

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 mark employees at risk of redundancy to a list of at risk applicants.

In your organisations account, you can:

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

If an at risk applicant applies for a job, the '**AT RISK**' status is shown when you score their application.

This status is only visible to your shortlist lead or people on your shortlist panel.

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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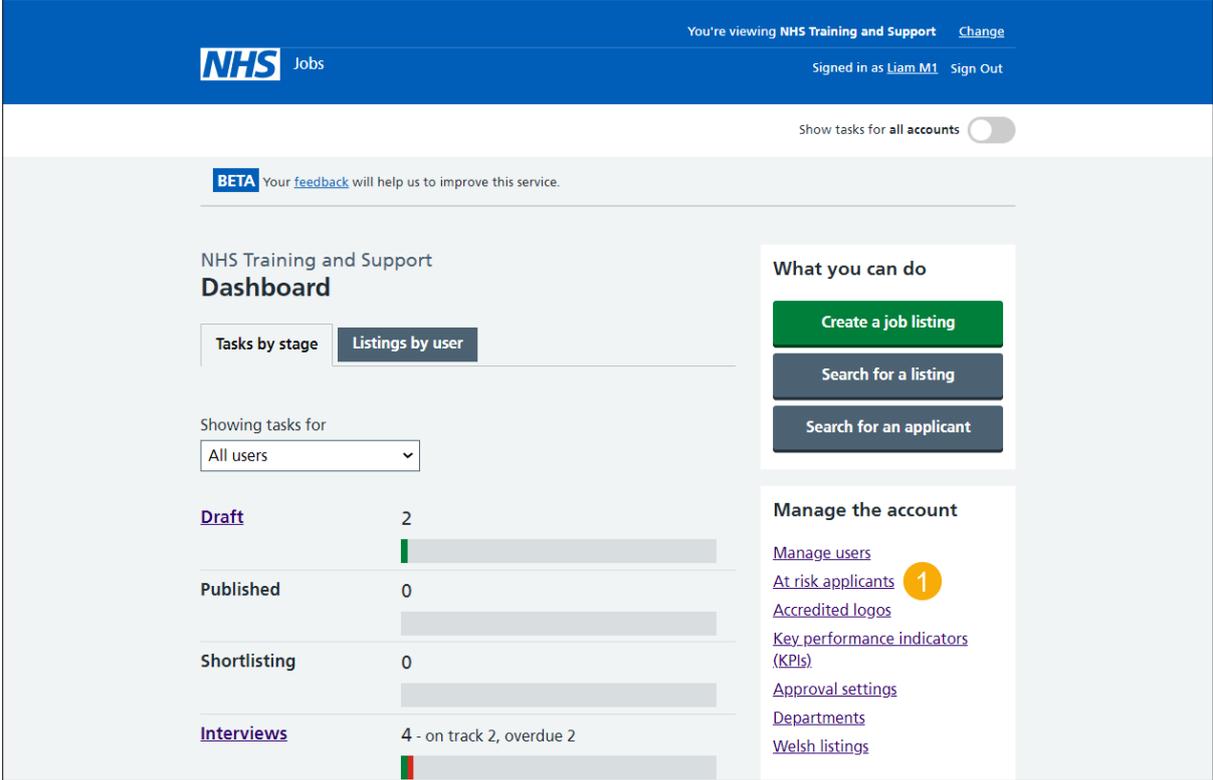
At risk applicants

This page gives you instructions for how to manage at risk applicants in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'At risk applicants' link if you're an NHS Jobs 'Super user' role for your organisations account.

To manage at risk applicants, complete the following step:

1. Select the '[At risk applicants](#)' link.



The screenshot shows the NHS Training and Support Dashboard. At the top, there is a blue header with the NHS logo, the text 'Jobs', and user information: 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS Training and Support Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a table with the following data:

Task Stage	Count	Progress Bar
Draft	2	Progress bar (25% full)
Published	0	Progress bar (0% full)
Shortlisting	0	Progress bar (0% full)
Interviews	4 - on track 2, overdue 2	Progress bar (25% full)

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants' (highlighted with a yellow circle containing the number 1), 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.

