

How to add an offline applicant to a job listing in NHS Jobs

This guide gives you instructions for how to add an offline applicant to a job listing in the NHS Jobs service.

You can add an offline applicant to an open or closed job listing, in the following recruitment stages:

- published
- shortlisting
- interviews
- ready to offer

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](#).

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Published

This page gives you instructions for how to access a published job listing.

To access a published job listing, complete the following step:

1. Select the [‘Published’](#) link.

The screenshot displays the NHS BSA Training Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it indicates the user is signed in as 'NHSBSA Training' and provides a 'Sign Out' link. A toggle switch for 'Show tasks for all accounts' is visible. Below the header, a 'BETA' notice states that user feedback will help improve the service. The main content area is titled 'NHS BSA Training Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays three categories of tasks with progress bars: 'Draft' (73 total, 19 on track, 54 overdue), 'Approvals' (5 total, 0 on track, 1 due, 4 overdue), and 'Published' (4 total, 1 on track, 3 overdue). A yellow circle with the number '1' highlights the 'Published' category. On the right side, there are two sections: 'What you can do' with buttons for 'Create a job listing', 'Search for a listing', and 'Search for an applicant'; and 'Manage the account' with links for 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', and 'Approval settings'.

Select a job listing

This page gives you instructions for how to select a job listing.

Important: In this example, the 'Training and Support Officer' job title is used.

To select a job listing, complete the following step:

1. Select the '[Job title](#)' link.

The screenshot shows the NHS BSA Training Jobs interface. 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 NHSBSA Training' with a 'Sign Out' link. Below the header, there is a toggle for 'Show tasks for all accounts'. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link and the text 'NHS BSA Training Published'. There are two dropdown menus: 'Showing tasks for' set to 'All users' and 'Showing tasks' set to 'All'. Below these is a table with the following data:

| Published | | | |
|---|--------------|--------------------------|------------------------|
| Job title | Closing date | Applications in progress | Applications submitted |
| 1 Training and Support Officer T1111-22-2387 | 25 Dec 2022 | 0 | 1 |

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 text is '© Crown copyright'.

Add applicant

This page gives you instructions for how to add an applicant to the job listing.

To add an applicant to the job listing, complete the following step:

1. Select the ['Add Applicant'](#) link.

The screenshot shows the NHS Jobs interface for a job listing. At the top, there's a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the job title 'Ward Nurse listing' under 'NHSBSA Lee UAT'. A 'PUBLISHED' badge and reference number 'A0199-22-6666' are shown. There are three tabs: 'Job details' (selected), 'Team', and 'Applicant details'. The 'Job details' section includes links for 'Job title and reference number', 'About the job and pay', 'Location', and 'Contact details and closing date'. The 'Applicant details' section includes links for 'Job overview' and 'Job description'. On the right, a 'What needs doing next' sidebar contains buttons for 'Score applications' (green) and 'Close early' (grey), and links for 'View on NHS Jobs (opens in new tab)', 'Reuse this listing', 'Set up rolling recruitment', 'Download applicant contact details', and 'Add Applicant' (highlighted with a yellow circle containing the number 1). Below this sidebar, a summary box shows: 'Stage: Published', 'Submitted applications: 1', 'Scored applications: 0', and 'Closing date: 30/12/2022'.

What are the applicant's details?

This page gives you instructions for how to add the applicant's details.

Important: If the applicant already has an NHS Jobs account, you should use the same details they use to sign in.

To add the applicant's details, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. In the **Email address** box, enter the details.
4. Select the '[Continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Add applicant' followed by 'What are the applicant's details?'. Below this, a note states: 'If the applicant already has an NHS Jobs account you should add the same details that they use to sign in.' The form contains three input fields: 'First Name' (labeled 1), 'Last Name' (labeled 2), and 'Email Address' (labeled 3). A green 'Continue' button (labeled 4) is positioned below the email field. 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 text reads '© Crown copyright'.

Which sections do you want the applicant to complete?

This page gives you instructions for how to confirm the sections you want the applicant to complete.

Important: Applicants should complete the equality and diversity section. This information is part of equal opportunities reporting and maintaining the National Workforce Data Set.

To confirm the sections you want the applicant to complete, complete the following steps:

1. Select the sections.
2. Select the '[Continue](#)' button.

NHS Jobs You're viewing NHS BSA Training [Change](#)
Signed in as NHSBSA_Training [Sign Out](#)

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

[Go back](#)

Add applicant

Which sections do you want the applicant to complete?

Applicants should complete the equality and diversity section. This information is part of:

- equal opportunities reporting
- maintaining the National Workforce Data Set

Select the sections you want them to complete.

Add their personal details

1 Contact details

Add their right to work status

1 Right to work

Add their qualifications, training and job history

Qualifications

1 Training

Job history

Add their supporting evidence

1 Essential and desirable criteria

Add further information

1 Driving qualifications and details

Unspent criminal convictions and cautions

Check their equal opportunities

1 Guaranteed interview scheme

1 Equality and diversity

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Tip: You can select more than one section.

Check and add applicant

This page gives you instructions for how to check and add an applicant.

