

NHS Jobs reporting definitions – Time taken to hire

This document shows the definitions for the Time taken to hire report.

This report provides the average number of days between different job states. Days within this report are calculated in working days, excluding weekends and bank holidays. Users can currently filter by departments, the job listings state, whether this is open, closed or both and staff groups.

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Time taken to hire reporting fields

The following pages give you instructions for how to understand the data produced in the Time taken to hire report, including the different fields within the report and their descriptions.

Advert Created to Advert Published

This is an action prompted by the employer.

Stage	Definition
Advert Created to Advert Published (Days)	From when the vacancy is first created and enters a draft state To when the vacancy is published.

Advert Published to Conditional Offer

This is an action prompted by the employer.

Stage	Definition
Advert Published to Conditional Offer (Days)	From when the advert is published To when a conditional offer is received.

Advert Published to Start Date

This is an action prompted by the applicant.

Stage	Definition
Advert Published to Start date (Days)	From when the advert is published To when a start date is confirmed.

Advert Published to Advert Closed

This is an action prompted by the employer.

Stage	Definition
Advert Published to Advert Closed (Days)	From when the advert is published To when the advert is closed.

Advert Closed to Shortlisting Complete

This is an action prompted by the employer.

Stage	Definition
Advert Closed to Shortlisting Complete (Days)	From when the advert is closed To when shortlisting is complete.

Shortlisting Complete to Interviews Complete

This is an action prompted by the employer.

Stage	Definition
Shortlisting Complete to Interviews Complete (Days)	From when the shortlisting is complete To when interviews are complete.

Interviews Complete to Conditional Offer Complete

This is an action prompted by the applicant.

Stage	Definition
Interviews Complete to Conditional Offer (Days)	From when the interviews are complete To conditional offers being completed.

Conditional Offer to Pre-employment Checks Complete

This is an action prompted by the employer.

Stage	Definition
Conditional Offer to PECS Complete (Days)	From when the conditional offers are complete To PECS being complete.

Pre-employment Checks Complete to Start Date Given

This is an action prompted by the applicant.

Stage	Definition
PECS complete to Start Date Given	From when the PECS are complete To a start date being given.