

How to add an offline applicant to a job listing in NHS Jobs

This guide gives you instructions for how to add an offline applicant to a job listing in the NHS Jobs service.

You can add an applicant to an open or closed job listing, in the following recruitment stages:

- published
- shortlisting
- interviews
- ready to offer

For users of NHS Jobs and Electronic Staff Record (ESR) integration. This is not available when creating 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](#).

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Published

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

Important: In this example, a 'published' job listing is used.

To access a published job listing, complete the following step:

1. Select the ['Published'](#) link.

The screenshot displays the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard shows three categories: 'Draft' with 73 items (19 on track, 54 overdue), 'Approvals' with 5 items (0 on track, 1 due, 4 overdue), and 'Published' with 4 items. A yellow circle with the number '1' is next to the 'Published' category. 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 links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Approval settings'.

| Category | Total | On Track | Overdue |
|-----------|-------|----------|----------------------|
| Draft | 73 | 19 | 54 |
| Approvals | 5 | 0 | 1 (due), 4 (overdue) |
| Published | 4 | | |

Select a job listing

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

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

To select a job listing, complete the following step:

1. Select the '[Job title](#)' link.

The screenshot shows the NHS BSA Training Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle switch for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main content area is titled 'NHS BSA Training Published'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below these is a table of published jobs.

| Job title | Closing date | Applications in progress | Applications submitted |
|---|--------------|--------------------------|------------------------|
| 1 Training and Support Officer T1111-22-2387 | 25 Dec 2022 | 0 | 1 |

At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes the copyright notice '© Crown copyright'.

Add applicant

This page gives you instructions for how to add an applicant to the job listing.

To add an applicant to the job listing, complete the following steps:

1. Select the '[Add applicant](#)' link.

The screenshot shows the NHS Jobs interface for a job listing. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, a 'BETA' badge indicates that feedback will help improve the service. The main content area is titled 'NHS BSA Training Training and Support Officer listing' and is marked as 'PUBLISHED' with a reference number 'T1111-22-2387'. There are three tabs: 'Job details' (selected), 'Team', and 'Applicant details'. The 'Job details' section includes links for 'Job title and reference number', 'The details of the job' (with sub-links for 'About the job and pay', 'Location', and 'Contact details and closing date'), 'The job overview, job description and person specification' (with sub-links for 'Job overview', 'Job description', 'Person specification', and 'Supporting documents'), 'Pre-application and additional application questions' (with sub-links for 'Pre-application questions' and 'Additional application questions'), and 'The Welsh (Cymraeg) translation for this advert' (with a 'Welsh translation' link). On the right side, a 'What needs doing next' panel contains buttons for 'Score applications' and 'Close early', and a list of links: 'View on NHS Jobs (opens in new tab)', 'Set up rolling recruitment', 'Download applicant contact details', and 'Add Applicant' (highlighted with a yellow circle and the number 1). Below this panel, a 'Status' box shows 'Published', 'Submitted applications: 1', 'Scored applications: 0', and 'Closing date: 25/12/2022'. 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'.

What are the applicant's details?

This page gives you instructions for how to add the applicant's details.

Important: If the applicant already has an NHS Jobs account, you should use the same details they use to sign in.

To add the applicants details, 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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' 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 'Add applicant' followed by 'What are the applicant's details?'. Below this, a note states: 'If the applicant already has an NHS Jobs account you should add the same details that they use to sign in.' The form contains three input fields: 'First Name' (step 1), 'Last Name' (step 2), and 'Email Address' (step 3). Each field is preceded by a numbered orange circle. Below the fields is a green 'Continue' button (step 4). At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

Which sections do you want the applicant to complete?

This page gives you instructions for how to confirm the sections you want the applicant to complete.

Important: Applicants should complete the equality and diversity section. This information is part of equal opportunities reporting and maintaining the National Workforce Data Set.

To confirm the sections you want the applicant to complete, complete the following steps:

1. Select the sections.
2. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs 'Add applicant' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA_Training' 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 'Add applicant' followed by 'Which sections do you want the applicant to complete?'. Below this, it states: 'Applicants should complete the equality and diversity section. This information is part of:' followed by a bulleted list: 'equal opportunities reporting' and 'maintaining the National Workforce Data Set'. It then says 'Select the sections you want them to complete.' The form is organized into several sections, each with a heading and a list of checkboxes, some of which are marked with a '1' in a yellow circle:

- Add their personal details**
 - Contact details
- Add their right to work status**
 - Right to work
- Add their qualifications, training and job history**
 - Qualifications
 - Training
 - Job history
- Add their supporting evidence**
 - Essential and desirable criteria
- Add further information**
 - Driving qualifications and details
 - Unspent criminal convictions and cautions
- Check their equal opportunities**
 - Guaranteed interview scheme
 - Equality and diversity

At the bottom of the form is a green 'Continue' button marked with a '2' in a yellow circle. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Tip: You can select more than one section.

Check and add applicant

This page gives you instructions for how to check and add an applicant.

