

How to review your organisation's account in the current NHS Jobs service user guide

The current version of the NHS Jobs service is due to close.

You'll still be able to access your organisations account and any data until the current NHS Jobs service contract expires in early 2023.

You should review your NHS Jobs account in line with your internal procedures.

We would recommend that you:

- switch off automatic rejection emails
- close and archive your vacancies
- run reports to extract your data
- disable your user accounts

The benefits of following these steps are:

- you'll be left with a clear dashboard where all applicants recruitment is processed
- your data is downloaded for future use, even when access to the current NHS Jobs service is no longer available

You must be a System administrator to do this.

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Switch off automatic rejection emails

This page gives you instructions for how to switch off automatic rejection emails.

To switch off automatic rejection emails, complete the following steps:

1. Select the 'Admin' button.
2. Select the 'Configuration options' link.
3. In the **Application workflow** section, untick the 'Send rejection emails automatically' option.
4. Select the 'Save' button.

The screenshot shows the NHS Jobs administration interface. At the top, it displays the user's login information and the NHS Jobs logo. A left-hand navigation menu is visible, with 'Admin' highlighted and numbered '1'. The main content area is titled 'Configuration options' and contains several sections: 'Application form', 'Application workflow', 'External tests', and 'Referee notification emails'. In the 'Application workflow' section, the 'Send rejection emails automatically' option is unchecked and numbered '3'. A 'Save' button is visible at the bottom right of the configuration area, numbered '4'. The 'External tests' section has the 'Enable selection of HEE's VBR 'Values for healthcare' assessment on vacancies' option checked. The 'Referee notification emails' section has the 'Send notification for reference status change email' option checked.

You've switched off automatic rejection emails.

Go to the '[Close your vacancies](#)' page.

Close your vacancies

This page gives you instructions for how to close your vacancies.

To close your vacancies, complete the following steps:

1. Select the 'Vacancies' button.
2. Find a vacancy and select the 'Actions' button.

The screenshot shows the NHS Jobs dashboard. At the top, it indicates the user is logged in and provides a 'Switch organisation?' link. The left sidebar contains navigation options, with 'Vacancies' highlighted by a yellow circle with the number 1. The main content area is titled 'Vacancies (Showing 1 - 2 of 2)'. A yellow warning box at the top states: 'Warning: as we transition to the new NHS Jobs service, no new vacancies can be created on this site from 24 October 2022 and it is not possible to have an advert closing date later than 31 October 2022. This is to ensure that the transition to the new service can be completed on time and with minimal disruption.' Below this, a vacancy card for 'Subject Matter Expert' (ID: BETA-A0011-19-4895) is shown. The card includes details like 'Added: 29 Aug 2019', 'Advert closes: 29 Sep 2019', and 'Views: 0'. An 'Actions' button is highlighted with a yellow circle with the number 2. On the right, there are filters for 'Sort by' (Status), 'View vacancies' (with 4 filters applied), and 'Vacancy status' (with checkboxes for Not Yet Published, Advert Open, and Advert Closed). A 'With application status' section is also visible.

3. Select the 'Close recruitment' option.
4. Select the 'Action' button.

The screenshot shows a dialog box titled 'Vacancy Status: Advert Closed'. It contains a list of radio button options: 'Place on hold', 'Withdraw', 'Close Recruitment' (highlighted with a yellow circle with the number 3), 'Edit', 'Copy', and 'Create interview'. At the bottom of the dialog, there are three buttons: 'Cancel', 'Preview Advert', and 'Action' (highlighted with a yellow circle with the number 4).

Go to the next page.

5. Select the 'Vacancies' button.

Vacancy Action Confirmation

Job Title	Testing example 08.09 AM
Reference	NHS-A-22-1239
Status	Recruitment Closed

Please click the 'Vacancies' button below to continue viewing your vacancies

5 **Vacancies**

You've closed the vacancy.

Go to the ['Archive your vacancies'](#) page.

Archive your vacancies

This page gives you instructions for how to archive your vacancies.

To archive your vacancies, complete the following steps:

1. In the **Vacancy status** section, tick the 'Withdrawn/Recruitment closed' option.
2. Untick the 'Advert closed' option.
3. Select the 'View' button.

