

Introduction to reporting in NHS Jobs user guide

This guide gives you an introduction to reporting in the NHS Jobs service.

There are 7 different reports employers can run and they are:

- Export application and listing data report
- Equal opportunities report
- Equal opportunities progress report
- Equal opportunities for a specific job report
- Vacancy numbers report
- Time taken to hire report
- Vacancy bulletin report

Each report is downloaded into one comma-separated values (CSV) file.

The vacancy bulletin report is downloaded into one portable document format (PDF) file.

You need to be one of the following roles to run reports:

- 'Super user'
- 'Recruitment administrator'

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Export of applications and listing data report

This report shows the database fields related to your organisation's jobs and applications. This will show as one row per application, per job listing.

This is an example of the downloaded report and not all fields or data is visible.

A	B	C	D	E	F	G	H	I	J	K	L
Vacancy ID	Employer code	Account code	Vacancy reference	ATS reference	Position number	Organisation name	Job title	Location	Salary	Pay scheme	Pay band/scale
1	7357 18733	126312	18733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 BNY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
2	7357 18733	126312	18733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 BNY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
3	7357 18733	126312	18733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 BNY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
4	7357 18733	126312	18733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 BNY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
5	7357 18733	126312	18733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 BNY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
6	7357 18733	126312	18733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 BNY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
7	7333 18733	126312	18733-21-0958			User Acceptance Testing (Reports)	Consultant Forensic Psychiatrist	WD6 LIN	Negotiable	Hospital medical or dental	Speciality Doctor
8	7370 18733	126312	18733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
9	7370 18733	126312	18733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
10	7370 18733	126312	18733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
11	7370 18733	126312	18733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
12	7370 18733	126312	18733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
13	7370 18733	126312	18733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
14	7371 18733	126312	18733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
15	7371 18733	126312	18733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
16	7371 18733	126312	18733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
17	7371 18733	126312	18733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
18	7371 18733	126312	18733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
19	7460 18733	126312	18733-21-0141			User Acceptance Testing (Reports)	Service Specialist	NE15 BNY	Range: £53168.00 to £62001.00 a year	Agenda for change	Band 8b
20	7460 18733	126312	18733-21-0141			User Acceptance Testing (Reports)	Service Specialist	NE15 BNY	Range: £53168.00 to £62001.00 a year	Agenda for change	Band 8b
21	7372 18733	126312	18733-21-6074			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
22	7372 18733	126312	18733-21-6074			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
23	7372 18733	126312	18733-21-6074			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
24	7372 18733	126312	18733-21-6074			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
25	7404 18733	126312	18733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
26	7404 18733	126312	18733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
27	7404 18733	126312	18733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
28	7404 18733	126312	18733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
29	7404 18733	126312	18733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
30	7352 18733	126312	18733-21-4361			User Acceptance Testing (Reports)	Digital Developer	NE15 BNY	Range: £30000.00 to £35000.00 a year	Other pay scheme type	
31	7352 18733	126312	18733-21-4361			User Acceptance Testing (Reports)	Digital Developer	NE15 BNY	Range: £30000.00 to £35000.00 a year	Other pay scheme type	
32	7352 18733	126312	18733-21-4361			User Acceptance Testing (Reports)	Digital Developer	NE15 BNY	Range: £30000.00 to £35000.00 a year	Other pay scheme type	
33	7352 18733	126312	18733-21-4361			User Acceptance Testing (Reports)	Digital Developer	NE15 BNY	Range: £30000.00 to £35000.00 a year	Other pay scheme type	
34	7353 18733	126312	18733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 BNY	Fixed: £23000.00 a year	Other pay scheme type	
35	7353 18733	126312	18733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 BNY	Fixed: £23000.00 a year	Other pay scheme type	
36	7353 18733	126312	18733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 BNY	Fixed: £23000.00 a year	Other pay scheme type	
37	7353 18733	126312	18733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 BNY	Fixed: £23000.00 a year	Other pay scheme type	
38	7353 18733	126312	18733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 BNY	Fixed: £23000.00 a year	Other pay scheme type	
39	7378 18733	126312	18733-21-1051			User Acceptance Testing (Reports)	Outpatient Clerk	NE15 BNY	Fixed: £18356.00 a year	Agenda for change	Band 2
40	7378 18733	126312	18733-21-1051			User Acceptance Testing (Reports)	Outpatient Clerk	NE15 BNY	Fixed: £18356.00 a year	Agenda for change	Band 2

To learn how to do this, go to the 'How to run the export of applications and listing data report' user guide or video from the 'Reporting' drop down box of the ['Help and support page for employers'](#) webpage.

