

## How to confirm a reference check in NHS Jobs user guide

This guide gives you instructions for how to confirm a reference check in the NHS Jobs service.

You'll confirm if the applicant needs a reference check to complete their pre-employment information before they can start their new job.

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

<a href="#">How to confirm a reference check in NHS Jobs user guide .....</a>	<a href="#">1</a>
<a href="#">Pre-employment checks .....</a>	<a href="#">3</a>
<a href="#">Applicant's pre-employment checks .....</a>	<a href="#">4</a>
<a href="#">Check pre-employment checklist or withdraw offer.....</a>	<a href="#">5</a>
<a href="#">References.....</a>	<a href="#">6</a>
<a href="#">Does the applicant need a reference check? .....</a>	<a href="#">7</a>
<a href="#">Confirm the applicant doesn't need a reference check.....</a>	<a href="#">8</a>
<a href="#">Add a note .....</a>	<a href="#">9</a>
<a href="#">Check your note .....</a>	<a href="#">10</a>
<a href="#">Check the reference status .....</a>	<a href="#">11</a>

## Pre-employment checks

This page gives you instructions for how to access pre-employment checks.

**Important:** You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

The screenshot shows the NHS BSA Training Dashboard. The main content area is titled 'NHS BSA Training Dashboard' and features a 'Tasks by stage' section. The 'Pre-employment checks' task is highlighted with a yellow circle and the number 1. The dashboard also includes a 'What you can do' sidebar with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. The 'Manage the account' sidebar lists various management options, and the 'Documents and templates' sidebar lists document types. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Task Stage	Count	On Track	Overdue
Draft	99	25	74
Approvals	1		
Published	10	9	1
Shortlisting	68	42	26
Interviews	21	3	18
Ready to offer	11	7	4
Conditional offers	5	3	2
<b>1 Pre-employment checks</b>	1		
Contracts	12	8	4
End recruitment	7	5	2

## Applicant's pre-employment checks

This page gives you instructions for how to find the applicant and start their pre-employment checks.

**Important:** In this example, the **Outstanding checks** section shows the 'References' check is outstanding.

Find the applicant and complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the '[View checks or withdraw offer](#)' link.

You're viewing **NHS BSA Training** [Change](#)
Signed in as NHSBSA Training [Sign Out](#)

Show tasks for **all accounts**

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

[Go back](#)

NHS BSA Training

### Pre-employment checks

Showing tasks for All users

#### Pre-employment checks

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<div style="background-color: #e6f2ff; padding: 2px; border-radius: 50%; display: inline-block; margin-right: 5px;">1</div> <div style="background-color: #e6f2ff; padding: 2px; border-radius: 5px; width: 100px; height: 15px; margin-bottom: 5px;"></div> AR-221209-03132	<div style="background-color: #e6f2ff; padding: 2px; border-radius: 50%; display: inline-block; margin-right: 5px;">2</div> <a href="#">Team Manager</a> T1111-22-8798 <span style="border: 1px solid #ccc; padding: 2px;">INTERNAL</span>	25 May 2023 <span style="background-color: #e6ffe6; padding: 2px; border: 1px solid #ccc;">ON TRACK</span>	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<div style="background-color: #e6ffe6; padding: 2px; border-radius: 50%; display: inline-block; margin-right: 5px;">3</div> <a href="#">View checks or withdraw offer</a>

