



Business Services Authority

Your NHS Jobs newsletter



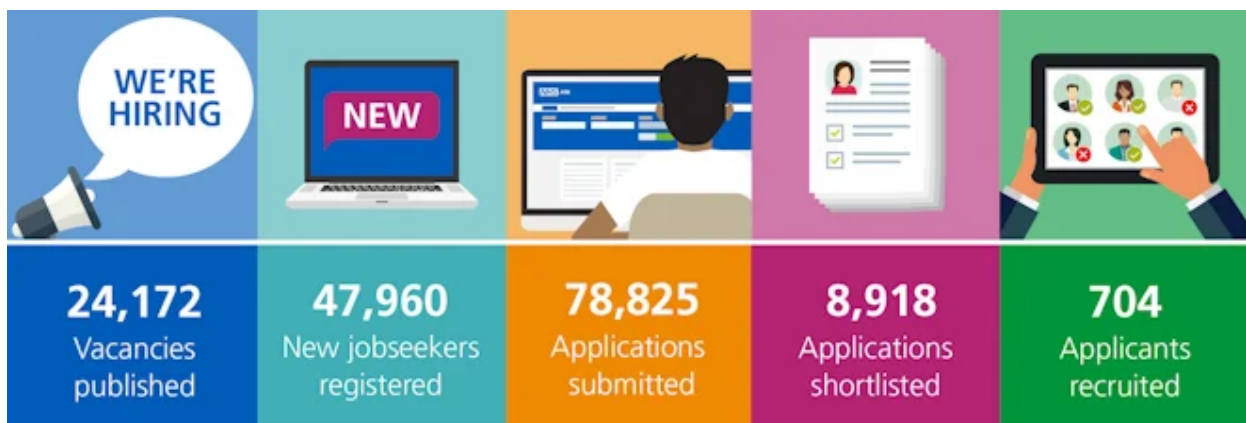
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [Reminder: NHS Jobs spotlight event](#)
- [How to highlight the NHS Pension Scheme in your offer letters](#)
- [NHS Jobs employer training sessions](#)
- [Improvements to offer management](#)
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## Did you know?

In February 2026 there were...



## Reminder: NHS Jobs Spotlight event

As mentioned in last month's newsletter, our next NHS Jobs stakeholder engagement event is Thursday 26 March, from 11am to 12pm.

We'll be joined by guest speakers from NHS Pensions who will give an overview of the NHS Pension Scheme, and how it can be used for recruitment. We will then demonstrate how to add NHS pension information to your NHS Jobs adverts, offer letters and contracts. We will also give you an update on any changes or features that have been introduced to NHS Jobs.

If you have any questions, please contact [nhsjobsengagement@nhsbsa.nhs.uk](mailto:nhsjobsengagement@nhsbsa.nhs.uk).

Sign up now via Eventbrite

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## How to highlight the NHS Pension Scheme in your offer letters

Are you making candidates who you issue offer letters to aware of the NHS Pension Scheme?

Employers play a vital role in administering the scheme at a local level, communicating the scheme and its benefits to their staff.

Our NHS Pensions Employer Toolkit contains information about the NHS Pension Scheme and how you can best communicate this to your applicants.

Our [NHS Jobs Spotlight event](#), mentioned above, will feature a live demonstration of how you can use the scheme to encourage candidates to apply for your roles.

Download the Employer Toolkit

## User guide and additional resources

You can also add the following to your offer letters and contracts:

- [Benefits of the NHS Pension Scheme](#)
- [Understanding your NHS Pensions Total Reward Statement \(TRS\)](#)

- [NHS Pension Scheme member's leaflet](#)

You can find a guide and step-by-step videos on how to add the above guides and leaflets to your supporting information library at: '[Documents and templates](#)'.

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## NHS Jobs employer training sessions for users of NHS Jobs and Applicant Tracking System (ATS)

From posting a job to making an offer, our interactive virtual classroom training sessions cover a range of topics across the NHS Jobs recruitment journey.

Find an upcoming session below and book your place today.

### **Managing your organisation's account, documents and templates**

We're running the following sessions - book your place:

- [Wednesday 25 March 2026 - 10:30am to 11:30am](#)
- [Wednesday 1 April 2026 - 10:30am to 11:30am](#)
- [Wednesday 8 April 2026 - 10:30am to 11:30am](#)
- [Wednesday 15 April 2026 - 10:30am to 11:30am](#)
- [Wednesday 22 April 2026 - 10:30am to 11:30am](#)
- [Wednesday 29 April 2026 - 10:30am to 11:30am](#)
- [Wednesday 6 May 2026 - 10:30am to 11:30am](#)
- [Wednesday 13 May 2026 - 10:30am to 11:30am](#)
- [Wednesday 20 May 2026 - 10:30am to 11:30am](#)
- [Wednesday 27 May 2026 - 10:30am to 11:30am](#)
- [Wednesday 3 June 2026 - 10:30am to 11:30am](#)
- [Wednesday 10 June 2026 - 10:30am to 11:30am](#)
- [Wednesday 17 June 2026 - 10:30am to 11:30am](#)
- [Wednesday 24 June 2026 - 10:30am to 11:30am](#)

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## NHS Jobs employer training sessions for users of NHS Jobs

