

NHS Jobs is changing!

The current NHS Jobs service is changing and the Optimisation Team are in the process of transitioning existing NHS Jobs users over to the all-new NHS Jobs service.

Transition to the new NHS Jobs service



How NHS Jobs is changing

Please watch our video [here](#) to learn more about how the new NHS Jobs service is changing for the better.

What will be different?

The new service will be designed around user needs and aims to enhance the employer and jobseeker experience within the site.

For third party ATS users, a direct-apply function for applicants is available. After clicking 'apply' in NHS Jobs, applicants will be redirected to your third party ATS provider to complete and submit an application for vacancies within your organisation. This added benefit will remove the need for recruitment teams to manually import applications from NHS Jobs to your third party ATS once an advert has closed. This means recruiting managers can see the total number of applications submitted whilst the advert is live.

A number of changes and improvements were added to the Trac recruitment system on 7 July 2020, which can be viewed in the Trac site news [here](#). Please take time to read the site news and the article attachments (Part 1 – Changes to the advertising process and Part 2 – Changes to the application process).

You will now be presented with a new 'Main advert details' section, with four fields to summarise information for your applicants instead of one field.

To prepare your organisation for these changes, please ensure you take time to read the updated **Creating a vacancy request** user guide in Trac.

The four fields include:

1. **Job overview** – here you will give a brief description of the role which can usually be found in your organisation's job description.
2. **Main duties of the job** – here you will confirm the responsibilities for the role and cover the skills and qualities you are looking for. This can usually be found in your organisation's job description.
3. **Working for the organisation** – this section will introduce the team, the work ethic and organisation benefits. This information may be covered in your Trac header and footers. Please note header and footers will not be a feature in the new NHS Jobs service at this stage.

4. **Detailed job description and main responsibilities** - This can usually be found in your organisation's job description. This has been added as a text field to ensure accessibility for all candidates. Guidance on the [gov.uk](https://www.gov.uk) website confirms that a published PDF is harder to find, use and maintain. The default should be to create all content so it can be displayed in a web browser. If you have a requirement to publish a PDF job description, you can still attach the PDF version of this, and any additional documents, which will go on to accompany the details covered in the job description and main responsibilities section displayed in the web browser.

How can I prepare for the changes?

As a third party ATS user, you will only need to use the new NHS Jobs service to post your advert. Your advert will transfer automatically from your third party ATS provider into your new NHS Jobs account as a draft advert. Your Recruitment Administrator will then need to log in to NHS Jobs and publish the advert.

Guidance on how to publish your advert in NHS Jobs can be found on our website [here](#) under the 'Create a vacancy in NHS Jobs using Trac' section. Alternatively, you can watch our short [YouTube video](#) on how to do this.

In the new NHS Jobs service, the below user roles are available. The permissions below detail what each role is able to do in the new NHS Jobs service. User guides on how to complete the below actions in NHS Jobs can be found on our website [here](#).

Permission description	Super user	Recruitment administrator	Recruiting manager
Create a job listing	✓	✓	✓
Approve a job listing	✓	✓	✓
Publish a job listing	✓	✓	
Change a published listing	✓	✓	
Close a listing early	✓	✓	
Score applications	✓	✓	✓
Choose a shortlist	✓	✓	✓
Create offers and contracts	✓	✓	
View offers and contracts	✓	✓	✓
Manage pre-employment checks	✓	✓	
View pre-employment checks	✓	✓	✓
View all listings	✓	✓	
Add and change user details	✓		
Change KPIs	✓		

More information can be found [here](#)