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September 2023



Business Services Authority

Your NHS Jobs newsletter

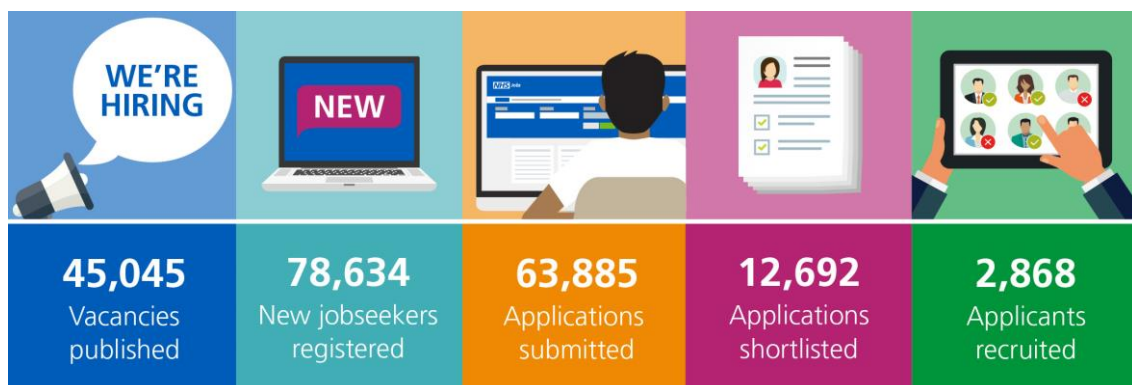


NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; Applicant pack download, Ready to start, Jobs by Email update...

Did you know?

In August there were...



...on NHS Jobs

Jobs by Email update

This email service is temporarily unavailable and as a result, users will not be receiving any email alerts at present. We are investigating this problem and hope to have this working as soon as possible.

In the meantime, users actively looking for a new role are recommended to log into their NHS Jobs account and view saved searches. Clicking on the relevant saved search will show all current vacancies that match that search.

You can log into your NHS Jobs account [here](#).

We apologise for any inconvenience this may cause.

Ready to start and Applicant pack download

To ensure that employers can access and store the information they need for a new employee's record, we will be adding a new section to the dashboard which includes the ability to download an applicant pack. This pack will include all the relevant information for the new employee from their recruitment journey.

Ready to start

We will be adding a new section to the NHS Jobs dashboard, called 'Ready to start'. After an applicant's contract is accepted, either by them or the employer, they will move to the 'Ready to start' section.

The screenshot shows the NHS Jobs dashboard. At the top, there is a blue header with the NHS logo and navigation links like 'You're viewing', 'Change', 'Signed in as', and 'Sign Out'. Below the header, there is a 'Show tasks for all accounts' toggle. The main content area is titled 'Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for: All users'. The dashboard displays a list of task stages with their respective counts and progress bars:

Task Stage	Count
Draft	0
Published	0
Shortlisting	0
Interviews	0
Ready to offer	0
Conditional offers	0
Pre-employment checks	0
Contracts	0
Ready to start	0
End recruitment	0

The 'Ready to start' row is highlighted with a green border. To the right of the dashboard, there are several sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Weigh listings', and 'Moving applicants to other accounts'; 'Documents and templates' with links for 'Overview of your organisation', 'Supporting information library', 'Contract templates', and 'Offer letter templates'; 'Help and information' with links for 'The employer hub', 'Roles and permissions', and 'Contact your super users'; and 'Reporting' with a link for 'Run a report'.

At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

Any existing applicants with the status of 'Contract accepted' will move into the new section when the change is made. In this section employers will be able to confirm if an application has started or add a reason why they have not.

By reducing the number of records in the 'Contracts' section of the dashboard and moving them to 'Ready to start,' employers can better manage their workload and track applicants with outstanding actions.

