

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'

Contents

Introduction to reporting in NHS Jobs user guide1
Export of applications and listing data report3
Equal opportunities report4
Equal opportunities progress report5
Equal opportunities for a specific job report6
Vacancy numbers report7
Time taken to hire report8
Vacancy bulletin report9

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 8	C D	E	F	G	н		1	K	L
Vaca	incy ID Employer code	Account code Vacancy reference	e ATS reference	Position number	Organisation name	Job title	Location	Salary	Pay scheme	Pay band/scale
	7357 18733	126312 T8733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 8NY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
	7357 18733	126312 T8733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 8NY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
	7357 18733	126312 T8733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 8NY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
	7357 18733	126312 T8733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 8NY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
	7357 T8733	126312 T8733-21-3224			User Acceptance Testing (Reports)	Security & Car Parking Manager	NE15 8NY	Range: £31365.00 to £37890.00 a year	Agenda for change	Band 6
	7333 T8733	126312 T8733-21-0958			User Acceptance Testing (Reports)	Consultant Forensic Psychiatrist	WD6 1JN	Negotiable	Hospital medical or dental	Specialty Doctor
	7370 T8733	126312 T8733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
	7370 T8733	126312 T8733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
5	7370 T8733	126312 T8733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
1	7370 T8733	126312 T8733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
2	7370 T8733	126312 T8733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
3	7370 T8733	126312 T8733-21-8648			User Acceptance Testing (Reports)	Registered Nurse	NE15 BNY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
5	7371 T8733	126312 T8733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
5	7371 T8733	126312 T8733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
5	7371 T8733	126312 T8733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
7	7371 T8733	126312 T8733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
3	7371 T8733	126312 T8733-21-9030			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
9	7460 T8733	126312 T8733-21-0141			User Acceptance Testing (Reports)	Service Specialist	NE15 8NY	Range: £53168.00 to £62001.00 a year	Agenda for change	Band 8b
2	7460 T8733	126312 T8733-21-0141			User Acceptance Testing (Reports)	Service Specialist	NE15 8NY	Range: £53168.00 to £62001.00 a year	Agenda for change	Band 8b
1	7372 T8733	126312 T8733-21-6074			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
2	7372 T8733	126312 T8733-21-6074			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
3	7372 T8733	126312 T8733-21-6074			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
4	7372 T8733	126312 T8733-21-6074			User Acceptance Testing (Reports)	Registered Nurse - Endoscopy	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
5	7404 T8733	126312 T8733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
5	7404 T8733	126312 T8733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
7	7404 T8733	126312 T8733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
3	7404 T8733	126312 T8733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
9	7404 T8733	126312 T8733-21-9910			User Acceptance Testing (Reports)	Registered Nurse	NE15 8NY	Range: £24907.00 to £30615.00 a year	Agenda for change	Band 5
2	7352 T8733	126312 T8733-21-4361			User Acceptance Testing (Reports)	Digital Developer	NE15 8NY	Range: £30000.00 to £35000.00 a year	Other pay scheme type	
Ú	7352 T8733	126312 T8733-21-4361			User Acceptance Testing (Reports)	Digital Developer	NE15 8NY	Range: £30000.00 to £35000.00 a year	Other pay scheme type	
2	7352 T8733	126312 T8733-21-4361			User Acceptance Testing (Reports)	Digital Developer	NE15 8NY	Range: £30000.00 to £35000.00 a year	Other pay scheme type	
3	7352 T8733	126312 T8733-21-4361			User Acceptance Testing (Reports)	Digital Developer	NE15 8NY	Range: £30000.00 to £35000.00 a year	Other pay scheme type	
5	7353 T8733	126312 T8733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 8NY	Fixed: £23000.00 a year	Other pay scheme type	
5	7353 T8733	126312 T8733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 8NY	Fixed: £23000.00 a year	Other pay scheme type	
5	7353 T8733	126312 T8733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 8NY	Fixed: £23000.00 a year	Other pay scheme type	
7	7353 T8733	126312 T8733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 8NY	Fixed: £23000.00 a year	Other pay scheme type	
3	7353 T8733	126312 T8733-21-1160			User Acceptance Testing (Reports)	Training and Support Assistant	NE15 8NY	Fixed: £23000.00 a year	Other pay scheme type	
9	7378 T8733	126312 T8733-21-1051			User Acceptance Testing (Reports)	Outpatient Clerk	NE15 BNY	Fixed: £18356.00 a year	Agenda for change	Band 2
	7378 T8733	126312 T8733-21-1051			User Acceptance Testing (Reports)	Outpatient Clerk	NE15 8NY	Fixed: £18356.00 a year	Agenda for change	Band 2
-	ADDUCATION				lines Annakanan Taskina (Baassa)	O. An aktion & Clark	NETE ONIN	Fired, capaco pe a conse	* d = £ b	Band B

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 '<u>Help and support page</u> 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.

