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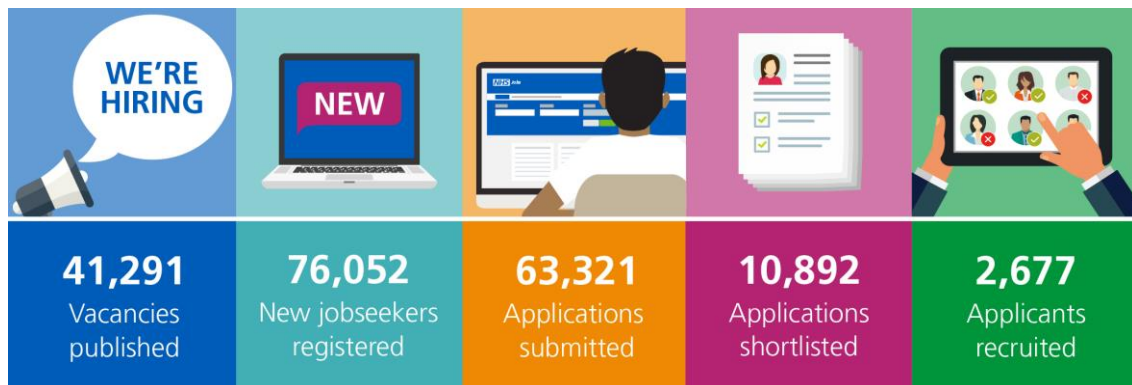
December 2023



In this edition; cloud migration and service update, training sessions, the year in numbers...

## Did you know?

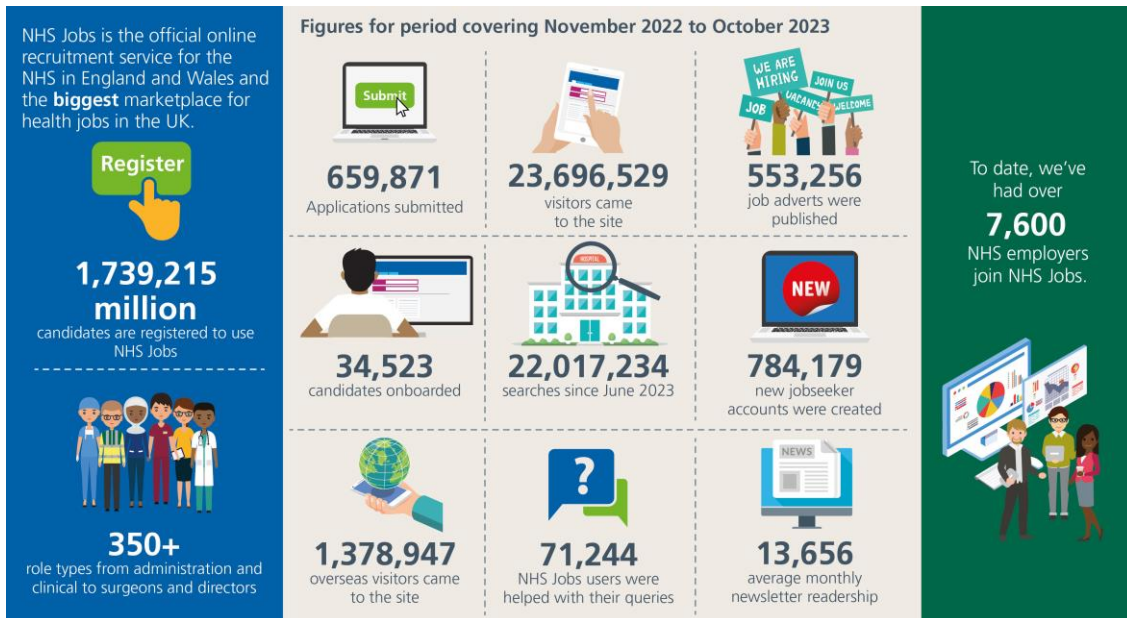
In November there were...



...on NHS Jobs

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## Our year in numbers...



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## Cloud migration and general service update

As the NHS Jobs service continues to grow, we are committed to continuously improving the platform, ensuring stability and optimal performance for our users at all times.

We've been listening to feedback on NHS Jobs over the past few months and we have identified that a key priority for users has been overall performance.

We are committed to ensuring that the performance and stability of the platform is improved and in order to do this we will be migrating to an improved 'architecture'.

This is a major undertaking for the service and some of the benefits will include:

- improvement to operational performance
- greater flexibility to scale and deal with surges in demand

- increased service security

This work will be our priority in the upcoming quarter. Activities required in the migration process will be planned to minimise any disruption and will be communicated to users.

