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July 2023



Business Services Authority

Your NHS Jobs newsletter

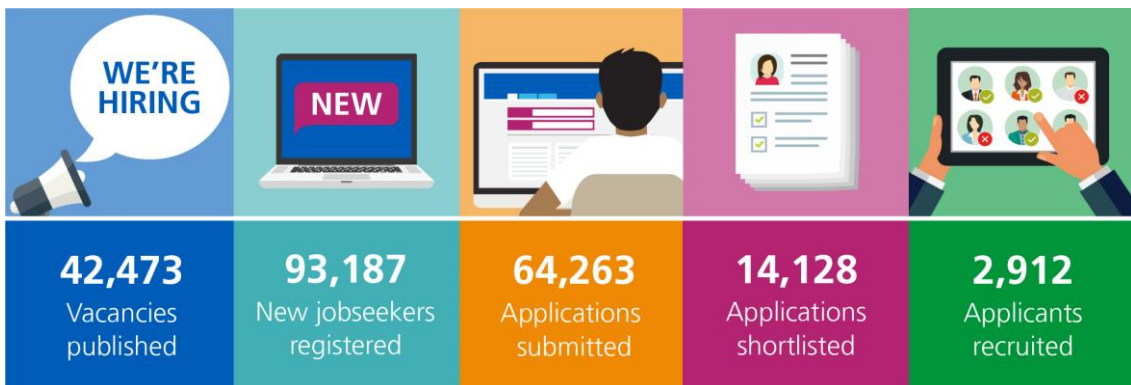


NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; Take part in user research, training events and webinars...

Did you know?

In June there were...



...on NHS Jobs

Take part in user research

The NHS Business Services Authority (NHSBSA) are always looking for ways to improve our systems and services, putting the needs of NHS customers and staff at their centre. Part of this includes holding research sessions with service users to receive feedback on your experiences of working with our services or systems.

Since NHS Jobs is the official recruitment service for the NHS in England and Wales, we carry out research with those who use our NHS Jobs service so that we can better understand the needs of our users. Choosing to sign up to our Research Panel allows us to reach out to you with research opportunities that can help to shape and improve NHSBSA services, including the NHS Jobs service. You can participate as part of our Citizens Panel, as a member of the public, or our Professionals panel, to provide feedback on NHS services you use in your employment.

Read more about our Research Panels and sign up here: [Surveys and research | NHSBSA](#)

[Click here to view our privacy policy](#) to learn how we store and use your information. If you would like more information about the User Research that we carry out within our NHS Jobs service, please email us at userresearch.nhsjobs@nhsbsa.nhs.uk.

NHS Jobs secondary care employer training

This month, the NHS Jobs team delivered more sessions for some of our organisations that use the service end-to-end.

We've covered the whole recruitment journey, from managing your account to ending recruitment. We've delivered ten sessions, with a great turnout of 121 delegates attending.

The highest attended sessions were:

1. Account management
2. Scoring and shortlisting
3. Invite to interview.

Here is some of the feedback we've received:

"The whole process was covered from start to finish, with all options explained. Really useful".

"Clear explanations on what is needed and where to find information."

If you haven't already, subscribe to our [NHS Jobs YouTube channel](#) to get alerts when new or updated videos are available.

Applicant or Employer website?

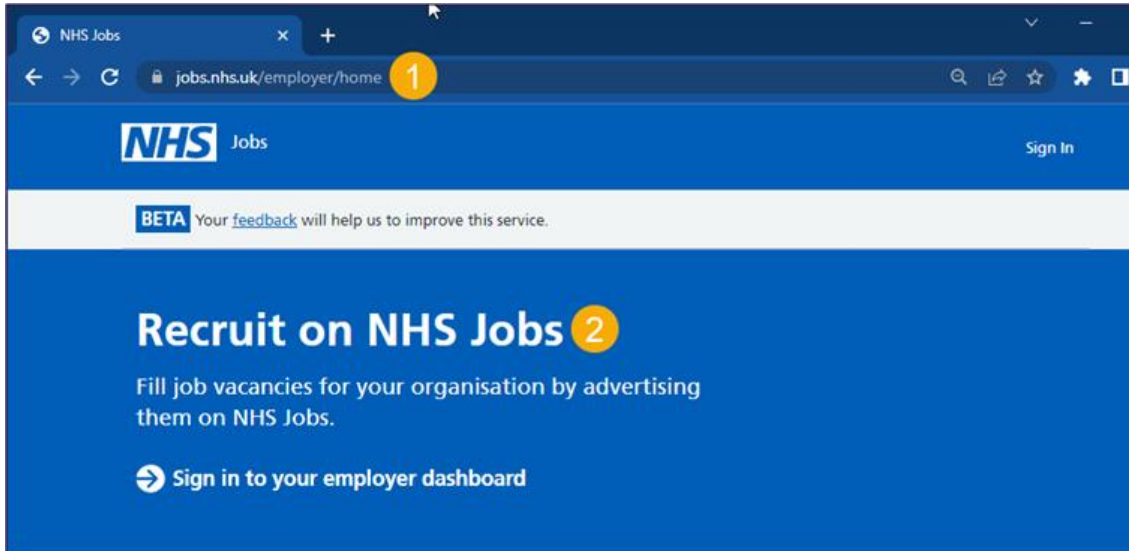
Applicant website

1. This website: www.jobs.nhs.uk/candidate, is to apply for NHS Jobs.
2. The webpage includes the 'Apply on NHS Jobs' text.



Employer website

1. This website: www.jobs.nhs.uk/employer, is to recruit for NHS Jobs.
2. The webpage includes the 'Recruit on NHS Jobs' text.



Are you new to NHS Jobs?

If you or any of your colleagues are new to NHS Jobs, join us at our next Introduction to NHS Jobs webinars.

This brief overview of NHS Jobs is designed specifically for new users of the service, our next introduction event is on 23 August 2023, 11:00am–11:30am.

Visit [Introduction to NHS Jobs](#) to book your place.

Refreshed! NHS Jobs monthly engagement events

Following valuable feedback from our attendees, the Stakeholder Engagement Team launched refreshed monthly engagement events at the end of June. The update for employers who use NHS Jobs to recruit featured:

- An update on latest developments in NHS Jobs
- A demo of the new Applicant Profile feature
- Best practice summaries on deactivating user accounts, rolling recruitment and adding offline applicants from our Service Improvement colleagues
- A quick fire, 'true or false' quiz (just for fun!) based on the most common enquiries coming into our support teams.

These events are scheduled towards the end of each month and offer a great opportunity to keep up with developments and get useful tips on using NHS Jobs. If you do not have a representative from your organisation attending these events, contact your Stakeholder Engagement Lead.

Help and guidance: Latest guides and videos

During July, the team have updated the following resources to support you in using the NHS Jobs service.

Employers:

- Notifications in the NHS Jobs service – user guide

Applicants:

- How to search for a job using a desktop device – user guide and video
- How to search for a job using a mobile device - user guide and video
- How to filter for a very senior manager role – user guide
- How to search for a job by region - user guide
- How to search for a job by employer - user guide
- How to sort a job search by newest date posted – user guide
- Notifications in the NHS Jobs service – user guide

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



Thanks for reading

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

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