

[Email not displaying correctly? View it in your browser.](#)

June 2023



Business Services Authority

Your NHS Jobs newsletter

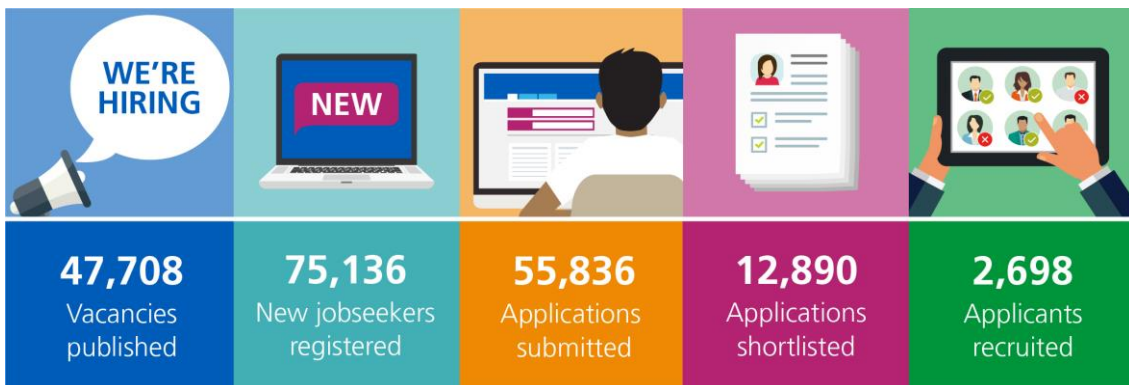


NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; update on search functionality, July training sessions, managing applicant profile...

Did you know?

In May there were...



...on NHS Jobs



Update on search functionality

We recently moved to the new version of the NHS Jobs service ahead of the previous version of NHS Jobs being turned off at the end of this month.

Since this move, it has been necessary for us to temporarily revert to a previous version of the search functionality due to a technical issue.

This issue has now been resolved and we have re-deployed the new search functionality this morning.

Using the new search functionality

Users will experience some differences in how search results are returned and how they are able to filter results, including:

- Improved navigation, which caused some applicants issues on a mobile device. We have guides [Help and support for applicants](#) which show applicants how to search for a job listing using a mobile device.
- Adding the ability to sort job results by 'newest' date posted. When entering a search, results will first be shown by 'best match'. Applicants can choose to reorder these results by 'newest first'. The results will automatically be ordered with the most recently posted job at the top. The date that the listing was posted is visible in the job listing.
- The ability to filter by staff group has not been included in the new search, however, we understand that many users are keen for this to return. We continue to develop and improve the service based on user needs and welcome feedback to help inform this. You will see enhancements to the service regularly in the coming months.

We have more information and supporting materials available on our website and have created guides to support users to get the most from the new search function.

You can access the applicant guides here: [Help and support for applicants](#)

NHS Jobs Self-Serve API (XML/RSS feeds)

This feed allows you to display your listings on your own websites or intranets and display the same filters as our search service. This replaces the existing XML and RSS data feed used on the previous NHS Jobs service. Guidance on how to use the API, including the new specification can be found at:

[Self-Serve API guidance \(Word: 54KB\) \(nhsbsa.nhs.uk\)](#)

You may wish to share this information with your IT Technical Support team or whoever currently manages any feeds you use from the NHS Jobs service, and those who have previously displayed a link to allow your organisation job listings to be viewed.

We continue to develop the new NHS Jobs service and welcome your feedback on the new search functionality. You can find more information on the new search functionality via the user guides available on our website. We also have extensive supporting material for employers, which can be accessed here: [Help and support for employers](#).

Employer training sessions: July

The next set of training sessions for employers in secondary care (trusts, ICBs, etc.) take place during July.

These free to access sessions are for those of you who use NHS Jobs to advertise and recruit staff in NHS trusts, ICBs, etc.

The sessions run from 18-26 July and cover:

- account management
- documents and templates
- create and publish a job listing
- manage a job listing
- score and shortlist
- invite to interview
- make a job offer
- complete pre-employment checks
- issue a contract
- end a recruitment

For more details and to book your place, visit [NHS Jobs Employer Training Sessions | NHSBSA](#).

Introduction to NHS Jobs

If you're new to NHS Jobs and want a brief overview of the service, we're also running our online introduction sessions.

The dates and links for booking places at the next sessions are below:

- **Wednesday, 26 Jul 2023, 11am:** Book your place on [An introduction to NHS Jobs](#)
- **Wednesday, 23 Aug 2023, 11:00:** Book your place on [An introduction to NHS Jobs](#)

How to manage your applicant profile

Did you know? You can manage your profile in the NHS Jobs service. This means you can now edit and save your profile, including your:

- Name
- Contact preferences
- Password

- Qualifications, training, and job history
- Equality and diversity information



This will ensure you always have the most up-to-date information when applying using the NHS Jobs service.

Go to the 'How to manage your applicant profile' video or user guide to learn more.

For further information, visit:

- NHS Jobs YouTube channel: www.youtube.com/@NHS_Jobs_Service
- Help and support page for applicants: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants

Training & Support spotlight

Managing your account

Did you know, your organisation can add up to a maximum of seven Super Users to your account.

Super users can add and disable users, add an overview of your organisation that can be used on every advert, add, and change your KPIs and much more.

To view what all types of users can do in your NHS Jobs account, use the 'roles and permissions' link from your account dashboard.

If you find that all your Super users have left your organisation before you have had the chance to add new ones. You can contact the NHS Jobs team for support at nhsbsa.nhsjobs@nhsbsa.nhs.uk.

If you need further help and guidance, it's quick and easy to find answers to frequently asked questions using our [online knowledge base](#).

You can also find step-by-step user guides and tutorial videos for using the NHS Jobs service on our [help and support for employer's webpage](#).

You can also visit and subscribe to our [NHS Jobs YouTube](#) channel for alerts when new or updated training videos are available.

Updating your account details

If you need to update any of the details for your organisations account below, contact the NHS Jobs team at nhsbsa.nhsjobs@nhsbsa.nhs.uk

- renaming an account
- updating your primary address
- updating the named contact for your account
- updating the website URL
- updating the privacy notice information
- updating your organisations logo
- adding a new accredited logo

Super Users at your organisation can manage most other parts of you account such as adding users, selecting which existing accredited logos to add to adverts, creating contract and offer templates and managing your KPIs.

If you need any other support, it's quick and easy to find answers to frequently asked questions by using our [online knowledge base](#).

You can find guides and videos about using the NHS Jobs service on our [Help and support for employers page](#) and you can also subscribe to our [YouTube channel](#) to get alerts when new or updated training videos are available.





Thanks for reading

Did someone forward you this newsletter? Make sure you don't miss out on all the latest news from NHS Jobs.

[Join our mailing list here.](#)

Don't forget to follow us on Twitter - search for [@NHS_Jobs](#)



