



Business Services Authority

Your NHS Jobs newsletter



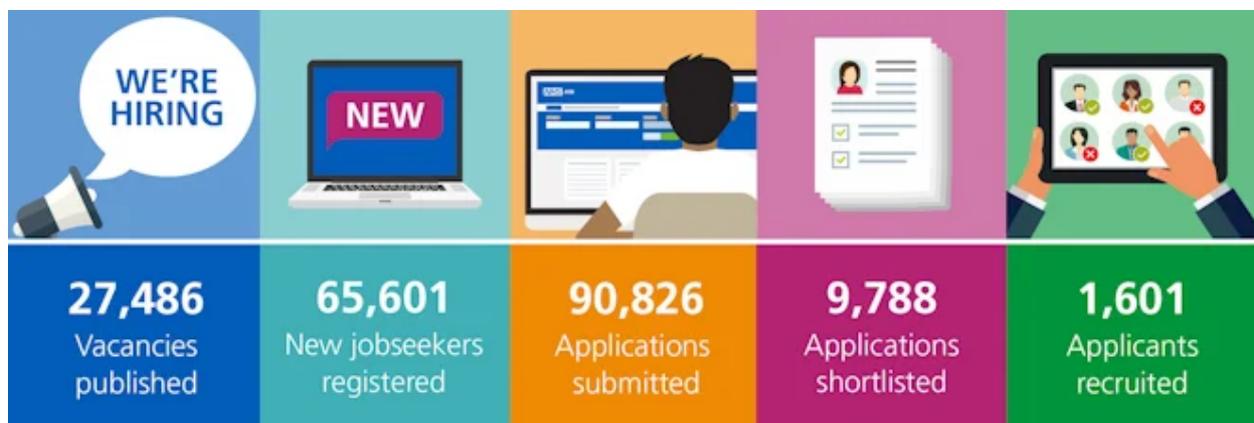
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [NHS Jobs' virtual classroom](#)
- [NHS Jobs' spring clean](#)
- [Training and support](#)
- [Help and support](#)

Did you know?

In March 2025 there were...



...on NHS Jobs?

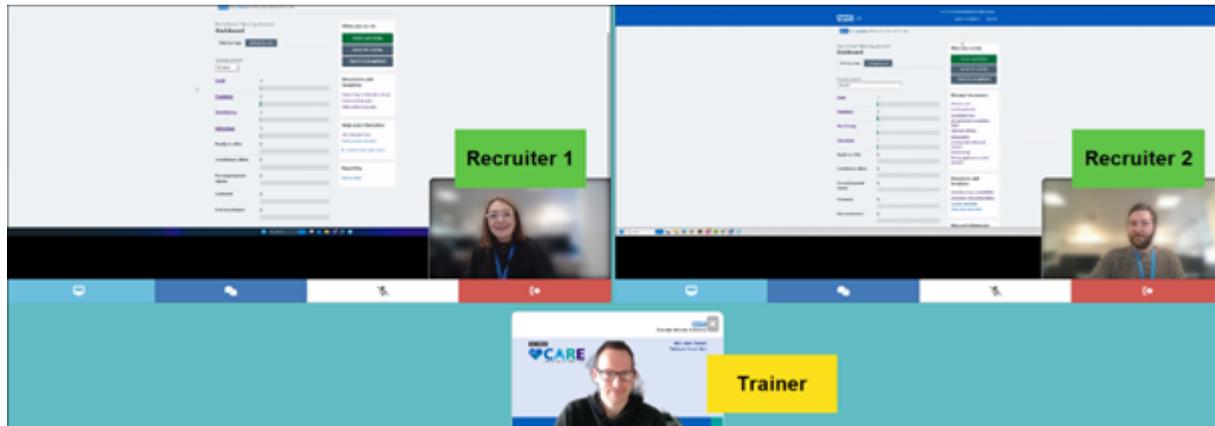
[NHS Jobs' virtual classroom](#)

We have been trialling our brand-new virtual classroom training tool internally, and are getting ready to test this with other organisations.

Below are a couple of snapshots of the exciting features which will supercharge our training delivery, alongside a 'Show me, Try me, and Test me' delivery method.

