


UN3662 1 of 3 18 th September 2025	Electronic Staff Record Programme USER NOTICE	
Title	Applicant and Ex-Applicant Purge Process	
Purpose	Informing users of improvements to the Applicant and Ex-Applicant Purge Process in ESR	
Intended Audience	All ESR Users	

SUBJECT

Improvements to the Applicant Purge Process in ESR

DETAIL


An enhancement to the Applicant Purge process within ESR to improve data quality and system performance will be implemented following Release 66 at the end of September 2025.

The current national ESR process automatically purges ex-Applicant and Applicant records after 13+ months of inactivity. Applicant records are not included in the purge if they have a user account or a learning enrolment.

Analysis of data shows there is a significant backlog of redundant Applicant records on ESR. To make the Applicant purge process more effective additional criteria have been added into the process as follows:

1. Applicants with user accounts who have not logged in within the last 13 months will be included.
2. Applicants with existing enrolments with the following status will be included:
 - Not Completed
 - Course Cancelled
 - Withdrawn
 - Did Not Attend

In addition to these changes, a purge process will be carried out in incremental stages over a period to manage system load and ensure stability. The process will begin by purging records older than a high threshold (e.g., >24 months), then gradually reduce the threshold in subsequent runs (E.g., > 20 months, > 13 months). This phased approach will continue until the system reaches a steady state, where it can reliably purge records older than 13 months on a weekly basis as part of routine maintenance. This is expected to result in the removal of approximately 300k additional applicant records.

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ACTION REQUIRED

Maintaining high quality data is essential for accurate reporting at local, regional, and national levels, supporting informed decision making across the NHS. It also:

- Improves integration with recruitment systems such as NHS Jobs, where outdated records can lead to system errors, duplicate records and failed updates.
- Improves processing and performance for ESR by removing unrequired applicant records from reporting ETLs and background processes such as Learning Auto Enrolment and Subscription.
- Improves security by end dating accounts for applicants who will not be employed.

To improve applicant data quality and reduce integration issues, organisations should:

- Terminate outdated applicant records in line with GDPR and NHS records management standards.
- Ensure employees are hired from existing applicant records to prevent duplication and maintain continuity across recruitment systems.
- Conduct regular audits to identify and correct inconsistencies, errors, or outdated applicant records in ESR
- Run the NHS Data Quality Dashboard in ESRBI routinely as a standard, which includes validations across applicants, assignments, staff movements.
- Use ESRBI dashboards to identify:
 - Applicants at 'Offer Accepted' status for extended periods
 - Open applications
 - Applicants without updates in the last 12 months
 - Applicants with multiple applicant numbers

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FURTHER INFORMATION

Further guidance and information on the management of the Applicant Records is available via the ESR User Manual:

[Hire Applicant \(Via Recruitment\) – ESR User Manual](#)

[How to Terminate an Applicant – ESR User Manual](#)

Further information on the NHS Standard Dashboards within ESR BI can be found in the online guide here: [ESRBI NHS Standard Dashboards](#).

For further questions, please contact your ESR Support team.

NEXT UPDATE

No further update.