

How to score applications in NHS Jobs user guide

This guide gives you instructions for how to score applications in the NHS Jobs service.

To score applications, you'll need to:

- score applications online or offline.
- score the criteria against the applicant's evidence.
- download all or individual applications (optional).
- add an application summary (optional).
- view and change the application scores (optional).
- close your advert early (optional).

To score applications for an open job, go to the '<u>Published</u>' page.

To score applications for a closed job, go to the 'Shortlisting' page.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the <u>employer dashboard</u>.

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Published

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

Important: You'll only see this page if you're scoring an application for an open job listing.

To access a job listing at the published stage, complete the following step:

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

NHS Jobs		You're viewing NHS BSA Training <u>Change</u> Signed in as <u>NHSBSA Training</u> Sign Out
		Show tasks for all accounts
BETA Your feedbac	k will help us to improve this service.	
NHS BSA Trainin Dashboard	g	What you can do
Tasks by stage	Listings by user	Create a job listing
Showing tasks for		Search for a listing
All users	~	Search for an applicant
<u>Draft</u>	52 - on track 25, overdue 27	Manage the account
<u>Approvals</u>	6 - on track 2, overdue 4	Manage users At risk applicants According to be provided to b
Published	5 - on track 4, overdue 1	Accredited logos Key performance indicators (KPIs)
<u>I ublisheu</u>	J - on track 4, overdue 1	<u>Approval settings</u>

Select the published job listing for scoring

This page gives you instructions for how to select the published job listing for scoring.

Important: You must have received at least 1 application to score it. In this example, there is 1 application submitted.

To select the published job listing for scoring, complete the following step:

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

K Go b NHS Pub	Business : blished ing tasks for	edback will help us		service.		Si	gned in as <u>NHSB</u>	5 <u>A Training</u> Sign Out
< Go b NHS Pub Showi	Business : blished ing tasks for	Services Auth		service.				
NHS Pub Showi	Business S blished ing tasks for	r	hority					
Pub Showi	olished ing tasks for	r	hority					
Showi	ing tasks for							
All u	isers	~						
	ing tasks							
All		~						
Publi	ished							
Job tit	tle		Clos	ing date	Applicat	ions in progres	ss Appli	cations submitted
	nistration A 0-22-5793	<u>ssistant</u>	25 D	ec 2022	0		1	
Priva	acy policy T	erms and condition	ns Accessibili	ty Statement	Cookies	How to create	and publish jobs	5
							<u>,</u>	© Crown copyright

Score applications

This page gives you instructions for how to score applications.

To score applications, complete the following step:

1. Select the '<u>Score applications</u>' button.

NHS Jobs	You're viewing NHSBSA MW UAT Change Signed in as Michael Wardman Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
< Go back	
NHSBSA MW UAT	
Training and Support Officer listing	What needs doing next
PUBLISHED Reference number: A0201-22-4879	Score applications
Job details Team Applicant details	Close early
The job title	<u>View on NHS Jobs (opens in new</u> <u>tab)</u>
Job title and reference number	Reuse this listing
	Set up rolling recruitment
The details of the job	<u>Download applicant contact</u> <u>details</u>
About the job and pay	Add Applicant

Start scoring applications

This page gives you instructions for how to start scoring applications.

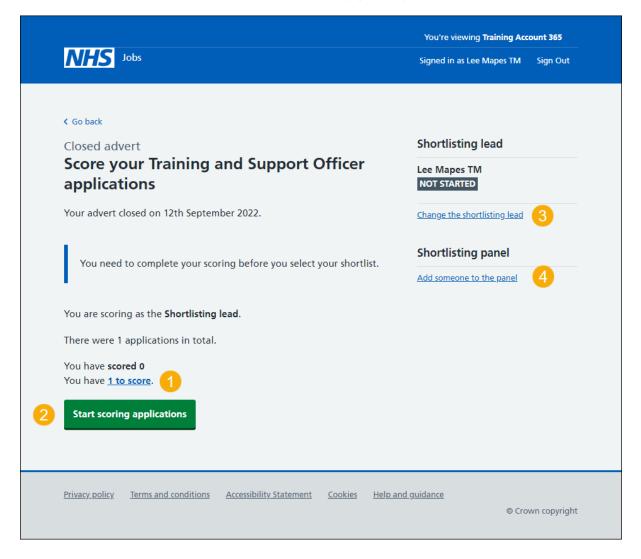
Important: You need to complete your scoring before you select your shortlist. In this example, there are no applications scored and there is 1 application to score.