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

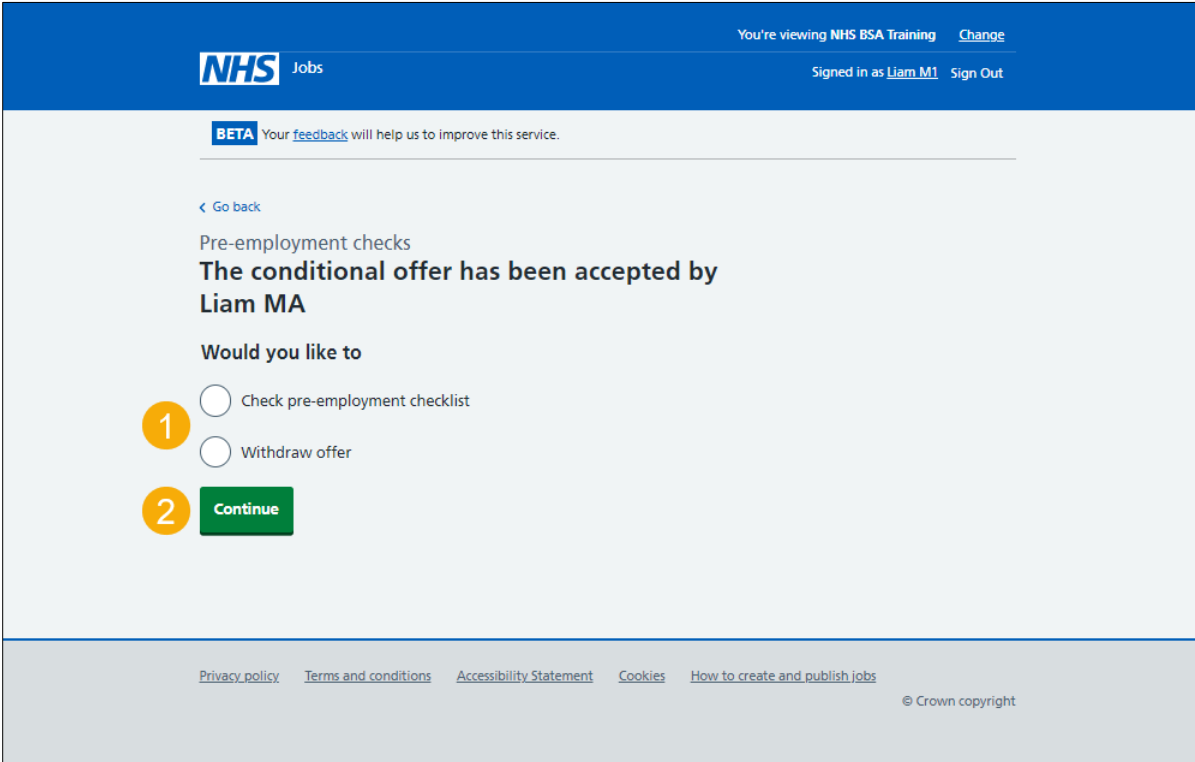
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## Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
  - [‘Check pre-employment checklist’](#)
  - ‘Withdraw offer’
2. Select the ‘Continue’ button.



The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area displays 'Pre-employment checks' and a large heading: 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: 'Check pre-employment checklist' (marked with a yellow circle containing the number 1) and 'Withdraw offer'. A green 'Continue' button (marked with a yellow circle containing the number 2) is positioned below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

If you've withdrawn the applicant's job offer, you've reached the end of this user guide.

## References

This page gives you instructions for how to confirm a reference check.

**Important:** In this example, the status is **'NOT STARTED'** as you haven't confirmed if the applicant requires a reference check.

To confirm a reference check, complete the following step:

1. Select the ['References'](#) link.

The screenshot shows the NHS Jobs pre-employment checklist interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checklist for [redacted]'. Below this, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into sections: 'References', 'Identity', and 'Right to work'. Under 'References', there is one item: 'References' with a status of 'NOT STARTED'. Under 'Identity', there are three items: 'Home address' (NOT STARTED), 'Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED). Under 'Right to work', there is one item: 'Right to work in the UK' (NOT STARTED).

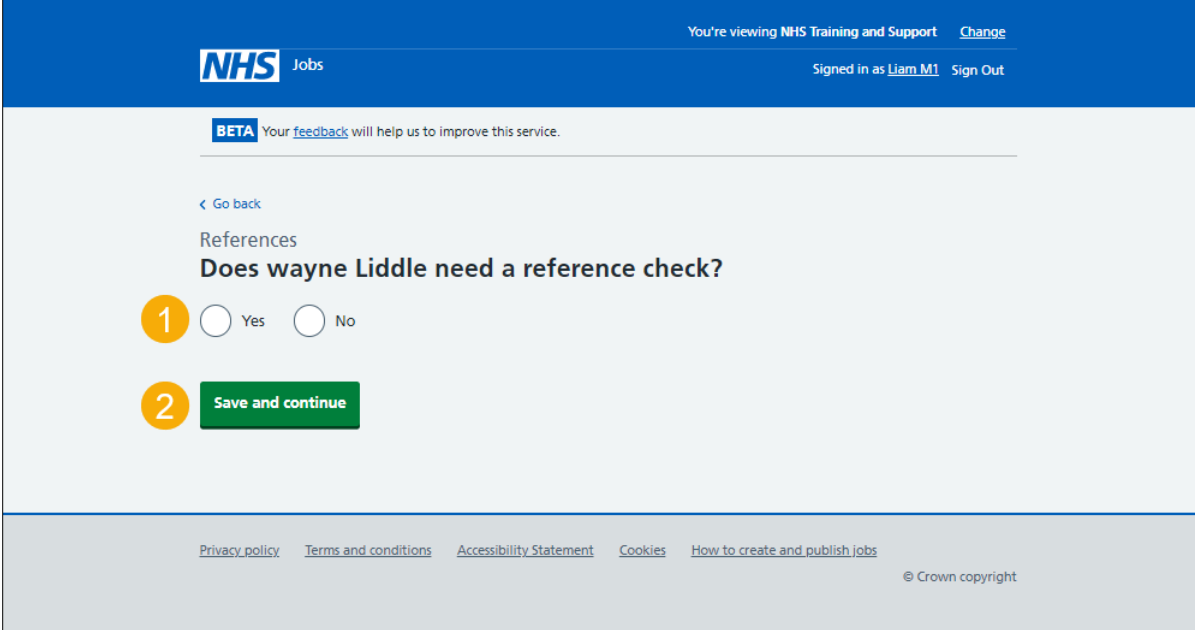
Section	Item	Status
References	References	NOT STARTED
Identity	Home address	NOT STARTED
	Identity check	NOT STARTED
	Inter Authority Transfer (IAT)	COMPLETED
Right to work	Right to work in the UK	NOT STARTED

