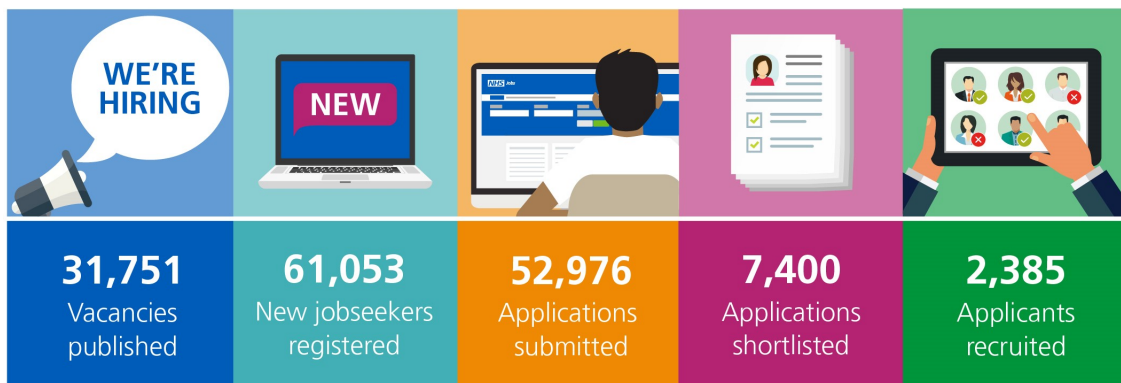




In this edition; the 'At risk applicant' label, training and support...

Did you know?

In December 2023 there were...



...on NHS Jobs

The 'At risk applicant' label

What is the 'At risk applicant' label?

The 'At risk applicant' label marks applicants in NHS Jobs employer accounts as at risk of redundancy. Super users can add, change, and remove applicants

by selecting the 'At risk applicants' link from the 'Manage the account' section of the employer dashboard.

What details do I need to add an 'At risk applicant'?

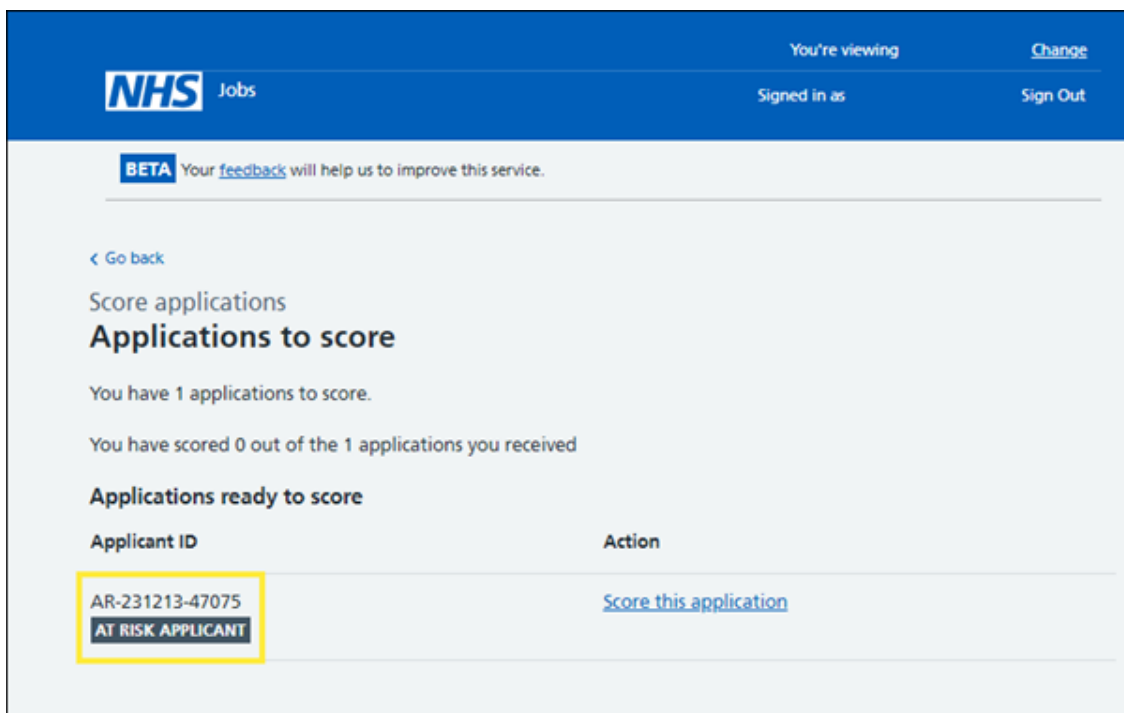
To add an at risk applicant, you must include the following:

