

GP Practices - Offline Shortlisting Guidance

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Welcome

This guide has been designed to help you, as a Practice/Recruiting manager, to implement the enhanced shortlisting facilities made available on the NHS Jobs recruitment system. These enhanced facilities have been designed to benefit applicants and recruiting managers.

If you come across any problems during the recruitment process please do not hesitate to contact the Primary Care Advertising Team at NWSSP.GPadverts@wales.nhs.uk or phone on 01792 517875.

This guide is designed to help you begin to use the service and for future reference.

The Primary Care Advertising Team very much value your feedback about all aspects of the service they provide. Please feel free to contact us to give us your views.

NHS Jobs provides exciting opportunities to improve and streamline recruitment services – we look forward to working with you to achieve these benefits.

Kind Regards,
NWSSP Primary Care Advertising Team

Top tips and best practice

- ★ It is considered best practice for the members of the shortlisting panel and interview panel to be the same to ensure consistency.
- ★ The panel should consist of a minimum of two people.
- ★ If due to unforeseen circumstances the vacancy is withdrawn at any stage the Recruitment Team can send a bulk email to the applicants. Please email NWSSP.GPadverts@wales.nhs.uk quoting the vacancy reference number with the message you wish to be sent to the applicants.
- ★ Compliance with Equalities legislation - in order to ensure equality to individuals registered disabled. If you see the below symbol next to an application, you must shortlist the applicant if they meet the minimum essential criteria listed in the Person Specification for the role.



Please do not hesitate to contact the Primary Care Advertising Team should you have any queries

Logging into your NHS Jobs account

In order to view your vacancies you will need an NHS Jobs account. This consists of a registered email address and a secure password. If you do not have an account, or no longer have access to the email account for your registered email address, please contact the Primary Care Advertising Team.

To log into NHS Jobs as a recruiter, you need to visit <https://beta.jobs.nhs.uk/auth/login>

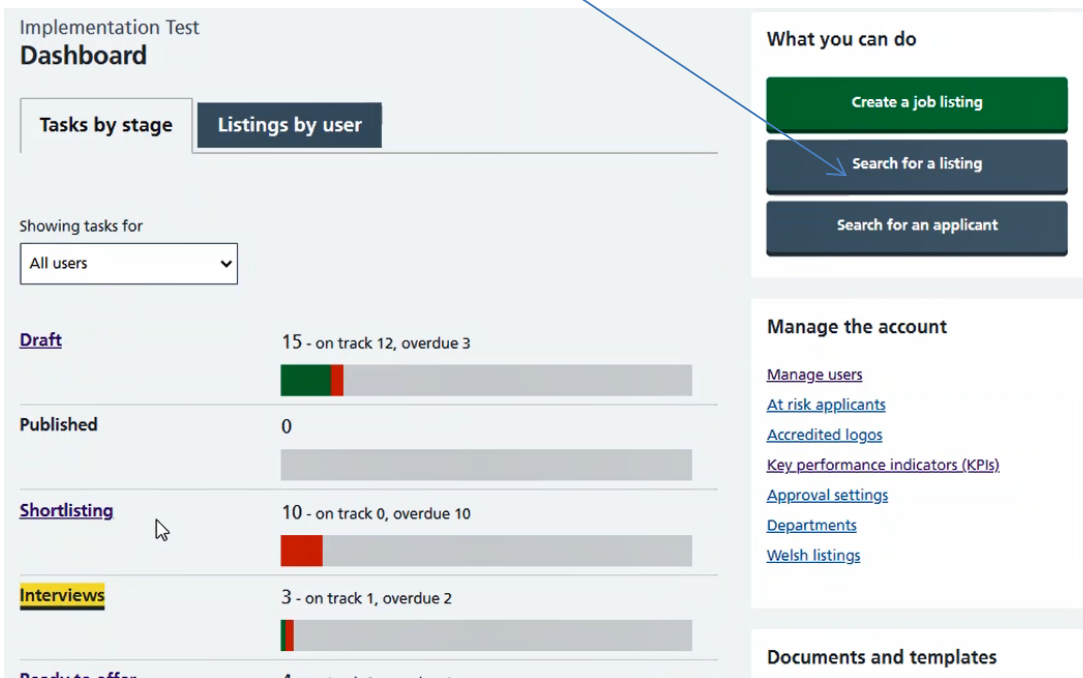
You will be required to enter your registered email address and account password.

