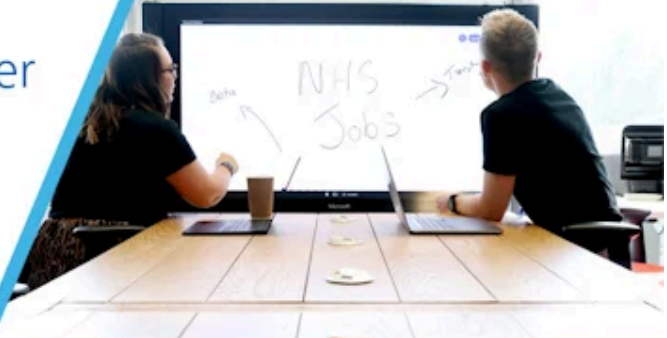




Business Services Authority

Your NHS Jobs newsletter



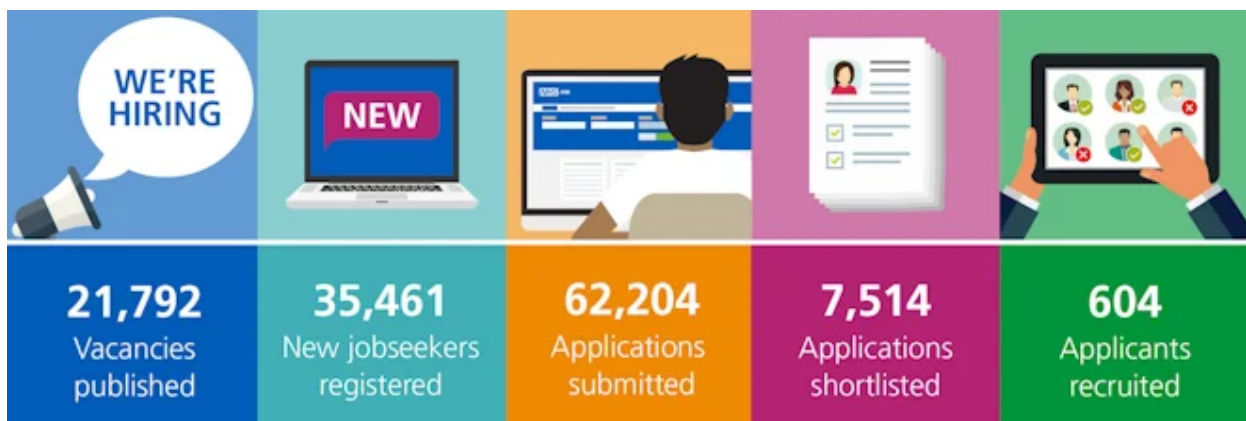
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [NHS Jobs Spotlight event](#)
- [Improvements to help you manage your offers](#)
- [NHS Jobs employer training sessions](#)
- [How to update your NHS Jobs account and get the most from it](#)
- [Frequently asked questions](#)
- [Help and support](#)

Did you know?

In December 2025 there were...



NHS Jobs Spotlight event

On Monday 29 January, from 11am to 12pm, we will be joined by guest speaker, Anna Szkola, from Barts Health NHS Trust. Anna will be discussing the Healthcare Horizons and Community Works for Health programmes. Ahead of National apprenticeship week in February, and National Careers Week in March, the programmes are excellent examples of how to expand training opportunities and introduce new routes, including apprenticeships.

Candidates will gain access to ring-fenced vacancies and apprenticeship opportunities within the Trust's talent pool (following completion of their training) as well as opportunities at other hospitals across East London.



All are welcome to attend our engagement event, and you can sign up now via [Eventbrite](#). If you have any questions, please contact: nhsjobsengagement@nhsbsa.nhs.uk.

Improvements to help you manage your offers

We've made improvements for employers to offer navigation in the 'Ready to offer' stage of your dashboard. These changes will help you to easily manage recruitment between the 'Offer' and 'Contract' stages.

Changes include an improved 'Manage offers' page layout, which now features multiple tabs to help you easily track and progress applicants through each stage of the offer journey. These new tabs sort applicants into groups based on if they are 'Ready to Offer', 'Offered' or 'Ready to Reject', so you can see what actions are outstanding for each applicant.

The screenshot shows a dashboard titled 'Head of Optometry Manage Offers'. At the top, there are three tabs: 'Ready to offer (1)' (highlighted), 'Offered (1)', and 'Ready to reject (1)'. Below the tabs, the heading 'Applicants moved to the offer stage' is displayed. A table with two columns, 'Applicant' and 'What needs doing next', contains one row of data. The 'Applicant' column shows the name 'Trace Miller' and the ID 'AR-241024-07787'. The 'What needs doing next' column shows a blue link 'Create and send offer'.