- email address used on their applicant account.
- first name
- last name

Once the details are added, Super users can manage applicants from the at risk applicant list as required. The applicant will receive an email when you update them as being 'at risk'.

Where can I see the 'At risk applicant' label?

Applications from at risk applicants are visible during the scoring and shortlisting recruitment stage. The label is visible on both the 'Applications to score' and the 'Select the applicants you want to interview' page in NHS Jobs. The 'At risk applicant' label appears under the 'Applicant reference ID'. This applicant label will also be visible to other NHS organisations where applicable.



The screenshot shows the 'Applicants to score' page in NHS Jobs.

Help and support

To find out how to do this, select one of the training products:

[How to manage at risk applicants in NHS Jobs - user guide \(PDF: 239KB\)](#)

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 webinar.

This brief overview of NHS Jobs is designed specifically for new users of the service. Our next introduction event is on 28 February 2024, 11:00am–11:30am.

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

Training and Support

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 allows you to score, shortlist and complete all stages of recruitment for current applicants whilst leaving the job listing open to new applicants.

You can do this by creating a copy of the published listing ('Set up rolling recruitment') and then moving your selected applicants to the copy. To set up rolling recruitment, you will need to have received at least one application. You can also copy a listing and transfer applicants to the copied listing at 'Shortlisting' stage ('Transfer applicants to a copy of this listing').

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](#).

Can I transfer an unsuccessful applicant from one listing to another?

An unsuccessful applicant who you think might be a good fit for another role can be transferred to another job listing. This option becomes available on a listing once shortlisting is complete.

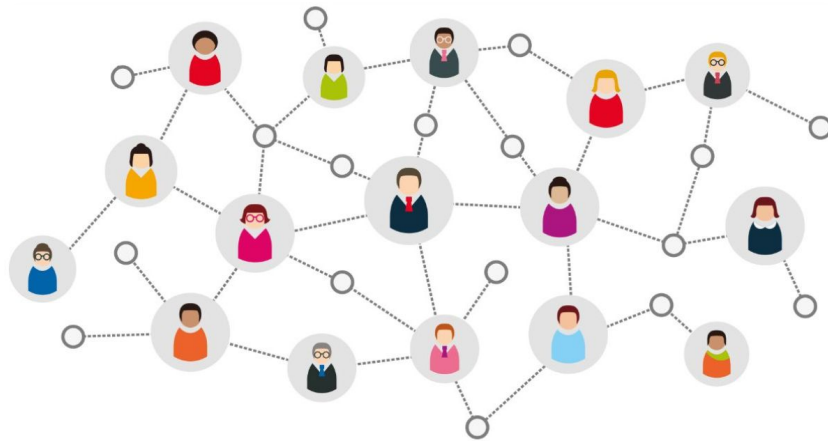
To get started transferring the unsuccessful applicant to another listing, select the 'Request to move applicants to another listing' option, and then follow the steps in our Frequently Asked Question, [Can I transfer an unsuccessful applicant from one listing to another?](#)

Once you have submitted the request, the applicant will be notified of the transfer and will need to accept the transfer on the system in order to complete the process.

We also have useful videos regarding moving an application to another job listing within an organisation on our [NHS Jobs YouTube channel](#).

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

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

[Join our mailing list here.](#)

Don't forget to follow us on X (formerly Twitter) - search for [@NHS_Jobs](#)



Copyright © NHS Business Services Authority. All rights reserved.

Our mailing address is:

Stella House, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list.