Description Description Juncal Averts Juncal Avert	A	8	C	D	E	F
Perform Mele Image Image <t< td=""><td>1 Category</td><td>Description</td><td>Jun21 Adverts</td><td>Jul21 Adverts</td><td>Aug21 Adverts</td><td>Sep21 Adverts</td></t<>	1 Category	Description	Jun21 Adverts	Jul21 Adverts	Aug21 Adverts	Sep21 Adverts
Image of the same as that assigned a birth? Ferafe to tay 12 1 1 Image of the same as that assigned a birth? Ves 12 12 13 Image of the same as that assigned a birth? Ves 12 12 13 Image of the same as that assigned a birth? Ves 12 12 13 Image of the same as that assigned a birth? Ves 12 13 13 Image of the same as that assigned a birth? Ves 13 14 14 Image of the same as that assigned a birth? Ves 14 14 14 Image of the same as that assigned a birth? Ves 14 14 14 Image of the same as that assigned a birth? Ves 14 14 14 Image of the same as that assigned a birth? Ves 14 14 14 Image of the same as that assigned a birth? 14 14 14 14 Image of the ves Ves 14 14 14 14 Image of the ves Ves 14 14 14 14 Image of the ves Ves Ves 14 14 14 Image of the ves Ves Ves Ves 14 14 Image of	2 Gender	Male	14	2	10	0
programment Preferent to say 1 </td <td>3</td> <td>Female</td> <td>23</td> <td>1</td> <td>9</td> <td>1</td>	3	Female	23	1	9	1
by que que dre he same as that assigned at birth? Yeis 1 <t< td=""><td>4</td><td>Prefer not to say</td><td>11</td><td>2</td><td>8</td><td>2</td></t<>	4	Prefer not to say	11	2	8	2
Picture No 9 9 9 9 Picture No 9 9 9 Picture No 9 9 9 Picture Prefer not to say 9 9 9 9 Picture Prefer not to say 9 9 9 9 9 Picture Prefer not to say 9 9 9 9 9 Picture Prefer not to say 9	5 Is your gender the same as that assigned at birth?	Yes	27	1	13	1
Preference Prefere	6	No	9	2	5	0
piship vs vs<	7	Prefer not to say	12	2	9	2
No <	8 Disability	Yes	10	1	8	0
P Prefer not say []] []] []] []] []] []] []]] []]] []]] []]] []]] []]] []]] []]] []]] []]] []]] []]] []]] []]] <td< td=""><td>9</td><td>No</td><td>27</td><td>2</td><td>11</td><td>2</td></td<>	9	No	27	2	11	2
I chination conviction Yes Yes<	10	Prefer not to say	11	2	8	1
No 0 </td <td>11 Criminal Conviction</td> <td>Yes</td> <td>4</td> <td>0</td> <td>5</td> <td>0</td>	11 Criminal Conviction	Yes	4	0	5	0
I three inglines, while inglines, but is how the multish, British 10 <t< td=""><td>12</td><td>No</td><td>44</td><td>5</td><td>22</td><td>3</td></t<>	12	No	44	5	22	3
4 Mitte: irish Mitte: irish 1 0 1 0 6 Any other white background 1 0 0 0 0 6 Astan Astan Astan British: Bagkadesh 2 0 0 0 0 0 7 Astan Astan British: Chalks Bagkadesh 2 0	13 Ethnicity	White: English, Scottish, Welsh, Northern Irish, British	16	0	4	1
s Any other withs Barg/ada 1 1 3 0 6 Asian Arish British Barg/ada 2 0 0 0 7 Asian Arish British Charge 1 0 1 0 0 Asian/Asian British Charge 1 0 0 1 0 0 Asian/Asian British Charge 1 0 0 0 0 0 Asian/Asian British Charge 1 0 0 0 0 0 Asian/Asian British Charge 1 0 0 0 0 0 Back/asia British Charge 1 0 0 0 0 0 Back/asia British Charge 1 0 0 0 0 1 Back/asia British Charge 1 0 0 0 0 2 Back/asia British Charge 0 0 0 0 0 3 Control Back/asia British Charge 0 0 0 0 0 4 So Control Macc/Mata Afritan 0 0 0 0 0 5 Any other ething group Prefer not to say 0 0 0 0 0	14	White: Irish	1	0	1	0
6 Asian Aritan British: Chanes 1 0 1 0 7 Asian Aritan British: Indian 2 0 1 0 8 Asian Aritan British: Indian 2 0 1 0 9 Asian Aritan British: Indian 2 0 1 0 9 Asian Aritan British: Pakisan 1 0 1 0 9 Asian Aritan British: Pakisan 1 0 1 0 9 Asian Aritan British: Other 1 0 0 0 0 9 Back/Alack British: Aritan 1 0 0 0 0 0 9 Back/Alack British: Aritan 0 0 0 0 0 0 9 Asian Aritan British: Aritan 0 0 0 0 0 0 9 Asian Aritan British: Aritan 0 0 0 0 0 0 0 9 Asian Aritan British: Aritan 0 <t< td=""><td>15</td><td>Any other white background</td><td>1</td><td>1</td><td>3</td><td>0</td></t<>	15	Any other white background	1	1	3	0
