How to transfer applicants to a copied listing for a rolling recruitment user guide

This guide gives you instructions for how to transfer applicants to a copied listing for a rolling recruitment in the NHS Jobs service.

If you've setup a rolling recruitment, you can transfer all or some of the applicants to the copied listing. This means the original job listing stays published so applicants can still apply, and you can continue with the recruitment process for applications already received.

For users of NHS Jobs and Electronic Staff Record (ESR) integration, rolling recruitment is not available for an ESR job listing in NHS Jobs.

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.**
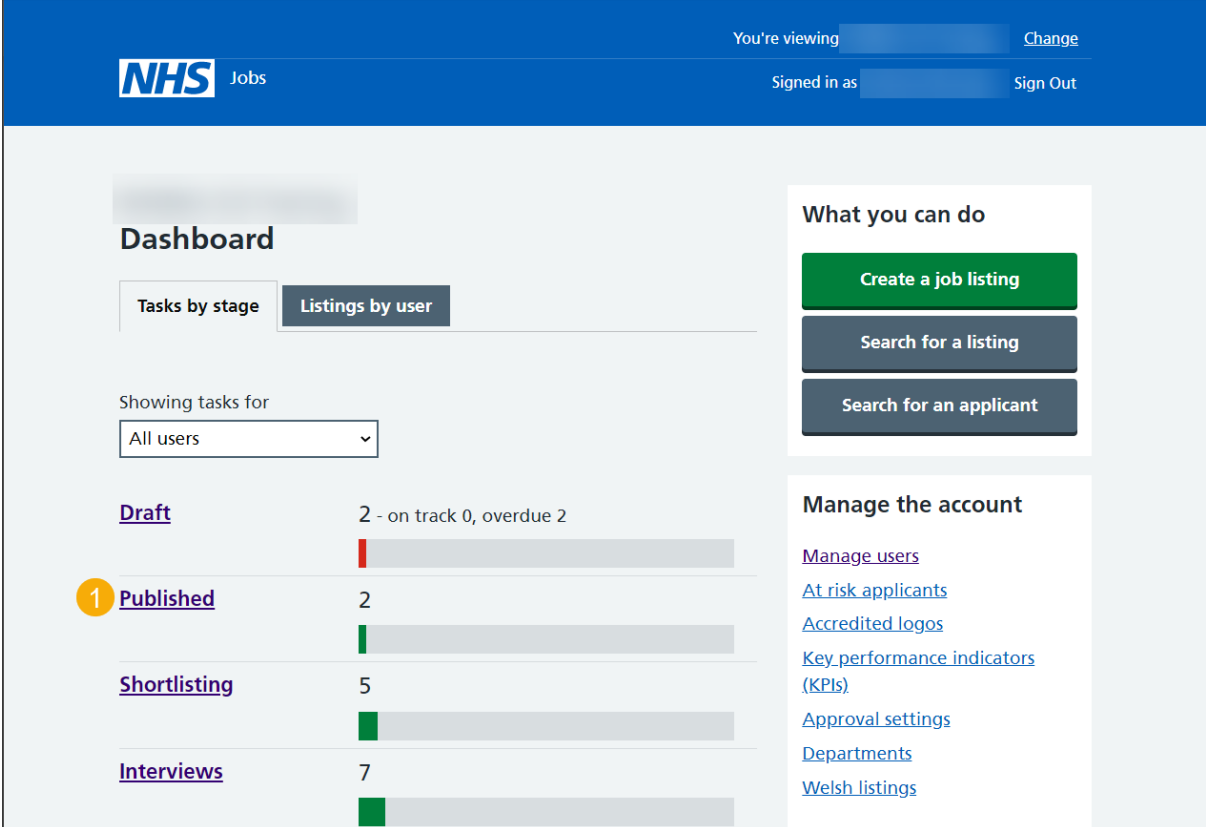
Contents

Published

This page gives you instructions for how to access a published job listing.

