



Business Services Authority

Your NHS Jobs newsletter



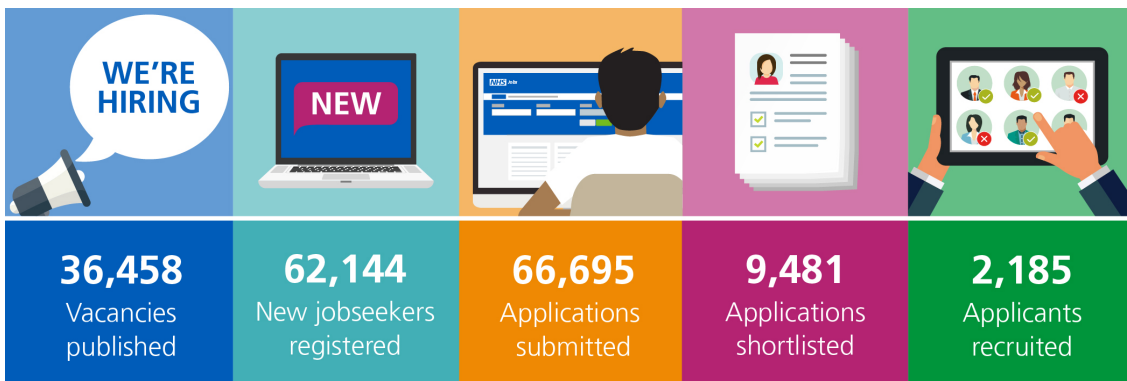
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

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Did you know?

In July 2024 there were...



[NHS Jobs improvements](#)

For the last 12 months, NHS Jobs has focused on improvements to our architecture to increase stability, security and service performance.

Whilst we remain continuously committed to improving these key elements of NHS Jobs, we are pleased to confirm that we have now moved into the next phase of these developments. This means that you will now start to see more regular releases, which will include improvements to existing features and other changes.

New search content

Based on your feedback, we have added the date that a listing was posted to the listing snapshot, when candidates are searching for jobs. This change allows a candidate to see when a listing was posted without having to open the advert, making it quicker and easier for them to identify jobs they have already viewed.



The screenshot shows a job listing card with the following details:

- General Practitioner** (with a link to 'Save this job')
- Test Organisation**
- Test Town NE15 8NY
- Salary: **Depends on experience**
- Distance: **3.4 miles**
- Date posted: **20 August 2024**
- Contract type: **Locum**
- Working pattern: **Flexible working, Full time**
- Closing date: **30 September 2024**

A screenshot of an example listing, which now includes the date the listing was posted.

[NHS Jobs eLearning spotlight](#)

Our Training and Support team has recently launched NHS Jobs eLearning, an interactive and engaging new product.

Bespoke eLearning packages have been created for a wide range of different

NHS Jobs user roles. You'll find the following modules are tailored to their needs:

- [super user](#)
- [team manager](#)
- [recruitment administrator](#)
- [recruiting manager](#)

The eLearning is available on the [NHS Learning Hub](#) and [Electronic Staff Record \(ESR\)](#), and is broken down into role-based modules.

It is available on demand, meaning that you can complete the modules as many times as you want, at your own pace and at a time that suits you. It also includes knowledge checks to test your understanding. To find out more, go to [NHS Jobs employer eLearning](#).

When you access NHS Jobs eLearning on the Learning Hub:

- you'll receive a certificate on completion of a course ('1' in the image below)
- you can add a course as a bookmark to easily find it ('2' in the image below)
- you can select the 'Play eLearning resource' button to access the course. Once you start a course, your progress is saved ('3' in the image below)

The screenshot shows the NHS Jobs eLearning interface. At the top, it says 'NHS Jobs' and 'Access your employer account in NHS Jobs'. Below this, there is a light blue banner with the text 'Certificate available: complete this course to be awarded a certificate' and a yellow circle with the number '1'. To the left, there is a link 'Add to my bookmarks' with a yellow circle with the number '2' and a star rating of five stars with the text 'Not yet rated'. In the center, there is a green button labeled 'Play elearning resource' with a yellow circle with the number '3'. Below the button, it says 'This resource will launch in a new window'. At the bottom, there is a description: 'This course teaches you how to access your employer account, reset your password and navigate your employer dashboard in NHS Jobs.'

