

NHS ELECTRONIC STAFF RECORD

ESR-NHS0236 - GUIDE TO ESRBI RECRUITMENT DASHBOARD

Information Classification: PUBLIC

| | |
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| | | | |

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DISTRIBUTION

| Copy No. | Name | Location |
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Design Assumptions

The following design assumptions have been made and can be applied to all analyses and dashboards:

1. All analyses have an export button to enable the user to export to their format of choice.
2. All analyses have an 'Add to Briefing Book' button enabled to allow the user to group national analyses together into a board-report type document.
3. All dashboards are designed on a screen resolution of 1024 x 768 pixels to prevent horizontal scroll bars being displayed (except where wide tables of data are required).

Examples

Where applicable, the examples included in this document contain fictional data only. The names and other personal details are fictional although look realistic enough to provide a useful example.

Recruitment Dashboard

Description

This dashboard is designed to provide the user with intelligence around Recruitment and the Mandatory Employment Checklist data held within ESR.

Allocation

This dashboard is available to the following URPs:

XXX BI Administration

XXX HR Administration

XXX HR Administration (With RA)

XXX HR Management

XXX Recruitment & Applicant Enrolment Administration

XXX Recruitment & Applicant Enrolment Administration (With RA)

Prompts

Organisation(s)

Staff Group(s)

Assignment Category

Hiring Manager

Vacancy Start Date Between

Vacancy Name

Location

Recruitment Monitoring

Description

The Recruitment Monitoring analysis provides users with summary and detailed recruitment monitoring information on enquiries, applicants, shortlisted applicants, offers sent out and the numbers of acceptance and declines. The grouping is defined by the assignment status and is shown below:

Enquiries: Application Pack Requested

Applicants: Application Pack Returned

Shortlisted: Shortlisted 1st Interview, Shortlisted 2nd Interview

Offered: Offered Post Conditional, Offered Post Unconditional

Appointed: Offer Accepted

Declined: Offer Declined

Users are able to click within the Summary Analysis to update the Detail Analysis directly below.

Data Items

| Title | Description |
|---------------------|---------------------|
| Applicant Count | Count of Applicants |
| Applicant Name | |
| Vacancy Name | |
| Vacancy Description | |
| Organisation | |
| Gender | |
| Marital Status | |
| Ethnic Group | |
| Religious Belief | |
| Sexual Orientation | |
| Disability | |
| Staff Group | |
| Org Level 1-4 | |
| Pay Scale | |
| Occupation Code | |
| DBS Disclosure Type | |

View Selectors

Bar Graph (default); Table

Prompts

Gender

Marital Status

Ethnic Group

Staff Group

Org Level 1-4

Pay Scale

Occupation Code

DBS Disclosure Type

Example Screenshot

Recruitment Monitoring Analysis



| Applicant Name | Gender | Vacancy Name | Vacancy Description | Type | Organisation Name |
|-----------------------|--------|------------------------|-----------------------|-----------|--------------------------------|
| Burnley25, Mr. James | Male | 504 Staff Nurse D 0107 | Staff Nurse D Ward 10 | Enquiries | 504 Ward 10 |
| Burns25, Mr. James | Male | 504 Staff Nurse D 0107 | Staff Nurse D Ward 10 | Enquiries | 504 Ward 10 |
| Carter25, Mrs. Fiona | Female | 504 Staff Nurse D 0107 | Staff Nurse D Ward 10 | Enquiries | 504 Ward 10 |
| Hunter01, Miss Louise | Female | 504 01Matron | Modern Matron | Enquiries | 504 Midwifery Nurse Management |
| Hunter02, Miss Louise | Female | 504 02Matron | Modern Matron | Enquiries | 504 Midwifery Nurse Management |
| Hunter03, Miss Louise | Female | 504 03Matron | Modern Matron | Enquiries | 504 Midwifery Nurse Management |
| Hunter04, Miss Louise | Female | 504 04Matron | Modern Matron | Enquiries | 504 Midwifery Nurse Management |
| Hunter05, Miss Louise | Female | 504 05Matron | Modern Matron | Enquiries | 504 Midwifery Nurse Management |
| Hunter06, Miss Louise | Female | 504 06Matron | Modern Matron | Enquiries | 504 Midwifery Nurse Management |
| Hunter07, Miss Louise | Female | 504 07Matron | Modern Matron | Enquiries | 504 Midwifery Nurse Management |

Applicants Tab

Description

This tab of the Recruitment Dashboard is designed to display a number of applicant-related overview analyses to support the user in analysing applicant totals and how applicants are progressing along the recruitment process.