The screenshot shows the NHS Jobs sign-in page. At the top, there is a blue header with the NHS Jobs logo and a 'Sign In' button. Below the header, a yellow banner contains a message about website unavailability on Thursdays. A blue banner below that says 'BETA Your feedback will help us to improve this service.' The main content area is divided into two columns. The left column is titled 'Sign In' and contains two input fields for 'Email address' and 'Password', a green 'Sign In' button, and links for 'Register as an employer' and 'Forgot your password?'. The right column is titled 'Contact us' and provides contact information for the NHS Jobs team, including an email address and availability hours. A light blue callout box with a lightbulb icon is overlaid on the right side of the page, containing the text: 'TIMESAVER To access this web page easily in the future think about adding this web page to your favourites'.

If you have forgotten your account password you will be able to request a reset using the relevant links on the login page.

Once logged into your account you will be presented with the NHS Jobs home page. The page displays the navigation menu buttons located down the left-hand side.

You can also search directly for Vacancy if you have the vacancy reference number by clicking 'search for a listing'



Implementation Test
Dashboard

Tasks by stage | **Listings by user**

Showing tasks for
All users

Draft	15 - on track 12, overdue 3
Published	0
Shortlisting	10 - on track 0, overdue 10
Interviews	3 - on track 1, overdue 2

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

Shortlisting offline – How to download applications

This user guide will take you through each screen step by step on how to access and download your applications; alternatively, you can access the video walk through at: <https://www.youtube.com/watch?v=fBfTgDv5eww>

Once downloaded you will review/shortlist your applications offline.

Please note, it is imperative that you follow the next steps to ensure you have the applicants personal information when you download the application forms.

From the Dashboard, click on the 'Shortlisting' option



Implementation Test
Dashboard

Tasks by stage | **Listings by user**

Showing tasks for
All users

Draft	15 - on track 12, overdue 3
Published	0
Shortlisting	11 - on track 1, overdue 10
Interviews	3 - on track 1, overdue 2

