**NHS Jobs** - A Workforce Service delivered by the NHSBSA

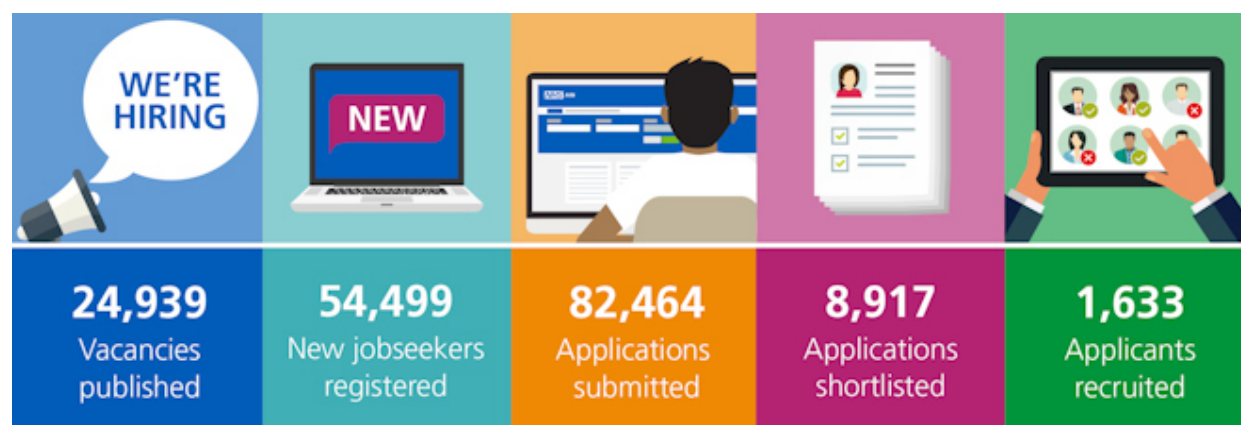In this edition we'll cover:

- NHS Jobs Spotlight event
- An update on the NHS Jobs virtual classroom
- Reminder: NHS Jobs roles and permissions
- NHS Volunteering launches video for recruiters
- Training and support
- Help and support

## Did you know?

In May 2025 there were...



...on NHS Jobs?

# NHS Jobs Spotlight event

The next Stakeholder Engagement Team bi-monthly event will take place on Thursday 31 July, 11am to 12pm via Microsoft Teams.

Our special guest speaker will be Nicola Duffus, Recruitment and Employment Manager from the Department for Work and Pensions. In this session, Nicola will be discussing how employers can increase the representation of under-represented groups to promote equality of opportunity, embrace diversity and build inclusive environments.

The session includes product updates and a presentation from our Training team.

All are welcome to attend, and you can sign up now via [Eventbrite](#). If you have any queries, or the event is at maximum capacity and you would still like to attend, please contact [jon.lee@nhsbsa.nhs.uk](mailto:jon.lee@nhsbsa.nhs.uk).

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# An update on the NHS Jobs virtual classroom

We have been working hard behind the scenes to embed our virtual classroom in to our team, testing the software and working with our IT department to ensure that it works as required and will be a fantastic asset when we launch external sessions from July 2025.

We have had several external organisations express an interest in having some taster sessions with us so that they can advocate for our new training style within their respective organisations.

