

How to copy an application to a job listing in an organisation account in NHS Jobs user guide

This guide gives you instructions for how to copy an application to a job listing in an organisation account in the NHS Jobs service.

If you're listed as a user on more than one organisation account, you'll have the option to copy applications to any of the organisation's you have an account with.

You can copy an application to a job listing in an organisation account in any of the following recruitment stages:

- Interviews
- Ready to offer
- Offers
- Pre-employment checks
- Contracts
- End recruitment

Applicants will receive confirmation that they're being moved to another job listing and can choose to accept or reject the request.

This functionality is also available for users of NHS Jobs and Electronic Staff Record (ESR) integration.

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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Interviews

This page gives you instructions for how to access a job listing in the 'Interviews' recruitment stage.

Important: You must have a job listing in the 'Interviews' recruitment stage to do this.

To access a job listing in the interview recruitment stage, complete the following step:

1. Select the ['Interviews'](#) link.

The screenshot shows the NHS BSA Training Dashboard. 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.' The main content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main data is presented in a table with recruitment stages and their progress:

| Stage | Count | Progress |
|-------------------------------------|-------------------------------|---|
| Draft | 100 - on track 29, overdue 71 | Progress bar (29% green, 71% red) |
| Approvals | 1 | Progress bar (0% green, 100% grey) |
| Published | 12 - on track 10, overdue 2 | Progress bar (10% green, 2% red, 88% grey) |
| Shortlisting | 62 - on track 30, overdue 32 | Progress bar (30% green, 32% red, 38% grey) |
| 1 Interviews | 23 - on track 1, overdue 22 | Progress bar (1% green, 22% red, 77% grey) |

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)', 'Approval settings', 'Departments', 'Criminal convictions and cautions', 'Welsh listings', and 'Moving applicants to other accounts'.

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.

NHS Jobs

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Show tasks for all accounts

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NHS BSA Training

Interviews

Showing tasks for

All users

Showing tasks

All

Interviews

| Job title | Deadline | Invited | Accepted | Declined | Task | What needs doing next |
|---|---|---------|----------|----------|------------------------------|-------------------------------------|
| Training and Support Officer T1111-22-1464 | 09 Jan 2023 ON TRACK | - | 0 | 0 | Ready to invite to interview | Invite to interview |

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Request to move applicants to another listing

This page gives you instructions for how to request to move applicants to another listing.

To request to move applicants to another listing, complete the following step:

1. Select the '[Request to move applicants to another listing](#)' link.

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NHS BSA Training

Training and Support Officer listing

INTERVIEWS **READY TO INVITE TO INTERVIEW**

Reference number: T1111-22-1464

[Job details](#) [Team](#) [Applicant details](#)

The job title

[Job title and reference number](#)

The details of the job

[About the job and pay](#)

[Location](#)

[Contact details and closing date](#)

What needs doing next

[Invite to interview](#)

[Reuse this listing](#)

[Remove this listing](#)

[Download applicant contact details](#)

[Request to move applicants to another listing](#) **1**

[Add Applicant](#)

Before you request to move applicants

This page gives you instructions for how to move applicants.

Important: You should contact the applicants directly first to explain why you're moving their application to a new listing.

Read the information on the page and complete the following step:

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

NHS Jobs

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Request to move applicants to another listing

Before you request to move applicants

You should contact the applicants directly first to explain why you're moving their application to a new listing.

To move applicants to another listing, you will:

- select the account and listing you want to move the applicants to
- select the applicants you want to move
- enter a reason why you want to move the applicants

We'll send the applicants an email asking for permission to move their application.

Then the applicant will:

- sign into NHS Jobs and accept or reject the request
- add any missing information that wasn't in their original application

1 [Continue](#)

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Where is the listing you want to move the applicants to?

This page gives you instructions for how to find a listing you want to move the applicants to.