Super users will need to review and update the new Ready to start KPIs which will be added in the KPI section. The existing 'Contracts accepted' KPI will move to this new section, along with a new KPI, 'Mark as started'. Employers will be able to use these KPIs to track applicants who have accepted contracts and are starting soon.

Ready to start

Ready to start

Title	Description	Due (days)	Done by (days)
Contract accepted	From the applicant accepting the contract To the employer marking the applicant as started or not started	99	99
Marked as started	From the applicant being marked as started To ending recruitment if all other applicants are marked as started, or their contracts and offers have been rejected, or their offers have been withdrawn	99	99

Applicant Pack Download

As part of this new feature, we will add the ability for an employer to download an applicant pack after completing all stages of the recruitment process. Employers will be able to download the applicant pack to create an employee record which contains the job listing and applicant details.

In the 'Ready to start' section, there will be three options available related to the stage the applicant is at:

1. Mark the applicant as started or not started.
2. Create an applicant pack.
3. A message to show when an applicant pack can be created, this will be based on their start date.

NHS Jobs

You're viewing [redacted] Change
Signed in as [redacted] Sign Out

Show tasks for all accounts

BETA Your feedback will help us to improve this service.

< Go back

Ready to start

Showing tasks for
All users

Applicant	Job title	Start date	What needs doing next
AR-230207-03615	T2222-vc-scenario-11	01 Mar 2023	Mark as started or not started 1
AR-220822-01406	T2222-22-2982 INTERNAL	01 Oct 2022	Create applicant pack 2
AR-221111-01687	T2222-22-7212	01 Dec 2022	Create applicant pack
AR-230403-03824	T2222-23-0004	01 Dec 2023	You can mark applicants as started after 01 Dec 2023 3
AR-230207-03616	T2222-vc-scenario-12	01 Mar 2023	Create applicant pack
AR-230919-04459	T2222-23-0099 INTERNAL	10 Sep 2023	Create applicant pack

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Before releasing these improvements, we will inform Super Users to confirm if there will be any downtime. We will also confirm when this is released in the NHS Jobs website updates section of the employer hub.

NHS Jobs

Sign In

BETA Your feedback will help us to improve this service.

Recruit on NHS Jobs

Fill job vacancies for your organisation by advertising them on NHS Jobs.

[Sign in to your employer dashboard](#)

Help and guidance

Access our user guides and videos about using the new NHS Jobs website.

NHS Jobs website updates

Read about the latest updates we've made based on your feedback.

Last update: 10 August 2023

NHS Jobs newsletter

View and subscribe to our monthly newsletter.

Recently added NHS Jobs NHS Employer

We welcome all feedback on these new features, if you'd like to send us any please contact nhsbsa.nhsjobs@nhsbsa.nhs.uk.

GP & Primary Care sessions

If you work in primary care and use NHS Jobs to recruit staff, we're running our next set of NHS Jobs training sessions between 2 & 5 October. These free, bite-sized sessions cover;

- account management, documents and templates
- create and publish a job listing
- manage a job listing
- score and shortlist applicants
- invite applicants to interview
- make a job offer and complete pre-employment checks
- issue a contract and end recruitment.

To book your free place visit [NHS Jobs Employer Training Sessions | NHSBSA](#).

NHS Employer updates

[Updates to NHS employment checks resource](#)

The NHS Employers e-learning resource for employment checks has been updated with the latest information and will apply to all new users and is available for NHS staff to access.

[Identifying fraudulent pre-employment documentation webinar](#)

Register for the webinar on 6 October, which will explore how NHS organisations can identify fraudulent pre-employment documentation for non-UK recruitment.

Government consultation on volunteering pre-employment checks

As NHS Jobs allows recruiters to advertise volunteer opportunities, we're sharing this live consultation, which you may be interested in responding to within your organisation:

<https://www.gov.uk/government/consultations/pre-employment-checks-for-health-and-care-volunteers>

This consultation sets out a proposal to change the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 to remove the need to obtain a full employment history when appointing health and care volunteers. The consultation asks whether the full employment history requirement poses challenges to the appointment process and whether it is necessary to inform appointment decisions. We're also seeking to understand whether the remaining required pre-employment checks would be enough to ensure the suitability of volunteer applicants.

