

How to set up a rolling recruitment in NHS Jobs user guide

This guide gives you instructions for how to set up a rolling recruitment on a job listing in the NHS Jobs service.

Rolling recruitment allows you to continue with the recruitment of a job listing whilst leaving the job listing open to new applicants.

Once you've selected to set up rolling recruitment, you'll be able to create a copy of the listing and change the job reference number.

You'll need to create a new job listing and have more than one application to set up rolling recruitment. The option to set up rolling recruitment is only available in a 'Published' recruitment stage and won't be available for re-used job listings.

For users of NHS Jobs and Electronic Staff Record (ESR) integration.

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

How to set up a rolling recruitment in NHS Jobs user guide	1
 Published	3
 How to select a job listing.....	4
 Set up rolling recruitment	5
 Before you can set up rolling recruitment	6
 Which copied listing do you want to transfer applicants to?.....	7
 Would you like to change the new reference number of the copied listing?.....	8
 What is the new reference number of the copied listing?	9
 Would you like to transfer all the applicants to the copied listing?	10
 Which applicants do you want to transfer to the copied listing?	11
 Check the details and transfer applicants.....	12
 Applicants transferred.....	13

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.

The screenshot shows the NHS BSA Training Dashboard. 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. The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content is a table of task stages with progress bars:

Task Stage	Count	On Track	Overdue
Draft	99	28	71
Approvals	2	0	2
1 Published	13	11	2
Shortlisting	53	21	32

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 several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Criminal convictions and cautions'.