Important: You'll only see this page if you're listed as a user on more than one organisation account. You'll have the option to copy applications to any of the organisation's you have an account with.

To find a listing you want to move the applicants to, complete the following steps:

1. Select an option.
2. 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 content area has the heading 'Request to move applicants to another listing' followed by the question 'Where is the listing you want to move the applicants to?'. There are two radio button options: 'NHS BSA Training' and 'In another account'. A green 'Continue' button is positioned below these options. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer contains the text '© Crown copyright'.

Which account do you want to move the applicants to?

This page gives you instructions for how to confirm the account you want to move the applicants to.

Important: You'll only see this page if you're listed as a user on more than one organisation account. You'll have the option to copy applications to any of the organisation's you have an account with.

To confirm the account you want to move the applicants to, complete the following steps:

1. Select an account.
2. Select the '[Continue](#)' button.
- or
3. Select 'My account is not in the list' link for more information (optional).

NHS Jobs

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[< Go back](#)

Request to move applicants to another listing

Which account do you want to move the applicants to?

1

2 NHS BSA Training

3 [My account is not in the list](#)

To get an account added to the list you need to contact a super user for that organisation and ask to be added as a user.

2 [Continue](#)

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If the account is not in the list, you've reached the end of this user guide. Once the account is added, you'll be able to continue the steps from this page.

What is the listing in the organisation you want to move the applicants to?

This page gives you instructions for how to confirm the listing in the organisation you want to move the applicants to.

Important: You'll need to know the job title or job reference to find the listing.

To confirm the listing in the organisation you want to move applicants to, complete the following steps:

1. In the 'Job title or job reference' box, enter the details.
2. Select the 'Find the listing' button.

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NHS Jobs Signed in as NHSBSA Training [Sign Out](#)

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[Go back](#)

Request to move applicants to another listing

What is the listing in NHS BSA Training you want to move the applicants to?

Enter the job title or job reference.

1

2 [Find the listing](#)

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Tip: To view all your listings, leave the 'Enter the job title or job reference' box blank and select the 'Find the listing' button.


Listing results

This page gives you instructions for how to select the listing you want to move applicants to.

Important: In this example, the 'Training and Support Lead' job listing is used.

To select the listing you want to move applicants to, complete the following steps:

1. Select a listing.
2. Select the '[Continue](#)' button.
or
3. Select the '[Search for the listing again](#)' link (optional).


Jobs

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Signed in as [NHSBSA Training](#) [Sign Out](#)

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

[< Go back](#)

Request to move applicants to another listing

We found 10 results for Training and Support Lead

Select the correct listing.

| | Job reference | Job title | Status |
|---|---------------|---------------------------|----------------------|
| <input type="radio"/> | T1111-22-6787 | Training and Support Lead | Offline scoring |
| 1 <input checked="" type="radio"/> | T1111-22-5863 | Training and Support Lead | Interviews completed |
| <input type="radio"/> | T1111-22-3197 | Training and Support Lead | Interviews completed |

If the job you want is not shown, you can **3** [search for the listing again](#).

