

How to run the equal opportunities progress report in NHS Jobs user guide

This guide gives you instruction for how to run the equal opportunities progress report in the NHS Jobs service.

To run and download the equal opportunities progress report, you'll confirm which:

- job listing you want to export the CSV file for
- dates you want the reports to cover
- staff group the report is for

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

Contents

How to run the equal opportunities progress report in NHS Jobs user guide	1
Run a report	3
Which report do you want to run?	4
Which job listing do you want to export the CSV file for?	5
Which dates do you want the report to cover?	6
Which staff group is the report for?	7
Check your answers	8
Your report is complete	9

Run a report

This page gives you instructions for how to run a report.

Important: The employer dashboard is shown. You'll only see the 'Run a report' link if you're an NHS Jobs 'Super user', 'Team manager' or 'Recruitment administrator' role for your organisations account.

To run a report, complete the following steps:

1. Select the ['Run a report'](#) link.

The screenshot shows the NHS Business Services Authority Dashboard. At the top, it says 'You're viewing NHS Business Services Authority' and 'Signed in as NHS BSA Training'. The dashboard is titled 'NHS Business Services Authority Dashboard' and has tabs for 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main content area displays a list of recruitment stages with their counts, track status, and overdue days, accompanied by progress bars. The stages are: Draft (106 - on track 21, overdue 85), Approvals (10 - on track 0, overdue 10), Published (7), Shortlisting (35 - on track 4, overdue 31), Interviews (30 - on track 1, overdue 29), Ready to offer (20 - on track 1, overdue 19), Conditional offers (13 - on track 0, overdue 13), Pre-employment checks (8 - on track 0, overdue 8), Contracts (11 - on track 0, overdue 11), and End recruitment (9 - on track 0, due 1, overdue 8). On the right side, there are sections for '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' (Overview of your organisation, Supporting documents, Contract templates, Offer letter templates), 'Help and information' (The employer hub, Roles and permissions, Contact your super users), and 'Reporting' (Run a report, highlighted with a yellow circle and the number 1).

Stage	Count	Track Status	Overdue Days
Draft	106	on track 21	overdue 85
Approvals	10	on track 0	overdue 10
Published	7		
Shortlisting	35	on track 4	overdue 31
Interviews	30	on track 1	overdue 29
Ready to offer	20	on track 1	overdue 19
Conditional offers	13	on track 0	overdue 13
Pre-employment checks	8	on track 0	overdue 8
Contracts	11	on track 0	overdue 11
End recruitment	9	on track 0, due 1	overdue 8

Which report do you want to run?


This page gives you instructions for how to confirm which report you want to run.

Important: The report selected will open in a new browser tab. Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV document that you can open with programmes such as Excel.

To confirm which report you want to run, complete the following steps:

1. Select the '[Equal opportunities progress](#)' option.

You're viewing [NHS BSA Training](#) [Change](#)


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Reporting

Which report do you want to run?

Vacancy bulletin is a PDF document. All other reports will convert the data into a CSV (Comma Separated Values) document that you can open with programmes such as Excel.

Type of report	Action
Export of application and listing data	Run report (opens in new tab)
Equal opportunities	Run report (opens in new tab)
Equal opportunities progress	Run report (opens in new tab) 1
Equal opportunities for a specific job	Run report (opens in new tab)
Vacancy numbers	Run report (opens in new tab)
Time taken to hire	Run report (opens in new tab)
Vacancy bulletin	Run report (opens in new tab)