To start scoring applications, complete the following steps:

- Select the '<u>1 to score</u>' link to view the applications to score. or
- 2. Select the 'Start scoring applications' button.

To manage the shortlisting lead and panel, complete one of the the following steps:

- Select the <u>'Change the shortlisting lead'</u> link (optional). or
- 4. Select the <u>'Add someone to the panel'</u> link (optional).



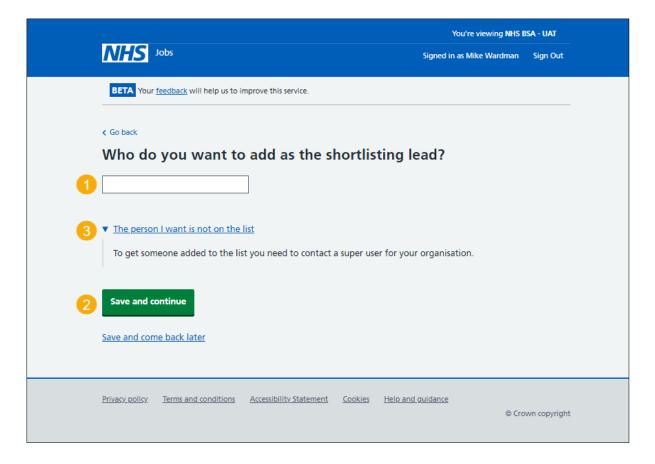
Who do you want to add as the shortlisting lead?

This page gives you instructions for how to add the shortlisting lead.

Important: You'll only see this page if you're changing the shortlisting lead. If the shortlisting lead is not on the list, you need to contact a super user for your organisation.

To add the shortlisting lead, complete the following steps:

- 1. In the **Search** box, enter the details and select a user.
- 2. Select the <u>'Save and continue'</u> button.
- or
- 3. Select the 'The person I want is not on the list' link.



Who do you want to add to the shortlisting panel?

This page gives you instructions for how to add someone to the shortlisting panel.

Important: You'll only see this page if you're adding someone to the shortlisting panel. If the shortlisting panel person is not on the list, you need to contact a super user for your organisation.

To add someone to the shortlisting panel, complete the following steps:

- 1. In the **Search** box, enter the details and select a user.
- 2. Select the <u>'Save and continue'</u> button.
- or
- 3. Select the 'The person I want is not on the list' link.

	You're viewing NHS B	ISA - UAT
NHS Jobs	Signed in as Mike Wardman	Sign Out
BETA Your <u>feedback</u> will help us to improve this service.		
Go back		
Score applications Who do you want to add to the shortlisting panel?		
3 The person I want is not on the list		
To get someone added to the list you need to contact a super user for your organisation.		
2 Save and continue		
Save and come back later		
Privacy policy Terms and conditions Accessibility Statement Cookies Help an	n <u>d guidance</u> © Cro	wn copyright

Applications to score

This page gives you instructions for how to score the applications.

Important: In this example, you have 2 applications to score and you have scored 0 out of the 2 applications you received.