We welcome views from:

service providers
volunteer managers
voluntary, community and social enterprise (VCSE) organisations
volunteers
staff and the public

We would be really grateful if you are able to share information about the consultation with your networks, we are keen to understand stakeholders' views on the proposal.

The consultation will run for a period of eight weeks from 19 September to 18 November 2023.

Training & Support: Hints & tips

Did you know that when you're signed into your NHS Jobs account, you can use the NHS Jobs logo at the top of the screen to return to your dashboard at any time?

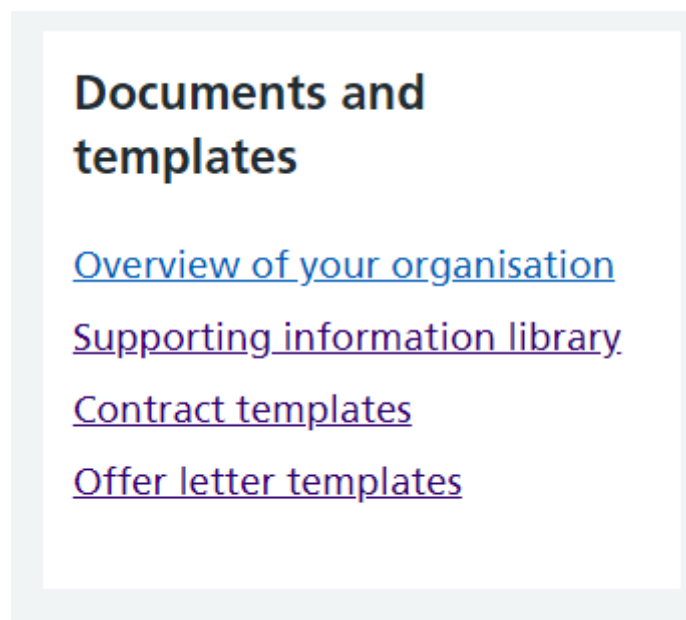


Just select the logo and you'll be returned to your dashboard.

Did you also know that you can use the Documents and Templates section of your dashboard to create:

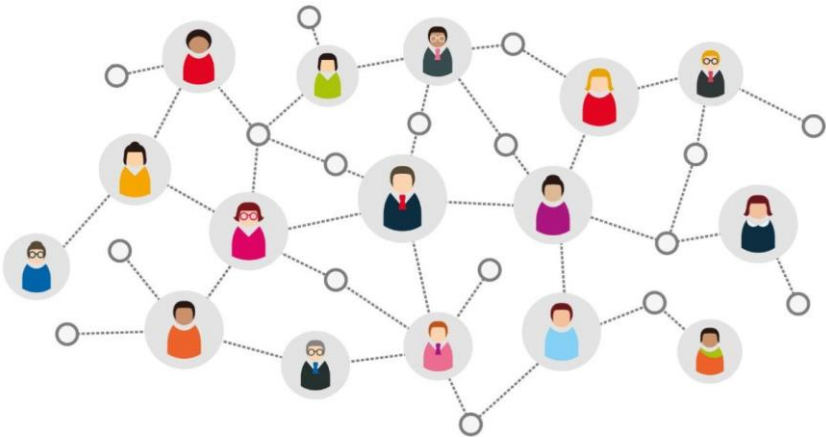
- An automatically pre-populated overview of your organisation, meaning Recruiting managers won't have to add this information when creating a job listing.
- A supporting information library of documents and webpage links, that you can attach to job adverts, offers and contracts.

You can access these functions from the links shown below on your dashboard.



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.

If you need any other support, it's quick and easy to find answers to frequently asked questions by using our [online knowledge base](#).



Thanks for reading

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