

## How to check an Inter Authority Transfer (IAT) response in NHS Jobs user guide

This guide gives you instructions for how to check an Inter Authority Transfer (IAT) response in the NHS Jobs service.

An IAT is an electronic way of gathering information from a previous or current employer using the Electronic Staff Record (ESR) system.

On accepting a conditional job offer and completing their pre-employment details, the applicant must complete the IAT transfer consent question in NHS Jobs.

For an IAT to be successful, the following is required:

- The applicant has selected 'Yes' to the IAT transfer consent in NHS Jobs.
- Their current and new NHS organisation must be opted into the automated IAT process in ESR.

Only the IAT consent response is transferred ('Yes' or 'No') and no data is transferred from NHS Jobs to ESR.

This data gives the new employer the information to complete the applicant's induction. It adds to their HR and payroll record in ESR for a successful hire.

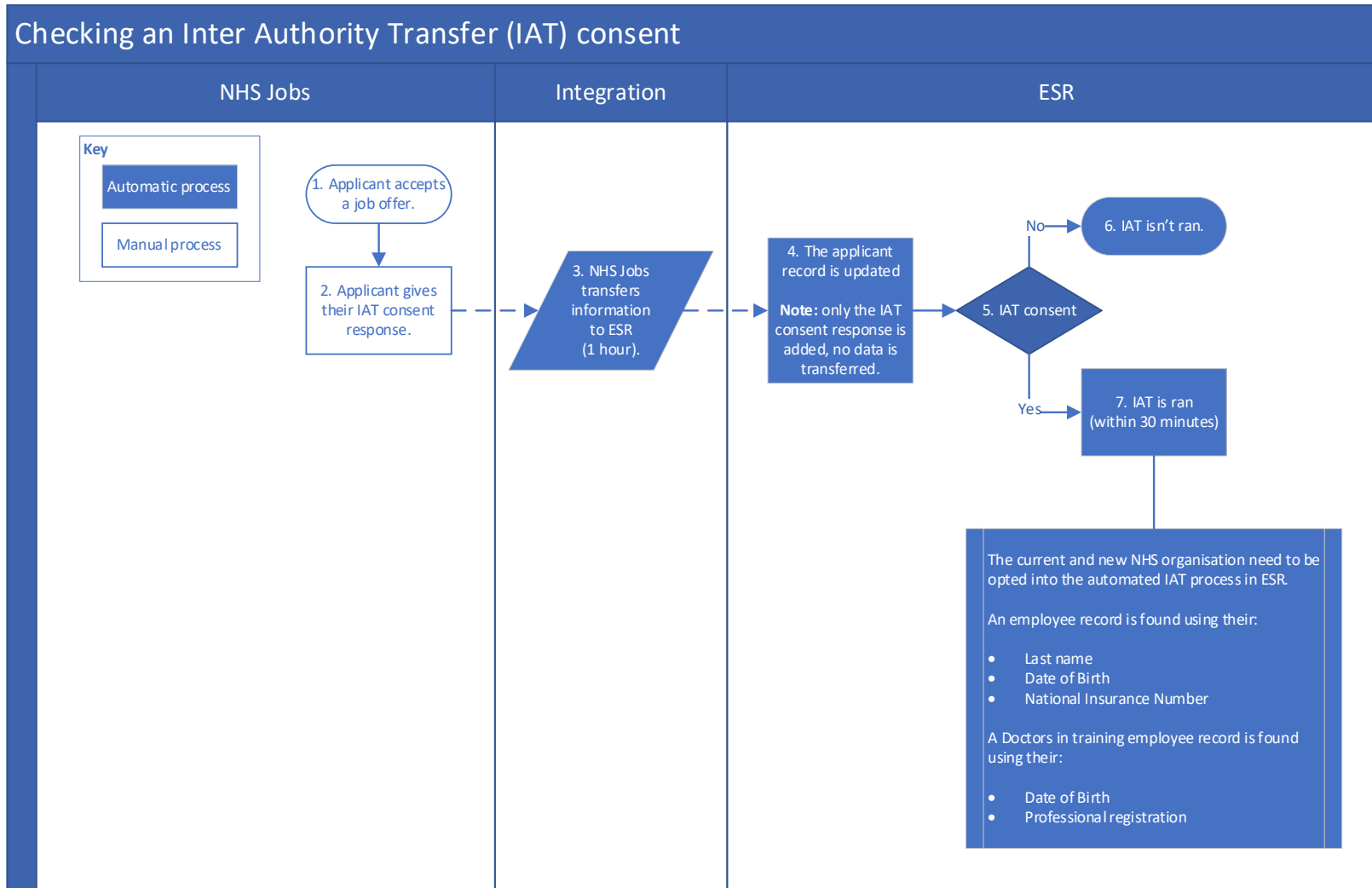
For users of **NHS Jobs to ESR integration**, go to the [Process flow diagram](#) page.