We will provide further updates in due course.

### **Changes to dashboard and processes**

We recently communicated that we were making changes to your employer dashboard to add an additional step in the recruitment process for end-to-end users of NHS Jobs.

This was to include a step to mark an applicant as started and download their applicant pack.

Unfortunately, we have had to pause the development on this functionality until further notice.

We will provide a further update on this development in the new year.

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## **NHS Jobs training sessions: January 2024**

In December, we delivered online training sessions for Primary Care organisations, including staff from GP practices and Primary Care Networks.

During 2023, we ran 66 training sessions, with an attendance of 763. Thank you to everyone who attended one or more of these sessions, and for your feedback.

Our first training sessions for Secondary Care organisations in 2024, will be running on Tuesday 16 January. We are running all training sessions on this day to enable users to drop in and drop out as required or stay to follow the full recruitment journey. There will be one Teams link to join, and a break at

lunchtime.

For example, if you only wish to attend the 'Invite applicants to interview' session, you can join the link at 13:30 and then leave the session once that section has finished at 13:40.

The start and finish times are shown below:

<b>Session name</b>	<b>Start time</b>	<b>Finish time</b>
Account management, documents and templates	9:30	10:00
Create and publish a job listing	10:05	10:35
Manage a job listing	10:40	11:00
Break for lunch		
Score applicants and shortlist applications	1:00	1:30
Invite applicants to interview	1:30	1:40
Make a job offer and complete pre-employment checks	1:50	2:10
Issue a contract and end a recruitment	2:15	2:30

The training is free and useful for those;

- new to your team who will be using NHS Jobs as part of their role
- learning about functionality they could make use of
- ensuring they are getting the most from the service.

On Thursday 1 February we will be running training sessions, in the same format as above, for Primary Care organisations.

Please register to attend on the [NHS Jobs Employer Training Sessions | NHSBSA](#) website.

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## **Training & Support: Hints & tips**

### **Updating your organisational account details.**

Super Users can add and deactivate your users and have the most access when managing your NHS Jobs account, but there are a few things you'll need to contact the NHS Jobs team to help you with.

Contact us at [nhsbsa.nhsjobs@nhsbsa.nhs.uk](mailto:nhsbsa.nhsjobs@nhsbsa.nhs.uk) if you need to:

- add a Super User (where no Super User is available to do this)
- rename your account
- update your primary address
- update the main contact for your account
- update your home page URL
- update your privacy notice URL
- update your organisation logo
- close or merge your account

You can find guides and videos about using the NHS Jobs service on our [Help and support for employers page](#) and you can also subscribe to our [YouTube channel](#) to get alerts when new or updated training videos are available.

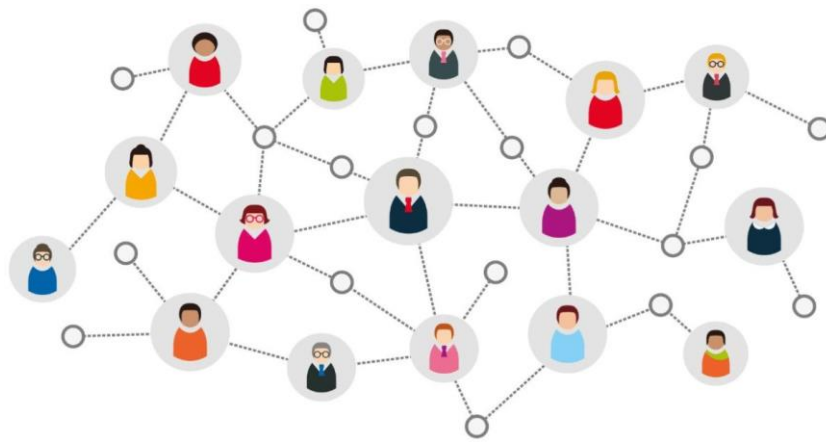
If you need any other support, it's quick and easy to find answers to frequently asked questions by using our [online knowledge base](#).

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## Contact Centre hours...

A graphic with a dark blue background featuring a white starburst and several smaller white stars. At the bottom, there are stylized, colorful mountain-like shapes in shades of red, orange, and blue. A white Christmas ornament is positioned on the right side, with a dashed white line extending upwards from it.

Christmas opening times	December
	22 December - 9 to 5
	23 December - 9 to 3
	24 December - Closed
	25 December - Closed
	26 December - Closed
	27 December - 9 to 5
	28 December - 9 to 5
	29 December - 9 to 5
	30 December - 9 to 3
	31 December - Closed
	January
	1 January - Closed
	2 January - 9 to 5



## Thanks for reading

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