7 Astar Arish Astina Pritish: Indiae 1 0 1 0 9 Astar As	16	Asian/Asian British: Bangladeshi	2	0	0	0
sind Atsin/Atsin Strikts. Indian 2 0 1 0 Atsin/Atsin Strikts. Paktsani 0 0 1 0 Image: Strikts. Atsin Strikts. Other 1 0 1 0 Image: Strikts. Atsin Strikts. Other 1 0 1 0 Image: Strikts. Atsin Strikts. Other 1 0 0 0 Image: Strikts. Atsin Strikts. Other 0 0 0 0 Image: Strikts. Atsin Strikts. Other 0 0 0 0 0 Image: Strikts. Atsin Strikts. Other 0 0 0 0 0 Image: Strikts. Atsin Strikts. Atsina Strikts. Atsina Strikts. Other 0 0 0 0 0 Image: Strikts. Atsina St	17	Asian/Asian British: Chinese	1	0	1	0
9	18	Asian/Asian British: Indian	2	0	1	0
0 Atian/Atian Entrich. Offer 1 1 2 0 1 Black/Black British. African 1 0 0 0 0 2 Black/Black British. Grabbaan 0 <td< td=""><td>19</td><td>Asian/Asian British: Pakistani</td><td>0</td><td>0</td><td>1</td><td>0</td></td<>	19	Asian/Asian British: Pakistani	0	0	1	0
1 Image: Section of the section of t	20	Asian/Asian British: Other	1	1	2	0
2 Image/lask pritsin: Circleban 2 1 0	21	Black/Black British: African	1	0	1	0
3 Add/data_Brick, Other 0	22	Black/Black British: Caribbean	2	1	0	0
4 Mixed: White and Asian 0 <t< td=""><td>23</td><td>Black/Black British: Other</td><td>0</td><td>0</td><td>0</td><td></td></t<>	23	Black/Black British: Other	0	0	0	
5 Mited: White and Black African 0 <td< td=""><td>24</td><td>Mixed: White and Asian</td><td>0</td><td>0</td><td>0</td><td>0</td></td<>	24	Mixed: White and Asian	0	0	0	0
6 Mixed: White addick Carbbean 5 1 2 0 7 Mixed: Other 4 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 0 1 0 0 1 0 0 1 0 0 1 0	25	Mixed: White and Black African	0	0	0	
Mixed: Other Mixed: Other<	26	Mixed: White and Black Caribbean	5	1	2	0
a Any other whice group 2 0 1 0 Prefer not to say 10 1 9 2 A page Under 34 years 11 0 2 0 2 24 Ayears 19 2 9 2 2 45 99 years 19 2 9 2 4 45 99 years 6 1 6 2 0 5 67 Aylears 0 1	27	Mixed: Other	4	0	1	
Prefer not say 10 1 9 2 0 peRange Under 24 pears 11 0 2 0 1 2444 pears 19 2 9 2 9 2 9 2 9 2 1 0 2 9 2 1 0 1 0 2 9 2 1 0	28	Any other ethnic group	2	0	1	0
Age Range Under 24 years 11 0 2 0 24 44 years 19 2 9 2 2 45 39 years 6 1 6 0 2 0 4 45 39 years 0 1 2 0 1 0	29	Prefer not to say	10	1	9	2
1 24-44 years 19 2 9 2 2 45-59 years 6 1 6 0 3 60-74 years 0 1 2 0 4 75 years 1 0 1 0 5 Prefer not to say 11 1 7 12 5 Atheism/no religion 11 1 1 7 12	30 Age Range	Under 24 years	11	0	2	
2 3 45-39 years 6 1 6 1 6 0 60-74 years 0 1 2 0 4 75 years 1 0 1 0 1 0 1 0 5 Antigon Attemptor religion 1 0 1 0 1 0	31	24-44 years	19	2	9	2
3 60-74 years 0 1 2 0 4 75+ years 1 0 1 1 1 0 1 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	32	45-59 years	6	1	6	
4 75 years 1 0 1 0 1 0 1 0 1 5 0 1 0 1 0 1 0 1 0 1	33	60-74 years	0	1	2	
5 Prefer not to say 11 1 7 12 6 Religion Atheism/no religion 16 1 4 12	34	75+ years	1	0	1	0
6 Religion Atheism/no religion 16 1 4 1	35	Prefer not to say	11	1	7	1
	36 Religion	Atheism/no religion	16	1	4	1
Buddhism 2 1 0 0	37	Buddhism	2	1	0	
8 Christianity (including Church of England, Catholic, Protestant and all other Christian denominations) 9 1 6 1	38	Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	9	1	6	1
9 Hinduism 2 0 0	39	Hinduism	2	0	0	
۵ Judaism 1 0 2 0	40	Judaism	1	0	2	
		later (•		-