We're running the following training sessions for NHS Jobs users (they are not suitable for ATS users) - book your place:

### **Creating, publishing and managing job listings**

- [Thursday 26 March 2026 - 1pm to 3pm](#)

- [Wednesday 1 April 2026 - 1pm to 2pm](#)
- [Wednesday 13 May 2026 - 1pm to 2pm](#)

### **Scoring applications, shortlisting applicants**

- [Wednesday 8 April 2026 - 1pm to 2pm](#)
- [Wednesday 20 May 2026 - 1pm to 2pm](#)

### **Inviting applicants to interview and manage schedules**

- [Wednesday 15 April 2026 - 1pm to 2pm](#)
- [Wednesday 27 May 2026 - 1pm to 2pm](#)

### **Making and managing applicant job offers, including ending or continuing a recruitment**

- [Wednesday 22 April 2026 - 1pm to 2pm](#)
- [Wednesday 3 June 2026 - 1pm to 2pm](#)

### **Completing applicant pre-employment checks**

- [Wednesday 29 April 2026 - 1pm to 2pm](#)
- [Wednesday 10 June 2026 - 1pm to 2pm](#)

### **Issuing and managing applicant contracts, including ending or continuing a recruitment**

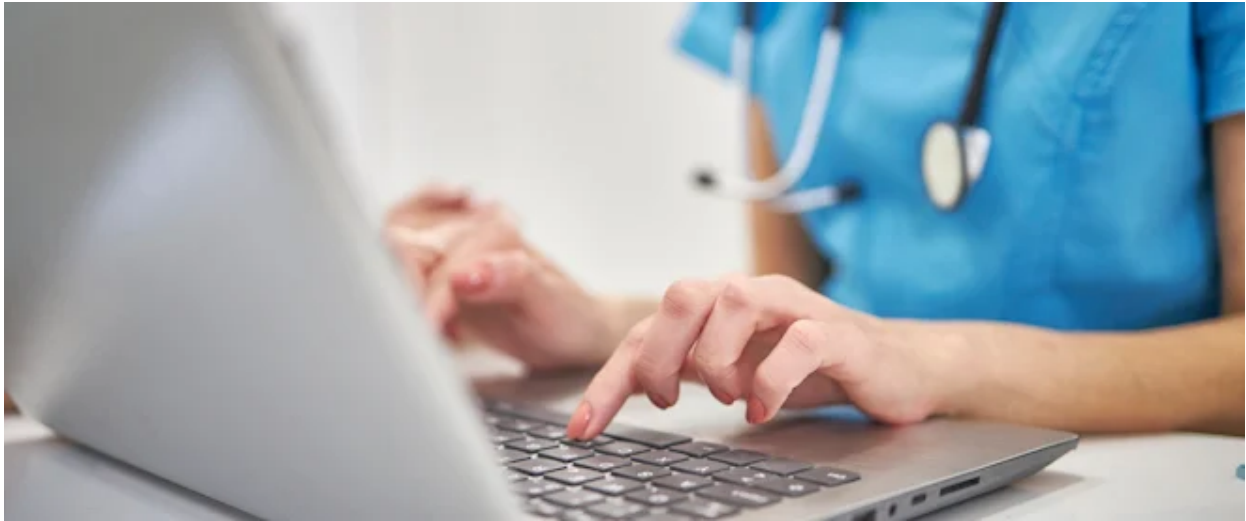
- [Wednesday 6 May 2026 - 1pm to 2pm](#)
- [Wednesday 17 June 2026 - 1pm to 2pm](#)

### **Training Needs Analysis (TNA) form**

Ask your super user to complete our quick NHS Jobs TNA form if these sessions don't suit your needs. We'll review your information to schedule a suitable training session for you and your organisation.

Complete the NHS Jobs TNA form

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## Improvements to offer management

We've made improvements to offer management for our employers. These changes apply to the applicant pages of your dashboard - for applicants in the 'Ready to offer' or 'Offer started' stages.

These changes include:

- new 'Offer the job' or 'Continue offer' action buttons on the applicant page. These buttons allow you to manage your offers directly from the applicant page - saving you time and effort
- the ability to reject an applicant if they were selected for offer in error, or are no longer eligible to be offered the role. This ensures applicants receive the appropriate outcome via NHS Jobs in a timely manner. It also helps identify which applicants have outstanding actions, as the rejected applicants are removed from the 'Ready to offer' tab

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## Downtime notices

We send email notifications directly to active users with 'Super user' or 'Team manager' roles, to keep them updated on planned maintenance or issues in NHS Jobs.

We've received feedback that some of these messages are going to your junk folders. To ensure these emails go to your inbox, please add [nhsjobs@notifications.service.gov.uk](mailto:nhsjobs@notifications.service.gov.uk) to your safe senders list.

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## Frequently asked questions

Last month, you asked us [what rolling recruitment is](#) and [if you can transfer an unsuccessful applicant from one listing to another](#).

Find the answers to these questions and more [on our FAQ page](#).

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## Help and support

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

- search FAQs on 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 [NHS Jobs employer eLearning courses](#)
- request instructor-led online [NHS Jobs employer training sessions](#)

Our contact centre can provide support by:

- Email: [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto: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.

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Thank you 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 completing and submitting our [NHS Jobs new subscriber form](#)

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Our mailing address is:

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