Manage at risk applicants

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

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

To manage at risk applicants, complete the following step:

1. Select the '[Add a new at risk applicant](#)' button.

The screenshot displays the NHS Jobs interface for managing at-risk applicants. The top navigation bar is blue and contains the NHS logo, the word 'Jobs', and user information: 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1' with a 'Change' link. Below the navigation bar, a 'BETA' notice states 'Your feedback will help us to improve this service.' A '< Go back' link is positioned above the main heading 'Manage at risk applicants'. The main content area shows 'You have no at risk applicants.' and a prominent green button labeled 'Add a new at risk applicant' with a yellow circle containing the number '1' to its left. The footer contains several links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the text '© Crown copyright'.

Tip: If you want to go back to the previous page, select the '< Go back' link.

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.
- or
5. Select the 'Cancel adding at risk applicant' link.

The screenshot shows the NHS Jobs 'Add an at risk applicant' form. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Employer onboarding' followed by 'Add an at risk applicant'. The form contains three input fields: 'First name', 'Last name', and 'Email address', each with a numbered orange circle (1, 2, 3) to its left. Below the fields is a green 'Continue' button with a numbered orange circle (4) to its left. At the bottom of the form is a link 'Cancel adding at risk applicant' with a numbered orange circle (5) to its left. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

If you selected the 'Cancel adding at risk applicant' link, you've reached the end of this user guide.

New at risk applicant

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

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

To add this applicant, complete the following steps:

1. Select the ['Change'](#) link (optional).
2. Select the ['Add this applicant'](#) button.
or
3. Select the ['Cancel adding at risk applicant'](#) link.

The screenshot displays the 'New at risk applicant' page in the NHS Jobs system. At the top, the NHS logo and 'Jobs' are visible, along with user information: 'You're viewing NHS Training and Support' and 'Signed in as Liam M1'. A 'BETA' notice is present. The main content area shows a 'Manage at risk applicants' section with the title 'New at risk applicant'. Below this, there is a form with three fields: 'First name' (Joe), 'Last name' (Bloggs), and 'Email address' (job.bloggs@nhs.net). A 'Change' link is positioned to the right of the 'First name' field, highlighted with a yellow circle containing the number 1. Below the form, a message states: 'The applicant will receive an email to confirm they have been added to this list.' At the bottom of the form area, there are two options: a green 'Add this applicant' button (highlighted with a yellow circle containing the number 2) and a 'Cancel adding at risk applicant' link (highlighted with a yellow circle containing the number 3). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by a copyright notice: '© Crown copyright'.

If you selected the 'Cancel adding at risk applicant' link, you've reached the end of this user guide.

You've added the at risk applicant

This page shows confirmation you've added the at risk applicant.

Important: If you delete an applicant, you won't be able to recover their details. Once the applicant creates their account and signs in, the NHS Jobs account status changes to 'Yes'.

To manage at risk applicants, complete the following steps:

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

The screenshot shows the NHS Jobs interface for managing at-risk applicants. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Manage at risk applicants'. Below this is a table with one row for an applicant named Joe Bloggs. The table has columns for 'First name', 'Last name', 'Email address', and 'NHS Jobs account'. The 'First name' column contains 'Joe', 'Last name' contains 'Bloggs', 'Email address' contains 'job.bloggs@nhs.net', and 'NHS Jobs account' contains 'No'. To the right of the 'First name' cell, there are two links: 'Change' and 'Delete', both with orange callout circles containing the number '1' and '2' respectively. Below the table, there is a green button labeled 'Add a new at risk applicant' with an orange callout circle containing the number '3'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by a copyright notice: '© Crown copyright'.

You've managed at risk applicants and reached the end of this user guide.