



Business Services Authority

Your NHS Jobs newsletter

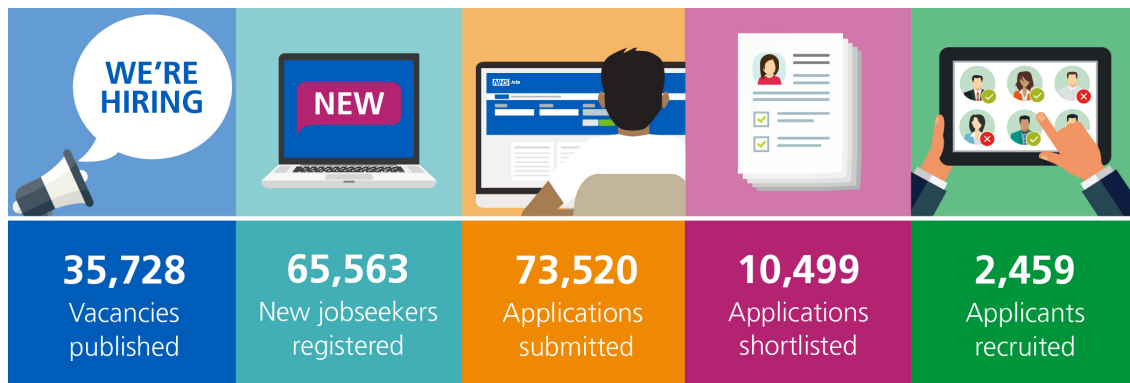
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [Refugee employment webinar overview](#)
- [NHS Jobs video refresh](#)
- [Training and Support](#)
- [Help and Support](#)

Did you know?

In October 2024 there were...



...on NHS Jobs

[Refugee employment webinar overview](#)

Last month the Stakeholder Engagement Team delivered a comprehensive webinar for Ukrainian refugees with the right to work in the UK. Led by NHS England, this session aimed to equip attendees with essential information on using the NHS Jobs platform to apply for positions in England and Wales.

The presentation focused on helping participants understand:

- the purpose and functionality of the NHS Jobs service
- how to create an account, reset passwords and successfully log in for the first time
- navigating the 'Applicant Hub' to effectively manage and monitor job applications

Key Insights for Applicants

Attendees also received strategic advice on enhancing their applications to better align with job requirements. This guidance included:

- ensuring applications closely match the person specification
- completing all mandatory sections of the application form
- comprehensive advice on the supporting information section, including what to include for a strong application

Interactive Session and Outcomes

The webinar featured a live demonstration of the NHS Jobs service, followed by an interactive Q&A session. With over 35 participants, the event proved to be highly engaging. The team addressed numerous questions and provided further guidance and training resources for attendees to reference post-event.

[NHS Jobs video refresh](#)

We're reviewing and updating our suite of bitesize tutorial videos.

Our most recent tutorial videos include guidance on how to:

- [Sign into your account and reset your password](#)
- [Create a job listing from an ESR position](#)
- [Score applications](#)
- [Shortlist applicants](#)
- [Invite applicants to interview](#)
- [Manage applicant interviews](#)

- [Make a job offer](#)
- [Manage a job offer](#)
- [Issue a contract](#)
- [Manage a contract](#)
- [End a recruitment](#)

You can access these videos and more on the [NHS Jobs YouTube channel](#).

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 the employer hub and how do I access it?

Our employer hub is the main page for employers who want to publish vacancies in NHS Jobs.

[You can access the employer hub from the NHS Jobs website.](#)

From the employer hub you can sign into your dashboard to publish vacancies, view our help and guidance and view links to our X (formerly Twitter) and YouTube channels, among other features.

To find out more about the employer hub, check our Frequently Asked Question: [What is the employer hub and how do I access it?](#)

Further support and user guides are available 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.

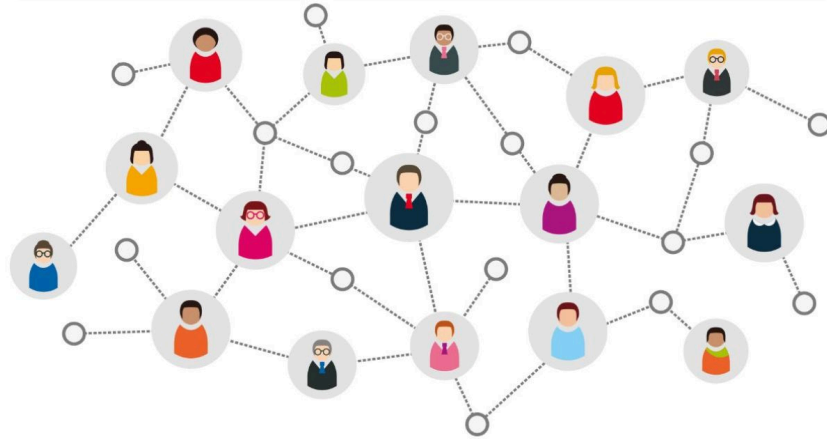
To get started transferring the unsuccessful applicant to another listing, select the 'Request to move applicants to another listing' option, and then follow the steps in our Frequently Asked Question: [Can I transfer an unsuccessful applicant from one listing to another?](#)

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.

[Help and support](#)

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

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



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



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