You are logged into: [redacted] [Switch organisation?](#)
As [redacted] Last logged in 09/09/2022 at 14:40 [Log out](#)

NHS Jobs

Vacancies (Showing 0 - 0 of 0)

Warning: as we transition to the new NHS Jobs service, no new vacancies can be created on this site from 24 October 2022 and it is not possible to have an advert closing date later than 31 October 2022. This is to ensure that the transition to the new service can be completed on time and with minimal disruption.

Your selection did not return any results.
Please try again using different filtering criteria

Sort by
Status

View vacancies
You have 2 filters applied
[Reset](#) **3**

With job ref/title

By Recruitment Officer

Vacancy status

Not Yet Published
 Advert Open
 2 Advert Closed
 1 Withdrawn / Recruitment Closed
 Archived
 On Hold

With application status

New/In Review
 Shortlisted
 Interviewing
 At Offer

4. Select the 'Actions' button.

Recruitment Closed

NHS-A-22-1239

Added: 08 Sep 2022 **Advert closes:** 08 Sep 2022 **Views:** 2

CV allowed: No **Applications:** 1 **Interviews:** 1 **Questions:** None **4**

Go to the next page.

5. Select the 'Archive' option.
6. Select the 'Action' button.

Vacancy Status: Recruitment Closed

5 Copy
 Archive
 Revert to advert closed

6

Cancel Preview Advert Action

7. Select the 'Vacancies' button.

Vacancy Action Confirmation

Job Title	Testing example 08.09 AM
Reference	NHS-A-22-1239
Status	Archived

Please click the 'Vacancies' button below to continue viewing your vacancies

7 Vacancies

Go to the next page.

8. In the **Vacancy status** section, tick the 'Archived' option.
9. Untick the 'Withdrawn/Recruitment Closed' option.
10. Select the 'View' button.

You've archived the vacancy.

You'll need to close and archive all your vacancies.

Go to the ['Run reports to extract your data'](#) page.

Run reports to extract your data

This page gives you instructions for how to run reports to extract your data.

To run reports to extract your data, complete the following steps:

1. Select the 'Reports' button.


The screenshot shows the NHS Jobs dashboard interface. At the top, it displays the user's login information: "You are logged into: [redacted] Switch organisation?" and "As [redacted] Last logged in 09/09/2022 at 14:40 Log out". The NHS Jobs logo is in the top right corner. A navigation menu on the left includes: My tasks, Vacancies, Interviews, PEC dashboard, Messages, Applicant finder, Talent pool, Reports (highlighted with a red circle and the number 1), Admin, and My preferences. Below this is a "Quick links" section with: Help, Users' toolkit, Training environment, Job seeker site, NHS Jobs Newsletters, and More links. The main content area is divided into several sections:

- Tasks Pending and Unread Messages:** Shows four icons representing tasks and messages, all with a count of 0.
- Vacancies:** A bar chart showing the status of vacancies: Not Yet Published (18), Advert Open (0), Advert Closed (11), Shortlisting Completed (3), and Offered (0).
- Applications:** A bar chart showing the status of applications: New/In Review (3), Shortlisted (0), Interviewing (5), and At Offer (0).
- Reminders:** A list of reminders with counts: Vacancies received from ESR (0), Vacancies pending approval (5), Vacancies pending information from ESR (0), Job adverts due to close today (0), Job adverts due to close in next 5 days (0), Shortlisting decision overdue (3), Interviews due in next 5 days (0), Interviews due in next 30 days (0), and Pre-employment checks overdue (0).
- System Administrators:** A section with a link to view system administrators for the organisation.
- Applicant Feedback:** A section with a link to view specific feedback from applicants to vacancies.
- Latest News:** A section with three news items:
 - [Updated List of Acceptable Documents for ESR Right to Work Checks](#): We have updated the values for the List of Acceptable Documents LoVs for ESR Right to Work Checks to mirror those found in ESR.
 - [EU Settled Status and 'Right to Work' Changes](#): From 02/11/2021 changes will be made that include the ability for EU and EEA applicants to indicate their 'EU Settlement Scheme Status' on the application form. See guidance document for full details.
 - [Ensuring the integrity and compliance of your organisation's NHS Jobs Account.](#)


Go to the next page.

Important: From the 'Flexible reports' section, we would advise you to run the 'Master Report' or 'Downloadable CSV Master Report'. Once you've extracted your data, you have it for future use.