To score the applications, complete the following step:

1. Select the '<u>Score this application</u>' link.

BETA vour feedback will help us to improve this service. < Go back Score applications Applications to score. You have 2 applications to score. You have scored 0 out of the 2 applications you received Applications ready to score Applications Applications Applications Applications Applications Action AR-220517-00037 Score this application AR-220517-00038	re viewing Training account 356 in as <u>Andrea Ballantyne</u> Sign Out
Score applications Applications to score You have 2 applications to score. You have scored 0 out of the 2 applications you received Applications ready to score Applicant ID Action AR-220517-00037 Score this application	
Applications to score. You have 2 applications to score. You have scored 0 out of the 2 applications you received Applications ready to score Applicant ID Action AR-220517-00037 Score this application	
You have scored 0 out of the 2 applications you received Applications ready to score Applicant ID Action AR-220517-00037 Score this application	
Applications ready to score Applicant ID Action AR-220517-00037 Score this application	
Applicant ID Action AR-220517-00037 Score this application 1	
AR-220517-00037 Score this application 1	
AR-220517-00038 Score this application	

Score qualifications

This page gives you instructions for how to score the qualifications.

Important: In this example, essential and desirable criteria are added.

To score the qualifications against the criteria, complete the following steps:

- 1. In the **Essential criteria** section, select all the boxes they have evidenced.
- 2. In the **Desirable criteria** section, select all the boxes they have evidenced.

			You're	e viewing NHS BSA Training <u>Change</u>
NHS Jobs			Si	igned in as <u>NHSBSA Training</u> Sign Out
BETA Your <u>feedback</u> wil	I help us to improve this ser	vice.		
< Go back				
Score applications AR-220118-000	001			
Oualifications, tr.	aining and job history			
Qualification	15			
Academic				
Qualifications				
Subject	Place of study	Result	Qualification type	Dates
English and Maths	Secondary School	A	GCSE	March 2012 to May 2012
Person Specific Qualifications	cation			
Essential Qualificat	ions		E	ssential criteria
GCSE grade A to C in En Qualified to NVQ level 2	-		5e	elect all they have evidenced. GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Administration
	tions		D	esirable criteria
Desirable Qualifica	tions		17	

Go to the 'Score experience' section.

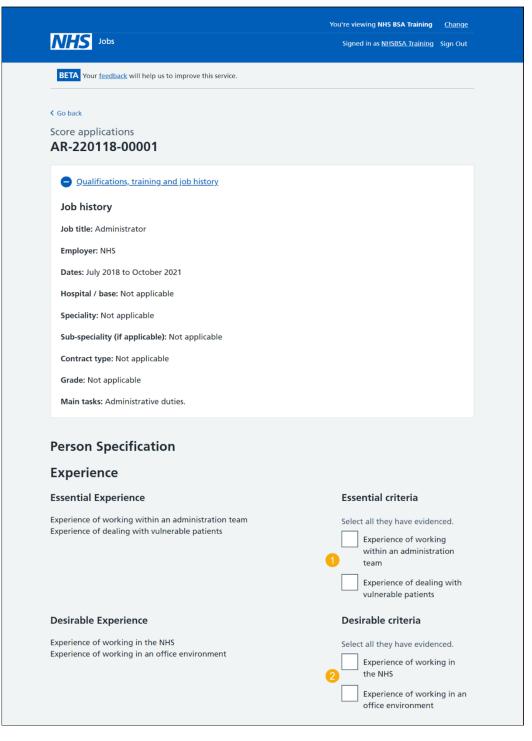
Score experience

This page gives you instructions for how to score the experience.

Important: In this example, essential and desirable criteria are added.

To score the experince against the criteria, complete the following steps:

- 1. In the Essential criteria section, select all the boxes they have evidenced.
- 2. In the Desirable criteria section, select all the boxes they have evidenced.



Go to the 'Application summary' section.

Application summary

This page gives you instructions for how to add an application summary.

Important: You can add notes for internal use. They could be requested as feedback by the applicant.

To add an application summary and score the next application, complete the following steps:

- 1. In the Notes about the application box, enter the details (optional).
- 2. Select the 'Finish and score next application' button.

To save you progress or return to the scoring overview, complete one of the following steps:

- 3. Select the '<u>Save your progress and come back later</u>' button.
- 4. Select the 'Finish and return to scoring overview' link.