To check, change and add an applicant, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Add applicant](#)' button.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

Your [feedback](#) will help us to improve this service.

[Go back](#)

Add applicant

Check and add applicant

| | | |
|--------------------------------------|---|---|
| First name | Joe | Change |
| Last name | Bloggs | Change 1 |
| Email address | joe.bloggs@nhs.net | Change |
| Sections the applicant must complete | <ul style="list-style-type: none"> Right to work Qualifications Training Job history Essential and desirable criteria Unspent criminal convictions and cautions Equality and diversity | Change |

2
Add applicant

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

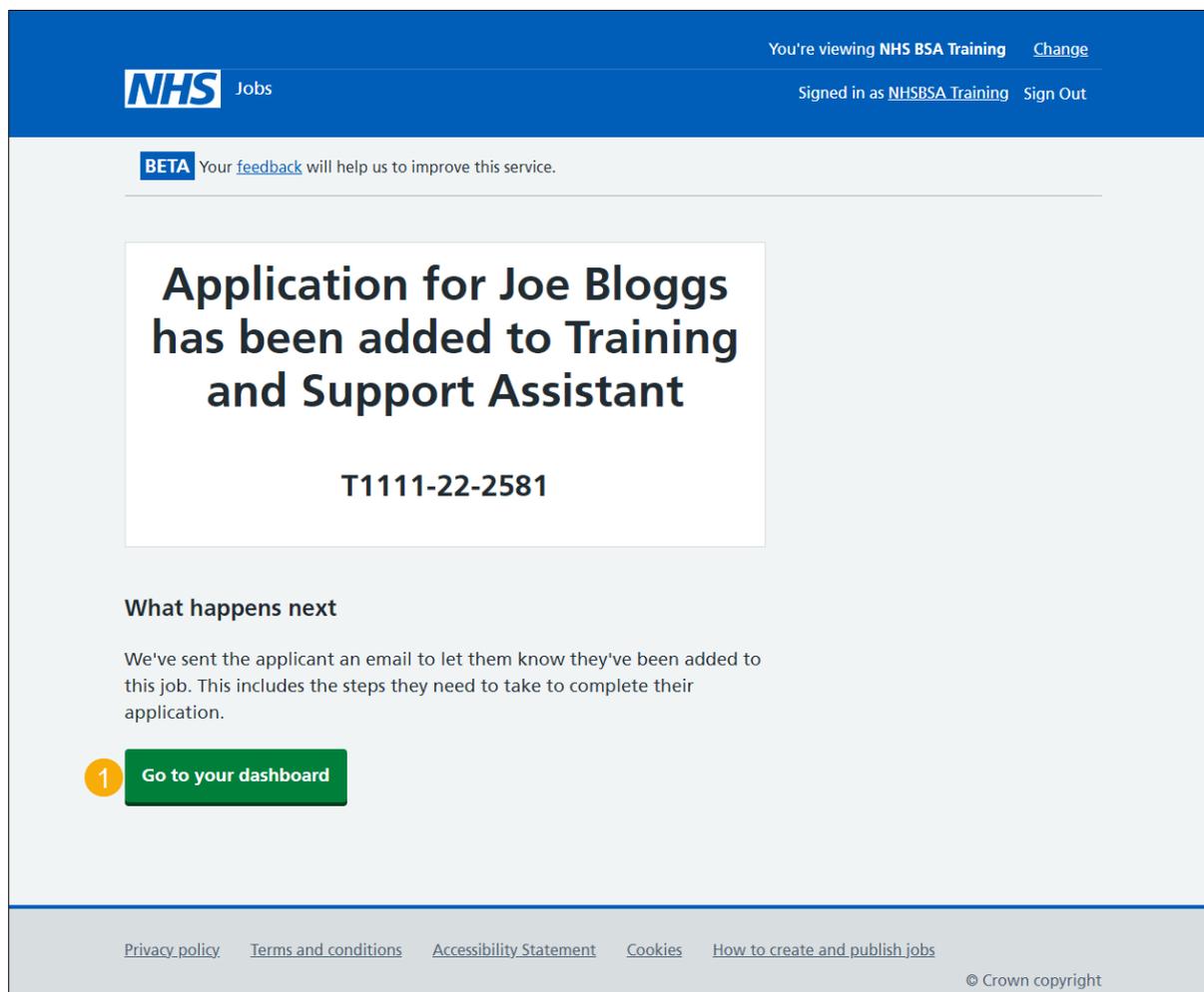
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Application added

This page gives you confirmation you've added an offline applicant to a job listing.

To do a task, complete the following step:

1. Select the 'Go to your dashboard' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHSBSA Training' and a 'Sign Out' link. A 'BETA' banner indicates that feedback will help improve the service. The main content area features a large white box with the text: 'Application for Joe Bloggs has been added to Training and Support Assistant' and the job ID 'T1111-22-2581'. Below this, a section titled 'What happens next' explains that an email has been sent to the applicant. A green button with a yellow circle containing the number '1' is labeled 'Go to your dashboard'. 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'.

You've added an offline applicant to a job listing and reached the end of this user guide.