2. On the **Flexible reports** page, select a 'View this report' link.
3. To build reports or analyse data further, select the 'flexible reporting tool guidance' link.

You are logged into: [Switch organisation?](#)


As Last logged in 09/09/2022 at 14:40 [Log out](#)



My tasks

Vacancies

Interviews

PEC dashboard

Messages

Applicant finder

Talent pool

Reports

Flexible reports

Standard reports

Saved reports

Admin

My preferences

Flexible Reports

You have access to the flexible reporting tool to enable you to build reports or analyse the data further. The data set available to report on is complex and large. Only data that has a logical relationship can be combined into a working report. Therefore, the first step is to select from one of the report areas below.

Once you have selected the report area, you will be presented with a selection of 'data groups' which you can include within the report. These 'data groups' provide an easy way to include or exclude groups of data items easily.

Once you have selected the 'data groups', the report will be presented with all the data items in each of the selected data groups available. Within the flexible reporting tool you can then select to display or hide individual data items, change their order or use them in processing results.

See the [flexible reporting tool guidance](#) for more information.

Report Name	Description	Link to report
Vacancies	Provides a flexible reporting facility for enquiring about all aspects of Vacancies	View this report 2
Vacancy & Applications	Provides a flexible reporting facility for enquiring about all aspects of Vacancy & Applications	View this report
Interviews Times	Provides a flexible reporting facility for enquiring about all aspects of Interviews	View this report
Recruitment Times	Provides a flexible reporting facility for enquiring about all aspects of Recruitment Times	View this report
Recruiting Time KPIs	Provides a flexible reporting facility for enquiring about all aspects of Recruiting Time KPIs	View this report
Pre-Employment Checks	Provides a flexible reporting facility for enquiring about all aspects of Pre-Employment Checks	View this report

Go to the next page.

Important: From the 'Standard reports' section, we would advise you to run the Equal Opportunities Progress Report. This will help your organisation to meet the public sector responsibility under the Equality Act 2010. Once you've extracted your data, you have it for future use.

1. On the **Flexible reports** page, select a 'View this report' link.

You are logged into: [Switch organisation?](#)
 As Last logged in 21/10/2022 at 16:21 [Log out](#)

NHS
Jobs

Standard Reports

You have access to a number of standard, pre-defined reports from this page. Please click on the report title to access the report. Selection and filtering options will be available when you go through to the report.

Report Name	Description	Link to report
Vacancy Bulletin	Provides a printable list of vacancy details for all open vacancies	View this report
Application Status	Provides snapshot report of numbers of applications in each application stage	View this report
Pre-employment Checks	Provides the number of applications where there are pre-employment checks outstanding, by recruiting officer	View this report
Equal Opportunities	Provides the number of applications broken down into each of the monitoring categories	View this report
Equal Opportunities Progress	Provides the number of applications and percentages of applications, plus those shortlisted or recruited, broken down into each of the monitoring categories	View this report 1
Equal Opportunities per Vacancy	Provides the number of applications for a specified vacancy, broken down into each of the monitoring categories	View this report
Vacancy Numbers	Provides the number of vacancies advertised in each month	View this report
Vacancy Summary	Provides summarised list of vacancies advertised	View this report
Vacancy Details	Provides key details from vacancies added in the period	View this report
Recruitment Timeline	Provides the average number of days vacancies have been in each of the statuses in the recruitment process	View this report
Recruitment Timeline - by Month	Provides the average number of days vacancies have taken from vacancy creation to vacancy filled (applicant start date)	View this report
Recruitment Timeline - Region	Provides the average number of days vacancies from organisations across the region have been in each of the statuses in the recruitment process	View this report
Restricted Vacancies	Provides summary of restricted vacancies by restriction type	View this report

You'll need to do this for all reports.

Go to the ['Disable your user accounts'](#) page.

Disable your user accounts


This page gives you instructions for how to disable your user accounts.


To disable your user accounts, complete the following steps:

1. Select the 'Admin' button.
2. Select the 'User accounts' option.
3. Choose a user and select the 'Disable' link.

You are logged into: [Redacted] [Switch organisation?](#)

As [Redacted] Last logged in 27/10/2022 at 09:18 [Log out](#)





My tasks

Vacancies

Interviews

PEC dashboard

Messages

Applicant finder

Talent pool

Reports

Admin 1

User accounts

2

Restricted accounts

Affected by change accounts

Job packs

Documents and links

Offer checklist

Role document library

Publishing Paths

My preferences

User Accounts

Manage the user accounts for your organisation. Ensure users only have accounts if they are using NHS Jobs and that they have the appropriate account for their role and needs. Please see the [Managing users guidance](#) for more information.