NHS Jobs	You're viewing Training account 356 Signed in as <u>Andrea Ballantyne</u> Sign Out
BETA Your feedback will help us to improve this service.	
 Go back Score applications AR-220517-00038 	
Application summary Notes about application (optional) You can add notes for internal use. They could be requested as feedback by the applicant.	
1	
After you've finished scoring this application, you'll have 0 left to score. Save your progress and come back later	
3 Finish and score next application 4 Finish and return to scoring overview	
Privacy policy Terms and conditions Accessibility Statement Cookies How to	<u>create and publish jobs</u> © Crown copyright

Tip: The number of applications left to score is shown under the application summary box.

Manage your applications

This page gives you instructions for how to manage your applications.

Important: You can close the advert early if you need to. You cannot choose your shortlist until the advert is closed.

To manage your applications, complete the following steps:

- 1. Select the '<u>close the advert early'</u> link (optional).
- 2. Select the 'view and change your scores' link (optional).
- **3.** Select the '<u>Continue scoring</u>' button.

	You're viewing Training account 356
NHS Jobs	Signed in as <u>Andrea Ballantyne</u> Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
✓ Go back	
Close advert	Shortlisting lead
Score your Training Assistant applications	Andrea Ballantyne
1 Your advert will close in 222 days. You can <u>close the advert early i</u> f you need to.	IN PROGRESS 2 scored
	Change the shortlisting lead
You cannot choose your shortlist until the advert is closed.	Shortlisting panel
-	Add someone to the panel
You are scoring as the Shortlisting lead .	
There have been 2 applications so far.	
You have <u>scored 2</u> (A 1 is in progress). You have 0 to score .	
You can <u>view and change your scores</u> . 2	
Continue scoring	
Privacy policy Terms and conditions Accessibility. Statement Cookies How t	o create and publish jobs
	© Crown copyright

View and change scores

This page gives you instructions for how to view and change the application scores.

Important: You'll only see this page if you're changing the application scores.

To view and change the application scores, complete the following step:

- 1. Select the '<u>View and change score</u>' link.
 - or
- 2. Select the '<u>Go back'</u> link.

NHS Jobs			You're viewing Tra Signed in as <u>Andrea B</u> :	
BETA Your <u>feedback</u> will help	us to improve this service.			
Go back				
Score applications Applications score	d			
You have scored 2 applications	j.			
You have 0 left to score out of	the 2 applications you received	ved (🛕 1 is ir	n progress).	
Applications already score	d			
Applicant ID	Score		Action	
AR-220517-00038	IN PROGRESS		View and change score	
AR-220517-00037	2 out of 4		View and change score	
Privacy policy Terms and condi	tions Accessibility Statement	<u>Cookies</u>	How to create and publish jobs	© Crown copyright
				w rown cooviion

If you don't want to change the application scores, you've reached the end of this user guide.

View the application score

This page gives you instructions for how to view the application score.

Important: You can only view the application scores on this page.

To change the application score, complete the following step:

- 1. Select the '<u>Change score</u>' button (optional).
 - or
- 2. Select the 'Go back' link.

