

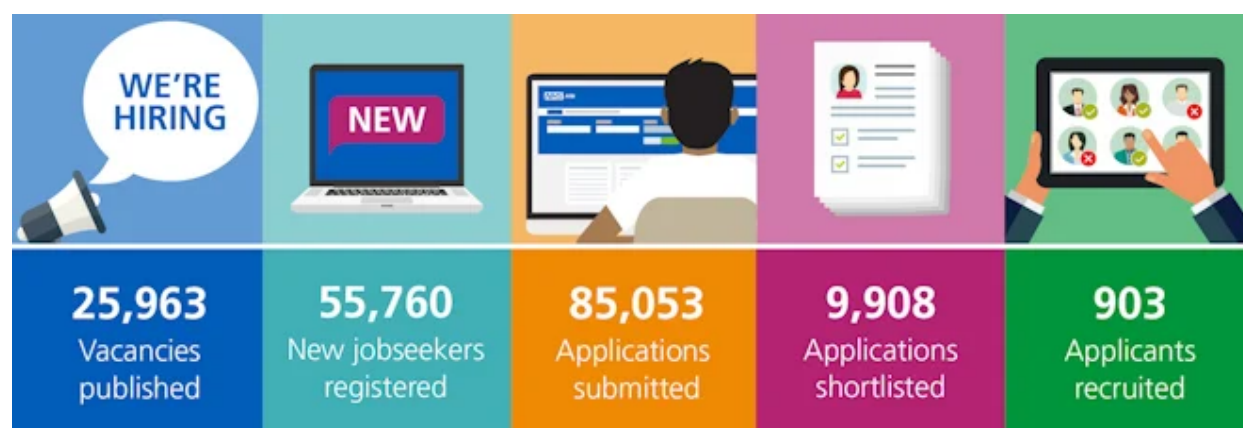


In this edition we'll cover:

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Did you know?

In June 2025 there were...



...on NHS Jobs?

New NHS Jobs Spotlight event

Special guest speaker Nicola Duffus, Recruitment and Employment Manager from the Department for Work and Pensions, will be joining us on Thursday 31 July, 11am to 12pm to discuss the recruitment of under-represented groups.

The government's 10 Year Health Plan for England emphasises the need to 'transform the NHS into a force for social mobility and local prosperity,' and this event will be a valuable opportunity to learn the best practice on how this can be achieved.

The NHS Jobs Product Owners will also provide a product update during the session.

Please sign up now via [Eventbrite](#). If you have any queries, contact nhsjobsstakeholderengagement@nhsbsa.nhs.uk.

New socio-economic background application questions

We will be introducing a new set of application questions to help record socio-economic background data next month. Similar to equality and diversity data, the information collected will be confidential and used for statistical purposes only. It is not mandatory for applicants to share this information, with an option for the applicant to select 'Prefer not to say'.

The ability to record socio-economic background is a new requirement from the Department of Health and Social Care, designed to support NHS workforce priorities. Capturing this information will allow NHS England and NHS organisations to understand how individuals from different socio-economic backgrounds are attracted to and recruited into the NHS, how their careers progress and their working experiences.

Further information on why this data is being collected and how it will be used can be found in the 'Socio-economic Background Information FAQs' in the [National Workforce Data Set \(NWD\) guidance documents](#). NHS England will also be providing more guidance and information to organisations on the collection of this data.

New training opportunity: getting started with the NHS Jobs virtual classroom

A new one-hour online training session 'Getting started with NHS Jobs virtual classroom' is now open for booking. This session introduces users to the new virtual

classroom and showcases the tools designed to enhance their learning experience.

During the session, participants will:

- explore the key features and benefits of the virtual classroom
- take part in an interactive activity focused on creating effective job descriptions
- receive step-by-step guidance from experienced trainers, who will be available to answer any questions

Using the [NHS Jobs training needs analysis \(TNA\)](#), you can book a session for:

- getting started with the NHS Jobs virtual classroom
- managing your organisation's account, documents and templates
- creating, publishing and managing job listings
- scoring applications and shortlisting applicants
- inviting applicants to interview and managing schedules
- making and managing applicant job offers
- completing applicant pre-employment checks
- issuing and managing applicant contracts
- ending or continuing a recruitment process

Once the request is submitted, the Training and Support team will invite you to the requested training session(s). Training sessions are scheduled to resume in August in the new virtual classroom.

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 change the recruiting manager on a job listing?

To change the recruiting manager on a listing, you must be a super user, team manager

or recruitment administrator.

To change the recruiting manager, you must access the listing using the job title, select the 'Team' tab, select the 'Change' link next to the recruiting manager information and then enter and select the name of the new recruiting manager.

If you are unable to locate the person you are looking for, a super user will need to add them to the organisation account.

For more information, view our Frequently Asked Question: [How do I change the recruiting manager on a job listing?](#)

How do I make a job offer to a successful applicant?

You will be able to make a conditional offer once you have completed the interview process and added feedback.

You can issue offers to multiple applicants; however, you will not be able to issue these at the same time.

Any supporting documents you send along with the offer must be returned by the applicant outside of the NHS Jobs service.

You can select the 'choose not to offer this job to any applicants' if you don't wish to send the offer to any applicants.

The system will send a reminder to applicants who have not responded to your offer after three days and six days.

For more information, view our Frequently Asked Question: [How do I make a job offer to a successful applicant?](#)

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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