How to review applications in NHS Jobs

To review applications:

1. Click on Vacancies Click on the applications link under the vacancy you are shortlisting
2. Click on the review applications tab, then click the blue application link.
3. 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.

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.
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.

Click Review Applications
Click Request Reviews

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

Enter any reviewing instructions for your colleagues. Add their email address. Click request review. Then click confirm review.
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.
Redeployee/ Restricted Candidates

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.