

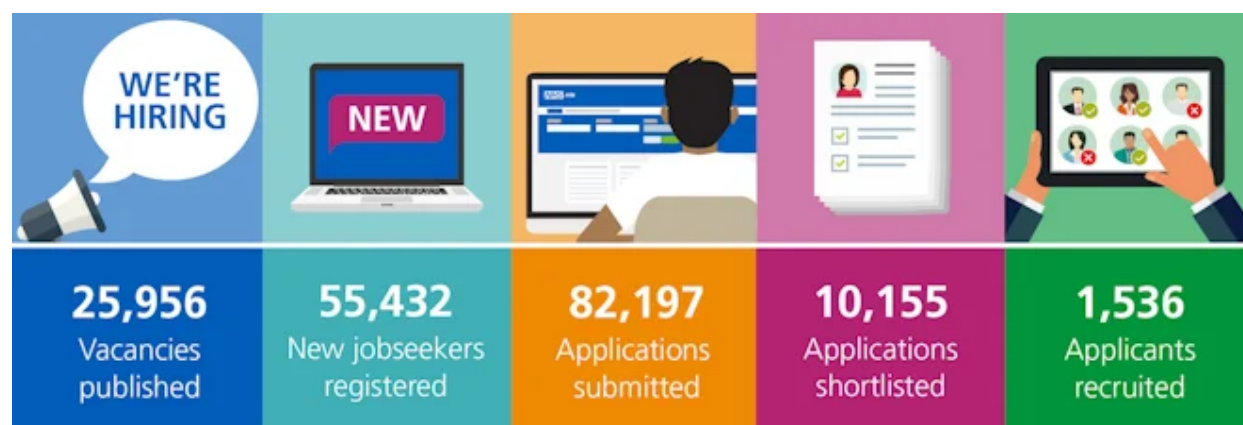


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Did you know?

In April 2025 there were...



...on NHS Jobs?

NHS Jobs Spotlight event

Special guest speaker Daniel Rigby, Senior Programme Officer at NHS Employers, will be joining us on Thursday 29 May, 11am to 12pm to discuss [Step Into Health](#).

Step into Health provides support and guidance for NHS organisations to review and enhance recruitment practices, so they can attract members of the Armed Forces community, benefit from the transferable skills and values they bring to the workforce; and showcase the NHS as the employer of choice.

Daniel will also share information on Armed Forces Week, which will take place from 22 to 28 June.

All are welcome to attend this event on MS Teams, and you can sign up now via [Eventbrite](#). If you have any queries, or the event is at maximum capacity and you would still like to attend, please contact jon.lee@nhsbsa.nhs.uk.

User research opportunity - tell us what you think

Would you like to participate in user research that will directly improve NHS Jobs?

We're researching how employers and applicants communicate in the NHS Jobs service and would love to hear from you. Get involved and receive a £20 voucher for your time (excluding NHS colleagues engaging with research during work hours).

If you are interested, get in touch with our team at:

UserResearch.NHSJobs@nhsbsa.nhs.uk.

GP and Primary Care update event

Find out about the latest activity in NHS Jobs at our GP and Primary Care event, on Wednesday 11 June from 1pm to 1.30pm. We will provide an update on the latest activity in NHS Jobs and give you an update on their training resources.

To attend the event, please register via [Eventbrite](#). When you receive your tickets from Eventbrite, please select the 'View Links' button to access the Microsoft Teams link for this session.

Primary Care user group

Do you want to explore specific areas of the NHS Jobs service? Our next Primary Care user group takes place on Wednesday 18 June, from 1pm to 1.30pm on MS Teams.

Invitations will be sent to those who have attended previously, or who have expressed an interest in attending. New participants are welcome to join, please email rebecca.hassack@nhsbsa.nhs.uk.

The Stakeholder Engagement team host the quarterly sessions, and you can learn more about NHS Jobs product features and how they can be applied to specific recruitment tasks.

Your feedback helps make the product more relevant and more capable of supporting current and future primary care needs.

Training and support

Here are some of the most frequently asked questions we received last month, along with the answers and guidance on where to find more information:

How can I search for an applicant in the NHS Jobs service?

To search for an applicant in the NHS Jobs service you must have a 'Super user', 'Recruitment administrator' or 'Team manager' role.

A user with one of these roles can search for an applicant by selecting 'Search for an applicant' from the 'What you can do' section of the employer dashboard.

You can search for an applicant by using their email address or application reference number.

If you search by email address, you are shown all applications where the email address would be visible to your organisation's users.

If you search by application reference number, you will only see the application linked to that reference.

You can only search for applicants who have submitted an application for your job listing.

For further information, please visit our frequently asked question: [How can I search for an applicant in the NHS Jobs service?](#)

What are pre-application questions?

Pre-application questions can be added to a job advert if applicants need to meet certain criteria before they can apply.

Adding pre-application questions will prevent applicants who are not eligible from being able to progress to the application form.

You are given the option to add pre-application questions when creating a job listing. An example of one of the pre-applications you can add is 'Are you currently employed by the Employer advertising this vacancy?'.

Pre-application questions cannot be removed from an advert once the listing has been published. If you need to remove the question, you must close the vacancy and create a new one.

For further information and the full list of pre-application questions you can add to a job advert, please visit our frequently asked question: [What are pre-application questions?](#)

Help and support

To help you get the most out of NHS Jobs, employers can:

- search FAQs via the [NHS Jobs Knowledge Base](#)
- access user guides and additional support at: [Help and support for employers](#)
- watch bitesize tutorial videos on the [NHS Jobs YouTube channel](#), and select the bell icon for future notifications
- complete eLearning courses at: [NHS Jobs employer eLearning](#)
- request instructor-led online training sessions at: [NHS Jobs employer training sessions](#)

Thanks for reading

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