To access a published job listing, complete the following step:
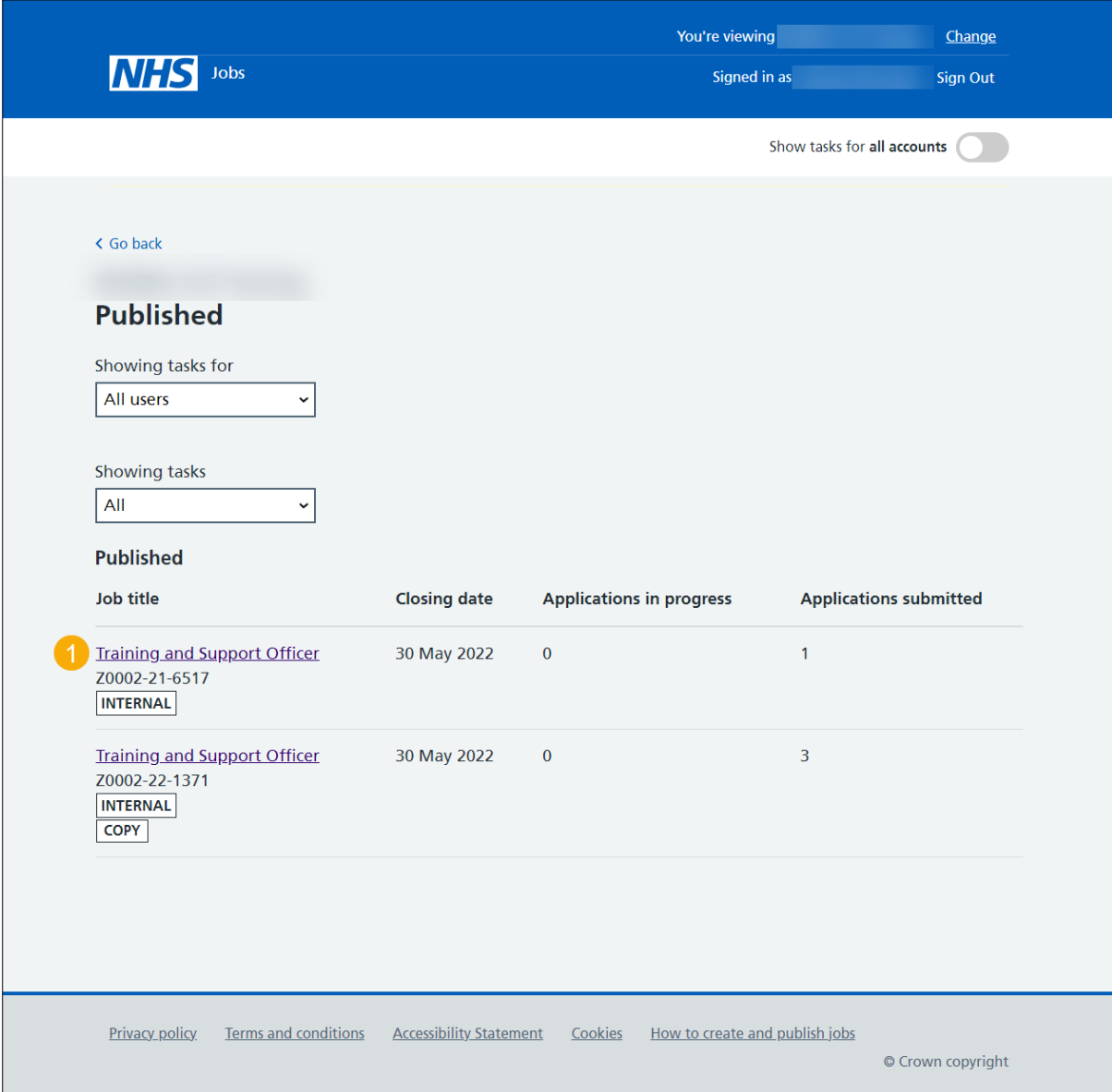
1. Select the 'Published' link.

How to select a job listing

This page gives you instructions for how to select a job listing to transfer applicants from.

Important: In this example, the 'Training and Support Officer' role is used.

To select a job listing to transfer applicants from, complete the following step:

1. Select a '<u>Job title</u>' link.

Set up rolling recruitment

This page gives you instructions for how to set up a rolling recruitment to transfer applicants to a copied listing.

Important: You'll only see the 'Set up rolling recruitment' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To set up a rolling recruitment to transfer applicants to a copied listing, complete the following steps:

1. Select the 'Job title' link to view the copied job listing details (optional).
2. Select the 'Set up rolling recruitment' link.

Copied job listing details

This page shows the copied job listing details.

Important: A copied job listing will show a '**COPY**' status above the job reference number. You can find the job listing the listing is copied from under the 'Listing copied from' section.

