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May 2023



**Business Services Authority**

Your NHS Jobs newsletter

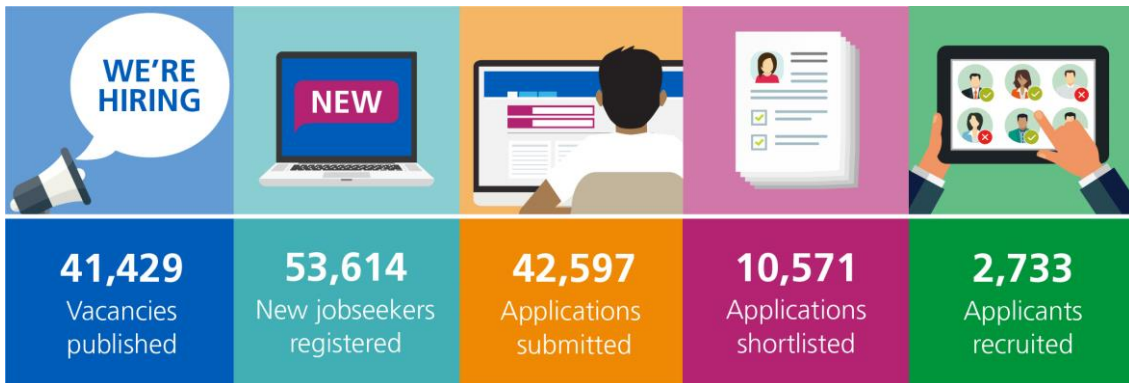


**NHS Jobs** - A Workforce Service delivered by the NHSBSA

In this edition; update on search function, employment checks resources, applicant profile guidance, GP training events...

## Did you know?

In April there were...



...on NHS Jobs



## Update on search function changes

NHS Jobs has encountered a technical issue with the new search functionality whereby certain job searches are not displaying the intended results.

Therefore, NHS Jobs has reverted to the previous version of the search function, while a solution is developed for this issue.

We appreciate all the feedback we have received on the new NHS Jobs so far. We are listening and taking onboard all comments to help with the continuous improvement of the service.

Further updates will be provided in due course, we sincerely apologise for any inconvenience caused.

### Jobs by Email

As a result of the changes to search, Jobs by Email alerts in the new service is temporarily unavailable. We have informed users that they will not receive any email alerts while we find a solution to the issue.

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## GP and Primary Care training sessions

We have dates set up for employer training sessions for GP and Primary Care organisations using NHS Jobs to recruit. They are great for any new members of your team, those of you wanting to consolidate your existing knowledge and anyone who wants to see NHS Jobs functionality they haven't explored yet.

There are two sets of these free, trainer-led sessions. The first, running in June, are specifically for those of you working in GP and Primary Care, the second

set are in July and tailored towards colleagues working in secondary care (trusts, ICS') who use NHS Jobs to advertise and manage their recruitment activity.

To see the dates, times and book your place, visit [NHS Jobs Employer Training Sessions | NHSBSA](#) and click on the booking link for your chosen session.

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## Applicant profile

We've built a new profile management area for applicants. Here, applicants can save and manage their application information, which will be stored in the new profile section of their account.

Applicants can make changes to stored application information, as well as updates to their personal information, including names and email addresses. This can be done by either accessing the 'View and manage account' or applicant name link.

By allowing applicants to store and save this information, this means completing applications will take less time as saved information will be pre-populated when completing an application.

The screenshot shows the top navigation bar of the NHS Jobs website. On the left, the NHS logo is followed by the text 'Jobs'. On the right, there is a 'Sign out' link. Below these, there are language options: 'English' and 'Cymraeg'. A horizontal line separates the top bar from the main content area. In the main content area, there are two links: 'Your profile' and 'Your applications'. The 'Your profile' link is highlighted with a red rectangular box. Below the main content area, there is a 'BETA' badge followed by the text 'Your feedback will help us to improve this service.'

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

[< Go back](#)

## Your profile

This information can be used to populate the answers on an application form when you apply for a job on NHS Jobs. It is not visible to anyone else.

### Profile complete

You have completed 4 of 4 sections.

### Add your qualifications, training and job history

<a href="#">Qualifications</a>	COMPLETED
<a href="#">Training</a>	COMPLETED
<a href="#">Job history</a>	COMPLETED

### Check your equal opportunities

<a href="#">Equality and diversity</a>	COMPLETED
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### What you can do

[View and manage account](#)

[Download my profile](#)

## New contact preferences

We have added a new contact preference for applicants, where they can now choose to receive notifications by email and text message only. This ensures the NHS Jobs service and recruitment process is accessible for applicants with diverse user needs.

## How do you want to be updated on the progress of your applications?

Select which you'd prefer:

- Email
- Email and text messages
- Email and phone
- Email, text messages and phone

—  
Emails are sent to you by NHS Jobs on behalf of the recruiting organisation.

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## Training & Support spotlight

### Managing your account

Did you know, your organisation can add up to a maximum of seven Super Users to your account.

Super users can add and disable users, add an overview of your organisation that can be used on every advert, add, and change your KPIs and much more.

To view what all types of users can do in your NHS Jobs account, use the 'roles and permissions' link from your account dashboard.

If you find that all your Super users have left your organisation before you have had the chance to add new ones. You can contact the NHS Jobs team for support at [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk).

If you need further help and guidance, it's quick and easy to find answers to frequently asked questions using our [online knowledge base](#).

You can also find step-by-step user guides and tutorial videos for using the NHS Jobs service on our [help and support for employer's webpage](#).

You can also visit and subscribe to our [NHS Jobs YouTube](#) channel for alerts when new or updated training videos are available.

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## **NHS employment checks training resource launched**

NHS Employers has launched a new e-learning package to provide support with understanding pre-employment checks requirements.

Full information: <https://www.nhsemployers.org/news/launch-nhs-employment-checks-training-resource>.

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## **Help and guidance: Latest guides and videos**

During May, the team have updated the following resources to support applicants using the NHS Jobs service:

- How to apply for a job – Add your personal details – user guide
- How to apply for a job – Add your qualifications, training, and job history - user guide
- How to apply for a job – Check your equal opportunities – user guide
- How to apply for a job – Send an application – user guide
- How to create an account, sign in and reset your password – user guide
- How to manage your applicant profile – user guide

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

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[Talk to us](#)

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

## Thanks for reading

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