

[Email not displaying correctly? View it in your browser.](#)

January 2023



Business Services Authority

Your NHS Jobs newsletter

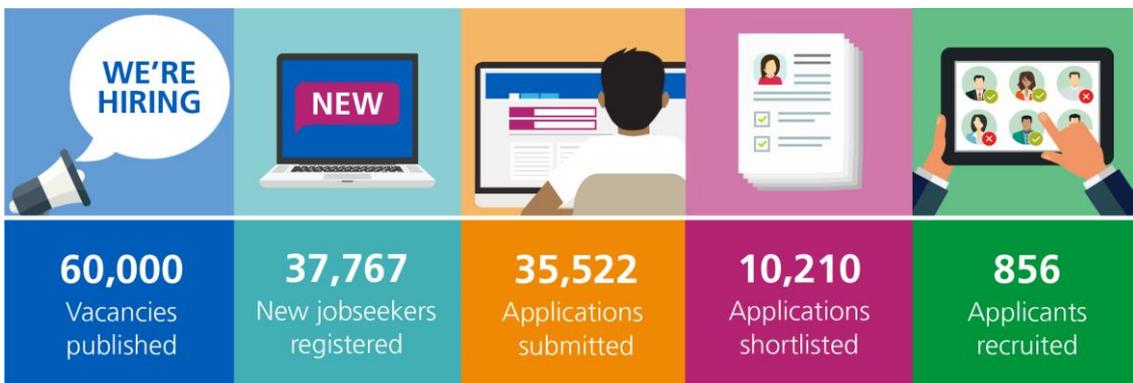


NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; changes to service improvement communications, managing convictions and cautions, update on previous service...

Did you know?

In December there were...



...on NHS Jobs



How we communicate service improvements is changing

In December we released several improvements and changes in the 'Approvals' stage of the NHS Jobs Employer dashboard. These included:

- The ability to set vacancy approvers in a specific order
- The ability to add internal documents to job listings
- The ability to remove listings at approvals stage without needing to reject them
- The maximum character limit on the 'reason for approval rejection' increased from 100 to 1000 characters
- We aligned the editable fields on a listing at 'Ready to publish' stage with what can be edited on a published listing

Changes in NHS Jobs are made following your feedback and extensive user research. The changes to editable parts of a listing at 'Ready to publish' stage was based on user feedback that it was inappropriate for a listing which had been approved to be completely editable. We researched this before development, and user research supported this design.

NHS Jobs is committed to continuously improving the service, including the way that we communicate with our users. We are aware that the most recent change affected some users' processes. Going forward we are committed to notifying all Super users via email, of any changes to be made to the service, in advance of the release taking place.

Previous service update

This is a reminder that the previous version of NHS Jobs has started to close, though applicants and employers can still complete any open recruitment within

the system.

You will be able to access the service and any of your data held within the previous version of NHS Jobs until February 2023.

In preparation for this, we have recommended that you:

- switch off automatic emails
- archive your vacancies
- run reports to extract and data that you might need in the future
- disable user accounts

To date, over 39% of vacancies have been archived by 198 organisations, a great response and effort by all involved. We encourage you to continue this work with the aim to have this completed by February 2023 at the latest.

New year, new job: Safety for job seekers

A warning for job seekers during what is a traditionally very busy period for job seeking as people look for new roles after the festive period.

Getting a job is now increasingly an online process, something which helps job seekers find work more easily, but it can also facilitate poor practice and even fraudulent activity. In 2022 74% of work seekers reported applying for at least one job they believed did not exist.

Here are some key tips on how to stay safe during the job search in the New Year:

- Be very suspicious about any requests for money during the job search, legitimate requests are rare
- Protect personal data, whilst it will be necessary to share details when getting a job, if the request comes too early in the process be suspicious
- Beware recruitment agencies that don't provide important terms and contractual information early in the process

- Be wary of recruitment processes that seem too easy, no interview, a rush to appoint, it may not be genuine
- Check the hirer is from a legitimate source (an NHS or recruiter email) and not a personal email address

What should I do if I am concerned?

- Independently check with the hiring organisation, is the named hospital or organisation actually hiring?
- Check the recruitment agency is a member of a trade body and ask the trade body to verify them
- Get free help and advice by reporting concerns to JobsAware at www.jobsaware.co.uk
- If you are concerned about your personal data, report to the UK Identity Fraud Advisory at www.ukifa.co.uk

Help & Support: Latest guides and videos

This month, our spotlight is focused on the latest changes to account management.

You can now manage criminal convictions and cautions to add further questions to all job applications.

You must be a Super User for your organisations account to turn this functionality on.

Super Users can also setup moving applicants to other organisations accounts.

To do this, check out the following user guides and videos:

Manage criminal convictions and cautions

- [How to manage criminal convictions and cautions in NHS Jobs - user guide \(PDF: 188KB\)](#)

- [Watch our video on how to manage criminal convictions and cautions on YouTube](#)

Manage moving applicants to other accounts

- [How to set up moving applicants to other accounts in NHS Jobs - user guide \(PDF: 186KB\)](#)
- [Watch our video on how to set up moving applicants to other accounts on YouTube](#)

For further help and guidance, visit the '[Help and support for employers](#)' or '[Help and support for applicants](#)' webpage.

Help & Support: Using our knowledge base

Did you know that it's quick and easy to find answers to frequently asked questions by using our [online knowledge base](#).

To get you started, here are the answers to some of the most visited FAQ's.

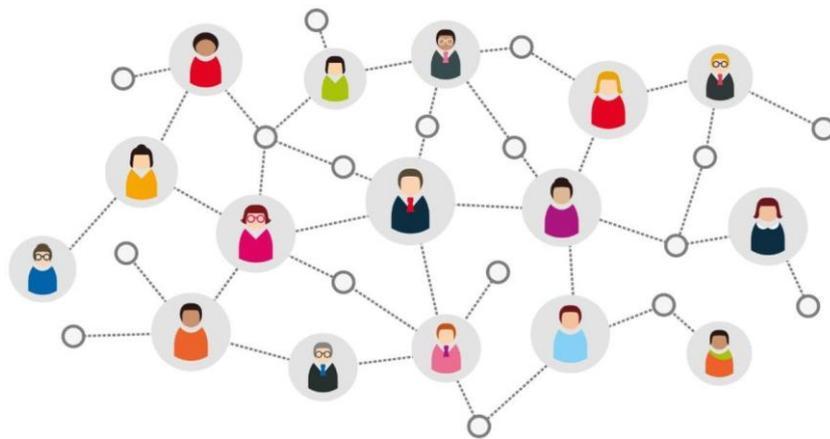
How do I create a job listing in the new NHS Jobs service?

You can find guides and videos about how to create a job listing by visiting the NHS Jobs [Help and support for employers page](#) in the 'Create and publish a job listing' section.

What details of a job listing can be amended after the advert has been published?

You can amend several parts of the job listing once it has been published including working pattern, job description and contact details and can find a full list in this [FAQ](#).

Don't forget, You can also subscribe to our [YouTube channel](#) to get alerts when new or updated training videos are available.



[Talk to us](#)

Click the button above to get in touch and tell us about your experience using NHS Jobs.

Thanks for reading

Did someone forward you this newsletter? Make sure you don't miss out on all the latest news from NHS Jobs.

[Join our mailing list here.](#)

Don't forget to follow us on Twitter - search for [@NHS_Jobs](#)