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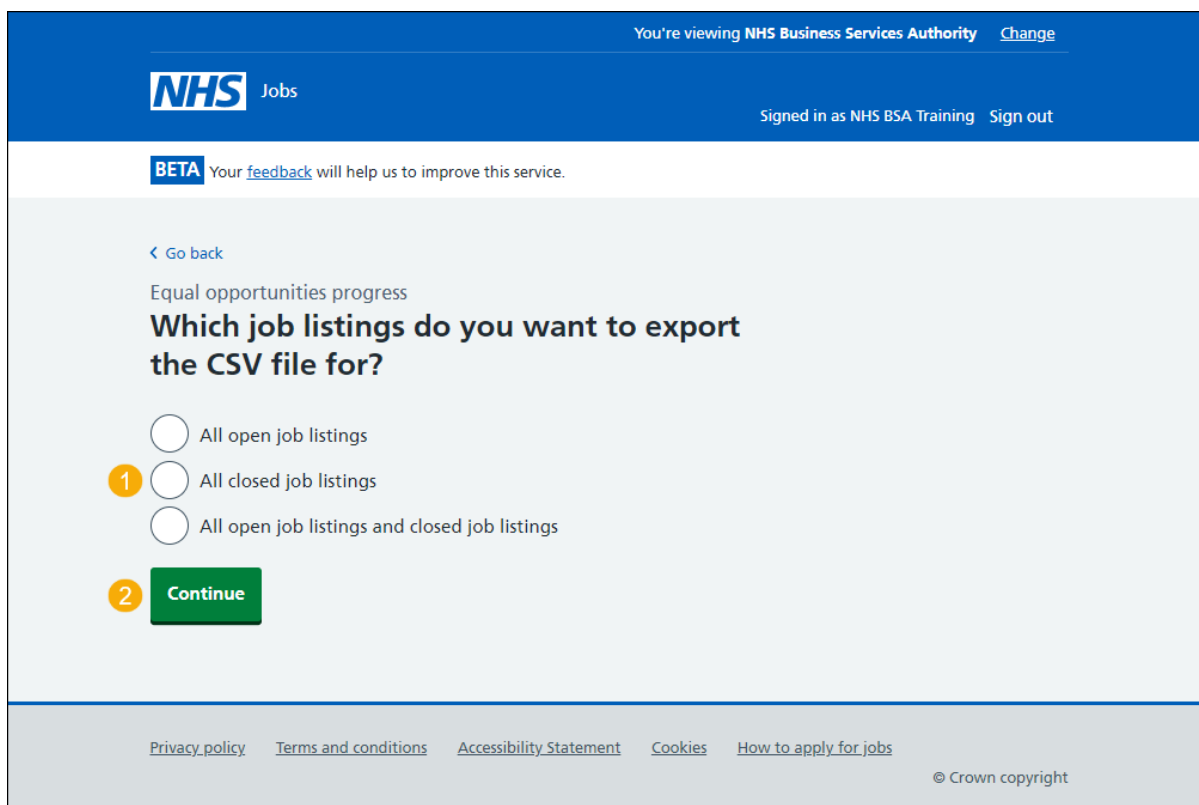
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Which job listing do you want to export the CSV file for?

This page gives you instructions for how to confirm which job listing you want to export the CSV file for.

To confirm which job listings you want to export the CSV file for, complete the following steps:

1. Select an answer.
2. Select the [‘Continue’](#) button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it indicates 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Equal opportunities progress' followed by 'Which job listings do you want to export the CSV file for?'. There are three radio button options: 'All open job listings', 'All closed job listings' (marked with a '1' in a yellow circle), and 'All open job listings and closed job listings'. Below the options is a green 'Continue' button (marked with a '2' in a yellow circle). At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer contains the copyright notice '© Crown copyright'.


Which dates do you want the report to cover?

This page gives you instructions for how to confirm which dates you want the report to cover.

To confirm which dates you want the report to cover, complete the following steps:

1. In the **Date from** boxes, enter the details.
2. In the **Date to** boxes, enter the details.
3. Select the ['Continue'](#) button.

You're viewing **NHS Business Services Authority** [Change](#)


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Equal opportunities progress

Which dates do you want the report to cover?

Date from

For example, 15 3 2020

Day	Month	Year
1 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>

Date to

For example, 11 4 2020

Day	Month	Year
2 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>

3 [Continue](#)

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Tip: You must enter the date in the DD MM YYYY format. For example, 15 03 2020 and 11 04 2020.

Which staff group is the report for?

This page gives you instructions for how to confirm which staff group the report is for.

Important: You can select as many staff groups as you need.

To confirm which staff group the report is for, complete the following steps:

1. Select an answer.
2. Select the [‘Continue’](#) button.

The screenshot shows a web page from the NHS Business Services Authority. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign out' link. Below the header, there is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and contains a 'Go back' link, the text 'Equal opportunities progress', and the title 'Which staff group is the report for?'. Below the title, it says 'Select as many as you need.' and lists ten staff groups with checkboxes: 'Select all staff groups', 'Additional Clinical Services', 'Additional Professional Scientific & Technical', 'Administrative & Clerical', 'Allied Health Professionals', 'Estates & Ancillary', 'Healthcare Scientists', 'Medical & Dental', 'Nursing & Midwifery Registered', and 'Students'. A yellow circle with the number '1' is next to the 'Allied Health Professionals' checkbox. At the bottom of the list is a green 'Continue' button with a yellow circle and the number '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© Crown copyright'.


Check your answers

This page gives you instructions for how to check your answers.

To check, change and confirm your answers, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Continue](#)' button.

You're viewing [NHS Business Services Authority](#) [Change](#)


Signed in as [NHS BSA Training](#) [Sign out](#)

BETA Your [feedback](#) will help us to improve this service.

