How to manage at risk applicants in NHS Jobs user guide

This guide gives you instructions for how to manage at risk applicants in the NHS Jobs service.

You can add employees at risk of redundancy to your organisations account.

To add an at risk applicant, you'll:

- add their first name
- add their last name
- add their email address

Once an at risk applicant is shortlisted, an 'AT RISK' status is shown before you select your applicants for interview.

To manage at risk applicants, you can:

- add an at risk applicant
- change their details
- delete an at risk applicant

Only a 'Super user' can manage at risk applicants.

Contents

At risk applicants

This page gives you instructions for how to manage at risk applicants.

Important: Only a 'Super user' can add, change, and delete at risk applicants.

To view at risk applicants, complete the following step:

1. Select the 'At risk applicants' link.

Manage at risk applicants

This page gives you instructions for how to view at risk applicants.

Important: In this example, you have no at risk applicants.

To add a new at risk applicant, complete the following step:

1. Select the '<u>Add a new at risk applicant</u>' button.

Add an at risk applicant

This page gives you instructions for how to add an at risk applicant.

To add an at risk applicant, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. In the **Email address** box, enter the details.
4. Select the '[Continue](#)' button.

Tip: You can select the 'Cancel adding at risk applicant' link if you don't want to add this at risk applicant.

New at risk applicant

This page gives you instructions for how to check the details of the at risk applicant and add them.

Important: The applicant will receive an email to confirm they've been added to the at risk list.

To change or add this at risk applicant, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the 'Add this applicant' button.

You're viewing **NHS BSA Training**   Change

NHS Jobs

Signed in as Liam M1   Sign Out

BETA Your feedback will help us to improve this service.

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.

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Manage at risk applicants
New at risk applicant

First name	Joe	**1** Change
Last name	Bloggs	
Email address	joe.bloggs@nhs.net	

The applicant will receive an email to confirm they have been added to this list.

2 Add this applicant

Cancel adding at risk applicant

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Manage at risk applicants

This page gives you instructions for how to manage at risk applicants.

Important: If you delete an applicant, you won't be able to recover their details.

To change, delete or add a new at risk applicant, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the 'Delete' link (optional).
3. Select the 'Add a new at risk applicant' button (optional).

Tip: Once the applicant creates and signs into their account, the 'NHS Jobs account status' will change to 'Yes'.

You've reached the end of this user guide as you've managed your at risk applicants.