2 Continue

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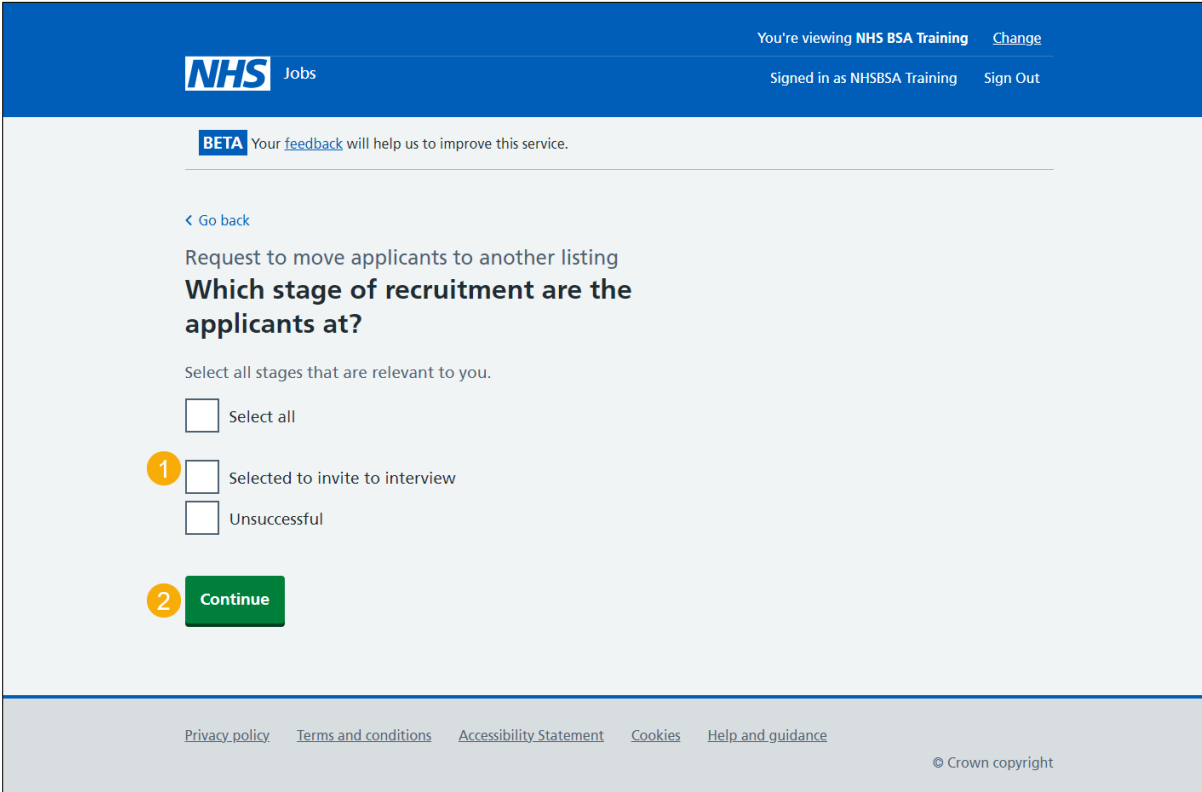
Which stage of recruitment are the applicants at?

This page gives you instructions for how to confirm which stage of recruitment the applicants are at.

Important: In this example, the 'Selected to invite to interview' and 'Unsuccessful' recruitment stages are shown.

To confirm which stage of recruitment the applicants are at, complete the following steps:

1. Select a recruitment stage.
2. 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 'Request to move applicants to another listing' followed by 'Which stage of recruitment are the applicants at?'. Below this, it says 'Select all stages that are relevant to you.' There are three checkboxes: 'Select all', 'Selected to invite to interview' (with a '1' in a yellow circle next to it), and 'Unsuccessful'. Below the checkboxes is a green 'Continue' button with a '2' in a yellow circle next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer text is '© Crown copyright'.

Tip: You can select more than one recruitment stage.

Which applicants do you want to move?

This page gives you instructions for how to confirm which applicants you want to move.

To confirm which applicants you want to move, complete the following steps:

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

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Signed in as [NHSBSA Training](#) [Sign Out](#)

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[< Go back](#)

Request to move applicants to another listing

Which applicants do you want to move?

Select all applicants you want to move.

| | Applicant reference | Applicant name | Status |
|--------------------------|---------------------|----------------|---------------------------------|
| <input type="checkbox"/> | AR-221216-03233 | | Selected to invite to interview |
| <input type="checkbox"/> | AR-221216-03235 | | Unsuccessful |

2
Continue

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Tip: You can select more than one applicant.

Do you want the applicants to add any missing information to their application?

This page gives you instructions for how to confirm if you want applicants to add any missing information to their applications.