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 '<u>Help and support page for employers</u>' 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.

A	B	C	D	E	F	G
1 Category	Description	Applications ?	6	Shortlisted %	6 Short / Applied	% Short / Short
2 Gender	Male	26	30.23%	15	57.69%	35.71%
3	Female	34	39.53%	17	50.00%	40.48%
4	Prefer not to say	23	26.74%	10	43.48%	23.81%
5 Is your gender the same as that assigned at birth?	Yes	42	48.84%	21	50.00%	50.00%
6	No	16	18.60%	10	62.50%	23.81%
7	Prefer not to say	25	29.07%	11	44.00%	26.19%
8 Disability	Yes	19	23.46%	13	68.42%	20.00%
9	No	42	51.85%	20	47.62%	30.77%
10	Prefer not to say	22	27.16%	9	40.91%	13.85%
11 Criminal Conviction	Yes	9	10.47%	6	66.67%	14.29%
12	No	74	86.05%	36	48.65%	85.71%
13 Ethnicity	White: English, Scottish, Welsh, Northern Irish, British	21	24.42%	6	28.57%	14.29%
14	White: Irish	2	2.33%	2	100.00%	4.76%
15	Any other white background	5	5.81%	3	60.00%	7.14%
16	Asian/Asian British: Bangladeshi	2	2.33%	2	100.00%	4.76%
17	Asian/Asian British: Chinese	2	2.33%	2	100.00%	4.76%
18	Asian/Asian British: Indian	3	3.49%	1	33.33%	2.38%
19	Asian/Asian British: Pakistani	1	1.16%	1	100.00%	2.38%
20	Asian/Asian British: Other	4	4.65%	2	50.00%	4.76%
21	Black/Black British: African	2	2.33%	0	0.00%	0.00%
22	Black/Black British: Caribbean	3	3.49%	3	100.00%	7.14%
23	Black/Black British: Other	0	0.00%	0	0.00%	0.00%
24	Mixed: White and Asian	0	0.00%	0	0.00%	0.00%
25	Mixed: White and Black African	0	0.00%	0	0.00%	0.00%
26	Mixed: White and Black Caribbean	8	9.30%	5	62.50%	11.90%
27	Mixed: Other	5	5.81%	3	60.00%	7.14%
28	Any other ethnic group	3	3.49%	3	100.00%	7.14%
29	Prefer not to say	22	25.58%	9	40.91%	21.43%
30 Age Range	Under 24 years	13	15.12%	7	53.85%	16.67%
31	24-44 years	32	37.21%	13	40.63%	30.95%
32	45-59 years	13	15.12%	9	69.23%	21.43%
33	60-74 years	3	3.49%	2	66.67%	4.76%
34	75+ years	2	2.33%	2	100.00%	4.76%
35	Prefer not to say	20	23.26%	9	45.00%	21.43%
36 Religion	Atheism/no religion	22	25.58%	8	36.36%	19.05%
37	Buddhism	3	3.49%	3	100.00%	7.14%
38	Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	17	19.77%	9	52.94%	21.43%
39	Hinduism	2	2.33%	1	50.00%	2.38%
40	Judaism	3	3.49%	2	66.67%	4.76%
	Jahon	-	3.3397		100.000/	A 7975/