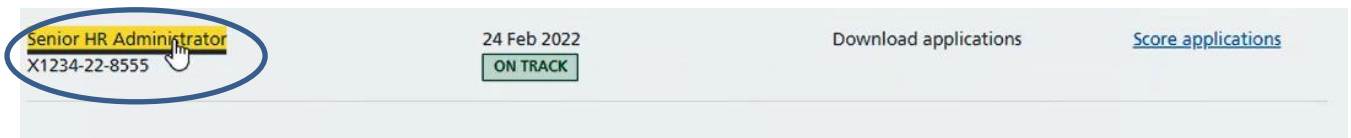
What you can do

- Create a job listing
- Search for a listing
- Search for an applicant

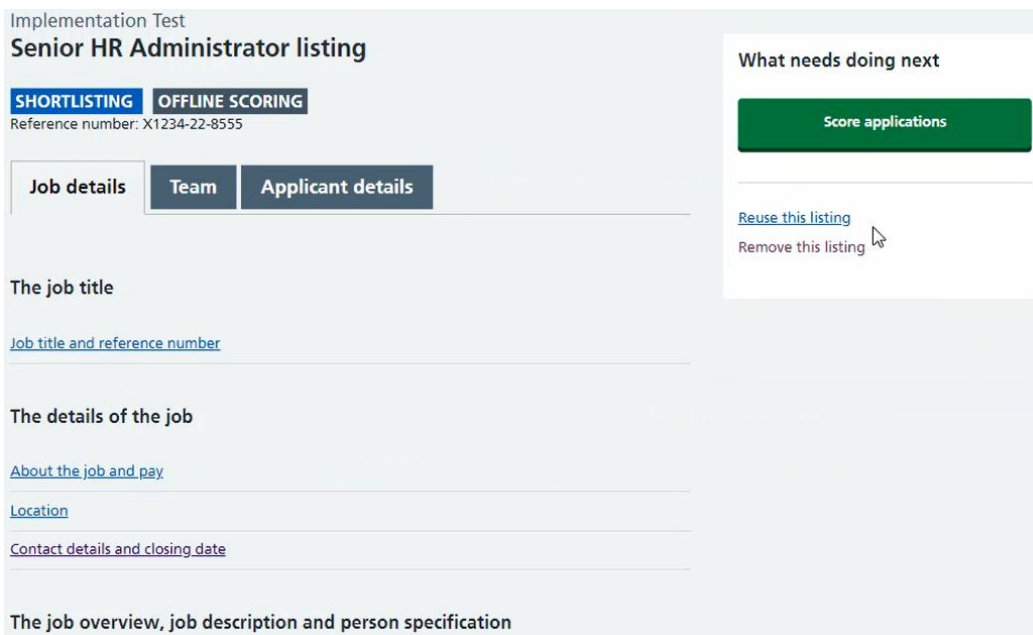
Manage the account

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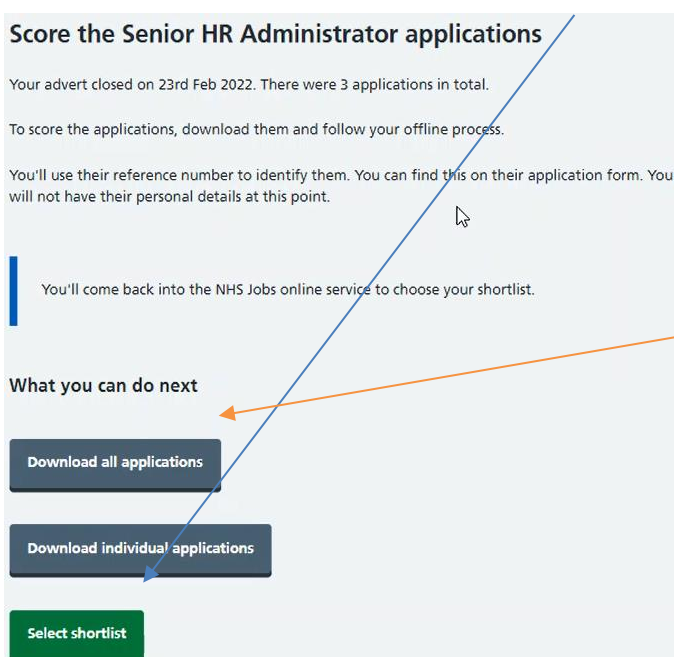
This will then list the Vacancies you have access to; click on the relevant Vacancy that you wish to review.



The Vacancy will then be displayed, to review the applications click on 'Score Applicants'



On the following screen click on 'select shortlist'



! Please do not use this button, if you do you will not have contact details in the Applications !

The below screen will appear, click on 'Start shortlisting'

< Go back

Shortlist for interview

Shortlisting your applicants for Senior HR Administrator

1. Select then check and confirm the applicants you want to interview.
2. Choose if you want to set up a reserve list from the remaining applicants.
3. Invite your shortlisted applicants to interview.

You'll send an automated email to unsuccessful applicants before inviting your shortlist to interview.

[Start shortlisting](#)

[Download applications](#) if you need to view the PDF again.

Then select **all** the applicants to review and click 'continue'

< Go back

Shortlist for interview

Select the applicants you want to interview

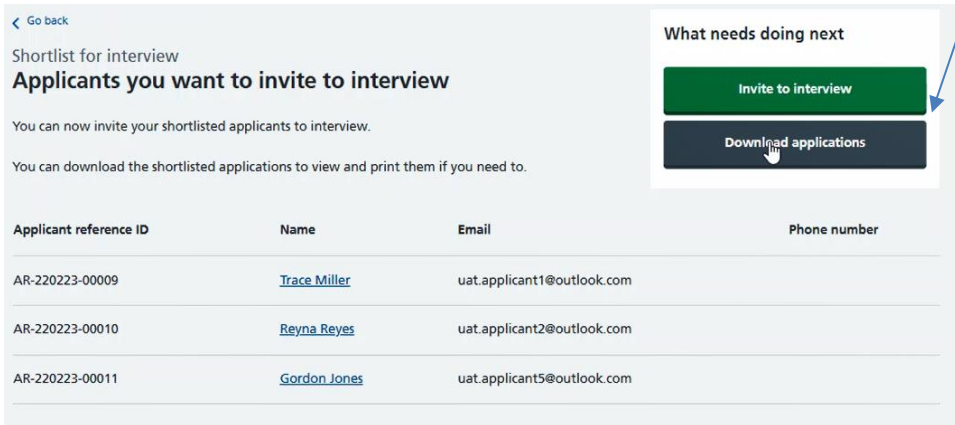
Selection	Applicant reference ID
<input type="checkbox"/>	AR-220223-00009
<input type="checkbox"/>	AR-220223-00010
<input type="checkbox"/>	AR-220223-00011