Equal opportunities report

This report shows the number of submitted applications grouped into the equality and diversity monitoring categories. You can filter the report by staff group and by the job listing's status of open, closed or both.

This is an example of the downloaded report and not all fields or data is visible.

Category	Description	Jun21 Adverts	Jul21 Adverts	Aug21 Adverts	Sep21 Adverts
Gender	Male	14	2	10	0
	Female	23	1	9	1
	Prefer not to say	11	2	8	2
Is your gender the same as that assigned at birth?	Yes	27	1	13	1
	No	9	2	5	0
	Prefer not to say	12	2	9	2
Disability	Yes	10	1	8	0
	No	27	2	11	2
	Prefer not to say	11	2	8	1
Criminal Conviction	Yes	4	0	5	0
	No	44	5	22	3
Ethnicity	White: English, Scottish, Welsh, Northern Irish, British	16	0	4	1
	White: Irish	1	0	1	0
	Any other white background	1	1	3	0
	Asian/Asian British: Bangladeshi	2	0	0	0
	Asian/Asian British: Chinese	1	0	1	0
	Asian/Asian British: Indian	2	0	1	0
	Asian/Asian British: Pakistani	0	0	1	0
	Asian/Asian British: Other	1	1	2	0
	Black/Black British: African	1	0	1	0
	Black/Black British: Caribbean	2	1	0	0
	Black/Black British: Other	0	0	0	0
	Mixed: White and Asian	0	0	0	0
	Mixed: White and Black African	0	0	0	0
	Mixed: White and Black Caribbean	5	1	2	0
	Mixed: Other	4	0	1	0
	Any other ethnic group	2	0	1	0
	Prefer not to say	10	1	9	2
Age Range	Under 24 years	11	0	2	0
	24-44 years	19	2	9	2
	45-59 years	6	1	6	0
	60-74 years	0	1	2	0
	75+ years	1	0	1	0
	Prefer not to say	11	1	7	1
Religion	Atheism/no religion	16	1	4	1
	Buddhism	2	1	0	0
	Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	9	1	6	1
	Hinduism	2	0	0	0
	Judaism	1	0	2	0

To learn how to do this, go to the 'How to run the equal opportunities report' user guide or video from the 'Reporting' drop down box of the ['Help and support page for employers'](#) webpage.

Equal opportunities progress report

This report shows the number and percentages of submitted applications. It also includes applicants shortlisted or recruited. You can sort them by the equality and diversity monitoring categories.

This is an example of the downloaded report and not all fields or data is visible.