To check, change and add an applicant, complete the following steps:

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

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

Jobs

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

[Go back](#)

Add applicant

Check and add applicant

| | | |
|---|---|---|
| First name | Joe | Change |
| Last name | Bloggs | Change 1 |
| Email address | joe.bloggs@nhs.net | Change |
| Sections the applicant must complete | <ul style="list-style-type: none"> Right to work Qualifications Training Job history Essential and desirable criteria Unspent criminal convictions and cautions Equality and diversity | Change |

2
Add applicant

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

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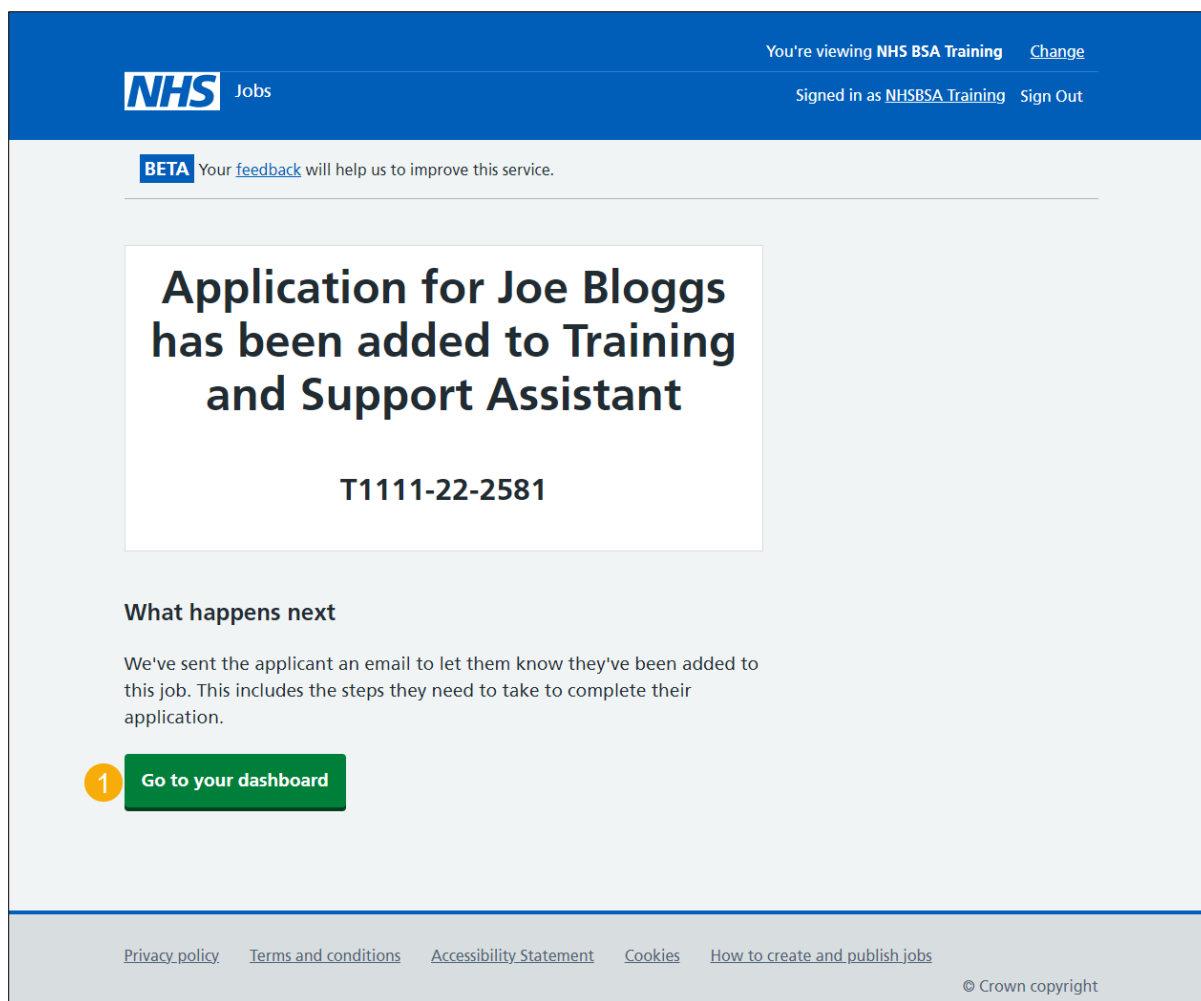
Applicant added

This page shows confirmation you've added an offline applicant to a job listing.

Important: The applicant is sent an email to let them know they've been added to this job. This includes the steps they need to take to complete their application.

To go back to your dashboard, complete the following step:

1. Select the 'Go to your dashboard' button.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information on the right: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area features a large white box with the text: 'Application for Joe Bloggs has been added to Training and Support Assistant' and the reference number 'T1111-22-2581'. Below this, a section titled 'What happens next' explains that an email has been sent to the applicant. A green button with a yellow circle containing the number '1' is labeled 'Go to your dashboard'. At the bottom of the page, there is a footer with 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 added an offline applicant to a job listing and reached the end of this user guide.