Applicant	What needs doing next
Trace Miller AR-241024-07787	Create and send offer

We've also added the ability to reject multiple unsuccessful applicants at the same time after interview. This reduces the time and resource you need to complete recruitment activity for those applicants. User research has told us that it is important for applicants to receive an outcome, no matter what it is, so this change will also support you in providing those outcomes to your unsuccessful applicants.

Manage Offers

Ready to offer (3)

Ready to reject (3)

Applicants who have been unsuccessful

These applicants have been unsuccessful and are ready to reject.

You have the option to:

- reject all applicants
- choose which applicants you would like to reject.

If you choose not to reject an applicant, you'll still be able to offer them the job if you want to at a later stage.

[Oliver Adams](#)

AR-260112-16247

[Madelyn Trottier](#)

AR-260112-16248

What you can do

Send rejection to all applicants

Choose which applicants to reject

Finally, we've removed the journey that was allowing duplicate records to be created at or after the offer stage for candidates who already had an offer started or sent.

NHS Jobs employer training sessions

Virtual training sessions have been organised for employers to help build their skills, knowledge and confidence in using the NHS Jobs system. Delivered by the NHS Jobs Training team, the sessions are tailored to your organisation's needs and user role. They feature demonstrations, practical exercises and knowledge checks to support applying what you've learned in the NHS Jobs service.

The following sessions have been scheduled. Click on the links to book your place.

Managing your organisation's account, documents and templates

- [Wednesday 21 January – 10:30am to 11:30am](#)
- [Wednesday 28 January – 10:30am to 11:30am](#)
- [Wednesday 4 February – 10:30am to 11:30am](#)
- [Wednesday 11 February – 10:30am to 11:30am](#)
- [Wednesday 18 February – 10:30am to 11:30am](#)
- [Wednesday 25 February – 10:30am to 11:30am](#)
- [Wednesday 4 March – 10:30am to 11:30am](#)
- [Wednesday 11 March – 10:30am to 11:30am](#)
- [Wednesday 18 March – 10:30am to 11:30am](#)
- [Wednesday 25 March – 10:30am to 11:30am](#)

Creating, publishing and managing job listings

- [Thursday 29 January 2026 - 1pm to 3pm](#)
- [Thursday 12 February 2026 - 1pm to 3pm](#)
- [Thursday 26 February 2026 - 1pm to 3pm](#)
- [Thursday 12 March 2026 - 1pm to 3pm](#)
- [Thursday 26 March 2026 - 1pm to 3pm](#)

Scoring applications, shortlisting applicants, inviting applicants to interview and managing schedules

- [Thursday 22 January – 1pm to 3pm](#)
- [Thursday 5 February – 1pm to 3pm](#)
- [Thursday 19 February – 1pm to 3pm](#)
- [Thursday 5 March – 1pm to 3pm](#)
- [Thursday 19 March – 1pm to 3pm](#)

Training Needs Analysis (TNA) form

If these sessions are not suitable, your organisations' super user can complete our quick [NHS Jobs TNA form](#). We'll review your information to schedule a suitable training session for you and your organisation.

How to update your NHS Jobs account and get the most from it

We will shortly be carrying out a data review of all NHS Jobs employer accounts to ensure that key contact details and organisational information is up-to-date.

We will be emailing employer account holders to update their main contact details and other information that may have changed. The email will include a link to a short online form, which should only take a few minutes to complete. Once the updated information has been received, we will update your NHS Jobs employer account accordingly.

Keeping your main contact details up-to-date is essential, as this is our primary way of sharing service updates and release communications.

As part of this email you will also have the opportunity to book your recruitment team onto an Optimise session. We will share best practice guidance and practical tips to help them to use NHS Jobs more effectively. These sessions are free of charge, tailored to your organisation and provide an opportunity to ask questions and explore features that can support your recruitment activity.

Frequently asked questions

Some of our most frequently asked questions last month included [how to deactivate a user in the NHS Jobs service](#) and [why you can't see your job listing on the employer dashboard](#). For the answers to these questions and more, [visit our FAQ page](#).

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](#)

Our contact centre can provide support by:

- Email: nhsbsa.nhsjobs@nhsbsa.nhs.uk
- Telephone: 0300 330 1013

[Find out about call charges](#).

We're available Monday to Friday from 8am to 6pm UK time, except Bank Holidays including Christmas Day, Boxing Day and New Year's Day.

Thanks for reading

If you feel the NHS Jobs newsletter would be relevant to one of your contacts please forward this email to them. [They can sign up by clicking here](#).

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