Category	Description	Applications	%	Shortlisted	% Short	Applied	% Short
Gender	Male	26	30.23%	15	57.69%		35.71%
	Female	34	39.53%	17	50.00%		40.48%
	Prefer not to say	23	26.74%	10	43.48%		23.81%
Is your gender the same as that assigned at birth?	Yes	42	48.84%	21	50.00%		50.00%
	No	16	18.60%	10	62.50%		23.81%
	Prefer not to say	25	29.07%	11	44.00%		26.19%
Disability	Yes	19	23.46%	13	68.42%		20.00%
	No	42	51.85%	20	47.62%		30.77%
	Prefer not to say	22	27.16%	9	40.91%		13.85%
Criminal Conviction	Yes	9	10.47%	6	66.67%		14.29%
	No	74	86.05%	36	48.65%		85.71%
Ethnicity	White: English, Scottish, Welsh, Northern Irish, British	21	24.42%	6	28.57%		14.29%
	White: Irish	2	2.33%	2	100.00%		4.76%
	Any other white background	5	5.81%	3	60.00%		7.14%
	Asian/Asian British: Bangladeshi	2	2.33%	2	100.00%		4.76%
	Asian/Asian British: Chinese	2	2.33%	2	100.00%		4.76%
	Asian/Asian British: Indian	3	3.49%	1	33.33%		2.38%
	Asian/Asian British: Pakistani	1	1.16%	1	100.00%		2.38%
	Asian/Asian British: Other	4	4.65%	2	50.00%		4.76%
	Black/Black British: African	2	2.33%	0	0.00%		0.00%
	Black/Black British: Caribbean	3	3.49%	3	100.00%		7.14%
	Black/Black British: Other	0	0.00%	0	0.00%		0.00%
	Mixed: White and Asian	0	0.00%	0	0.00%		0.00%
	Mixed: White and Black African	0	0.00%	0	0.00%		0.00%
	Mixed: White and Black Caribbean	8	9.39%	5	62.50%		11.90%
	Mixed: Other	5	5.81%	3	60.00%		7.14%
	Any other ethnic group	3	3.49%	3	100.00%		7.14%
	Prefer not to say	22	25.58%	9	40.91%		21.43%
Age Range	Under 24 years	13	15.12%	7	53.85%		16.67%
	24-44 years	32	37.21%	13	40.63%		30.95%
	45-59 years	13	15.12%	9	69.23%		21.43%
	60-74 years	3	3.49%	2	66.67%		4.76%
	75+ years	2	2.33%	2	100.00%		4.76%
	Prefer not to say	20	23.26%	9	45.00%		21.43%
Religion	Atheism/no religion	22	25.58%	8	36.36%		19.05%
	Buddhism	3	3.49%	3	100.00%		7.14%
	Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	17	19.77%	9	52.94%		21.43%
	Hinduism	2	2.33%	1	50.00%		2.38%
	Judaism	3	3.49%	2	66.67%		4.76%

To learn how to do this, go to the 'How to run the How to run the equal opportunities progress report' user guide or video from the 'Reporting' drop down box of the ['Help and support page for employers'](#) webpage.

Equal opportunities for a specific job report

This report shows the number of submitted applications for an individual job listing. They are grouped by the equality and diversity monitoring categories.

This is an example of the downloaded report and not all fields or data is visible.

Category	Description	Applications	Shortlisted	Interview	Offer	Recruited
Gender	Male	1	1	1	1	0
	Female	2	1	1	1	1
	Prefer not to say	1	0	0	0	0
Is your gender the same as that assigned at birth?	Yes	3	2	2	2	1
	No	0	0	0	0	0
	Prefer not to say	1	0	0	0	0
Disability	Yes	1	1	1	1	1
	No	2	1	1	1	0
	Prefer not to say	1	0	0	0	0
Criminal Conviction	Yes	0	0	0	0	0
	No	4	2	2	2	1
Ethnicity	White: English, Scottish, Welsh, Northern Irish, British	1	0	0	0	0
	White: Irish	0	0	0	0	0
	Any other white background	1	1	1	1	0
	Asian/Asian British: Bangladeshi	0	0	0	0	0
	Asian/Asian British: Chinese	1	1	1	1	1
	Asian/Asian British: Indian	0	0	0	0	0
	Asian/Asian British: Pakistani	0	0	0	0	0
	Asian/Asian British: Other	0	0	0	0	0
	Black/Black British: African	0	0	0	0	0
	Black/Black British: Caribbean	0	0	0	0	0
	Black/Black British: Other	0	0	0	0	0
	Mixed: White and Asian	0	0	0	0	0
	Mixed: White and Black African	0	0	0	0	0
	Mixed: White and Black Caribbean	0	0	0	0	0
	Mixed: Other	0	0	0	0	0
	Any other ethnic group	0	0	0	0	0
	Prefer not to say	1	0	0	0	0
Age Range	Under 24 years	1	1	1	1	1
	24-44 years	1	0	0	0	0
	45-59 years	1	1	1	1	0
	60-74 years	0	0	0	0	0
	75+ years	0	0	0	0	0
	Prefer not to say	1	0	0	0	0
Religion	Atheism/no religion	1	0	0	0	0
	Buddhism	1	1	1	1	1
	Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	0	0	0	0	0
	Hinduism	0	0	0	0	0
	Judaism	1	1	1	1	0

To learn how to do this, go to the 'How to run the equal opportunities for a specific job report' user guide or video from the 'Reporting' drop down box of the ['Help and support page for employers'](#) webpage.

