

## How to review applications in NHS Jobs

Click on Vacancies  
Click on the applications link under the vacancy you are shortlisting

Vacancy Title	Reference	Department	Added	Advert closes	CV allowed	Applications	Views	Questions	Status
HTO - Test	<a href="#">918-PS2210</a>	Patient Services	09 Sep 2015	13 Sep 2015	No	4	4	View	Advert Open
Transport Driver	<a href="#">918-GP5343</a>	Logistics	14 Jul 2015	15 Jul 2015	No	3	8	None	Advert Closed
Facilities Administrator	<a href="#">918-GD4567</a>	Estates and Facilities	14 Jul 2015	17 Jul 2015	No	4	10	None	Advert Closed
Donor Care Supervisor	<a href="#">918-BS1221</a>								Advert Closed

## To Review applications

Click on the review applications tab, then click the blue application link.

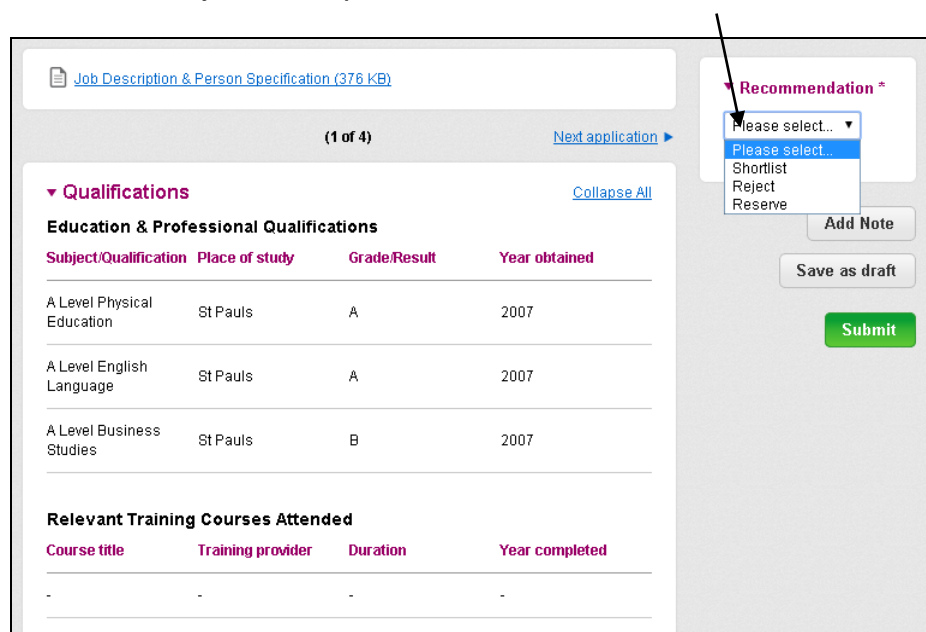
Application	Applied	Shortlisting in progress	My review status
<a href="#">AR-290-450-05</a> 1 reviews (0 complete, 0 bounced, 1 awaiting)	09/09/2015	Yes	In progress
<a href="#">2: AR-290-450-09</a> 1 reviews (0 complete, 0 bounced, 1 awaiting)	09/09/2015	Yes	Not started
<a href="#">3: AR-290-450-07</a> 1 reviews (0 complete, 0 bounced, 1 awaiting)	09/09/2015	Yes	Not started
<a href="#">4: AR-290-450-11</a> 1 reviews (0 complete, 0 bounced, 1 awaiting)	09/09/2015	Yes	Not started

The application being reviewed is displayed in the centre of the page. At the top of each application there is a link to the job description and person

specification (Recruitment Profile), so that this can be accessed during the review.

## Shortlist, Reject or Reserve?

Once you have reviewed the candidate's application you will need to provide a recommendation by selecting the appropriate option from the Recommendation drop-down list. Applications can be recommended to be shortlisted, rejected, or placed as a shortlist reserve.

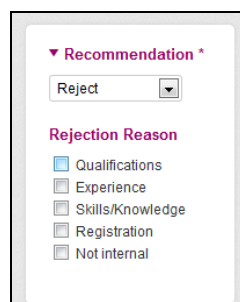


The screenshot shows a web interface for reviewing an application. At the top, there is a document icon and a link to 'Job Description & Person Specification (376 KB)'. Below this, it indicates '(1 of 4)' and a 'Next application' button. The main section is titled 'Qualifications' and contains two tables. The first table, 'Education & Professional Qualifications', has columns for 'Subject/Qualification', 'Place of study', 'Grade/Result', and 'Year obtained'. It lists three entries: A Level Physical Education (St Pauls, A, 2007), A Level English Language (St Pauls, A, 2007), and A Level Business Studies (St Pauls, B, 2007). The second table, 'Relevant Training Courses Attended', has columns for 'Course title', 'Training provider', 'Duration', and 'Year completed', with all cells currently empty. To the right of the tables is a 'Recommendation \*' dropdown menu with options: 'Please select...', 'Please select...', 'Shortlist', 'Reject', and 'Reserve'. Below the dropdown are buttons for 'Add Note', 'Save as draft', and a green 'Submit' button.