Add users

User E-Mail Address

All Roles

All Account Statuses

Filter

[Redacted]	NHS Jobs 3 role	OK Reset account	Edit/View Disable 3
[Redacted]	Recruitment Officer	Password expired Reset account	Edit/View Disable Delete
[Redacted]	Approver	OK Reset account	Edit/View Disable Delete
[Redacted]	Recruiting Manager	OK Reset account	Edit/View Disable Delete
[Redacted]	Recruitment Officer	OK Reset account	Edit/View Disable Delete
[Redacted]	Recruitment Team Manager	OK Reset account	Edit/View Disable Delete
[Redacted]	Reporting Standard	OK Reset account	Edit/View Disable Delete
[Redacted]	Reviewer	OK Reset account	Edit/View Disable Delete


Go to the next page.


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4. Select the 'Disable' button.

You are logged into: [redacted] [Switch organisation?](#)

As: [redacted] Last logged in 27/10/2022 at 09:18 [Log out](#)





- My tasks
- Vacancies
- Interviews
- PEC dashboard
- Messages
- Applicant finder
- Talent pool
- Reports
- Admin
- ▶ User accounts
- Restricted accounts
- Affected by change accounts
- Job packs
- Documents and links
- Offer checklist
- Role document library
- Publishing Paths
- My preferences

Quick links

- Help
- Users' toolkit
- Training environment
- Job seeker site
- NHS Jobs Newsletters
- More links

Disable User

This page allows you to disable a user's account but retains the account so it can be re-activated later if needed. Please check the account details carefully to ensure you've selected the correct one to disable. Use the disable button to disable the account.

* Email address:

* Name:

* Role:

Permissions

Permission	Enable?
Access communication log	<input type="checkbox"/>
Access flexible reports	<input type="checkbox"/>
Access saved reports	<input type="checkbox"/>
Access standard reports	<input type="checkbox"/>
Approve or decline vacancies	<input type="checkbox"/>
Copy vacancies	<input type="checkbox"/>
Create and edit interviews	<input type="checkbox"/>
Create draft vacancies	<input type="checkbox"/>
Create offer letters and contracts	<input type="checkbox"/>
Download offer letter or contract	<input type="checkbox"/>
HR administration	<input type="checkbox"/>
Invite to interview	<input type="checkbox"/>
Manage applications (HR)	<input type="checkbox"/>
Manage applications (Recruiting Manager)	<input type="checkbox"/>
Manage offer checklist	<input type="checkbox"/>
Manage pre-employment checks	<input type="checkbox"/>
Manage reference requests & ID checks	<input type="checkbox"/>
Manage vacancies	<input type="checkbox"/>
Newly qualified pool management	<input type="checkbox"/>
Offer checklist administration	<input type="checkbox"/>
Publish vacancies	<input type="checkbox"/>
Review applications	<input checked="" type="checkbox"/>
Reviewer administration	<input type="checkbox"/>
Send offer letter or contract	<input type="checkbox"/>
System administration	<input type="checkbox"/>
User administration	<input type="checkbox"/>
View applicant feedback	<input type="checkbox"/>
View completed offer letters and contracts	<input type="checkbox"/>

Cancel and return to User accounts

Disable

4

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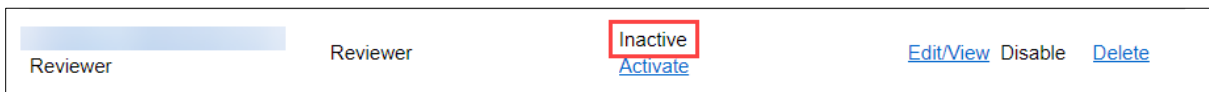
Go to the next page.

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5. Select the 'Continue' button.



The user account is 'Inactive', and you'll need to do this for all your users.



Help and support

If you have any questions or need any support with these steps, please contact the Optimisation Support Team at nhsbsa.nhsjobs@nhs.net.