A screenshot of the 'Access your employer account in NHS Jobs' resource webpage.

[NHS Jobs training sessions in September](#)

The next set of NHS Jobs training sessions are running on Wednesday 18 September, 2pm – 4pm.

The sessions will cover:

- account management, documents and templates
- creating and publishing a job listing
- managing a job listing
- scoring applicants and shortlisting applications

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 at [NHS Jobs training sessions](#).

[NHS Jobs GP and Primary Care Update events](#)

In our upcoming GP and Primary Care events, we'll update you on the latest activity in NHS Jobs. The Training and Support Team will come and provide an update on their training resources.

You can join the meeting by clicking on the date you wish to attend below:

- [Tuesday 10 September, 10am - 10.30am](#)
- [Wednesday 11 September, 10.30am – 11am](#)
- [Thursday 12 September, 11am - 11.30am](#)

All sessions will contain the same information and we look forward to seeing you.

[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.

Can an employer change the shortlisting panel and shortlisting lead?

The shortlisting panel for a job listing can be added by a super user, team manager, recruitment administrator and the recruiting manager for the listing.

A user is added to the shortlisting panel by selecting 'Add someone to the panel' and entering the name of the user you wish to add.

Users cannot be removed from the panel once a vacancy has been published. However, further users can be added.

The shortlisting lead can be changed by a super user, team manager, recruitment administrator and the recruiting manager for the listing.

A user who is part of the shortlisting panel for a listing cannot amend the shortlist lead.

A shortlist lead can be changed by selecting 'Score applications' after selecting the vacancy and selecting the 'Change the shortlisting lead' option.

For guidance on the shortlisting panel and lead go to: [Can I change the shortlisting panel and lead?](#)

For more information on scoring and shortlisting a vacancy, visit our [Help and support for employers](#) page.

How can an employer update their email address on their organisation's account?

The email address linked to an NHS Jobs employer account cannot be amended.

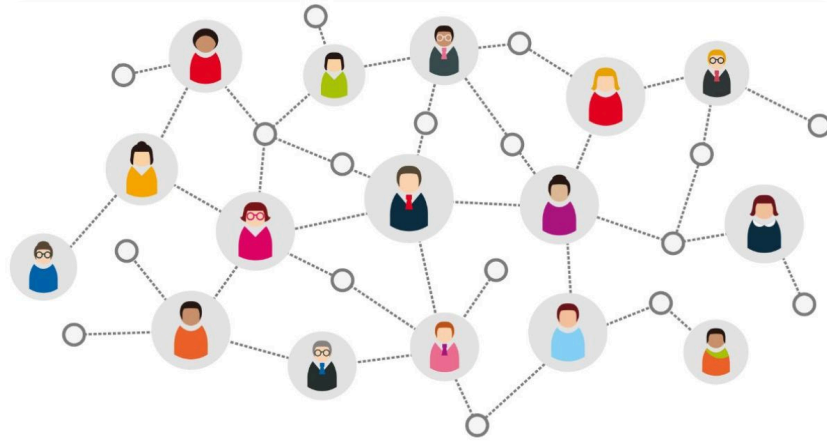
If an employer needs to use a new email address, a super user for your organisation will need to create a new account with the employer's new email address and deactivate the old account.

This information can be found at: [How do I update my email address on my organisation's account?](#)

For more guidance on accessing your NHS Jobs employer account, visit our [Help and support for employers](#) page.

[Help and support](#)

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



Thanks for reading

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

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