## Does the applicant need a reference check?

This page gives you instructions for how to confirm if the applicant needs a reference check.

To confirm if the applicant needs a reference check, complete the following step:

1. Select an answer:
  - 'Yes'
  - 'No'
2. Select the 'Save and continue' button.



The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'References' and asks 'Does wayne Liddle need a reference check?'. There are two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is located below the options. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

**Tip:** If a reference is needed, go to the 'How to complete a referee check in NHS Jobs' user guide or video from the 'Pre-employment checks' section of the ['Help and support for employers'](#) webpage.

If you've confirmed the applicant needs a reference, you've reached the end of this user guide.

## Confirm the applicant doesn't need a reference check

This page gives you instructions for how to confirm the applicant doesn't need a reference check.

**Important:** You'll only see this page if the applicant doesn't need a reference check.

To confirm the applicant doesn't need a reference check, complete the following step:

1. Select the '[Change](#)' link (optional).
2. Select '[Add a note](#)' link (optional).
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam M1'. The main content area is titled 'References' and 'wayne Liddle's references'. Below this, there is a table with one row: 'References check needed' with the value 'No'. To the right of this row is a 'Change' link with a circled '1' next to it. Below the table, there are two options: 'Add a note' with a circled '2' and 'Save and continue' with a circled '3'. At the bottom of the main content area, there is a link 'Return to pre-employment checklist'. 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'.



## Add a note

This page gives you instructions for how to add a note.

**Important:** You'll only see this page if you're adding a note about why the applicant doesn't need a reference.

To add note, complete the following step:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
3. Select the '[Continue](#)' button.

The screenshot shows the 'Add a note' page in the NHS Jobs system. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'References' and 'Add a note'. It contains two input fields: a 'Subject' text box (marked with a yellow circle containing the number 1) and a 'Detail' text area (marked with a yellow circle containing the number 2). Below these fields is a green 'Continue' button (marked with a yellow circle containing the number 3). At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

## Check your note

This page gives you instructions for how to check your note.

Once you've checked your note, complete the following step:

1. Select the ['Change'](#) link (optional).
2. Select the ['Add another note'](#) link (optional).
3. Select the ['Save and continue'](#) button.

The screenshot shows the NHS Jobs 'references' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'references'. It contains a table with the following information:

References check needed	No	<a href="#">Change</a> <b>1</b>
Reference not required	The applicant doesn't need a reference check as they're internal.	

Below the table, there are two callouts:

- 2** [Add another note](#)
- 3** [Save and continue](#) (a green button)

At the bottom of the main content area, there is a link: [Return to pre-employment checklist](#).

The footer contains links for [Privacy policy](#), [Terms and conditions](#), [Accessibility Statement](#), [Cookies](#), and [Help and guidance](#). On the right side of the footer, it says '© Crown copyright'.

## Check the reference status

This page gives you instructions for how to check the reference status.

**Important:** In this example, the status is '**NOT REQUIRED**' as you've confirmed the applicant doesn't need a reference check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

1. Select a pre-employment link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below that, there's a 'BETA' notice and a 'Go back' link. The main heading is 'Pre-employment checklist for [redacted]'. Below this, it states 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The 'References' section shows a link to 'References' and a 'NOT REQUIRED' status. The 'Identity' section has three items: 'Home address' (NOT STARTED), 'Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED).

**Tip:** To find out how to complete a pre-employment check, go to a user guide or video from the '**Complete a pre-employment check**' section of the '[Help and support for employers](#)' webpage.

You've completed the reference check in NHS Jobs and reached the end of this user guide.