Selecting the 'Save as draft' saves the recommendation and will leave you on the same application.

Selecting the 'Submit' button saves the recommendation and identifies the application review as 'Complete'.

If selecting the 'Reject' option please record the reason or reasons for rejection, by selecting one or more options shown below. Please do not record any additional notes against the application as these are not required.



The screenshot shows a 'Recommendation \*' dropdown menu with 'Reject' selected. Below it is a section titled 'Rejection Reason' with five checkboxes: 'Qualifications', 'Experience', 'Skills/Knowledge', 'Registration', and 'Not internal'. The 'Qualifications' checkbox is currently checked.

## Once the advert has closed

Once the advert has closed you can send the applications to your colleagues for them to review. We recommend that all applications are reviewed by at least two people.

## To Request reviews from Colleagues

If your colleague will be reviewing the applications separately to you, you will need to send them the link to the applications. To review the applications, they must have an NHS Jobs recruiting manager account. Please contact your recruitment contact if they need an account or you are unsure if they have an account.

**Review Applications for HTO - Test - 918-PS2210**

The list below shows the applications for this vacancy to be reviewed, along with an indication of whether you have reviewed them and the status of other reviews that may have been requested. To review an application click on its reference number. You can use the menus on the right to sort and filter the list.

To request reviews by other managers click on the 'Request reviews' button below the list.

Application	Applied	Shortlisting in progress	My review status
1: <a href="#">AR-290-450-05</a> 1 reviews ( 0 complete, 0 bounced, 1 awaiting )	09/09/2015	Yes	In progress
2: <a href="#">AR-290-450-09</a> 1 reviews ( 0 complete, 0 bounced, 1 awaiting )	09/09/2015	Yes	Not started
3: <a href="#">AR-290-450-07</a> 1 reviews ( 0 complete, 0 bounced, 1 awaiting )	09/09/2015	Yes	Not started
4: <a href="#">AR-290-450-11</a> 1 reviews ( 0 complete, 0 bounced, 1 awaiting )	09/09/2015	Yes	Not started

Request reviews

Click Review Applications / Click Request Reviews

**Request Application Review**

Select the applications to send for review by reviewers.

Application	Review summary to date	Applied	Actions
1: <a href="#">AR-290-450-05</a>	1 review (0 complete, 0 bounced, 1 awaiting)	09/09/2015	<input checked="" type="checkbox"/>
3: <a href="#">AR-290-450-07</a>	1 review (0 complete, 0 bounced, 1 awaiting)	09/09/2015	<input checked="" type="checkbox"/>
2: <a href="#">AR-290-450-09</a>	1 review (0 complete, 0 bounced, 1 awaiting)	09/09/2015	<input checked="" type="checkbox"/>
4: <a href="#">AR-290-450-11</a>	1 review (0 complete, 0 bounced, 1 awaiting)	09/09/2015	<input checked="" type="checkbox"/>

Cancel Select applicants

Select the applications you would like your colleagues to review. Click select applicants

**Selected applicants**

- 1: AR-290-450-05 - Review request status: 1 review (0 complete, 0 bounced, 1 awaiting)
- 3: AR-290-450-07 - Review request status: 1 review (0 complete, 0 bounced, 1 awaiting)
- 2: AR-290-450-09 - Review request status: 1 review (0 complete, 0 bounced, 1 awaiting)
- 4: AR-290-450-11 - Review request status: 1 review (0 complete, 0 bounced, 1 awaiting)

**Review instructions**  
Enter any general instructions for the review board to follow.

**Add reviewers**  
Pick one or more reviewers and/or enter one or more email addresses for new reviewers:

First reviewer

Additional email address (one per line):

rachel.marriott@nhsbt.nhs.uk

Enter any reviewing instructions for your colleagues.  
Add their email address.  
Click request review.  
**Then click confirm review.**

## Finalising the Shortlisting

Once the advert has closed and all applications have been reviewed by yourself, as the recruiting manager, and with the assistance of a number of reviewers, you will need to finalise the shortlisting.

Applications

Review applications

- Finalise shortlist
- Interviews
- Talent pool
- My preferences

Quick links

- Help
- Users' toolkit
- Training environment
- Job seeker site
- More links

Here you can see the outcome from the review of applications and can finalise the shortlist. Use the 'Actions' or 'Group Actions' buttons to set the shortlist or 'Shortlisting complete' button to inform others that you have finished. You can use the menus on the right to sort and filter the list.