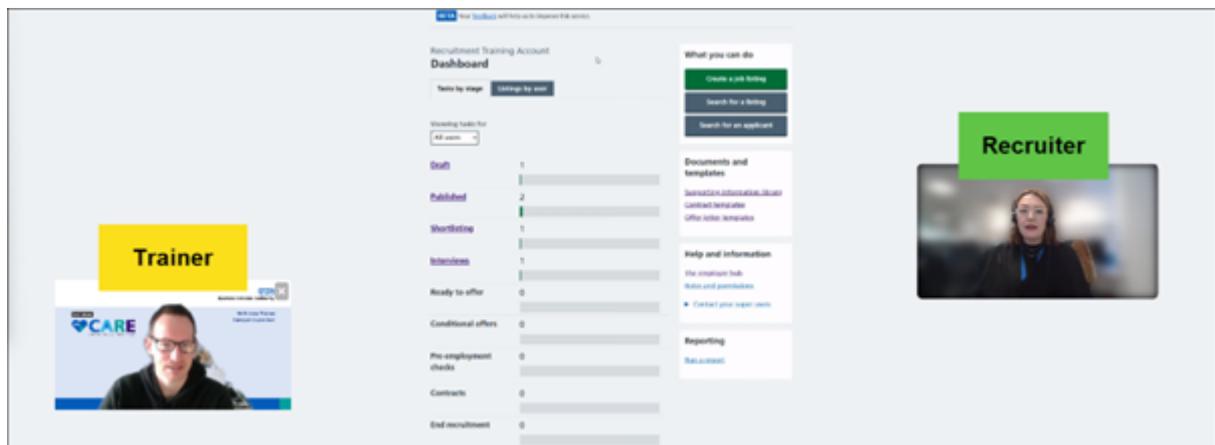
Back of the room view

Using this view, the trainer can engage with recruiters in a group session by using screen and webcam sharing functionality.



Over the shoulder view

The trainer can engage with a recruiter in a private session by using screen and webcam sharing functionality.



And there's more:

- notes taken are emailed at the end of the session
- attachments, including useful resources, can be sent directly to learners
- URLs can be opened directly on a learner's computer, ensuring everyone is on the correct site
- we can refresh a learner's connection remotely if there are technical issues with the server
- content panels host training materials such as images, PDFs and videos in one place
- sessions can be locked after five minutes to prevent interruptions or disruptions to learning
- emojis and live polls can be used throughout training to check progress, understanding and ensure the learning experience is being well received

Next steps

We have training sessions planned over the next eight weeks to consolidate our new virtual classroom.

Look out for instructions on how to join one of our interactive learning sessions in the next newsletter!

Your NHS Jobs spring clean reminder

Sometimes we want to get in touch with you about the NHS Jobs service. This may be to let your Super Users and Team Managers know about upcoming downtime for technical updates, or to let you know about a bug or problem we are resolving.

To make sure we are contacting the right people, we recommend you review your user lists in NHS Jobs frequently. If you haven't done this in a while, why not consider it as part of a digital spring clean? Consistently deactivating unused accounts also helps to protect your account and keep applicants' data secure.

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 are interviewees unable to 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 are interviewees unable to accept their invite to interview and why am I unable to assign them to an interview slot?](#)

Can I add supporting documents when creating a job listing?

You can upload up to four supporting documents to a job listing. They must be in either '.doc', '.docx' or '.PDF' format and can be up to 1MB in size.

A supporting document can be added during the job listing creation by selecting 'Yes'

when asked if you want to upload any supporting documents. You then select 'Choose file', select the file you want to add and then select 'Upload'.

Super Users, Team Managers and Recruitment Administrators can add documents and links to an organisation's supporting information library.

Further information on adding supporting documents to a job listing can be found on our FAQ: [Can I add supporting documents when creating a job listing?](#)

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 and additional support at: [Help and support for employers](#)
 - watch bitesize tutorial videos on the [NHS Jobs YouTube channel](#), and select the bell icon for future notifications
 - complete eLearning courses at: [NHS Jobs employer eLearning](#)
 - request instructor-led online training sessions at: [NHS Jobs employer training sessions](#)
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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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Our mailing address is:

Stella House, Goldcrest Way, Newcastle Upon Tyne,
NE15 8NY

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