	wing NHS Business Services Authority Change
NAS Jobs	Signed in as <u>NHS BSA Training</u> Sign Out
BETA Your feedback will help us to improve this service.	
< Go back	
Scored application AR-220427-00012	
You scored this application 2 out of 3.	
You scored:	
2 out of 3 for essential criteria 0 out of 0 for desirable criteria	
Your notes about this application	
Change score	
• Qualifications, training and job history.	
Person Specification	
Person Specification Qualifications	Essential criteria
Person Specification Qualifications Essential Qualifications	Essential criteria
Person Specification Qualifications	Select all they have evidenced.
Person Specification Qualifications Essential Qualifications	Select all they have evidenced. GCSE grade A to C in English and Maths
Person Specification Qualifications Essential Qualifications	Select all they have evidenced.
Person Specification Qualifications Essential Qualifications	Select all they have evidenced. GCSE grade A to C in English and Maths Qualified to NVQ level 2 in
Person Specification Qualifications Essential Qualifications O'level grade A to C in English, Maths and Science	Select all they have evidenced. GCSE grade A to C in English and Maths Qualified to NVQ level 2 in
Person Specification Qualifications Essential Qualifications O'level grade A to C in English, Maths and Science Experience Essential Experience My current role as an Administrator is extremely fast-paced. The phones	Select all they have evidenced. GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support Essential criteria
Person Specification Qualifications Essential Qualifications O'level grade A to C in English, Maths and Science Experience Essential Experience	Select all they have evidenced. GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support Essential criteria Select all they have evidenced. Experience of working within a busy office
Person Specification Qualifications Essential Qualifications O'level grade A to C in English, Maths and Science O'level grade A to C in English, Maths and Science Experience Essential Experience My current role as an Administrator is extremely fast-paced. The phones never stop ringing, I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the judgement and skill to complete and prioritise tasks. I like to push myself to go the extra	Select all they have evidenced. GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support Essential criteria Select all they have evidenced. Experience of working within a busy office
Person Specification Qualifications Essential Qualifications O'level grade A to C in English, Maths and Science O'level grade A to C in English, Maths and Science Essential Experience My current role as an Administrator is extremely fast-paced. The phones never stop ringing, I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the judgement and skill to complete and prioritise tasks. I like to push myself to go the extra mile and work well under pressure.	Select all they have evidenced. GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support Essential criteria Select all they have evidenced. Experience of working within a busy office
<section-header> Person Specification Qualifications Essential Qualifications O'level grade A to C in English, Maths and Science Experience Experience My current role as an Administrator is extremely fast-paced. The phones never stop ringing, I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the ability to go the extremely fast paced. It is prioritize and more than a the ability to go the extremely fast paced. It is prioritize and manage my time effectively and have the ability to go the extremely fast paced. It is prioritize and manage my time effectively and have the ability to go the extremely fast paced. It is prioritize and manage my time effectively and have the ability to go the extremely fast paced. It is push myself to go the extremely fast paced. It is prioritize and more than a treat and prioritize tasks. I like to push myself to go the extremely fast paced. C to back</section-header>	Select all they have evidenced. GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support Essential criteria Select all they have evidenced. Experience of working within a busy office

If you don't want to change the application score, you've reached the end of this user guide.

Change the application scores

This page gives you instructions for how to change the application score.

To change the application scores, complete the following steps:

- 1. In the Essential criteria section, select all the boxes they have evidenced.
- 2. In the **Desirable criteria** section, select all the boxes they have evidenced.
- 3. Select the '<u>Save changes to scored application</u>' button. or
- **4.** Select the <u>Exit without changes'</u> link.

NHS Jobs	Signed in as NHS BSA Training Sign Out
BETA Your feedback will help us to improve this service.	
Scored application Change AR-220427-00012 score	
Oualifications, training and job history	
Person Specification	
Qualifications	
Essential Qualifications	Essential criteria
O'level grade A to C in English, Maths and Science	Select all they have evidenced, GCSE grade A to C in English and Maths Qualified to NVQ level 2 in Training and Support
Experience	
Essential Experience	Essential criteria
My current role as an Administrator is extremely fast-paced. The phones never stop ringing, I manage a busy email queries inbox from as well as queries and requests from internal colleagues. I have the ability to prioritize and manage my time effectively and have the judgement and skill to complete and prioritise tasks. I like to push myself to go the extra mile and work well under pressure.	Select all they have evidenced. Experience of working within a busy office environment
Application summary	
Notes about application (optional) You can add notes for internal use. They could be requested as feedback by	
the applicant.	
After you've finished scoring this application, you'll have 0 left to score.	
Save changes to scored application	
Exit without changes	

You've saved changes to scored applications or exited without changes and reached the end of this user guide.

Shortlisting

This page gives you instructions for how to access a job listing at the shortlisting recruitment stage.

Important: You'll only see this page if you're scoring an application for a closed job listing.

