NHS Jobs

How to run the vacancy numbers report in NHS Jobs user guide

This guide gives you instructions for how to run the vacancy numbers report in the NHS Jobs service.

To run and download the vacancy numbers report, you'll confirm:

- which job listing you want to export the CSV file for
- which dates you want the reports to cover
- which staff group the report is for
- the pay scheme

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.

Delivered by the NHS Business Services Authority

Contents

Run a report

This page gives you instructions for how to run a report.

<mark>Important:</mark> The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the 'Run a report' link.

Which report do you want to run?

This page gives you instructions for how to confirm which report you want to run.

<mark>Important:</mark> The report will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV document that you can open with programmes such as Excel.

To confirm which report you want to run, complete the following steps:

1. Select the 'Vacancy numbers' option.

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Reporting

Which report do you want to run?

Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

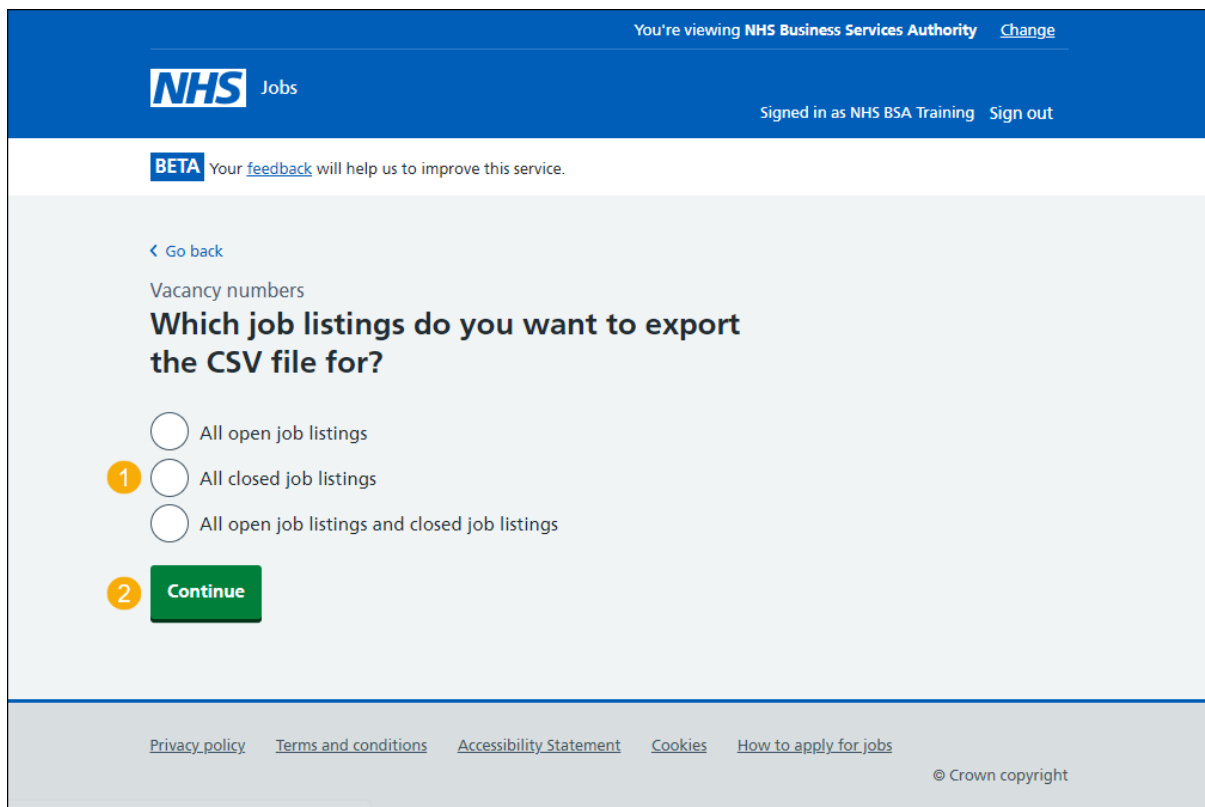| Type of report	Action
Export of application and listing data	Run report (opens in new tab)
Equal opportunities	Run report (opens in new tab)
Equal opportunities progress	Run report (opens in new tab)
Equal opportunities for a specific job	Run report (opens in new tab)
Vacancy numbers	Run report (opens in new tab) ①
Time taken to hire	Run report (opens in new tab)
Vacancy bulletin	Run report (opens in new tab)

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Which job listing do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listings you want to export the CSV file for.

