



Business Services Authority

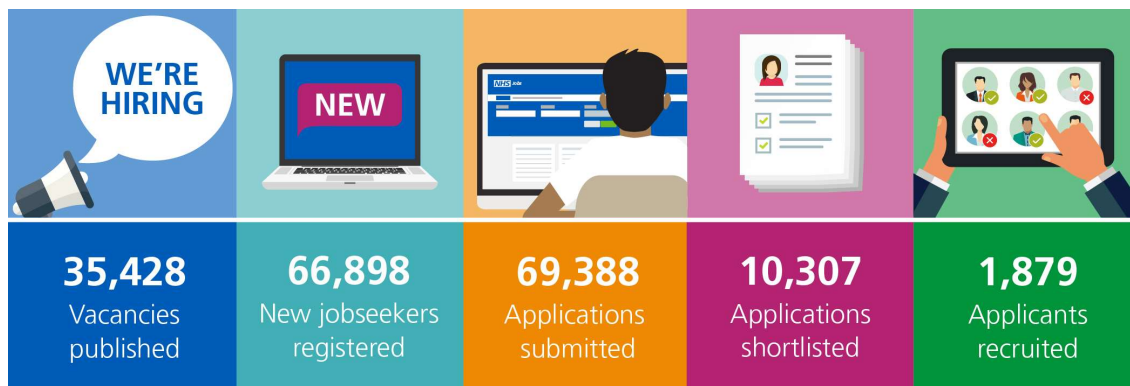
Your NHS Jobs newsletter

NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition; Cloud migration, NHS Jobs training sessions, NHS Jobs eLearning and Virtual Classroom, Stakeholder Engagement events, training and support...

Did you know?

In April 2024 there were...



...on NHS Jobs

Cloud migration

We are pleased to confirm to you that NHS Jobs has successfully migrated to an improved architecture on the weekend of 17 to 19 May 2024.

This is a major undertaking for the service and some of the benefits will include:

- improvement to operational performance
- greater flexibility to scale and deal with surges in demand
- increased service security

We will continue to monitor the service performance over the coming weeks and look forward to sharing more details as we further optimise these changes.

NHS Jobs training sessions

The next set of NHS Jobs training sessions for Primary Care and Secondary Care organisations are running on Wednesday 12 June, 1pm - 4:30pm. The sessions will cover:

- account management, documents and templates
- creating and publishing a job listing
- managing a job listing
- scoring and shortlisting applications
- inviting applicants to interview
- making a job offer and completing pre-employment checks
- issuing a contract and ending recruitment

They're free and useful for anyone who:

- is new to your team who will be using NHS Jobs as part of their role
- is learning about functionality they could make use of
- wants to make sure they are getting the most from the service

People who have previously attended these sessions found them very informative.

You can book your place on the [NHS Jobs website](#).

Coming soon - NHS Jobs eLearning and Virtual Classroom

NHS Jobs eLearning

Since we last mentioned that eLearning would be coming, a group of stakeholders have tested some of the eLearning modules and provided feedback. The training and support team in NHS Jobs have been adding the finishing touches and testing the eLearning based on feedback given.

The eLearning training product will launch in June. Full instructions of how to access it will be sent out to Super Users of NHS Jobs nearer the time.

Some of the benefits of the eLearning will be:

- access to role based training modules
- to allow users to complete learning at their own pace
- to allow users to complete learning at a time that suits them
- knowledge checks to test understanding
- modules that can be repeated if needed

Virtual Classroom

The delivery of online demonstration sessions of the NHS Jobs system will be changing in the coming months to a virtual online classroom. Some of the benefits of the virtual online classroom will be that:

- users will have a more immersive experience of using the NHS Jobs system
- users will be guided through the sessions by an experienced trainer of NHS Jobs
- users will be able to participate in the training session as if they are in the same classroom, to go through the exercises
- users can ask questions to gain clarity of understanding

- NHS Jobs can deliver training to a whole team in the virtual classroom to support their knowledge and understanding

More information will be available in the coming months as to when this is expected to go live.

NHS Jobs Stakeholder Engagement events

The NHS Jobs Stakeholder Engagement event is temporarily changing to bi-monthly rather than every month. The meeting will take place via Teams on the last Thursday morning of every other month, with the next session scheduled for 27 June. The meeting provides an update on the progress of the NHS Jobs service.

During each session we will:

- update you on the latest news, statistics, and progress of the NHS Jobs service
- signpost you to training and support
- listen to your feedback and answer any queries

The dates for the upcoming sessions are:

Thursday 27 June	11am	Link to register
Thursday 29 August	11am	Link to register
Thursday 31 October	11am	Link to register

To join these sessions, just register using the links and you will be sent a Teams link to attend.

We are also introducing a drop-in session on the alternate months, held via Teams, for anyone to join and ask questions about anything NHS Jobs related.

These sessions will take place on:

Thursday 30 May	11am	Link to join
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Thursday 25 July	11am	Link to join
Thursday 26 September	11am	Link to join

If you have any questions, please contact your Stakeholder Engagement Lead or email rebecca.hassack@nhsbsa.nhs.uk.

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.

Why can't interviewees accept their invite to interview and why am I unable to assign them to an interview slot?

The interview schedule for a job listing will automatically lock at midday, 48 hours before the first interview date.

Once the schedule has automatically locked, an applicant cannot be added to the schedule. This will also happen if you choose to lock the interview schedule early.

To find out more, check our Frequently Asked Question: [Why can't interviewees accept their invite to interview and why am I unable to assign them to an interview slot?](#)

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.

Is there a deadline for applicants to respond to a job offer?

An applicant does not have a deadline to respond to a job offer in the NHS Jobs service.

An applicant will receive two automatic reminders if they do not respond to a job offer they have received.

You can also respond to the job offer on the applicants behalf or edit and resend the offer to the applicant.

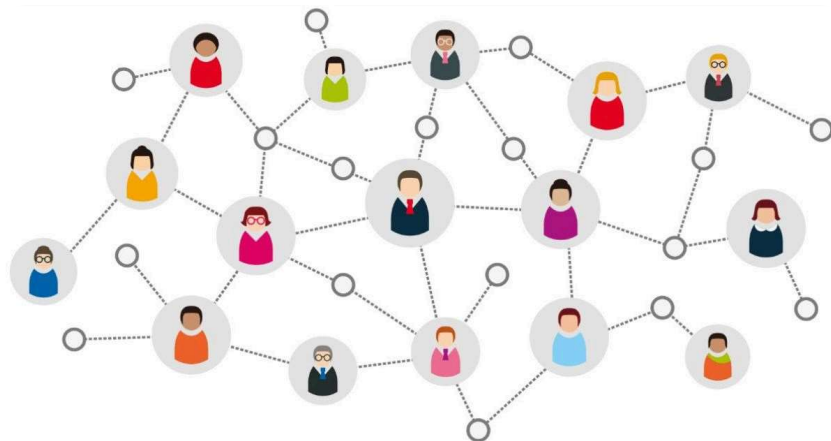
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Help and support

If you have any questions or queries relating to these events or videos, please email nhsjobstrainingsupport@nhsbsa.nhs.uk



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