, confirming a job offer and contract has been withdrawn.
Withdraw an application	You have withdrawn your job application notification	An email is sent to an applicant, confirming they have withdrawn an application.

Add an offline applicant	Notify applicant about being added to a job listing	An email is sent to an applicant, confirming they have been added to a job listing.
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