To access a job listing at shortlisting recruitment stage, complete the following step:

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

NHS Jobs		You're viewing NHS BSA - UAT	
NHS Jobs		Signed in as Mike Wardman Sign Out	
BETA Your feedback	will help us to improve this service.		
NHS BSA - UAT Dashboard		What you can do	
	Listings by user	Create a job listing	
		Search for a listing	
Showing tasks for		Search for an applicant	
All users	~		
<u>Draft</u>	109 - on track 43, overdue 66	Manage the account	
		Manage users	
<u>Approvals</u>	8 - on track 0, overdue 8	At risk applicants	
		Accredited logos Key performance indicators	
Published	17 - on track 16, overdue 1	(KPIs)	
		Approval settings	
Shortlisting	83 - on track 6, overdue 77	Departments Criminal convictions and	
		cautions	

Select the shortlisted job listing for scoring

This page gives you instructions for how to select the shortlisted job listing for scoring.

Important: You must have received at least 1 application to score it.

To select the shortlisted job listing for scoring, complete the following steps:

- 1. Select the 'Job title' link to view the job details (optional).
- **2.** Select the '<u>Score applications'</u> link.

Dobs Jobs	-	<u>S BSA Training</u> Sign Out
BETA Your feedback will help us to improve this service.	Show tas	
BETA Your feedback will help us to improve this service.		ks for all accounts
K Go back		
NHS Business Services Authority		
Shortlisting		
Showing tasks for		
All users 🗸		
Showing tasks All Shortlisting		
Job title Deadline Scoring not completed	Task	What needs doing next
Training and Support 09 May 2022 Officer ON TRACK A0090-22-4213 ON TRACK	Online scoring	Score applications (2)
Privacy policy Terms and conditions Accessibility Statement Cookie	es How to create and publish	j <u>obs</u> © Crown copyright

Score applications

This page gives you instructions for how to score applications.

To score applications, complete the following step:

1. Select the 'Score applications' button.

NHS Jobs	You're viewing NHSBSA MW UAT Change Signed in as Michael Wardman Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
< Go back NHSBSA MW UAT	
Training and Support Officer listing	What needs doing next
SHORTLISTINGONLINE SCORINGReference number: A0201-22-4879	Score applications
Job details Team Applicant details	<u>Reuse this listing</u>
The job title	<u>Transfer applicants to a copy of</u> <u>this listing</u> <u>Remove this listing</u>
Job title and reference number	Download applicant contact details
The details of the job	Add Applicant

If you're using online scoring, go to the 'Score applications online' page.

If you're using offline scoring, go to the 'Score applications offline' page.

Score applications online

This page gives you instructions for how to score applications online.

Important: You'll only see this page if you're scoring applications online. You need to complete your scoring before you select your shortlist.

To start scoring your applications, complete the following steps:

- 1. Select the '<u>2 to score'</u> link. or
- 2. Select the 'Start scoring applications' button.
- 3. Select the <u>'Change the shortlisting lead'</u> link (optional).
- 4. Select the 'Add someone to the panel' link (optional).

NHS Jobs	You're viewing Training Account 365
< Go back	
Closed advert	Shortlisting lead
Score your Training and Support Officer applications	Lee Mapes TM NOT STARTED
Your advert closed on 12th September 2022.	Change the shortlisting lead 3
You need to complete your scoring before you select your shortlist.	Shortlisting panel Add someone to the panel
You are scoring as the Shortlisting lead .	
There were 1 applications in total.	
You have scored 0 You have <u>1 to score</u> .	
2 Start scoring applications	
Privacy policy Terms and conditions Accessibility Statement Cookies Help and	g <u>uidance</u> © Crown copyright