Vacancy numbers report

This report shows the total number of jobs listings advertised per month. You can change the report to include job listings that are open, closed or both, the staff group, pay scheme and pay band.

This is an example of the downloaded report and not all fields or data is visible.

	A	B	C	D	E	F	G	H
1	Staff Group	Jun21 Adverts	Jul21 Adverts	Aug21 Adverts	Sep21 Adverts	Oct21 Adverts	Nov21 Adverts	Dec21 Adverts
2	Additional Clinical Services	0	0	0	0	0	0	0
3	Additional Professional Scientific & Technical	1	1	1	0	0	0	0
4	Administrative & Clerical	4	0	1	0	0	0	0
5	Allied Health Professionals	0	1	1	0	0	0	0
6	Estates & Ancillary	3	0	0	1	0	0	0
7	Healthcare Scientists	1	1	0	0	0	0	0
8	Medical & Dental	1	0	5	0	0	0	0
9	Nursing & Midwifery Registered	4	0	0	0	0	0	0
10	Students	0	0	0	0	0	0	0

VACANCY_NUMBERS_b944194a-3623-4

To learn how to do this, go to the 'How to run the vacancy numbers report' user guide or video from the 'Reporting' drop down box of the ['Help and support page for employers'](#) webpage.

Time taken to hire report

This report shows the average number of working days excluding weekends and bank holidays (in a five-day format) between different job stages.

For example, the average time between a job listing published and shortlisting completed. You can filter by staff group and by the job listing's status of open, closed or both.

This is an example of the downloaded report and not all fields or data is visible.

	A	B	C	D	E	F
	Staff Group	Advert Created to Advert Published (Days)	Advert Published to Conditional Offer (Days)	Advert Published to Start Date (Days)	Advert Published to Advert Closed (Days)	Advert Closed to Shortlisting Complete (Days)
2	Additional Clinical Services					
3	Additional Professional Scientific & Technical	3.7	42		6.3	0.5
4	Administrative & Clerical	8.8	65.5	83.5	6.6	15.3
5	Allied Health Professionals	0.5			30.5	6
6	Estates & Ancillary	6	50		15.5	11.7
7	Healthcare Scientists	12			6	13
8	Medical & Dental	0.5	19	60	4.8	7.7
9	Nursing & Midwifery Registered	2	59	61	30	7.3
10	Students					

To learn how to do this, go to the 'How to run the time taken to hire report' user guide or video from the 'Reporting' drop down box of the ['Help and support page for employers'](#) webpage.

Vacancy bulletin report

This report shows a printable list of all open published job listings. You can choose the report to show internal only, external only or both, the staff groups and if to show the advert text.

This is an example of the downloaded report and not all fields or data is visible.



Vacancy Bulletin for NHS Business Services Authority

External Vacancies

**Additional Clinical Services
Administrative & Clerical**

Department use testing
Location: Newcastle Upon Tyne NE15 8NY
Salary: £33333 a year **Working Pattern:** Full Time, Part Time, Flexible Working, Remote Working, Job Share, Compressed Hours, Term Time Hours, Annualised Hours
Job Type: Fixed-Term
Reference: A0090-21-6748 **Closing Date:** 17 Sep 2021

Workforce Services Demo
Location: Newcastle Upon Tyne NE15 8NY/Leeds LS2 7UE,London SE1 6LH
Salary: £45753 to £51668 a year **Working Pattern:** Full Time, Part Time, Flexible Working, Remote Working, Job Share, Compressed Hours, Term Time Hours, Annualised Hours **Job Type:** Fixed-Term
Reference: A0090-21-5682 **Closing Date:** 31 Dec 2021

To learn how to do this, go to the 'How to run vacancy bulletin report' user guide or video from the 'Reporting' drop down box of the ['Help and support page for employers'](#) webpage.

You've reached the end of the introduction to reporting in NHS Jobs user guide.