

How to run the time taken to hire report in NHS Jobs user guide

This guide gives you instruction for how to run the time taken to hire report in the NHS Jobs service.

To run and download the time taken to hire 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](#).

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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 NHSBSA MW UAT Dashboard. At the top, it says 'You're viewing NHSBSA MW UAT' and 'Signed in as Michael Wardman'. Below this is a 'Show tasks for all accounts' toggle. The main content area is titled 'NHSBSA MW UAT Dashboard' and has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard lists various recruitment stages with counts and progress bars:

Stage	Count	Track	Overdue
Draft	28	on track 24	overdue 4
Approvals	2	on track 0	due 1, overdue 1
Published	6		
Shortlisting	22	on track 11	overdue 11
Interviews	10	on track 0	overdue 10
Ready to offer	4	on track 0	overdue 4
Conditional offers	4	on track 0	overdue 4
Pre-employment checks	0		
Contracts	3	on track 0	overdue 3
End recruitment	3	on track 0	overdue 3

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, Criminal convictions and cautions, Welsh listings, Moving applicants to other accounts), 'Documents and templates' (Overview of your organisation, Supporting information library, 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 '1').

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.

Commented [MW1]: Screenshot updated

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 ['Time taken to hire'](#) option.

The screenshot shows the NHS Jobs reporting 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 BSA Training' with a 'Change' link, and 'Signed in as [redacted]' 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.' A '< Go back' link is visible. The main heading is 'Reporting' followed by 'Which report do you want to run?'. A paragraph explains that vacancy bulletins are PDFs while other reports are CSVs. A table lists various reports with 'Run report' links that open in new tabs. The 'Time taken to hire' link is highlighted with a yellow circle containing the number '1'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a '© Crown copyright' notice.

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)
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) 1
Vacancy bulletin	Run report (opens in new tab)

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

This page gives you instructions for how to confirm which job listings 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.

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

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

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

[Go back](#)

Time taken to hire

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

All open job listings

1 All closed job listings

All open job listings and closed job listings

2 [Continue](#)

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

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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.

The screenshot shows a web form titled 'Time taken to hire' with the heading 'Which dates do you want the report to cover?'. At the top, it says 'You're viewing NHS Business Services Authority' and 'Signed in as NHS BSA Training'. A 'BETA' notice indicates that feedback will help improve the service. A 'Go back' link is present. The form has two main sections: 'Date from' and 'Date to'. Each section includes an example date (15 3 2020 and 11 4 2020 respectively) and three input boxes for Day, Month, and Year. A 'Continue' button is located below the 'Date to' section. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

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 NHS Jobs. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training' with a 'Sign out' link is on the right. A 'BETA' banner indicates that user feedback will help improve the service. Below this is a 'Go back' link. The main heading is 'Time taken to hire' followed by 'Which staff group is the report for?'. A note says 'Select as many as you need.' Below this is a list of staff groups, each with an unchecked checkbox: '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', along with a copyright notice: '© 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](#)

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

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

[< Go back](#)

Time taken to hire

Check your answers

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

2 [Continue](#)

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

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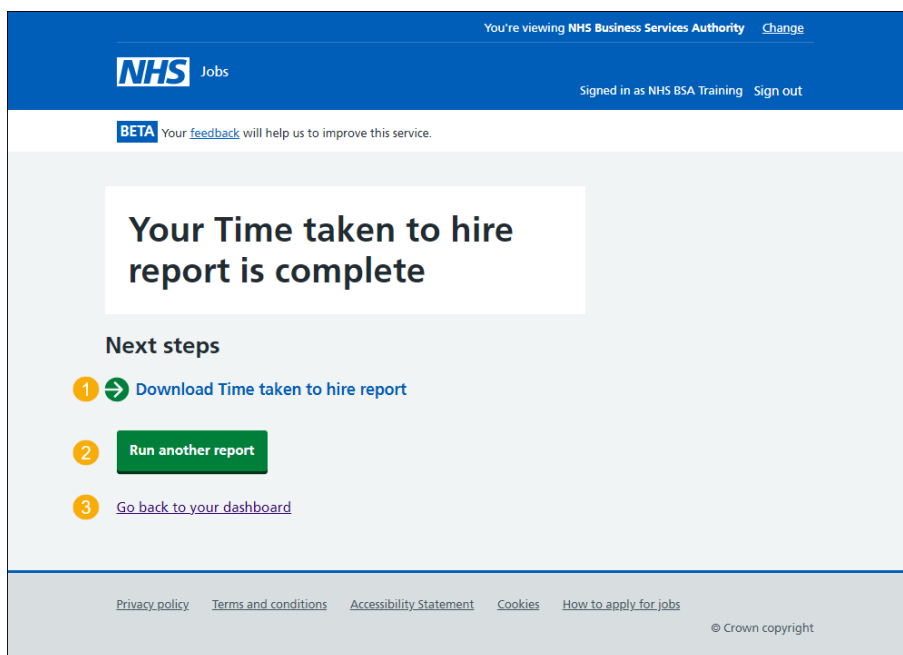
Your report is complete

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 Time taken to hire 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 interface. At the top, it says 'You're viewing NHS Business Services Authority' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as NHS BSA Training' with a 'Sign out' link is on the right. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Your Time taken to hire report is complete'. Below this, under 'Next steps', there are three items: 1. 'Download Time taken to hire report' with a right arrow icon; 2. 'Run another report' with a green button; 3. 'Go back to your dashboard' with a link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

You've ran and downloaded the time taken to hire report and reached the end of this user guide.