



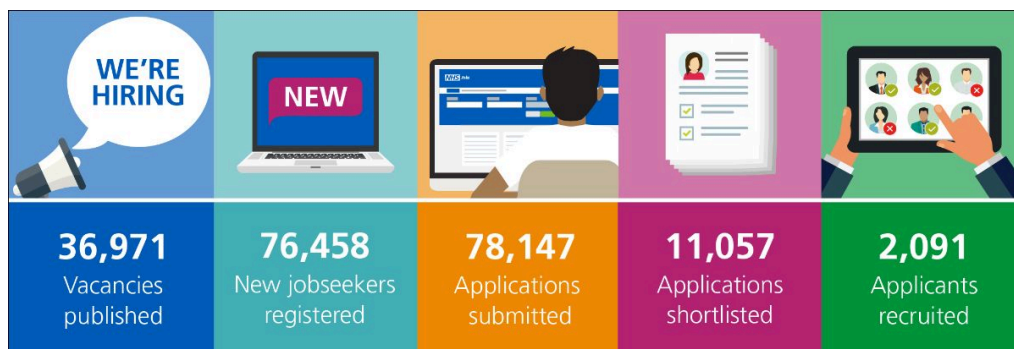
## Business Services Authority



In this edition; training needs assessment, Integrated Care Boards event, training and support...

### Did you know?

In February 2024 there were...



...on NHS Jobs

### Training Needs Assessment

The NHS Jobs Training and Support team have developed a new Training Needs Assessment (TNA) in the form of a short online survey. The TNA can be completed by registered users who have identified gaps in their knowledge or experience of using the service.

The TNA takes less than five minutes to complete, and the information submitted will be reviewed and used to develop and schedule training solutions to prioritise your training needs, improve your understanding and promote

continuous improvement and efficiency of the service for all four of our user roles.

The data will also help us review our current training methods, and any training needs we identify can be delivered in a format appropriate to your needs. This means we might offer you an online demo via Teams, face to face group training sessions at your workplace, sign-posting to our extensive library of video and user guide resources, and in the coming months we will also be releasing new e-learning packages via the Learning Hub and an online classroom tool.

To share your training needs, please complete the NHS Jobs TNA here:

<https://online1.snapsurveys.com/JobsTrainingNeeds>

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## NHS Jobs monthly event for Integrated Care Boards

Integrated care organisations are invited to attend a new monthly NHS Jobs delivery update event, held on Microsoft Teams. During the sessions we will provide updates on current performance figures, delivery plans, any new functionality releases, demos and all other news related to NHS Jobs.

There will be an opportunity to ask questions and to provide feedback to shape what we cover in our future sessions.

The dates for the upcoming events are:

Tuesday 23 April	11am	<a href="#">Teams Link</a>
Tuesday 28 May	11am	<a href="#">Teams Link</a>
Tuesday 25 June	11am	<a href="#">Teams Link</a>

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## 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 24 April 2024, 11am to 11:30am.

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

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## 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:

## **When can I download an applicant's contact details?**

A user with the Super User role will be able to download an applicant's contact details once their application has been submitted.

A team manager and recruitment administrator can download an applicant's contact details at later stages of a job listings journey. A recruiting manager who is named on a listing will also be able to download applicant details at the same stages.

To find out more about downloading an applicant's contact details, check our Frequently Asked Question: [When can I download an applicant's contact details?](#)

Further support and user guides are available on our [Help and support for employers page](#).

For bitesize video tutorials, [subscribe to our NHS Jobs YouTube channel](#). Select the bell icon for future notifications.

## **Can I close a job listing before the date given in the advert?**

A job listing can be closed early by a user with the super user, team manager or recruitment administrator role.

Closing a listing early means no further applicants can apply for the job listing. You will be able to select your shortlist once the shortlisting lead has completed their scoring.

Further information on how to close a job listing early can be found on our Frequently Asked Question: [Can I close a job listing before the date given in the advert?](#)

More guidance on managing a job listing can be found on our [Help and support for employers page](#).

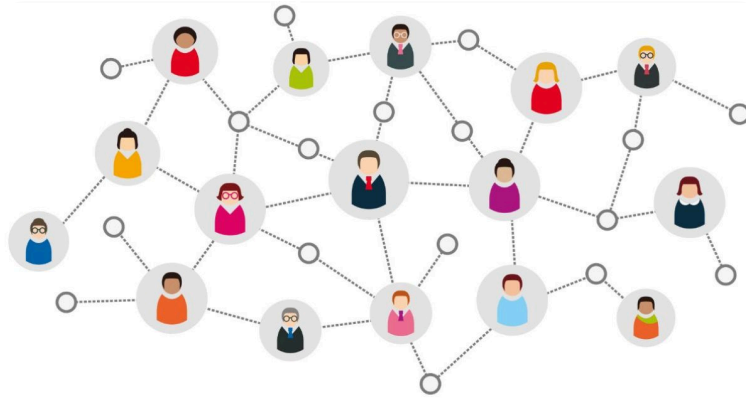
We also have videos regarding managing a job listing on the [NHS Jobs YouTube channel](#).

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## **Help and support**

If you have any questions or queries relating to these events or videos, please email [nhsjobstrainingsupport@nhsbsa.nhs.uk](mailto:nhsjobstrainingsupport@nhsbsa.nhs.uk)

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## Thanks for reading

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