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 '<u>Help and</u> <u>support page for employers</u>' 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.

A	В	С	D	E	F	G
1 Category	Description	Applications	Shortlisted	Interview	Offer Re	cruited
2 Gender	Male	1	1	1	1	0
3	Female	2	1	1	1	1
4	Prefer not to say	1	0	0	0	0
5 Is your gender the same as that assigned at birth?	Yes	3	2	2	2	1
6	No	0	0	0	0	0
7	Prefer not to say	1	0	0	0	0
8 Disability	Yes	1	1	. 1	. 1	1
9	No	2	1	1	1	0
10	Prefer not to say	1	0	0	0	0
11 Criminal Conviction	Yes	0	0	0	0	0
12	No	4	2	2	2	1
13 Ethnicity	White: English, Scottish, Welsh, Northern Irish, British	1	0	0	0	0
14	White: Irish	0	0	0	0	0
15	Any other white background	1	1	. 1	. 1	0
16	Asian/Asian British: Bangladeshi	0	0	0	0	0
17	Asian/Asian British: Chinese	1	1	. 1	. 1	1
18	Asian/Asian British: Indian	0	0	0	0	0
19	Asian/Asian British: Pakistani	0	0	0	0	0
20	Asian/Asian British: Other	0	0	0	0	0
21	Black/Black British: African	0	0	0	0	0
22	Black/Black British: Caribbean	0	0	0	0	0
23	Black/Black British: Other	0	0	0	0	0
24	Mixed: White and Asian	0	0	0	0	0
25	Mixed: White and Black African	0	0	0	0	0
26	Mixed: White and Black Caribbean	0	0	0	0	0
27	Mixed: Other	0	0	0	0	0
28	Any other ethnic group	0	0	0	0	0
29	Prefer not to say	1	0	0	0	0
30 Age Range	Under 24 years	1	1	1	. 1	1
31	24-44 years	1	0	0	0	0
32	45-59 years	1	1	1	1	0
33	60-74 years	0	0	0	0	0
34	75+ years	0	0	0	0	0
35	Prefer not to say	1	0	0	0	0
36 Religion	Atheism/no religion	1	0	0	0	0
37	Buddhism	1	1	1	. 1	1
38	Christianity (including Church of England, Catholic, Protestant and all other Christian denominations)	0	0	0	0	0
39	Hinduism	0	0	0	0	0
40	Judaism	1	1	1	. 1	0
	later i	•	^	^	•	^

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 '<u>Help and support page for</u> <u>employers</u>' 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	В	С	D	E	F	G	Н
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-30	523-4 (+)						

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 '<u>Help and support page for employers</u>' 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.

1	1	Δ.	B	C	D	E	F
1	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 Serv	ices					
3	Additional Professional	Scientific & Technical	3.7	42		6.3	0.5
4	Administrative & Cleric	al	8.8	65.5	83.5	6.6	15.3
5	Allied Health Profession	nals	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 Re	egistered	2	59	61	30	7.3
10	Students						
	← → TIME_TO_	HIRE_6a369d11-9ef2-48	27 +			÷ •	

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 '<u>Help and support page for employers</u>' 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.



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 '<u>Help and support page for employers</u>' webpage.

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