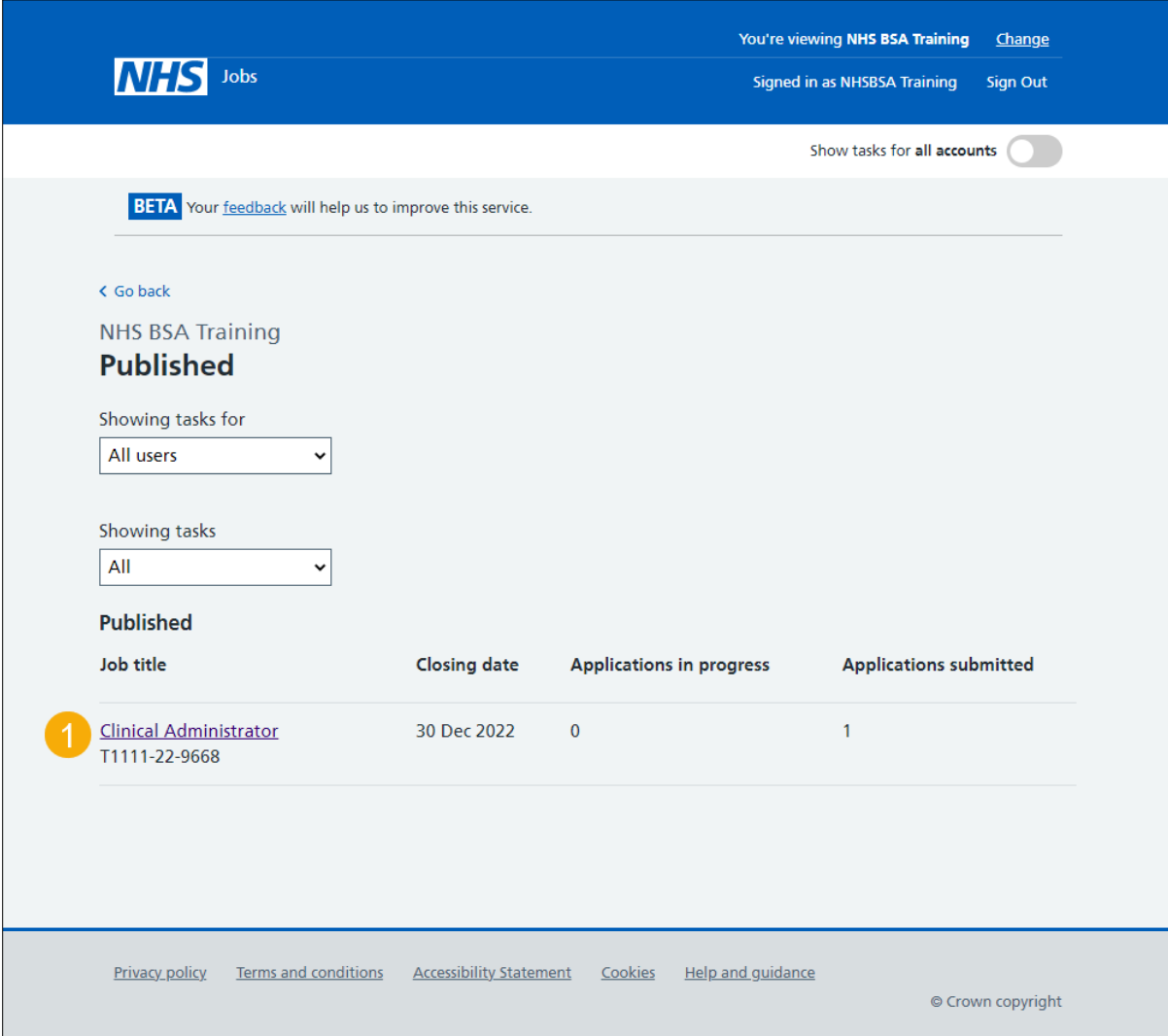
How to select a job listing

This page gives you instructions for how to select a job listing to set up a rolling recruitment.

Important: In this example, the 'Clinical Administrator' job is used.

To select a job listing to set up a rolling recruitment, complete the following step:

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



The screenshot shows the NHS BSA Training Jobs 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 toggle for 'Show tasks for all accounts'. A 'BETA' notice is present: 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link and the text '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 with the following data:

Published			
Job title	Closing date	Applications in progress	Applications submitted
1 Clinical Administrator T1111-22-9668	30 Dec 2022	0	1

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text is '© Crown copyright'.

Set up rolling recruitment

This page gives you instructions for how to set up a rolling recruitment.

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

To set up a rolling recruitment, complete the following step:

1. Select the '[Set up rolling recruitment](#)' link.

The screenshot shows the NHS Jobs interface for a 'Clinical Administrator listing'. The page header includes the NHS logo and 'Jobs' text, along with user information: 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. A 'BETA' notice is present. The main content area shows the job title 'Clinical Administrator listing' with a 'PUBLISHED' status and reference number 'T1111-22-9668'. There are tabs for 'Job details', 'Team', and 'Applicant details'. The 'Job details' tab is active, showing 'The job title' section with a link 'Job title and reference number'. On the right, a 'What needs doing next' sidebar contains buttons for 'Score applications' and 'Close early', and links for 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Set up rolling recruitment' (highlighted with a red circle and the number 1), and 'Download applicant contact details'.

Before you can set up rolling recruitment

This page gives you instructions for what you need to do before you can set up rolling recruitment.

Important: The copied listing won't be live NHS Jobs and applicants will only be able to apply using the original published listing. The copied listing will have a different reference number, everything else will remain the same.

Read the information on the page and complete the following step:

1. Select the '[Create a copy of this listing](#)' button.

NHS Jobs

You're viewing [NHS BSA Training](#) [Change](#)

Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[Go back](#)

Set up rolling recruitment

Before you can set up rolling recruitment

Rolling recruitment allows you to keep a job listing open and move applicants on to the next stage. To start rolling recruitment:

1. Create a copy of the job listing.
2. Transfer some or all of the applicants to a copy of the current job listing before you start scoring.

The:

- copied listing will not be live
- other applicants will not be able to apply for it, they can continue to apply to the original listing
- copy will have a different reference number, everything else will remain the same

1 [Create a copy of this listing](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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Which copied listing do you want to transfer applicants to?