Prompts

Organisation(s)

Staff Group(s)

Assignment Category

Hiring Manager

Employee Location

Vacancy Start Date Between

Vacancy Name

Applicant Type

Applicants

Description

This analysis is designed to show the number of Applicants by Staff Group for Open Vacancies. Users are able to open a separate analysis by clicking on the Applicant Count which will give details on the Applicants making up the total.

Data Items

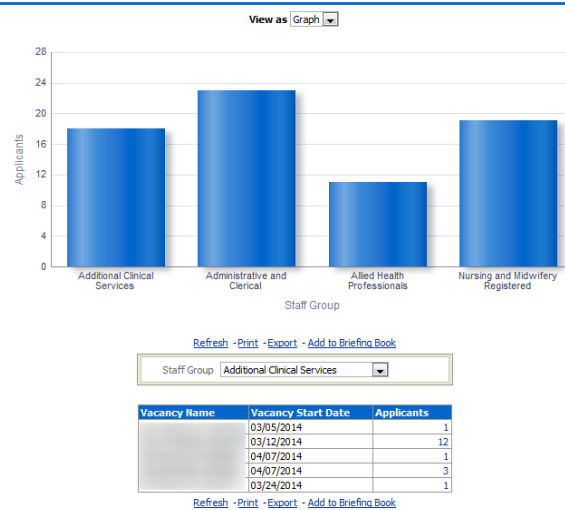
| | |
|--------------------|--|
| Staff Group | |
| Applicant Count | |
| Vacancy Start Date | |
| Vacancy Name | |

View Selectors

Bar Graph (default); Table

Example Screenshot

Applicants



Applicants at Assignment Status for greater than X Days

Description

This analysis is designed to show the number of Applicants that have been at a set Assignment Status for greater than a set number of days. Users should set the Assignment Status and the Number of Days criteria using the available prompts. Applicant Mass Update functionality is available in ESR to help update these records. For more information please see the ESR User Manual [here](#).

Data Items

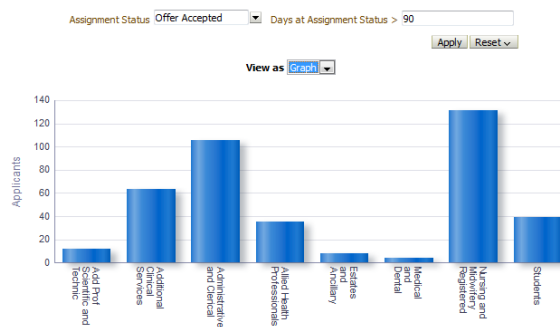
| | |
|-----------------|--|
| Staff Group | |
| Applicant Count | |

View Selectors

Bar Graph (default); Table

Example Screenshot

Applicants at Offer Accepted for Greater Than 90 Days



Days Taken to Assignment Status From Vacancy Creation

Description

This analysis shows the number of days taken for the assignment status of an applicant record to be set to a specific assignment status as defined by the user using the prompt available. A RAG Status is automatically set on the 'Days to Assignment Status' field, the parameters of this can be controlled using the available prompts. Only Open Applicant Records are included within this analysis.

Data Items

| Title | Description |
|---------------------------|---|
| Vacancy Name | |
| Applicant Title | |
| Applicant First Name | |
| Applicant Last Name | |
| National Insurance Number | |
| Hiring Manager Name | |
| Days To Assignment Status | Days Between Vacancy Start Date and Date at which the <i>Assignment Status</i> was set. |

View Selectors

None

Example Screenshot

Days Taken to Regret Not Shortlisted From Vacancy Creation

Assignment Status: Amber From: Red From:

| Vacancy Name | Title | First Name | Last Name | NI Number | Hiring Manager Name | Days To Regret Not Shortlisted |
|---------------|-------|------------|-----------|-----------|---------------------|--------------------------------|
| 504 01 Matron | Miss | Louise | Hunter01 | | | |
| | Mr. | Adam | King01 | | | |
| | | David | Jenkins01 | | | |
| 504 02 Matron | Miss | Louise | Hunter02 | | | |
| | Mr. | Adam | King02 | | | |
| | | David | Jenkins02 | | | |
| 504 03 Matron | Miss | Louise | Hunter03 | | | |
| | Mr. | Adam | King03 | | | |
| | | David | Jenkins03 | | | |
| 504 04 Matron | Miss | Louise | Hunter04 | | | |

Rows 1 - 10

[Refresh](#) [Print](#) [Export](#) [Add to Briefing Book](#)

Vacancies Tab

This tab shows the number of Open, Closed or All Vacancies grouped by Staff Group. Users are able to limit the date period using the Vacancy Start Date Prompt. Summary and Detail views are available, clicking within the summary view updates the detail view directly below.

