



NHS Jobs system release communications 01.09.2022

New features

- Rolling recruitment and move applicant – Electronic Staff Record (ESR) listings

Continuous improvement

- Employer Hub improvements
- New 'Specialist' pay grade
- Reporting improvements
- Copy and pasting text – When creating a job listing

New features

Rolling recruitment and move applicant - Electronic Staff Record (ESR) listings

If an Electronic Staff Record (ESR) listing is copied for a rolling recruitment campaign it will use the original ESR position details. When the new listing is published it will also create a vacancy in ESR.

If an applicant has accepted an offer for an ESR listing and they are moved to a different listing, their applicant record in ESR will be automatically terminated. If they accept an offer for the new ESR listing, then a new applicant record will automatically be created and linked to the vacancy in ESR. This allows ESR users to manage rolling recruitment campaigns and move applicants to new listing.

The image displays two screenshots of the NHS Jobs system interface, showing job listings with new features highlighted.

Top Screenshot: Training and Support Officer listing

- Header: NHS Jobs, Signed in as NHSBSA Training, Sign Out
- BETA banner: Your feedback will help us to improve this service.
- Navigation: < Go back
- Job Title: NHS BSA Training **Training and Support Officer listing**
- Status: **PUBLISHED**
- Reference number: T1111-22-2387
- Buttons: Job details, Team, Applicant details
- Right Panel: What needs doing next
 - Score applications
 - Close early
 - View on NHS Jobs (opens in new tab)
 - Set up rolling recruitment** (highlighted)
 - Download applicant contact details
 - Add Applicant
 - Status: Published
 - Submitted applications: 1

Bottom Screenshot: Training and Support Lead listing

- Header: NHS Jobs, Signed in as NHSBSA Training, Sign Out
- BETA banner: Your feedback will help us to improve this service.
- Navigation: < Go back
- Job Title: NHS BSA Training **Training and Support Lead listing**
- Status: **INTERVIEWS** **INTERVIEWS COMPLETED**
- Reference number: T1111-22-3219
- Buttons: Job details, Team, Applicant details
- Right Panel: What needs doing next
 - Add interview feedback
 - Reuse this listing
 - Remove this listing
 - Download applicant contact details
 - Request to move applicants to another listing** (highlighted)
 - Add Applicant

Continuous improvement

Employer Hub improvements

We've re-designed the employer hub making it easier for you to find the information that you need.

NHS Jobs Sign In

BETA Your feedback will help us to improve this service.

Recruit on NHS Jobs

Fill job vacancies for your organisation by advertising them on NHS Jobs.

[➔ Sign in to your employer dashboard](#)

[Help and guidance](#)

Access our user guides and videos about using the new NHS Jobs website.

[NHS Jobs website updates](#)

Read about the latest updates we've made based on your feedback.

Last update: 5 July 2022

[NHS Jobs newsletter](#)

View and subscribe to our monthly newsletter.

[Frequently asked questions](#)

Search or browse by topic in our NHS Jobs Knowledge Base.

[NHS Jobs Engagement team](#)

Working to build relationships with dedicated recruitment teams in NHS trusts and organisations.

[NHS Employers](#)

Advice and information for NHS organisations.

[🐦 Follow our Twitter for live updates on NHS Jobs](#)

[📺 Subscribe to our YouTube for guidance to get the most out of the NHS Jobs service](#)

Contact us

Contact the NHS Jobs team for support by:

Email: nhsbsa.nhsjobs@nhsbsa.nhs.uk

Telephone: **0300 330 1013**

Telephone outside UK: **+44 300 330 1013**

[Find out about call charges \(opens in new tab\)](#)

We're available Monday to Friday between 8am to 6pm and Saturday between 9am to 3pm, except Bank Holidays including Christmas Day, Boxing Day and New Year's Day.

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Name	Description	Benefit
New 'Specialist' pay grade	<p>We've added a 'Specialist' pay grade under the 'Hospital medical and dental pay scheme'.</p> <p>'Specialist' has been added to reporting and we've made a number of content changes as a result of the new 'Specialist' pay grade.</p>	The service has the latest National Workforce Dataset values for pay grade.
Reporting improvements	<p>We've made some changes to reporting.</p> <p>Each time a report type is chosen it now opens in a new window. This means that you'll be able to run multiple reports at the same time.</p> <p>You'll now be able to choose the departments that you need when you run the Equal opportunities report.</p> <p>Before you run the Equal opportunities for a specific job report, the job listing reference you add is checked. This is to make sure that it exists for your organisation. If it doesn't then you will be asked to add a valid reference.</p>	Improved user experience and access to the data needed for reporting.
Create a listing - copy and paste text	<p>When you create a listing and you copy and paste text, you will see how many characters you have left before you reach the limit allowed. If you exceed the limit, you will see how many you need to remove.</p> <p>We've made some changes to make this character count more accurate. The correct number of characters will be now display.</p>	Improved user experience.

For further information:

Employer: beta.jobs.nhs.uk/home

Applicant: beta.jobs.nhs.uk/candidate

