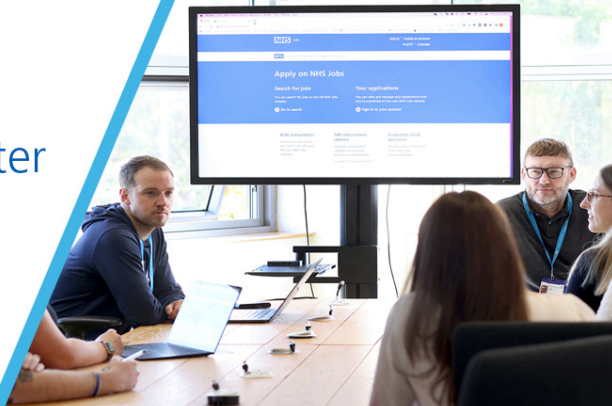




Business Services Authority

Your NHS Jobs newsletter



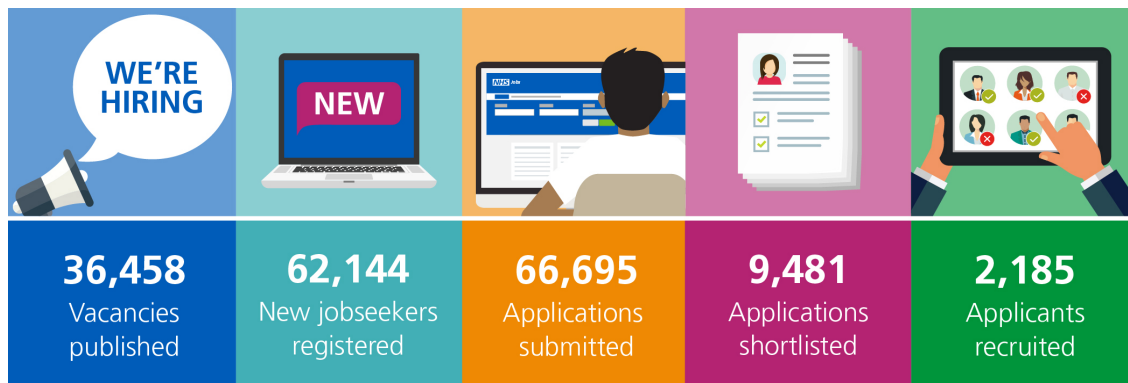
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [Special guest speakers to spotlight at our 2025 stakeholder events](#)
- [NHS Jobs video refresh update](#)
- [Training and support](#)
- [Help and support](#)

Did you know?

In November 2024 there were...



...on NHS Jobs

[Special guest speakers to spotlight at our 2025 stakeholder events](#)

As well as the latest news and service updates, the Stakeholder Engagement Team will be including a new 'spotlight' feature during our sessions, with external guest speakers where possible, covering a range of health recruitment related topics.

We'll be covering topics like National Apprenticeship Week, advert writing and candidate attraction, access to underrepresented groups and equality, diversity and inclusion within recruitment.

In 2025, the Stakeholder Engagement Team will continue to run engagement events on a bi-monthly basis, with each session lasting 30 minutes. The next two engagement events will take place on Thursday 30 January at 11am and Thursday 27 March at 11am.

More detail on these events will be shared in the January NHS Jobs newsletter. In the meantime, you can sign up to attend the January and March sessions via [Eventbrite](#).

If you have any questions regarding our engagement events, please email jon.lee@nhsbsa.nhs.uk.

[NHS Jobs video refresh update](#)

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:

Can I view or score applications whilst the job listing remains open?

Applications can be viewed and scored by the shortlisting lead and any shortlisting panel members whilst the job listing is still live.

If you are scoring 'online', scores are recorded within NHS Jobs. If you are scoring 'offline', you can download applications to score them outside of NHS Jobs.

An applicant's details are anonymous until shortlisting is complete. However, a Super User can access the name and contact details of applicants once their application has been submitted. Information on viewing or scoring a live job listing can be found on our FAQ: [Can I view or score applications whilst the job listing remains open?](#)

What happens when I issue a contract to an applicant in NHS Jobs and ESR?

Once the applicants' pre-employment checks have been completed as satisfactory, you will add their start date and issue a contract using NHS Jobs.

Once added, the information is transferred to ESR. Once complete, the applicant record is updated with the projected hire date.

An unconditional offer is sent and accepted by the applicant after their pre-employment checks are completed.

This triggers the projected hire date to be sent to ESR and also triggers the completed pre-employment check records ESR holds to be sent.

Information on issuing a contract in NHS Jobs and ESR can be found in our FAQ: [What happens when I issue a contract to an applicant in NHS Jobs and ESR?](#)

Additional support

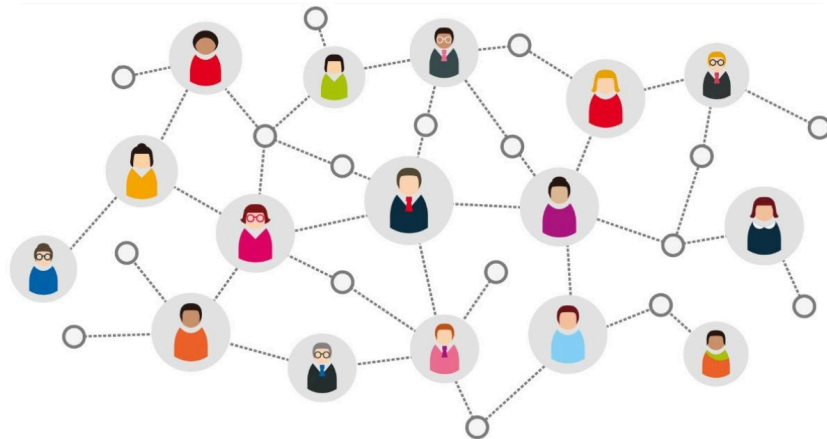
Further support and user guides are available on our [Help and support for employers page](#).

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

[Help and support](#)

To help you get the most out of NHS Jobs, employers can:

- search FAQs via the [NHS Jobs Knowledge Base](#)
 - access user guides at: [Help and support for employers](#)
 - watch tutorial videos on the [NHS Jobs YouTube channel](#)
 - complete eLearning courses at: [NHS Jobs employer eLearning](#)
 - request instructor-led online training sessions at: [NHS Jobs employer training sessions](#)
-



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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