[Continue](#)

You can [choose not to shortlist any of these applicants](#) if none of them are suitable for the job.

[Exit without changes](#)

On the below screen you can then select 'download applicants'



Shortlist for interview

Applicants you want to invite to interview

You can now invite your shortlisted applicants to interview.

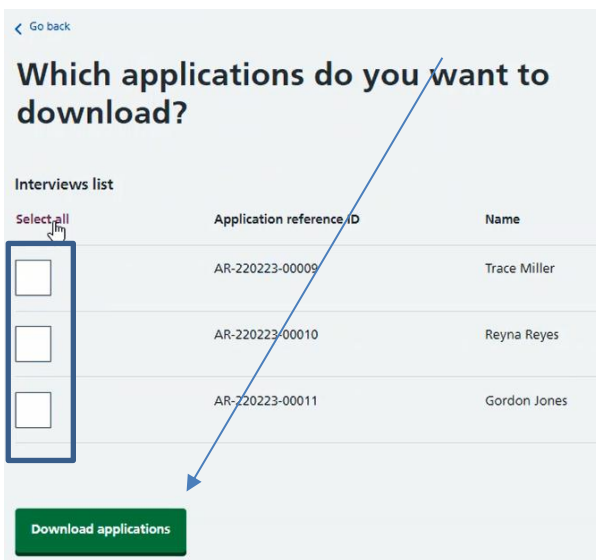
You can download the shortlisted applications to view and print them if you need to.

What needs doing next

Invite to interview
Download applications

Applicant reference ID	Name	Email	Phone number
AR-220223-00009	Trace Miller	uat.applicant1@outlook.com	
AR-220223-00010	Reyna Reyes	uat.applicant2@outlook.com	
AR-220223-00011	Gordon Jones	uat.applicant5@outlook.com	

Select **all** applicants to download



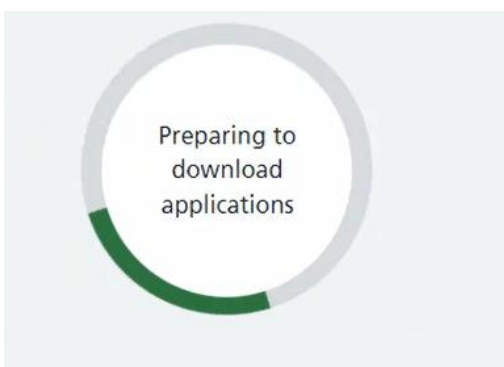
Which applications do you want to download?

Interviews list

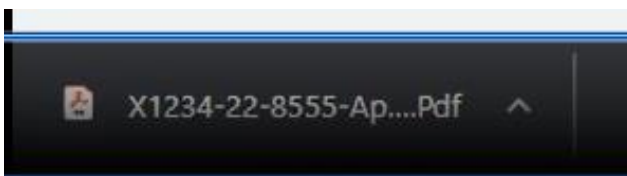
Select all

Application reference ID	Name
AR-220223-00009	Trace Miller
AR-220223-00010	Reyna Reyes
AR-220223-00011	Gordon Jones

Download applications



Once downloaded you will see the file in the bottom left of your screen. Click on it to view the PDF file.



Once opened you can save this document to your local file.



**3 applications for Senior HR
Administrator X1234-22-8555
Downloaded on 23 February 2022**

Application Reference	Name	Email	Phone
AR-220223-00009	Trace Miller	uat.applicant1@outlook.com	
AR-220223-00010	Reyna Reyes	uat.applicant2@outlook.com	
AR-220223-00011	Gordon Jones	uat.applicant5@outlook.com	

You can now conduct your shortlisting exercise offline and invite applicants to interview.