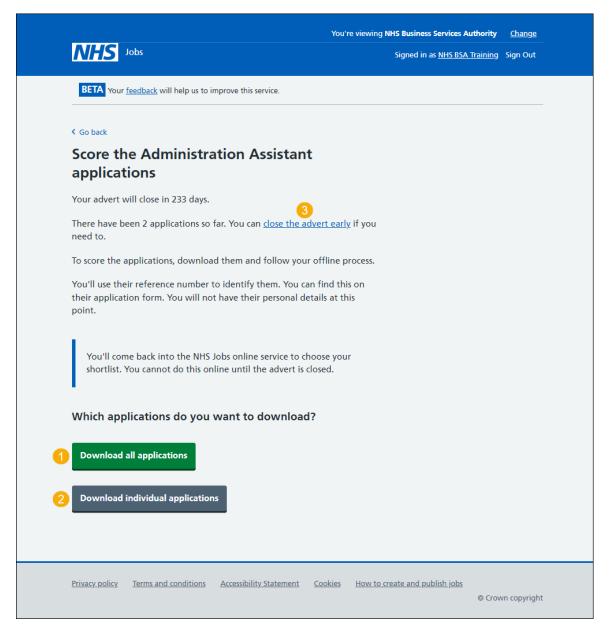
Score applications offline

This page gives you instructions for how to score applications offline.

Important: You'll only see this page if you're scoring applications offline. You'll still choose your shortlist online. You cannot do this online until the advert is closed.

To score applications offline, complete the following steps:

- 1. Select the 'Download all applications' button. or
- 2. Select the 'Download individual applications' button.
- 3. Select the 'close your advert early' link (optional).



Tip: The applications are downloaded in a portable document format (PDF) file.

Which applications do you want to download?

This page gives you instruction for how to download individual applications.

Important: You'll only see this page if you're downloading one or more applications to score.

To download one or more applications, complete the following steps:

- **1.** Select the 'Select all' link.
 - or
- 2. Select an individual application box.
- 3. Select the 'Download applications' button.
- 4. Select the '<u>Return to overview</u>' link.

NHS	Jobs	You're viewing NHS Business Services Autho Signed in as <u>NHS BSA Trair</u>	
BETA Your	feedback will help us to improve this service.		
 Go back 			
Which a downlo	pplications do you want to ad?		
1 Select all	Application reference ID		
2	AR-220505-00008		
	AR-220505-00009		
3 Download	applications		
4 Return to overv	iew		
Privacy policy	Terms and conditions Accessibility Statement Co	okies How to create and publish jobs	Crown copyright

Tip: You can select more than one application to download.

Once you've finished scoring applications, you can go to the '<u>Close your advert early</u>' page.

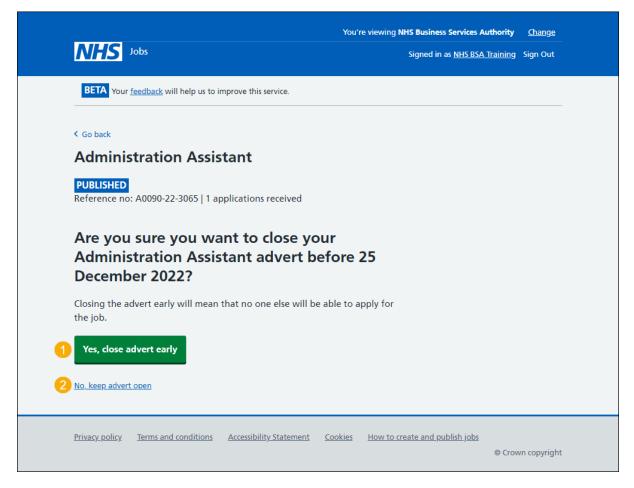
Close advert early

This page gives you instructions for how to close the job advert early.

Important: You'll only see this option if you're a 'Super user', Team manager' or Recruiting Administrator' role. Closing the advert early will mean that no one else will be able to apply for the job.

To close the job advert early, complete the following step:

- Select the 'Yes, close advert early' button. or
- 2. Select the 'No, keep advert open' link.



Tip: To find out how to shortlist applicants for interview, go to the '**How to shortlist applicants for interview in NHS Jobs'** user guide or video from the '**Score and shortlist**' section of the '<u>Help and support for employers</u>' webpage.

You've reached the end of this user guide.