In the meantime, we have also revamped our [Training Needs Analysis (TNA)](#) form to make sure we capture all essential information to allow us to tailor sessions to each individual organisation.
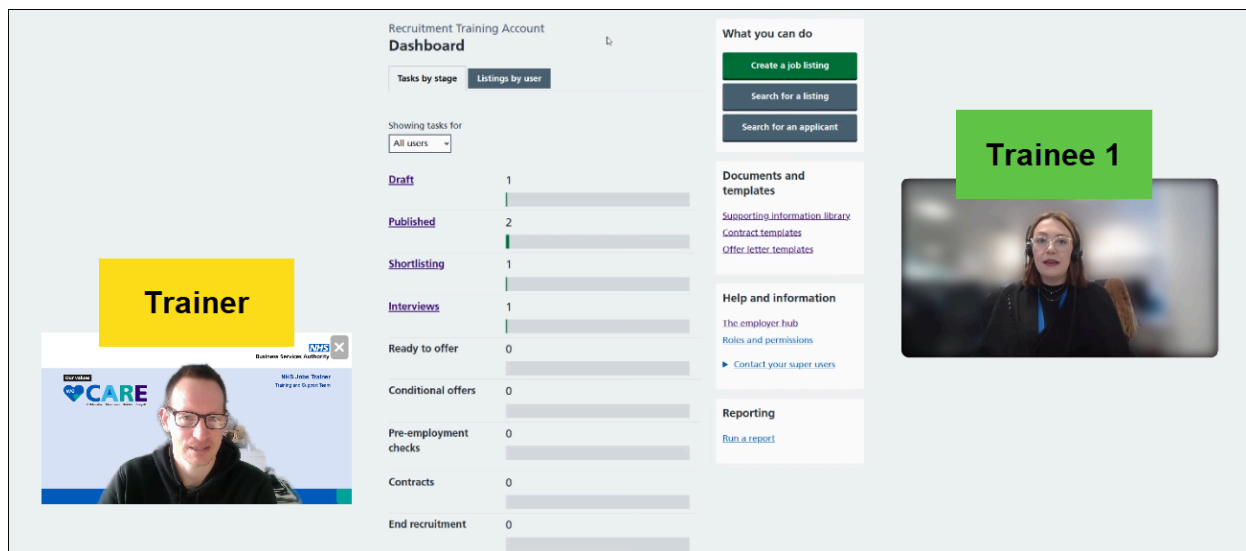
## Reminder: NHS Jobs roles and permissions

Did you know there are four different user roles available within NHS Jobs:

- Super user
- Team manager
- Recruitment administrator
- Recruiting manager

To check out which tasks a user can do, select the 'Role and permissions' link from the 'Help and information' section of the Employer dashboard.

## NHS Volunteering launches video for recruiters

If you recruit volunteers to your service, NHS Volunteering is a dedicated service which could be perfect for your needs.

Recruiters can easily create, publish and manage volunteering opportunities. It's simple to use for potential volunteers and they can find your roles through a simple postcode search.

This short video for recruiters explains what the NHS Volunteering website is and its benefits. Watch it here on YouTube: https://youtu.be/-mlgy7T32mI.

If you have any colleagues or contacts who you think might be interested, please do share this with them. Or for more details you can visit https://volunteering.england.nhs.uk/volunteer or email nhsvolunteering@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:

**How do I add applicants who are at risk of redundancy to the NHS Jobs Service?**

Super users within your organisation account can add at risk applicants to the NHS Jobs service.

A super user can add and manage users by selecting 'At risk applicants' from the 'Manage the account' section of the dashboard.

You must include the applicants email address used on their candidate account and their first and last names.

At risk applicants can be changed and deleted from the 'at risk' applicant list. For more information, view our Frequently Asked Question: [How do I add applicants who are at risk of redundancy to the NHS Jobs service?](#)

**Can I change the shortlisting panel and lead?**

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

To add a user to the shortlisting panel, select 'Add someone to the panel' and enter the required user's name.

If the name does not appear on the list, ask a super user from your organisation to add them.

You cannot remove members of the panel once the vacancy has been published. You can still add further users.

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

A member on the shortlisting panel cannot amend the shortlisting lead.

To change the shortlisting lead, select the vacancy and 'Score applications'. If you are not on the shortlisting panel, you will have the option to 'Change the shortlisting lead'.

Changing the shortlisting lead will undo any scoring the previous lead has completed.

For more information, view our Frequently Asked Question: [Can I change the shortlisting panel and lead?](#)

## 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](#)

## Thanks for reading

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