

How to run the export of applications and listing data report in NHS Jobs user guide

This guide gives you instructions for how to run the export of applications and listing data report in the NHS Jobs service.

To run and download the export of applications and listing data report, you'll confirm which:

- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for

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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Run a report

This page gives you instructions for how to run a report.

Important: The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the ['Run a report'](#) link.

The screenshot shows the NHS Jobs dashboard for user Michael Wardman. The dashboard displays a list of tasks categorized by stage, with progress bars and counts. A 'Run a report' link is highlighted in the Reporting section of the right-hand sidebar.

Task Category	Count	On Track	Overdue
Draft	28	24	4
Approvals	2	0	1
Published	6	0	0
Shortlisting	22	11	11
Interviews	10	0	10
Ready to offer	4	0	4
Conditional offers	4	0	4
Pre-employment checks	0	0	0
Contracts	3	0	3
End recruitment	3	0	3

What you can do

- Create a job listing
- Search for a listing
- Search for an applicant

Manage the account

- Manage users
- At risk applicants
- Accredited logos
- Key performance indicators (KPIs)
- Approval settings
- Departments
- Criminal convictions and cautions
- Welsh listings
- Moving applicants to other accounts

Documents and templates

- Overview of your organisation
- Supporting information library
- Contract templates
- Offer letter templates

Help and information

- The employer hub
- Roles and permissions
- Contact your super users

Reporting

- 1** Run a report

Which report do you want to run?


This page gives you instructions for how to confirm which report you want to run.

Important: The report will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

To confirm which report you want to run, complete the following steps:

1. Select the '[Export of application and listing data](#)' option.

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


Signed in as [redacted] [Sign out](#)

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

[Go back](#)

Reporting

Which report do you want to run?

Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

Type of report	Action
Export of application and listing data	Run report (opens in new tab) 1
Equal opportunities	Run report (opens in new tab)
Equal opportunities progress	Run report (opens in new tab)
Equal opportunities for a specific job	Run report (opens in new tab)
Vacancy numbers	Run report (opens in new tab)
Time taken to hire	Run report (opens in new tab)
Vacancy bulletin	Run report (opens in new tab)

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[How to apply for jobs](#)
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Which job listings do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listings you want to export the CSV file for.

To confirm which job listings you want to export the CSV file for, complete the following steps:

1. Select an answer.
2. Select the ['Continue'](#) button.

You're viewing **NHS Business Services Authority** [Change](#)

NHS Jobs

Signed in as NHS BSA Training [Sign out](#)

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

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Export of application and listing data

Which job listings do you want to export the CSV file for?

All open job listings

1 All closed job listings

All open job listings and closed job listings

2 [Continue](#)

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Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

To confirm which dates you want the report to cover, complete the following steps:

1. In the **Date from** boxes, enter the details.
2. In the **Date to** boxes, enter the details.
3. 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. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Export of application and listing data' followed by 'Which dates do you want the report to cover?'. There are two date selection sections: 'Date from' and 'Date to'. Each section has an example date and three input boxes for Day, Month, and Year. A yellow circle with the number '1' is next to the first 'Date from' input box, and a yellow circle with the number '2' is next to the first 'Date to' input box. A green 'Continue' button with a yellow circle and the number '3' is below the 'Date to' section. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text is '© Crown copyright'.

Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

Important: You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

1. Select an answer.
2. Select the [‘Continue’](#) button.

The screenshot shows a web page from the NHS Business Services Authority. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training Sign out' is on the right. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Export of application and listing data' followed by 'Which staff group is the report for?'. Below this, it says 'Select as many as you need.' and lists ten staff groups with checkboxes: 'Select all staff groups', 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary', 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. At the bottom of the list is a green 'Continue' button with a yellow circle and the number '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.


Check your answers

This page gives you instructions for how to check your answers.

To check, change and confirm your answers, complete the following steps:

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

You're viewing **Dan Moore** training account


Signed in as Dan Moore [Sign out](#)

[< Go back](#)

Export of application and listing data

Check your answers

Which report do you want to run?	Export of application and listing data	
Which job listings do you want to export the CSV file for?	All open job listings and closed job listings	Change
Date from	01/01/2023	Change
Date to	01/12/2023	Change
Which staff group is the report for?	Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	Change 1

2

Continue

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Your report is complete

This page shows confirmation your report is complete.

To do a task, complete the following steps:

1. Select the 'Download Export of application and listing data report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Your Export of application and listing data report is complete'. Below this, under the heading 'Next steps', there are three items: 1. A green arrow icon followed by the text 'Download Export of application and listing data report'. 2. A green button labeled 'Run another report'. 3. A purple link labeled 'Go back to your dashboard'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Tip: The report is downloaded in a comma-separated values (CSV) document.

You've run and downloaded the export of applications and listing data report and reached the end of this user guide.