To confirm which job listings you want to export the CSV file for, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

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< Go back

Vacancy numbers

Which job listings do you want to export the CSV file for?

◯ All open job listings

1 ◯ All closed job listings

◯ All open job listings and closed job listings

2 **Continue**

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Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

To confirm which dates you want the report to cover, complete the following steps:

1. In the **Date from** boxes, enter the details.
2. In the **Date to** boxes, enter the details.
3. Select the 'Continue' button.

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< Go back

Vacancy numbers

Which dates do you want the report to cover?

Date from

For example, 15 3 2020

Day   Month   Year

1 [   ] [   ] [   ]

Date to

For example, 11 4 2020

Day   Month   Year

2 [   ] [   ] [   ]

3 Continue

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Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

Important: You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

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NHS Jobs

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< Go back

Vacancy numbers

Which staff group is the report for?

Select as many as you need.

☐ Select all staff groups

☐ Additional Clinical Services

☐ Additional Professional Scientific & Technical

☐ Administrative & Clerical

☐ Allied Health Professionals

☐ Estates & Ancillary

☐ Healthcare Scientists

☐ Medical & Dental

☐ Nursing & Midwifery Registered

☐ Students

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What's the pay scheme?

This page gives you instructions for how to confirm the pay scheme.

<mark>Important:</mark> You can select as many pay schemes as you need.

To confirm the pay scheme, complete the following steps:

1. Select an answer:
   - 'All pay schemes'
   - 'Hospital, medical and dental staff'
   - 'Agenda for Change'
   - 'Very senior manager (VSM)'
   - 'Other'
2. Select the 'Continue' button.

What's the hospital medical and dental staff band?

This page gives you instructions for how to confirm the hospital medical and dental staff band.

Important: You'll only see this page if you've selected the hospital medical and dental staff band. You can select as many staff bands as you need.

To confirm the hospital medical and dental staff band, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

What's the agenda for change band?

This page gives you instructions for how to confirm the agenda for change band.

<mark>Important:</mark> You'll only see this page if you've selected the agenda for change band. You can select as many bands as you need.

To confirm the agenda for change band, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

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NHS Jobs

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< Go back

Vacancy numbers

What's the agenda for change band?

☐ Band 2

☐ Band 3

☐ Band 4

☐ Band 5

☐ Band 6

1 ☐ Band 7

☐ Band 8a

☐ Band 8b

☐ Band 8c

☐ Band 8d

☐ Band 9

2 Continue

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Check your answers

This page gives you instructions for how to check your answers.

To check, change and confirm your answers, complete the following steps:

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

You're viewing **NHS Business Services Authority** Change

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< Go back

Vacancy numbers

Check your answers

Which report do you want to run?	Vacancy numbers	Change
Which job listings do you want to export the CSV file for?	All open job listings	Change
Date from	01/01/2022	Change
Date to	31/01/2022	Change
Which staff group is the report for?	Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	Change ①
What's the pay scheme?	Hospital, medical and dental staff Agenda for Change Very senior manager (VSM) Other	Change

② **Continue**

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Your report is complete

This page shows confirmation your report is complete.

<mark>Important:</mark> The report is downloaded in a comma-separated values (CSV) document.

To do a task, complete the following steps:

1. Select the 'Download Vacancy numbers report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.

You've ran and downloaded the vacancy numbers report and reached the end of this user guide.