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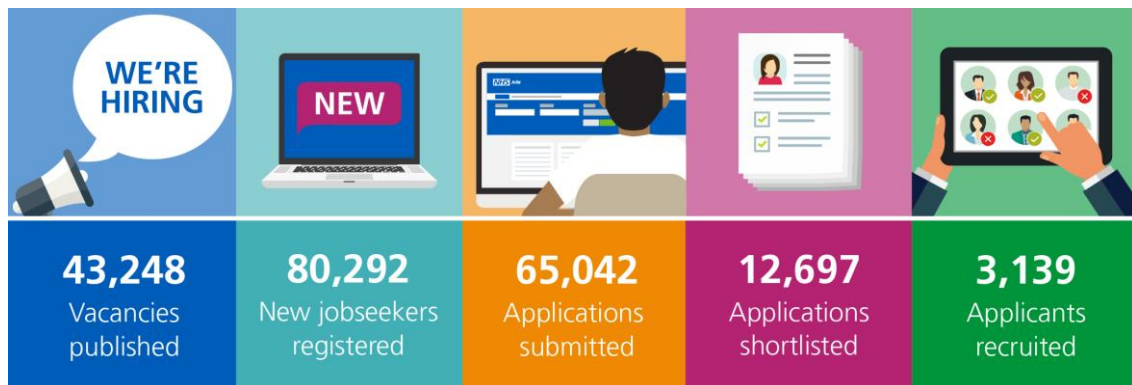
November 2023



In this edition; Primary Care training sessions, Delivery Partners, tidy dashboards...

Did you know?

In October there were...



...on NHS Jobs

NHS Jobs Primary Care training sessions

Our training sessions for Primary Care organisations will be running next week, from 4-7 December, 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.

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

NHS Jobs Delivery Partners

In recent weeks we have established a pilot Delivery Partners group to further support the development of NHS Jobs, working together with stakeholders to discuss the strategic direction of the service.

The Delivery Partners group will meet quarterly to discuss and collaborate on our roadmap and key priorities, and to provide input to the future direction of NHS Jobs, with the opportunity to provide constructive feedback on delivery plans.

If this pilot is successful, membership will operate on a rotational basis, allowing a range of stakeholder organisations to participate.

For more information, or to express an interest in being part of this Delivery Partners group in the future, please email jon.lee@nhsbsa.nhs.uk.

Training & Support: Hints & tips

Keeping your dashboard tidy.

Did you know you can remove listings from your dashboard to help keep it tidy?

Listings that are in still draft can be deleted by choosing the 'Delete the listing' link.

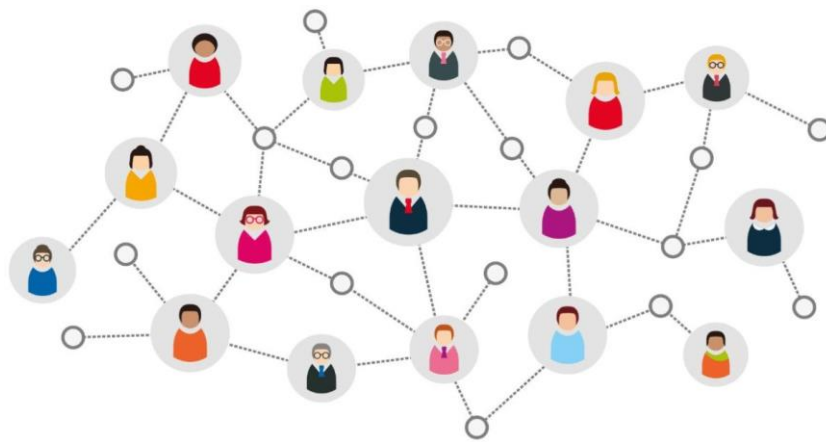
Once a job listing has reached the 'Shortlisting' stage, if you don't want to proceed any further with the recruitment it can be removed from your dashboard by selecting the job title link and then selecting the 'Remove this listing' link.

This will stop the recruitment for all applicants who have applied for the job and if you use our reporting functionality will show the applicant's recruited status as 'N'.

When a job listing has reached the 'End Recruitment' stage, you'll be able to remove the listing from your dashboard by selecting 'End recruitment'.

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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