NHS
Jobs

How to copy an application to a job listing in an organisation account in NHS Jobs user guide

This guide gives you instructions for how to copy an application to a job listing in an organisation account in the NHS Jobs service.

If you're listed as a user on more than one organisation account, you'll have the option to copy applications to any of the organisation's you have an account with.

You can copy an application to a job listing in an organisation account in any of the following recruitment stages:

- Interviews
- Ready to offer
- Offers
- Pre-employment checks
- Contracts
- End recruitment

Applicants will receive confirmation that they're being moved to another job listing and can choose to accept or reject the request.

This functionality is also available 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.

Delivered by the NHS Business Services Authority

Contents

Interviews

This page gives you instructions for how to access a job listing in the 'Interviews' recruitment stage.

Important: You must have a job listing in the 'Interviews' recruitment stage to do this.

To access a job listing in the interview recruitment stage, complete the following step:

1. Select the '<u>Interviews</u>' link.

Select a job listing

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

<mark>**Important:**</mark> In this example, the 'Training and Support Officer' job title is used.

To select a job listing, complete the following step:

1. Select the '<u>Job title</u>' link.

Request to move applicants to another listing

This page gives you instructions for how to request to move applicants to another listing.

To request to move applicants to another listing, complete the following step:

1. Select the 'Request to move applicants to another listing' link.

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NHS BSA Training

Training and Support Officer listing

INTERVIEWS   READY TO INVITE TO INTERVIEW
Reference number: T1111-22-1464

| **Job details** | Team | Applicant details |

The job title

Job title and reference number

The details of the job

About the job and pay

Location

Contact details and closing date

What needs doing next

Invite to interview

Reuse this listing

Remove this listing

Download applicant contact details

Request to move applicants to another listing   **1**

Add Applicant

Before you request to move applicants

This page gives you instructions for how to move applicants.

<mark>**Important:**</mark> You should contact the applicants directly first to explain why you're moving their application to a new listing.

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

1. Select the 'Continue' button.

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Request to move applicants to another listing
Before you request to move applicants

> You should contact the applicants directly first to explain why you're moving their application to a new listing.

To move applicants to another listing, you will:

- select the account and listing you want to move the applicants to
- select the applicants you want to move
- enter a reason why you want to move the applicants

We'll send the applicants an email asking for permission to move their application.

Then the applicant will:

- sign into NHS Jobs and accept or reject the request
- add any missing information that wasn't in their original application

1 **Continue**

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Where is the listing you want to move the applicants to?

This page gives you instructions for how to find a listing you want to move the applicants to.

Important: You'll only see this page If you're listed as a user on more than one organisation account. You'll have the option to copy applications to any of the organisation's you have an account with.

To find a listing you want to move the applicants to, complete the following steps:

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

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Request to move applicants to another listing
Where is the listing you want to move the applicants to?

1 ◯ NHS BSA Training
   ◯ In another account

2 **Continue**

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Which account do you want to move the applicants to?

This page gives you instructions for how to confirm the account you want to move the applicants to.

Important: You'll only see this page If you're listed as a user on more than one organisation account. You'll have the option to copy applications to any of the organisation's you have an account with.

To confirm the account you want to move the applicants to, complete the following steps:

1. Select an account.
2. Select the 'Continue' button.
   or
3. Select 'My account is not in the list' link for more information (optional).

If the account is not in the list, you've reached the end of this user guide. Once the account is added, you'll be able to continue the steps from this page.

What is the listing in the organisation you want to move the applicants to?

This page gives you instructions for how to confirm the listing in the organisation you want to move the applicants to.

Important: You'll need to know the job title or job reference to find the listing.

To confirm the listing in the organisation you want to move applicants to, complete the following steps:

1. In the '**Job title or job reference**' box, enter the details.
2. Select the '[Find the listing](#)' button.

Tip: To view all your listings, leave the '**Enter the job title or job reference'** box blank and select the 'Find the listing' button.

Listing results

This page gives you instructions for how to select the listing you want to move applicants to.

<mark>Important:</mark> In this example, the 'Training and Support Lead' job listing is used.

To select the listing you want to move applicants to, complete the following steps:

1. Select a listing.
2. Select the '<u>Continue</u>' button.
or
3. Select the '<u>Search for the listing again</u>' link (optional).

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Request to move applicants to another listing
We found 10 results for Training and Support Lead

Select the correct listing.

	Job reference	Job title	Status
◯	T1111-22-6787	Training and Support Lead	Offline scoring
◯	T1111-22-5863	Training and Support Lead	Interviews completed
◯	T1111-22-3197	Training and Support Lead	Interviews completed

If the job you want is not shown, you can search for the listing again.

Continue

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Which stage of recruitment are the applicants at?

This page gives you instructions for how to confirm which stage of recruitment the applicants are at.

Important: In this example, the 'Selected to invite to interview' and 'Unsuccessful' recruitment stages are shown.

To confirm which stage of recruitment the applicants are at, complete the following steps:

1. Select a recruitment stage.
2. Select the 'Continue' button.

Tip: You can select more than one recruitment stage.

Which applicants do you want to move?

This page gives you instructions for how to confirm which applicants you want to move.

To confirm which applicants you want to move, complete the following steps:

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

Tip: You can select more than one applicant.

Do you want the applicants to add any missing information to their application?

This page gives you instructions for how to confirm if you want applicants to add any missing information to their applications.

<mark>Important:</mark> Some of the information such as essential and desirable criteria cannot be moved across so applicants will need to complete these sections. Applicants will be missing most of the information if they are being moved from a CV.

To confirm if you want applicants to add any missing information to their application, complete the following steps:

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

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Request to move applicants to another listing

Do you want the applicants to add any missing information to their application?

Some information such as essential and desirable criteria cannot be moved across.

Applications will be missing most of the information if they are being moved from:

- a CV application to an online application
- an online application to a CV application

You'll still be able to view their original application on the listing they first applied to.

1 ◯ Yes, I want them to complete missing sections of their application again

◯ No, I don't want them to complete missing sections of their application again

2 Continue

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Why do you want to move the applicants to another listing?

This page gives you instructions for how to confirm why you want to move the applicant to another listing.

Important: We'll send this information to the applicants. You can include contact details if they want to ask questions.

To confirm why you want to move the applicant to another listing, complete the following steps:

1. In the '**Why do you want to move the applicants to another listing?**' box, enter the details.
2. Select the 'Continue' button.

Do you want to receive email notifications when applicants have responded to your request?

This page gives you instructions for how to confirm if you want to receive email notifications when applicants have responded to your request.

To confirm if you want to receive email notifications when applicants have responded to your request, complete the following steps:

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

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Request to move applicants to another listing

Do you want to receive email notifications when applicants have responded to your request?

1 ◯ Yes, I want to receive email notifications

◯ No, I don't want to receive email notifications

2 Continue

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Check and send requests

This page gives you instructions for how to check and send requests.

To check, change and send requests, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the 'Send requests' button.

Requests to move applications sent

This page shows confirmation you've requested to move applications.

<mark>Important:</mark> Applicants are emailed to ask if their application can be moved to the new listing. Applicants need to sign in to their NHS Jobs account and accept or reject the request.

To do a task, complete the following step:

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

You've requested to move an applicant to a listing in an organisation account and reached the end of this user guide.