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August 2023



Business Services Authority

Your NHS Jobs newsletter

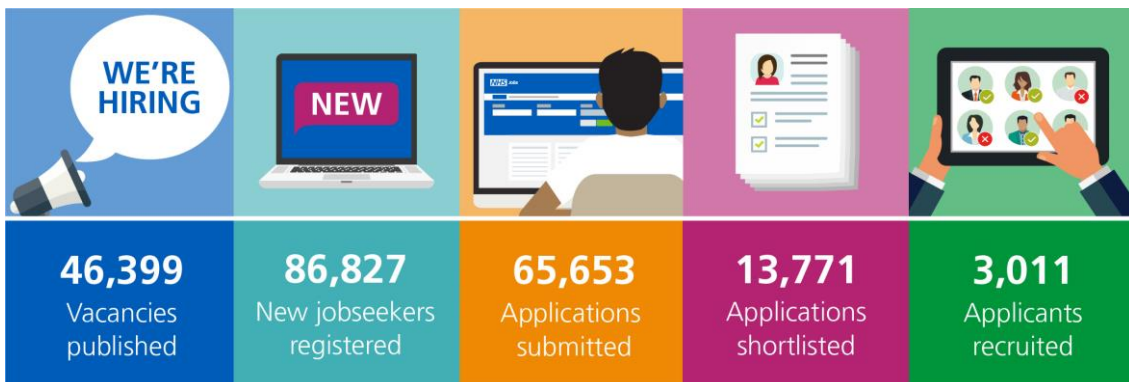


NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; training sessions, NHS Reservists, updated guides...

Did you know?

In July there were...



...on NHS Jobs

NHS Jobs training sessions open for bookings

The next set of NHS Jobs training sessions for Secondary Care organisations (e.g., trusts or ICS') are available for booking now.

They are running between 11-14 September and will cover:

- Account management, documents and templates
- Create and publish a job listing
- Manage a job listing
- Score and shortlist applications
- Invite applicants to interview
- Make a job offer and complete pre-employment checks
- Issue a contract and end recruitment

They're free and useful for anyone;

- new to your team who will be using NHS Jobs as part of their role
- learning about functionality they could make use of
- ensuring they are getting the most from the service.

People who have already joined us on these sessions have found them useful:

"Very clear and thorough."

"(the trainer) ran through the whole process from start to finish with all options explained, really useful."

You can book your place at [NHS Jobs Employer Training Sessions | NHSBSA](#) and select the options for Secondary Care employer training.

GP and Primary Care training sessions


We're also running free training sessions for those of you working in Primary Care who use NHS Jobs to recruit, between 2 October and 5 October. To book your place, visit [NHS Jobs Employer Training Sessions | NHSBSA](#) and select the options for primary care employer training.

NHS Reservist

NHS Jobs has added a new contract type to the service. Employers can now advertise their 'NHS Reservist' job listings, meaning when the contract type is 'NHS Reservist', this will display in the offer letter and contract.

The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, there are links for 'Change' and 'Sign Out'. Below the header, a blue banner contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Create a job advert', and the question 'What type of contract is it?'. Below this, the job title 'Nurse' is followed by a 'DRAFT' status. The reference number 'T1111-23-0079' is displayed. A list of radio button options is provided: Permanent, Fixed term, Locum, Training, Apprenticeship, Secondment, Voluntary, Honorary, Bank, and NHS Reservist. At the bottom of the form, there is a green 'Save and continue' button and a blue link 'Save and come back later'.

'NHS Reservist' has been added as a new contract filter for applicants to use, on NHS Jobs search.

 [Contract type](#)

- Permanent
- Fixed-term
- Apprenticeship
- Voluntary
- Locum
- Training
- Secondment
- Honorary
- Bank
- NHS Reservist

Training & Support: Notifications sent by NHS Jobs

If you're not sure what notifications are sent out by the NHS Jobs service, you can find out by taking a look at the Frequently Asked Question, [What email and text notifications are sent by NHS Jobs?](#)

This FAQ tells you about notifications to both employers and applicants and if the notification is an email or text message.

If you need any other support, it's quick and easy to find answers to lots more

FAQs by using our [online knowledge base](#).

You can find guides and videos about using the NHS Jobs service on our [Help and support for employers page](#) and you can also subscribe to our [YouTube channel](#) to get alerts when new or updated training videos are available.

Update to search for a job materials

We've updated the training resources to help applicants find their perfect job in the NHS.

The materials include step-by-step user guides, video tutorials and bite-sized job aids.

To access these materials, go to the 'Search for a job' box on the 'Help and support for applicants' webpage: www.nhsbsa.nhs.uk/new-nhs-jobs-service/help-and-support-applicants.





Thanks for reading

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