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## Process flow diagram

This process flow diagram shows the integration between the NHS Jobs service and ESR system for an IAT check.



## Pre-employment checks

This page gives you instructions for how to access the applicant's pre-employment checks.

**Important:** You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access the pre-employment checks, complete the following step:

1. Select the 'Pre-employment checks' link.

The screenshot shows the NHS Training and Support Dashboard. At the top, it says 'You're viewing NHS Training and Support' and 'Signed in as Liam.M1'. Below this is a 'Show tasks for all accounts' toggle switch. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHS Training and Support Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table lists various stages with their counts and progress bars:

Stage	Count	Progress
Draft	0	0%
Published	0	0%
Shortlisting	0	0%
<b>Interviews</b>	4 - on track 0, overdue 4	0% (red bar)
Ready to offer	2	0% (green bar)
Conditional offers	0	0%
<b>1 Pre-employment checks</b>	4	0% (green bar)
Contracts	0	0%
End recruitment	0	0%

On the right side, there are several sections:

- What you can do:**
  - Create a job listing
  - Search for a listing
  - Search for an applicant
- Manage the account:**
  - Manage users
  - At risk applicants
  - Accredited logos
  - Key performance indicators (KPIs)
  - Approval settings
  - Departments
  - Welsh listings
- Documents and templates:**
  - Supporting documents
  - Contract templates
  - Offer letter templates
- Help and information:**
  - The employer hub
  - Roles and permissions
  - Contact your super users
- Reporting:**
  - Run a report

At the bottom, there are links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and How to create and publish jobs. The footer also includes '© Crown copyright'.

## View pre-employment checks or withdraw offer

This page gives you instructions for how to view the applicant's pre-employment checks or withdraw their offer.

Find the applicant and complete the following step:

1. Select the ['View checks or withdraw offer'](#) link.

The screenshot shows the NHS Jobs 'Pre-employment checks' page. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main heading is 'NHS BSA Training Pre-employment checks'. Below this, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The main content is a table with the following data:

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-210128-00006	<a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 <b>ON TRACK</b>	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	<a href="#">View checks or withdraw offer</a>

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer includes the copyright notice '© Crown copyright'.

**Tip:** You can view the applicant or job title details by selecting the relevant link.

## Conditional offer accepted

This page gives you instructions for how to confirm if you want to complete the applicant's pre-employment checks or withdraw their offer.

**Important:** If you withdraw the applicant's job offer, you can:

Make an offer to another applicant, you'll need to complete the steps in the '**How to make a job offer in NHS Jobs**' user guide or video from '**Make a job offer**' drop down box of the '[Help and support for employers](#)' webpage.

To end the recruitment, you'll need to complete the steps in the '**How to end a recruitment in NHS Jobs**' user guide or video from '**End a recruitment**' drop down box of the '[Help and support for employers](#)' webpage.

To complete the applicant's pre-employment checks or withdraw their offer, complete the following step:

1. Select an answer:
  - [Check pre-employment checklist](#)
  - Withdraw offer
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Change'. Below that, 'Signed in as Liam M1' and 'Sign Out'. The main content area has a 'BETA' notice and a 'Go back' link. The title is 'Pre-employment checks' and the main message is 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: '1 Check pre-employment checklist' and 'Withdraw offer'. A green 'Continue' button is also present, marked with a '2'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

You've reached the end of this user guide if you've withdrawn the applicant's conditional offer.