Important: Some of the information such as essential and desirable criteria cannot be moved across so applicants will need to complete these sections. Applicants will be missing most of the information if they are being moved from a CV.

To confirm if you want applicants to add any missing information to their application, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

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NHS Jobs [Signed in as NHSBSA Training](#) [Sign Out](#)

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

[Go back](#)

Request to move applicants to another listing

Do you want the applicants to add any missing information to their application?

Some information such as essential and desirable criteria cannot be moved across.

Applications will be missing most of the information if they are being moved from:

- a CV application to an online application
- an online application to a CV application

You'll still be able to view their original application on the listing they first applied to.

Yes, I want them to complete missing sections of their application again

No, I don't want them to complete missing sections of their application again

2 [Continue](#)

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Why do you want to move the applicants to another listing?

This page gives you instructions for how to confirm why you want to move the applicant to another listing.

Important: We'll send this information to the applicants. You can include contact details if they want to ask questions.

To confirm why you want to move the applicant to another listing, complete the following steps:

1. In the **'Why do you want to move the applicants to another listing?'** box, enter the details.
2. 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' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as NHSBSA Training' and a 'Sign Out' link. A 'BETA' banner indicates that feedback will help improve the service. The main content area has a 'Go back' link and the title 'Request to move applicants to another listing'. The primary heading is 'Why do you want to move the applicants to another listing?'. Below this, it states: 'We'll send this information to the applicants. You can include contact details if they want to ask questions.' A large text input field is provided, with a yellow circle containing the number '1' next to it. Below the input field is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

Do you want to receive email notifications when applicants have responded to your request?

This page gives you instructions for how to confirm if you want to receive email notifications when applicants have responded to your request.

To confirm if you want to receive email notifications when applicants have responded to your request, complete the following steps:

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

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a blue bar with 'Signed in as NHSBSA Training' and a 'Sign Out' link. The main content area has a light blue background. At the top of this area, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main heading is 'Request to move applicants to another listing' followed by the question 'Do you want to receive email notifications when applicants have responded to your request?'. There are two radio button options: '1 Yes, I want to receive email notifications' and '2 No, I don't want to receive email notifications'. Below the options is a green 'Continue' button with a '2' in a yellow circle to its left. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', and a copyright notice '© Crown copyright'.

Check and send requests

This page gives you instructions for how to check and send requests.

To check, change and send requests, complete the following steps:

1. Select the 'Change' link (optional).
2. Select the '[Send requests](#)' button.

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

NHS Jobs

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

[Go back](#)

Request to move applicants to another listing

Check and send requests

| | | |
|---|---|---|
| Listing to move applicants from | Training and Support Officer T1111-22-1464 Ready to invite to interview | |
| Account to move applicants to | NHS BSA Training | Change |
| Listing to move applicants to | Training and Support Lead T1111-21-7742 No applications received | Change |
| Stage of applicants' recruitment | Selected to invite to interview Unsuccessful | Change 1 |
| Applicants to move | <input type="text" value="(AR-221216-03233)"/> | Change |
| Do you want the applicants to add any missing information? | Yes | Change |
| Reason for moving | This role is more suitable for the applicant. | Change |
| Do you want to receive email notifications? | No | Change |

2
Send requests

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Requests to move applications sent

This page shows confirmation you've requested to move applications.

Important: Applicants are emailed to ask if their application can be moved to the new listing. Applicants need to sign in to their NHS Jobs account and accept or reject the request.

To do a task, complete the following step:

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

The screenshot shows the NHS Jobs user interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training' on the right. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area features a large white box with the title 'Requests to move applications sent' and the details 'from T1111-22-1464 to T1111-21-7742.' Below this, a section titled 'What happens next?' explains that applicants have been emailed and need to sign in to their NHS Jobs account. A green button with a yellow '1' icon and the text 'Go to your dashboard' is prominently displayed. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

You've requested to move an applicant to a listing in an organisation account and reached the end of this user guide.