October 2024

**NHS**
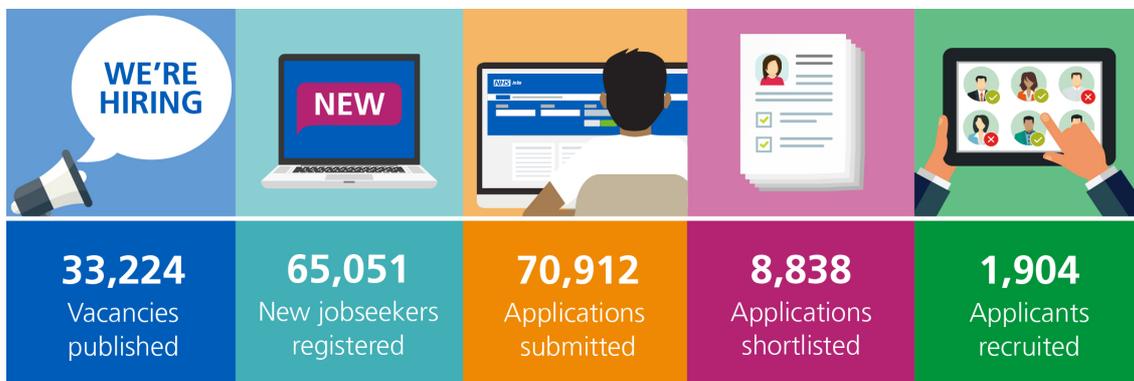**Business Services Authority**

Your NHS Jobs newsletter

**NHS Jobs** - A Workforce Service delivered by the NHSBSA

In this edition we'll cover:

- Are you new to NHS Jobs?
- Improvements to NHS Jobs Self-Serve API (XML/RSS feeds)
- NHS Jobs video refresh
- Training and Support
- Help and Support

---

## Did you know?

In September 2024 there were...

| WE'RE HIRING | NEW | | | |
|---|---|---|---|---|
| **33,224** Vacancies published | **65,051** New jobseekers registered | **70,912** Applications submitted | **8,838** Applications shortlisted | **1,904** Applicants recruited |

...on NHS Jobs

---

## Are you new to NHS Jobs?

If you or any of your colleagues are new to NHS Jobs, join us at our next Introduction to NHS Jobs webinar.

This brief overview of NHS Jobs is designed specifically for new users of the service. Our next introduction event is on 30 October 2024, from 11am to 11.30am.

Visit our Eventbrite page to book your place.

# Improvements to NHS Jobs Self-Serve API (XML/RSS feeds)

This API allows you to display your listings on your own websites or intranets and display the same filters as our search service.

We've made several improvements to the API that will allow you to further refine the listings you show on your internal websites, to match your individual needs and attract the right candidates.

You can now:

### Share more than 10 listings per page

Users could only display 10 results per page, which reflected the NHS Jobs search service. You can now set a custom limit of up to 100 listings per page.

### Filter displayed listings by staff group

When we added the staff group filter, we also updated the API to allow you to display listings for only a selected staff group (for example, 'Administrative & Clerical').

### Filter displayed listings for an employer by keyword

Users were unable to use a feed for their organisation, which was also filtered by keyword. We received feedback that some of our users wished to display only listings for certain jobs. You can now set a parameter within your API that allows you to filter listings for an employer by keyword (for example, 'nurse').

### Choose which type of listings you wish to display

Users could only display either internal only or both external and internal listings. We were informed that some of our users wished to display only external listings. You can now choose to display either:

- all external listings on NHS Jobs
- only internal listings for a specific employer
- only external listings for a specific employer

- both internal and external listings for a specific employer

**How to update your API**

Guidance on how to use the API, including the new specification, can be found on our webpage: Displaying your NHS Jobs listings on your website.

You may wish to share this information with your IT Technical Support team or whoever currently manages any feeds you use from the NHS Jobs service. You may also share it with those who have previously displayed a link to allow your organisation job listings to be viewed.

## NHS Jobs video refresh

We're reviewing and updating our suite of bitesize tutorial videos.

Our most recent tutorial videos include guidance on how to:

- Sign into your account and reset your password
- Create a job listing from an ESR position
- Score applications
- Shortlist applicants
- Invite applicants to interview
- Manage applicant interviews
- Make a job offer
- Manage a job offer
- Issue a contract

You can access these videos and more on the NHS Jobs YouTube channel.

## Training and Support

Here are some of the most frequently asked questions we received last month, along with the answers and guidance on where to find more information.

**Can I attach an accredited logo to a vacancy?**

A Super User can select which accredited logos appear on job adverts published on NHS Jobs.

If you believe that an accredited logo is missing, a Super User can add additional accredited logos to the organisation account from the 'Accredited logos' link, available within the 'Manage the account' section of their dashboard.

If the logo required is not available, a request to add this can be sent to us at nhsbsa.nhsjobs@nhsbsa.nhs.uk.

When you request a new accredited logo, you must include:

- the email address for your NHS Jobs account
- the name of your organisation
- the accreditation title
- an image of the logo
- details of how the accreditation title was awarded
- the URL of the issuing body

Information on attaching or adding an accredited logo can be found in our FAQ
[Can I attach an accredited logo to a vacancy?](#)

**How do I manage pre-employment checks in the NHS Jobs service?**

The pre-employment checks allow for applicants to provide various details, including identity checks, qualifications and Occupational Health information, after they have accepted a job offer.

A Super User, Team Manager and Recruitment Administrator can view and manage an applicant's pre-employment checks. A Recruiting Manager can view the applicant's pre-employment checks but cannot make any changes.

A full list of the user roles and their available actions can be found on the 'roles and permissions' link from the employer dashboard.

Information on managing pre-employment checks can be found in our FAQ
[How do I manage pre-employment checks in the NHS Jobs service?](#)

# Help and support

Further support and user guides are available on our [Help and support for employers page.](#)

For bitesize video tutorials, subscribe to the [NHS Jobs YouTube channel](#) and select the bell icon for future notifications.

# Thanks for reading

Did someone forward you this newsletter? Make sure you don't miss out on all the latest news from NHS Jobs.

[Join our mailing list here](#).

Don't forget to follow us on X (formerly Twitter) - search for [@NHS_Jobs](#)