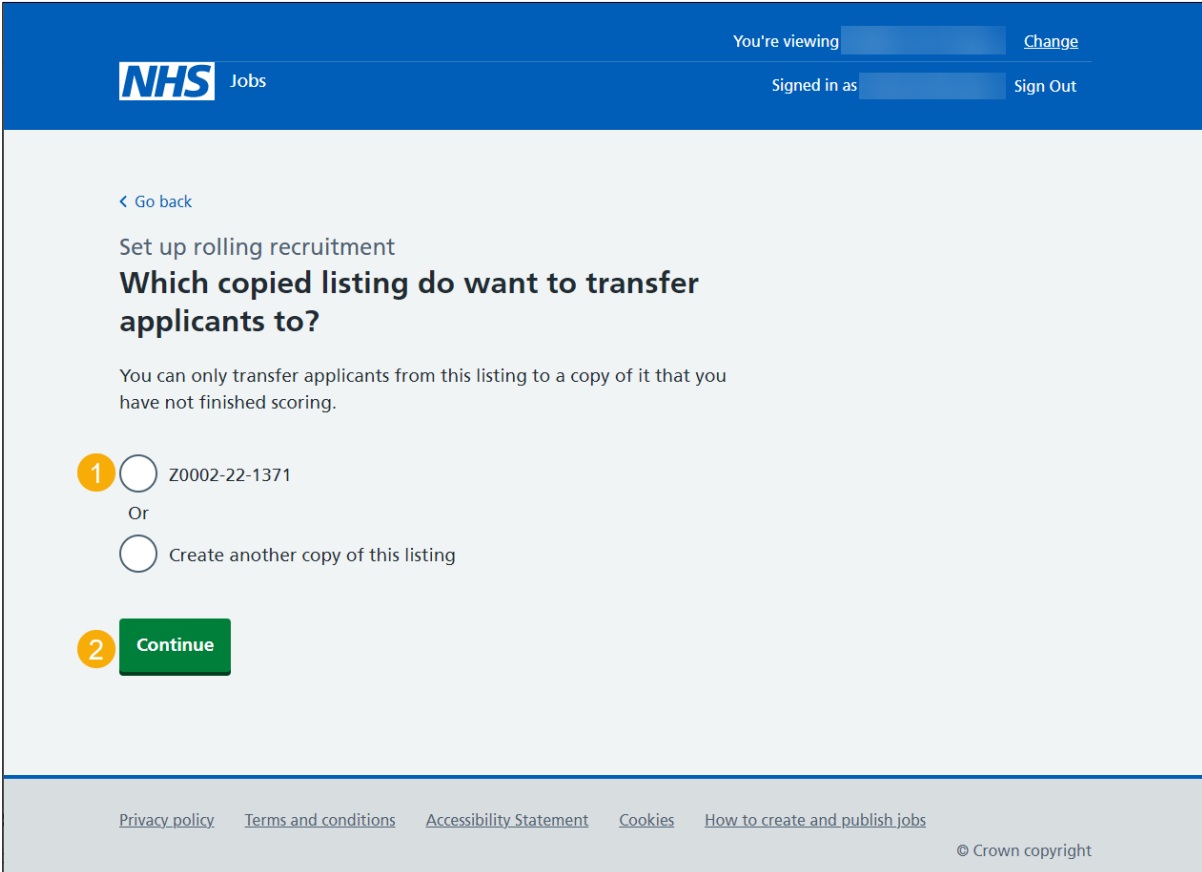**1.** Select the '<u>Go back</u>' link.

Which copied listing do you want to transfer applicants to?

This page gives you instructions for how to confirm the copied listing you want to transfer applicants to.

Important: You can only transfer applicants from this listing to a copy of it that you have not finished scoring.

To confirm the copied listing, you want to transfer applicants to complete the following steps:

1. Select the 'Job reference number' option.
2. Select the 'Continue' button.

Tip: To find out how to create another copy of this listing, go to the 'How to set up a rolling recruitment in NHS Jobs' user guide or video from the 'Rolling recruitment' section of the 'Help and support for employers' webpage.

Would you like to transfer all applicants to the copied listing?

This page gives you instructions for how to confirm if you would like to transfer all the applicants to the copied listing.

To confirm if you would like to transfer all the applicants to the copied listing, complete the following steps:

1. Select an answer
   - 'Yes'
   - 'No'
2. Select the **'Continue'** button.

Which applicants do you want to transfer to the copied listing?

This page gives you instructions for how to confirm which applicants you want to transfer to the copied listing.

Important: You'll only see this page if you're not transferring all applicants to the copied listing. Select all applicants you want to transfer.

To confirm which applicants you want to transfer to the copied listing, complete the following steps:

1. Select the applicants to add to the copied listing.
2. Select the 'Continue' button.

Tip: If there are more than 15 applicants, they will be spread across multiple pages.

Check the details and transfer applicants

This page gives you instructions for how to check the details and transfer applicants.

To check, change and confirm the details to transfer the applicants, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Transfer applicants' button.

Applicants transferred

This page shows confirmation you've transferred the applicants to a copied listing.

Important: If you select the 'copied listing' link, you can close the listing early to begin scoring and progress with the recruitment process.

To do a task, complete the following steps:

1. Select the 'copied listing' link to close the listing early and start scoring (optional).
2. Select the 'Go to your dashboard' button.

You've transferred the applicants to the copied listing and reached the end of this user guide.