This page gives you instructions for how to confirm the copied listing do 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 do you want to transfer applicants to, complete the following steps:

1. Select an answer:
 - [‘A copied listing’](#)
 - [‘Create another copy of this listing’](#)
2. Select the ‘Continue’ button.

You're viewing **NHSBSA Lee UAT** [Change](#)

NHS Jobs [Signed in as Lee Mapes](#) [Sign Out](#)

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

[Go back](#)

Set up rolling recruitment

Which copied listing do want to transfer applicants to?

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

A0199-22-5865

1 Or

Create another copy of this listing

2 [Continue](#)

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

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Would you like to change the new reference number of the copied listing?

This page gives you instructions for how to confirm if you would like to change the new reference number of the copied listing.

To confirm if you would like to change the new reference number of the copied listing, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Continue’ button.

You're viewing NHSBSA Lee UAT [Change](#)

NHS Jobs [Signed in as Lee.Mapes](#) [Sign Out](#)

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

[< Go back](#)

Set up rolling recruitment

Would you like to change the new reference number of the copied listing?

Original reference number: A0199-22-4534

New reference number: A0199-22-5865

1 Yes No

2 [Continue](#)

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

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What is the new reference number of the copied listing?

This page gives you instructions for how to confirm the new reference number of the copied listing.

Important: You'll only see this page if you're changing the reference number. The original reference number is shown. You'll need to replace this with the new reference number. The reference number must be 15 characters or less and can only contain numbers, letters, or hyphens.

To confirm the new reference number of the copied listing, complete the following steps:

1. In the **Reference number** box, enter the details.
2. Select the [Continue](#) button.

You're viewing [NHSBSA Lee UAT](#) [Change](#)

NHS Jobs Signed in as [Lee Mapes](#) [Sign Out](#)

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

[Go back](#)

Set up rolling recruitment

What is the new reference number of the copied listing?

Original reference number: A0199-22-4534

New reference number: A0199-22-5865

1 A0199-

2 [Continue](#)

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

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Would you like to transfer all the 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.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as Lee Mapes' with a 'Sign Out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link. The main heading is 'Set up rolling recruitment' followed by the question 'Would you like to transfer all the applicants to the copied listing?'. A note says 'Select no, if you want to choose which applicants to transfer.' There are two radio buttons: 'Yes' (with a '1' in a yellow circle next to it) and 'No'. Below the radio buttons is a green 'Continue' button with a '2' in a yellow circle next to it. 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'.

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.

You're viewing NHSBSA Lee UAT [Change](#)

NHS Jobs Signed in as [Lee Mapes](#) [Sign Out](#)

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

[< Go back](#)

Set up rolling recruitment

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

Select all applicants you want to transfer.

1 AR-220504-00003

AR-220504-00004

2 [Continue](#)

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

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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.

You're viewing NHSBSA Lee UAT [Change](#)

NHS Jobs Signed in as [Lee Mapes](#) [Sign Out](#)

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

[< Go back](#)

Set up rolling recruitment

Check the details and transfer applicants

Listing to transfer applicants from	Clinical Administrator A0199-22-4534	
Copied listing reference number	A0199-22-5865	Change
Transfer all applicants to the copied listing?	No	Change 1
Applicants to transfer	2 out of 2	Change

2 [Transfer applicants](#)

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

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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 continue 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.

The screenshot shows the NHS Jobs 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 and 'Signed in as NHSBSA Training' with a 'Sign Out' link on the right. Below the header is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Applicants transferred' and the text 'from T1111-22-9668 to T1111-22-1527'. Below this, a section titled 'What happens next?' explains that the copied listing is not live and other applicants cannot apply. It also states that the user can now view the cloned listing 'T1111-22-1527', close it early, and start scoring. A prominent 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 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've set up a rolling recruitment and have reached the end of this user guide.

