

How to run the time taken to hire report in NHS Jobs user guide

This guide gives you instruction for how to run the time taken to hire report in the NHS Jobs service.

To run and download the time taken to hire report, you'll confirm which:

- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for

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.

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Run a report

This page gives you instructions for how to run a report.

Important: The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the ['Run a report'](#) link.

The screenshot displays the NHS Jobs Employer Dashboard for user Michael Wardman. The dashboard is divided into several sections:

- Header:** NHS Jobs logo, user information (Signed in as Michael Wardman), and a 'Show tasks for all accounts' toggle.
- Feedback:** A BETA notice stating 'Your feedback will help us to improve this service.'
- Dashboard:** Titled 'NHSBSA MW UAT Dashboard', it features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'.
- Task Categories:** A list of task categories with counts and progress bars:

Category	Count	Progress
Draft	28 - on track 24, overdue 4	Green bar (24/28)
Approvals	2 - on track 0, due 1, overdue 1	Yellow bar (0/2)
Published	6	Green bar (6/6)
Shortlisting	22 - on track 11, overdue 11	Green bar (11/22)
Interviews	10 - on track 0, overdue 10	Red bar (0/10)
Ready to offer	4 - on track 0, overdue 4	Red bar (0/4)
Conditional offers	4 - on track 0, overdue 4	Red bar (0/4)
Pre-employment checks	0	Grey bar (0/0)
Contracts	3 - on track 0, overdue 3	Red bar (0/3)
End recruitment	3 - on track 0, overdue 3	Red bar (0/3)
- What you can do:** A sidebar with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'.
- Manage the account:** A sidebar with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Welsh listings', and 'Moving applicants to other accounts'.
- Documents and templates:** A sidebar with links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'.
- Help and information:** A sidebar with links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'.
- Reporting:** A sidebar with a link for 'Run a report', which is highlighted with a yellow circle containing the number '1'.

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Which report do you want to run?


This page gives you instructions for how to confirm which report you want to run.

Important: The report selected will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV document that you can open with programmes such as Excel.

To confirm which report you want to run, complete the following steps:

1. Select the '[Time taken to hire](#)' option.

You're viewing [NHS BSA Training](#) [Change](#)


Signed in as [Sign out](#)

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

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Reporting

Which report do you want to run?

Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

Type of report	Action
Export of application and listing data	Run report (opens in new tab)
Equal opportunities	Run report (opens in new tab)
Equal opportunities progress	Run report (opens in new tab)
Equal opportunities for a specific job	Run report (opens in new tab)
Vacancy numbers	Run report (opens in new tab)
Time taken to hire	Run report (opens in new tab) 1
Vacancy bulletin	Run report (opens in new tab)