## Inter Authority Transfer (IAT)

This page gives you instructions for how to start the applicant's IAT check.

**Important:** Once an applicant accepts a conditional offer, they'll enter their IAT consent response in NHS Jobs and the status changes to '**COMPLETED**'.

To start the IAT check, complete the following step:

1. Select the '[Inter Authority Transfer \(IAT\)](#)' link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Change', and 'Signed in as Liam M1' and 'Sign Out'. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checklist for Liam MA'. Below this, it states: 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist items are:

- References**: [References](#) (COMPLETED)
- Identity**:
  - [Home address](#) (COMPLETED)
  - [Identity check](#) (COMPLETED)
  - 1** [Inter Authority Transfer \(IAT\)](#) (COMPLETED)

## Check consent to transfer

This page gives you instructions for how to check the consent to transfer response.

If the applicant selects 'Yes' in NHS Jobs, the IAT is run in ESR.

If the applicant selects 'No' or 'Not applicable' in NHS Jobs, the IAT isn't run in ESR.

Check the applicant's response and complete the following step:

1. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface for 'Liam MA's IAT transfer consent'. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, there is a 'Signed in as Liam M1' and 'Sign Out' link. A 'BETA' banner indicates that feedback will help improve the service. The main content area shows a 'Go back' link, 'Pre-employment checks', and the title 'Liam MA's IAT transfer consent'. A 'Date received' field shows '28 January 2021'. A 'Consent to transfer?' field is highlighted with a red box and contains the value 'Yes'. Below this, there is a green 'Continue' button with a yellow '1' in a circle next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.



## Check IAT in NHS Jobs

This page shows confirmation you've checked the consent to transfer response and the status is 'COMPLETED'.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. Below that, there's a 'BETA' notice. The main heading is 'Pre-employment checklist for Liam MA'. Underneath, it states 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' There are two sections: 'References' and 'Identity'. Under 'References', there is a link 'References' and a 'COMPLETED' status. Under 'Identity', there are three items: 'Home address' (COMPLETED), 'Identity check' (COMPLETED), and 'Inter Authority Transfer (IAT)' (COMPLETED). The 'COMPLETED' status for 'Inter Authority Transfer (IAT)' is highlighted with a red box.

You've reached the end of this user guide as you've completed the applicant's IAT check in the NHS Jobs service.

For users of **NHS Jobs and ESR integration**, go to the '[Check IAT transfer consent in ESR](#)' page.

## Check IAT in ESR

This page gives you instructions for how to check the consent to transfer response in ESR.

**Important:** This information is found in the applicant record within the 'Extra Person Information' section of ESR and can be checked with the correct ESR roles and permissions.

If the applicant selects 'Yes' in NHS Jobs, 'Yes' is transferred to ESR.

If the applicant selects 'Yes' or 'Not applicable' in NHS Jobs, 'No' is transferred to ESR.

1. The applicant's IAT transfer consent details are shown.

The screenshot displays the Oracle Applications interface for 'Enter HR Personal Information - Combined'. The 'Extra Person Information' window is open, showing various fields for personal and employment details. The 'IAT Consent' field is highlighted with a yellow circle containing the number 1, indicating that the consent has been set to 'Yes'. Other fields include 'Date of Medical', 'Date of Medical Clearance', 'OH Status', 'EPP Clearance', 'Date of Prof Reg Check - Recruitment', 'Date of Prof Reg Check - New Joiner', 'Date of Qualifications Check', 'Insolvency check', 'Disqualified Directors Register Check', 'Self-Declaration Form signed', 'E-Rec Vacancy Ref', 'Date Confirmed Personal Information', 'Date Confirmed E&D Information', 'Latest IAT Consent Update', and 'Bank Account Details Confirmed'. The 'IAT Consent' field is currently set to 'Yes'.

You've reached the end of this user guide as you've completed the applicant's IAT check in ESR.