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.
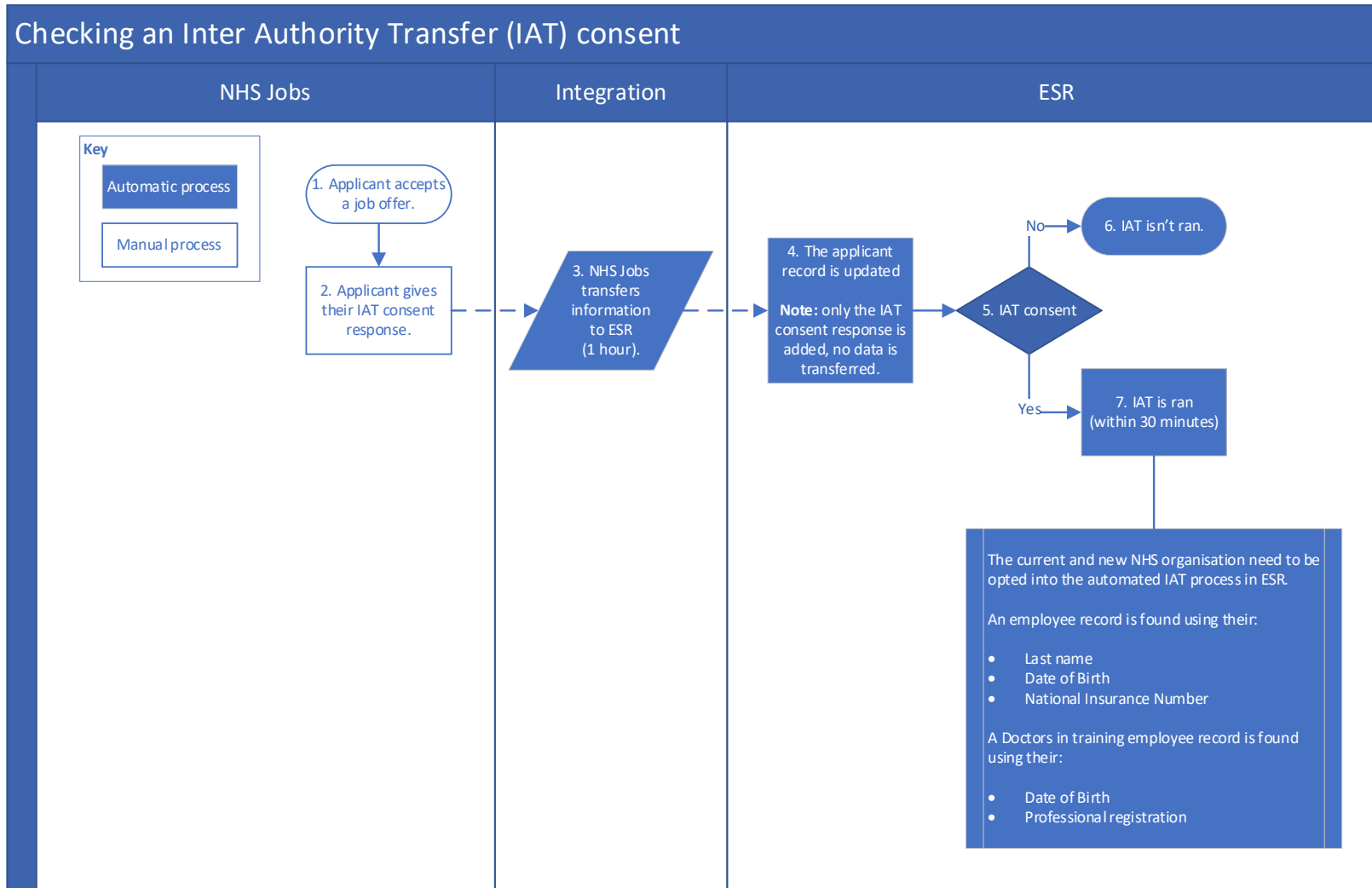
For users of **NHS Jobs to ESR integration**, go to the 'Process flow diagram' page.

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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.

Checking an Inter Authority Transfer (IAT) consent

NHS Jobs	Integration	ESR

Key
- Automatic process
- Manual process

1. Applicant accepts a job offer.

2. Applicant gives their IAT consent response.

3. NHS Jobs transfers information to ESR (1 hour).

4. The applicant record is updated

Note: only the IAT consent response is added, no data is transferred.

5. IAT consent

No → 6. IAT isn't ran.

Yes → 7. IAT is ran (within 30 minutes)

The current and new NHS organisation need to be opted into the automated IAT process in ESR.

An employee record is found using their:

- Last name
- Date of Birth
- National Insurance Number

A Doctors in training employee record is found using their:

- Date of Birth
- Professional registration

Pre-employment checks

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

<mark>Important:</mark> 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.

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.

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.

<mark>Important:</mark> 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.

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.

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.

Check IAT in NHS Jobs

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

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.

<mark>Important:</mark> 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.

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