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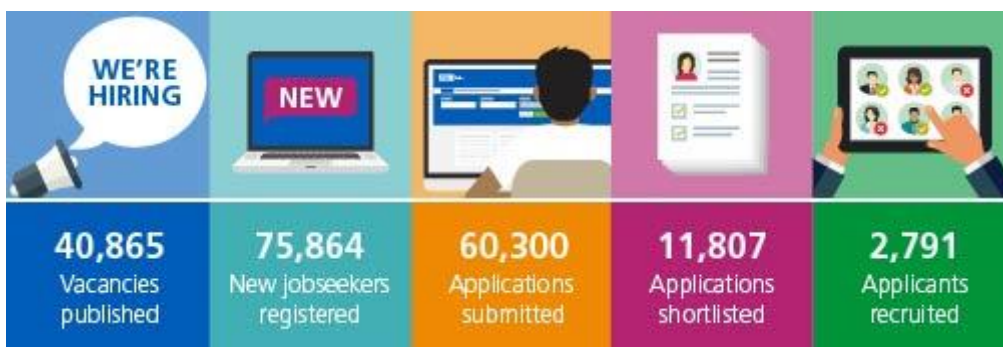
October 2023



In this edition; training sessions, rolling recruitment, reporting definitions...

## Did you know?

In September there were...



...on NHS Jobs

## NHS Jobs training sessions open for bookings

The next set of NHS Jobs training sessions for Secondary Care organisations are running between 20-23 November. The sessions 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 previously attended these sessions have shared positive feedback:

*"I found the sessions informative."*

*"I was happy to raise any questions I had at the time."*

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 working in Primary Care who use NHS Jobs to recruit, between 4-7 December.

The sessions will cover the same seven topics listed above, and will be available to book in the coming weeks on [NHS Jobs Employer Training Sessions | NHSBSA](#) .

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## Reporting definitions documentation

A new document has been created to show the reporting definitions of the Time taken to hire report in the NHS Jobs service. Through user feedback, it was determined further clarity of the fields and definitions in the report were needed, to understand the data produced.

The document focuses on the different fields produced in the report, as well as their descriptions to better help users understand the stages within the report and what triggers a status change.

The documentation can be found in the on the [Help and support for employers](#) webpage, in the 'Report definitions' section. Further reporting documentation will be added to this section of the website in the future.

## Help and support for employers

We've published a range of information and resources to support employers with the new NHS Jobs service.



- + Latest system release information
- + Access your account
- + Manage your organisations account
- + Documents and templates
- + Notifications, labels and statuses
- + Electronic Staff Record (ESR) integration
- + Create and publish a job listing
- + Respond to a job listing approval
- + Set up and manage a rolling recruitment
- + Search your organisations account
- + Manage a job listing
- + Score applications and shortlist applicants
- + Invite applicants to interview
- + Make and manage a job offer
- + Complete pre-employment checks
- + Issue and manage a contract
- + End a recruitment
- + **Report definitions**
- + Run a report

### The new NHS Jobs service

- Help and support for applicants
- Help and support for employers
- Moving to the new NHS Jobs
- NHS Jobs integration and benefits

### NHS Jobs YouTube channel

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### Got a question?

Ask us [Visit our knowledge base](#)

## Training & Support: Hints & tips

Here are some of the most frequently asked questions we received last month along with the answers and guidance on where to find more information.

### What is rolling recruitment?

Rolling recruitment is a type of recruitment which allows you to continue with the recruitment of a job listing whilst leaving the job listing open to new applicants.

Once rolling recruitment has been set up, you will be able to create a copy of the job listing and change the job reference number.

To set up rolling recruitment, you will need to create a new job listing and have more than one application.

The option to set up rolling recruitment is only available in a 'Published' recruitment stage.

Further information on rolling recruitment can be found on our Frequently Asked Question, [What is rolling recruitment?](#)

We also have user guides regarding rolling recruitment which can be found on our [Help and support for employers page](#).

### **What can I do if I'm unable to login to my NHS Jobs account?**

If you are unsure of what to do if you are unable to login to your NHS Jobs account, you can find out by reading, [What can I do if I'm unable to login to my NHS Jobs account?](#)

To login to your organisation account, a current Super User will need to create an account for you.

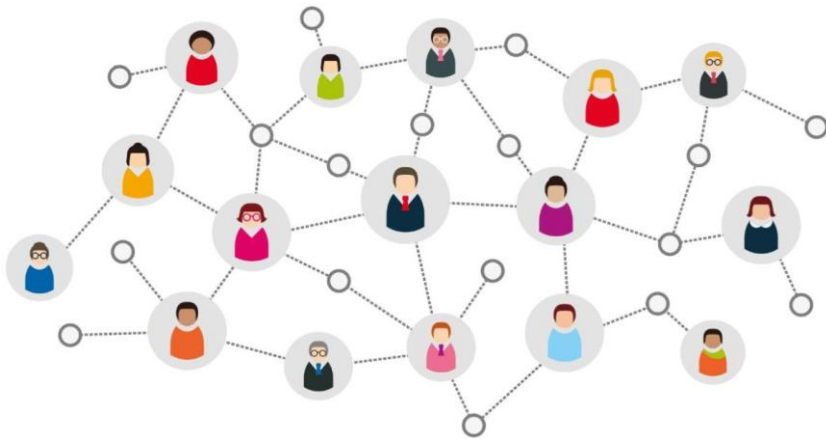
When logging in, you will need to ensure you are logging in on the correct webpage. An account as an employer will need to log in on <https://www.jobs.nhs.uk/employer/auth/login>.

The above answer also explains how to reset your password if you have forgotten it.

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.



**Thanks for reading**

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