[← Go back](#)

Equal opportunities progress

Check your answers

Which report do you want to run?	Equal opportunities progress	Change
Which job listings do you want to export the CSV file for?	All open job listings and closed job listings	Change
Date from	01/01/2022	Change 1
Date to	31/01/2022	Change
Which staff group is the report for?	Change Additional Clinical Services Additional Professional Scientific & Technical Administrative & Clerical Allied Health Professionals Estates & Ancillary Healthcare Scientists Medical & Dental Nursing & Midwifery Registered Students	

2
Continue

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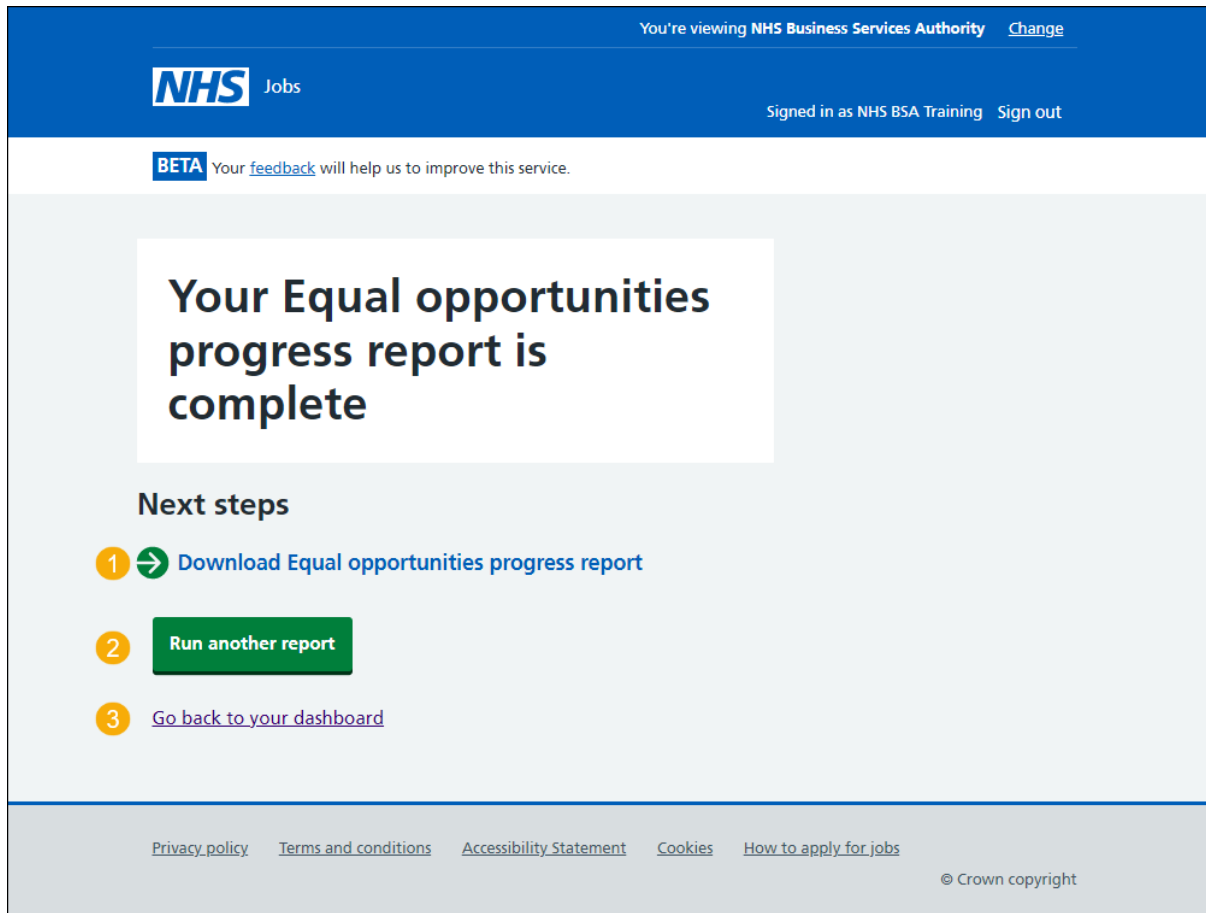
Your report is complete

This page shows confirmation your report is complete.

Important: The report is downloaded in a comma-separated values (CSV) document.

To do a task, complete the following steps:

1. Select the 'Download Equal opportunities progress report' link.
2. Select the 'Run another report' button (optional).
3. Select the 'Go back to your dashboard' link.



The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. Below the header, it indicates 'Signed in as NHS BSA Training' with a 'Sign out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the heading 'Your Equal opportunities progress report is complete'. Below this, under the heading 'Next steps', there are three numbered items: 1. 'Download Equal opportunities progress report' with a right-pointing arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a purple link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

You've ran and downloaded the equal opportunities progress report and reached the end of this user guide.