Select all 4 applications  Select all on page

[Expand All Recommendations](#)

1: <a href="#">AR-290-450-05</a>	✓ 2 ✗ 0 (0 reserve)	<input type="checkbox"/> <a href="#">In Review</a>
Applied: 09/09/2015		<input type="button" value="Actions"/>
<a href="#">Show recommendations</a>		
2: <a href="#">AR-290-450-09</a>	✓ 2 ✗ 0 (0 reserve)	<input type="checkbox"/> <a href="#">In Review</a>
Applied: 09/09/2015		<input type="button" value="Actions"/>
<a href="#">Show recommendations</a>		
3: <a href="#">AR-290-450-07</a>	✓ 2 ✗ 0 (0 reserve)	<input type="checkbox"/> <a href="#">In Review</a>
Applied: 09/09/2015		<input type="button" value="Actions"/>
<a href="#">Show recommendations</a>		
4: <a href="#">AR-290-450-11</a>	✓ 2 ✗ 0 (0 reserve)	<input type="checkbox"/> <a href="#">In Review</a>
Applied: 09/09/2015		<input type="button" value="Actions"/>
<a href="#">Show recommendations</a>		

Sort by: Application number

**View applications**  
You have 1 filter applied

**Status**

- In Review
- Shortlisted
- Shortlist Reserve
- Rejection Pending

**Applicant attributes**

- Internal
- Restricted
- PAD (Two Ticks)
- Affected by change

**Shortlisting in progress**  
Yes

Click Finalise Shortlisting.  
Click show recommendations to view the reviewer's recommendations.  
Click action.

**Actions**

Application status: In Review

**Actions**

- Add to Shortlist
- Reject
- Hold as shortlist reserve

Cancel Action

**Add Application Note**

Subject

Note

Add note

Enter your shortlisting decision  
Please do not enter any application notes as these are not necessary at this stage.

Click the action button and this will return you to the finalise shortlist page  
Repeat for the remaining applications.

### **Group Actions**

To process a number of applications with the same recommendation at once, select the relevant applications and then click the 'Group Actions' button. Select the required shortlisting option and then click the green 'Action' button. All selected applications will then be changed to the chosen status.

### **Reserve Candidates** **Two Ticks Candidates**

Candidates who have applied under the 'two ticks' interview guarantee scheme cannot be placed as shortlist reserves. If the candidate meets the essential criteria they would need to have a finalised decision of shortlisted entered and be invited to interview.

It is your responsibility to ensure that no 'two tick' candidates are placed on the reserve list.

Indicates a candidate who has applied under the guaranteed interview scheme

1: [AR-290-458-45](#) ✔ 1 ✘ 0 (0 reserve) 130 points  [Shortlisted](#)

Applied: 19/10/2015

[▶ Show scores & recommendations](#)

[▶ Show details](#)

Shortlisted  
 Shortlist Reserve  
 Rejection Pending

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3: [AR-290-459-79](#) R ✔ 0 ✘ 0 (1 reserve) 120 points  [Shortlisted](#)

Applied: 26/10/2015

[▼ Hide scores & recommendations](#)

Reviewer	Recommendation	Score	Rank
RM	Reserve	120 points	3

[▶ Show details](#)

Internal  
 Restricted  
 PAD (Two Ticks)  
 Affected by change

Recommendation of reserve. However, the candidate needs to be added to the shortlist

### Redeployee/ Restricted Candidates

Indicates a candidate who has applied using a 'restricted' or redeployee account

4: [AR-290-461-71](#) R ✔ 0 ✘ 0 (0 reserve)  [In Review](#)

Applied: 30/10/2015

[▶ Show recommendations](#)

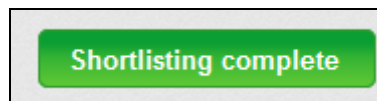
When finalising your shortlisting you may see some applications from candidates who have applied using restricted accounts, please treat these candidates the same as other candidates as any eligible redeployees will have been picked up earlier in the process.

### Internal Vacancies

If your vacancy was advertised as internal only you will need to check that candidates who have applied work within NHSBT, by checking the employment history section of their application form, if not they are to be rejected.

### Completing your Shortlisting

Once all the applications have been identified as 'shortlisted', 'rejected' or in the 'shortlist reserve' and you are satisfied with the outcome, click on the 'Shortlisting complete' button to indicate that the activity is completed.



Selecting 'Shortlisting complete' triggers an email from the system to your recruitment assistant for the vacancy, so that the recruitment team are aware and the remaining recruitment activities can continue. Please now return your interview arrangements form to your recruitment contact.