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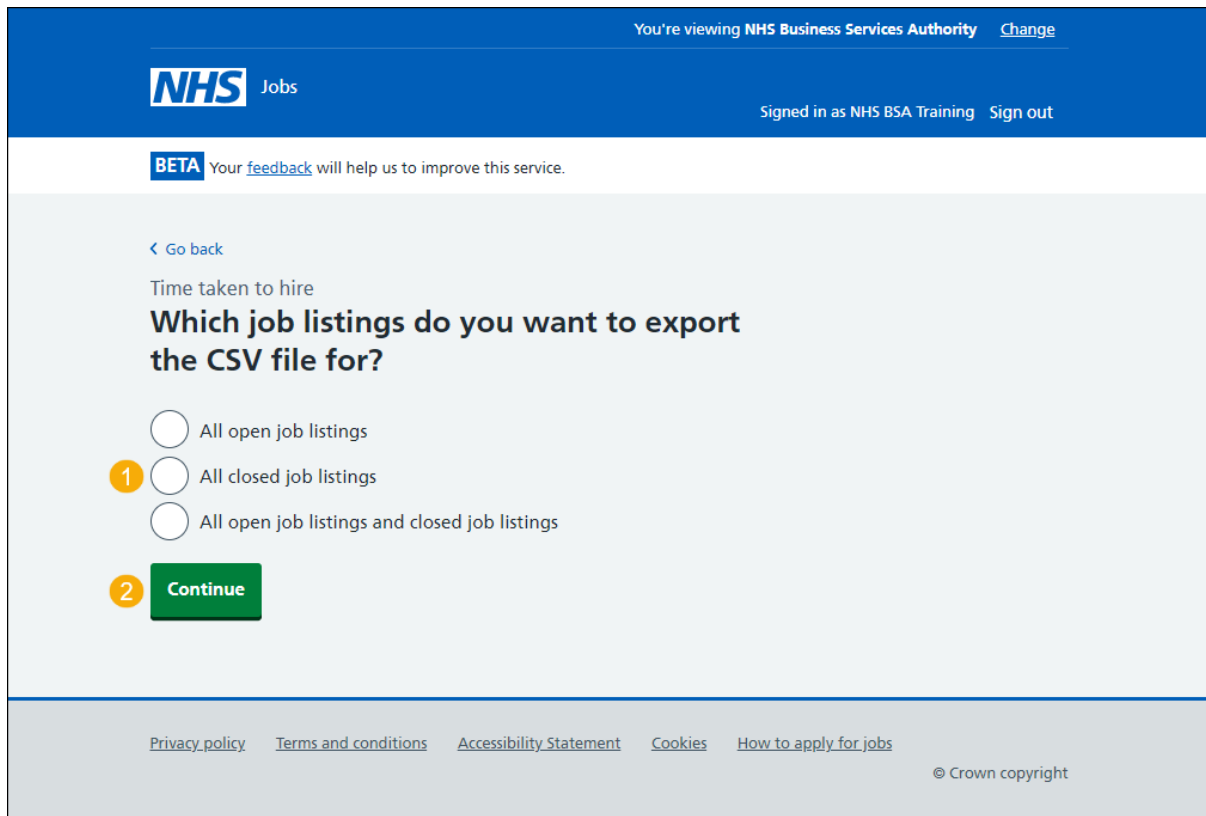
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Which job listings do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listings you want to export the CSV file for.

To confirm which job listings you want to export the CSV file for, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The main content area has the heading 'Time taken to hire' followed by the question 'Which job listings do you want to export the CSV file for?'. There are three radio button options: 'All open job listings', 'All closed job listings' (which is selected and marked with a '1' in a yellow circle), and 'All open job listings and closed job listings'. Below the options is a green 'Continue' button marked with a '2' in a yellow circle. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text reads '© Crown copyright'.

Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

To confirm which dates you want the report to cover, complete the following steps:

1. In the **Date from** boxes, enter the details.
2. In the **Date to** boxes, enter the details.
3. Select the [Continue](#) button.

You're viewing **NHS Business Services Authority** [Change](#)

NHS Jobs Signed in as NHS BSA Training [Sign out](#)

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Time taken to hire

Which dates do you want the report to cover?

Date from

For example, 15 3 2020

Day Month Year

1

Date to

For example, 11 4 2020

Day Month Year

2

3 [Continue](#)

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Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

Important: You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

The screenshot shows a web page from the NHS Business Services Authority. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training Sign out' is on the right. A 'BETA' banner indicates that feedback will help improve the service. Below this is a 'Go back' link and the text 'Time taken to hire'. The main heading is 'Which staff group is the report for?'. Below the heading, it says 'Select as many as you need.' and lists ten staff groups with checkboxes: 'Select all staff groups', 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary', 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. At the bottom of the list is a green 'Continue' button with a yellow circle and the number '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

Check your answers

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

To check, change and confirm your answers, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Continue](#)' button.

You're viewing [NHS Business Services Authority](#) [Change](#)
Signed in as [NHS BSA Training](#) [Sign out](#)

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

[← Go back](#)

Time taken to hire

Check your answers

Which report do you want to run?	Time taken to hire	Change
Which job listings do you want to export the CSV file for?	All open job listings	Change
Date from	01/01/2022	Change 1
Date to	31/01/2022	Change
Which staff group is the report for?	Change Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	

2 Continue

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Your report is complete

This page shows confirmation your report is complete.

Important: The report is downloaded in a comma-separated values (CSV) document.

To do a task, complete the following steps:

1. Select the 'Download Time taken to hire report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it indicates 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Your Time taken to hire report is complete'. Below this, under the heading 'Next steps', there are three items: 1. 'Download Time taken to hire report' with a right-pointing arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a link icon. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

You've ran and downloaded the time taken to hire report and reached the end of this user guide.