



Business Services Authority

Your NHS Jobs newsletter



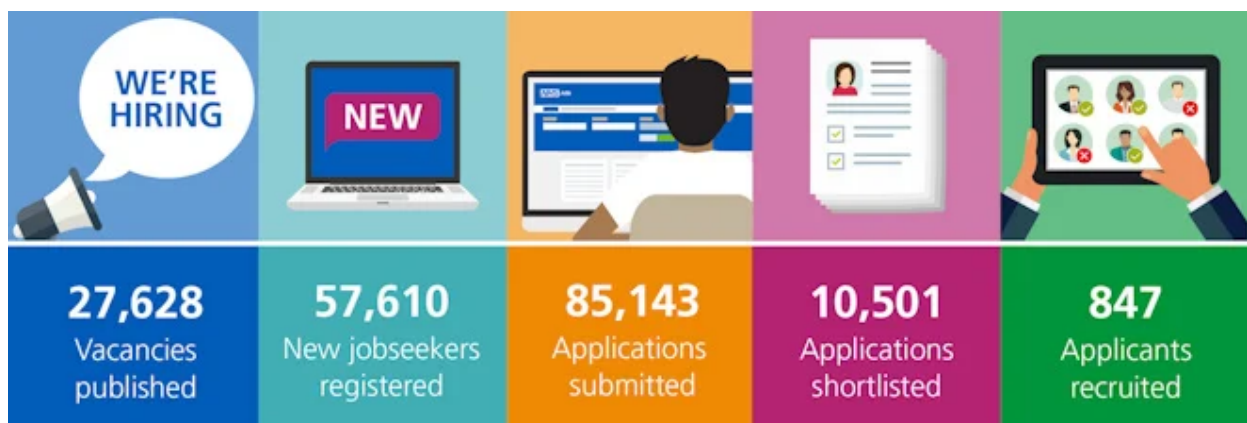
NHS Jobs - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- [New NHS Jobs Spotlight event](#)
- [New socio-economic background application questions](#)
- [New NHS Jobs virtual classroom training is now live](#)
- [NHS Jobs user lists](#)
- [Frequently asked questions](#)
- [Help and support](#)

Did you know?

In July 2025 there were...



...on NHS Jobs?

New NHS Jobs Spotlight event

On Thursday 25 September, special guest speaker Matthew James, Head of Organisational Development – Staff Experience for NHS England in North East and Yorkshire Region will discuss Equality, Diversity and Inclusion in NHS recruitment.

The event will be held from 10am to 11am on Microsoft Teams.

Matthew will discuss how Equality, Diversity and Inclusion in NHS recruitment ensures fair access to opportunities and a workforce that reflects the communities it serves. Matthew will present on how employers can support this through various methods including inclusive job adverts, diverse interview panels and outreach to underrepresented groups, helping to create a more equitable and representative NHS workforce.

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 email nhsjobsengagement@nhsbsa.nhs.uk.

New socio-economic background application questions

Last month we told you that we were going to make changes to the data we collect as part of equal opportunities tracking in applications on NHS Jobs.

On 14 August 2025, a set of three new application questions were introduced to the applicant profile and application forms, to enable the recording of socio-economic background data. The questions are:

- What was the occupation of the main earner in your household when you were 14 years old?
- What type of school did you attend for most of the time between ages 11 and 16?
- Were you eligible for free school meals at any time?

It is not mandatory for applicants to share this information. There is an option for applicants to select 'Prefer not to say' on each question.

Why have we added these questions?

These questions are intended to support the [UK Government's opportunity mission](#) and the [NHS 10 Year Health Plan](#). Tracking socio-economic background information for

those recruited into the NHS will identify whether communities are disproportionately missed in NHS recruitment and help to further understand the diversity of the NHS workforce. Capturing this information allows organisations to understand how people from different socio-economic backgrounds experience recruitment, training and work in the NHS. The questions were identified after a consultation exercise with a range of employers by the [Social Mobility Commission](#).

How is this data used?

The information collected is confidential and used for statistical purposes only. It does not factor into recruitment decision making and is not visible as part of the recruitment process. Adding these fields into the National Workforce Dataset (NWD) enables both organisation and NHS wide views of how careers progress, which will support the Department of Health and Social Care to identify and develop any appropriate programmes of action to remove any barriers to accessing and experiencing good quality work.

Where can I find out more?

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](#).

New training virtual classroom training is now live

From September, we're offering NHS Jobs training sessions using our brand-new virtual classroom. These sessions are designed to include:

- 'Show me' - a demonstration from a trainer
- 'Try me' - an opportunity to do it yourself
- 'Test me' - to check your knowledge and skills

You can submit your request using the [NHS Jobs training needs analysis \(TNA\)](#) for:

- getting started with 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

Next steps

Once your request is received, the NHS Jobs Training and Support team will contact you with an invitation to the requested training session(s).

Your NHS Jobs user lists

When NHS Jobs has an update planned that will result in service downtime, we communicate with organisations by email to let them know in advance. We may also email to let you know about a bug or problem we are resolving.

We send these notifications to active users in NHS Jobs with the user roles of 'Super user' or 'Team manager'.

To make sure we are contacting the correct people, we recommend you review your user lists in NHS Jobs frequently.

Deactivating unused accounts (for example, for colleagues who have changed roles or left an organisation) also helps to protect employer accounts and keep applicants' data secure.

Frequently asked questions

Some of our most frequently asked questions last month included [how to deactivate a user in the NHS Jobs service](#) and [why some users can not see their job listings on the employer dashboard](#). For the answers to these questions and more, [visit our FAQ page](#).

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

Did someone forward you this newsletter? Make sure you don't miss out on all the latest news from NHS Jobs.

[Join our mailing list here.](#)

Copyright © NHS Business Services Authority. All rights reserved.

[Unsubscribe](#)

Our mailing address is:

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