Results can be limited to Open or Closed or All vacancies using the Return only Open / Closed Vacancies prompt.

Data Items

| Title | Description |
|--------------|-------------|
| Staff Group | |
| Vacancies | |
| Vacancy Name | |

| | |
|------------------------------|---|
| Vacancy Opened Date | |
| Vacancy Closed Date | |
| Days Open | Days between Vacancy Opened Date and Current Date |
| Vacancy Description | |
| Vacancy Position | |
| Vacancy Position Description | |

View Selectors

Bar Graph (default); Table

Prompts

Vacancy Start Date

RAG Status (Days Open Column)

Return only Open / Closed Vacancies

Example Screenshot



Employment Checks Tab

This analysis shows the Mandatory Employment Checklist Status for Employees and Applicants as at an effective date. The criteria used for each check can be seen below:

Checklist Criteria

| Check | Data Item | Check Detail |
|----------|--|--|
| ID Check | "EIT Verification of ID on Recr"."ID Checked Date"; "EIT Verification of ID on Hire"."ID Checked Date" | If either ID Checked Date has been completed then the report will return 'Checked' otherwise it will return 'Not Checked'. |

| | | |
|--|--|---|
| Right to Work | <p>"Human Resources - Person EIT Details"."EIT Illegal Working Checklist - List A"."Source Document Checked"; "Human Resources - Person EIT Details"."EIT Illegal Working Checklist - List B Group 1"."Source Document Checked"; "Human Resources - Person EIT Details"."EIT Illegal Working Checklist - List B Group 2"."Source Document Checked"; "Human Resources - Person EIT Details"."EIT Illegal Working Checklist - List B (First Combination)". "Reference Number"; "Human Resources - Person EIT Details"."EIT Illegal Working Checklist - Online Services"."Source Checked"</p> | <p>An Employee fulfils the Right to Work criteria if: Work Permit Required = 'Yes' AND List B (First Combination) Reference Number IS NOT NULL and Is in Date OR Residency Status = 'Temporary' AND List B Group 1 Source Document Checked IS NOT NULL and Is in Date OR Residency Status = 'Temporary' AND LIST B Group 2 Source Document Checked IS NOT NULL and Is in Date OR List A Source Document Checked IS NOT NULL OR Online Services Source Checked IS NOT NULL. 'Checked' is returned for employees fulfilling the criteria otherwise 'Not Checked' is returned.</p> |
| Professional Registration/Qualifications | <p>"Human Resources - Position EIT Details"."EIT NHS Reg and Membership Post Reqts"."Register and Membership Body"; "Human Resources - Position EIT Details"."EIT NHS Reg and Membership Post Reqts"."Registration Requirements"; "EIT Employment Checklist Detail"."Date of Qualifications Check"</p> | <p>Where the Registration and Membership Requirements against the Position are not set and the Date of Qualifications Check IS NOT populated then 'Prof Reg Requirements Not Set, Qualifications Not Checked' is returned. Where the Registration and Membership Requirements against the Position are not set and the Date of Qualifications Check IS populated then 'Prof Reg Requirements Not Set, Qualifications Checked' is returned. Where Registration and Membership Requirements are set then either 'Match' or 'NoMatch' is returned depending on whether the requirements have been met.</p> |
| Ref and History Checks | <p>"EIT Employment Checklist"."Employment History"; "EIT Employment Checklist"."References"</p> | <p>Where either the Employment History or the References field is NULL then 'Not Checked' is returned otherwise 'Checked' is returned.</p> |

| | | |
|----------------|--|---|
| DBS Details | "Position"."DBS Disclosure Type"; "Human Resources - Position EIT Details"."EIT NHS Registration and Membership Post Reqts"."DBS Requirements" | Where DBS Requirements are not set against the position but are recorded against the individual, 'DBS Details Recorded But No Requirements Set' is returned and the cell is highlighted amber. Where DBS Requirements are not set against the position and are not recorded against the individual then 'DBS Requirements set to None' is returned. Where DBS Requirements are set against the position and recorded against the individual then either 'Lower', 'Match' or 'Higher' is returned depending on how the requirements are set. |
| Medical Checks | "EIT Employment Checklist Detail"."Date of Medical Clearance" | Where the Date of Medical Clearance is NULL then 'Not Checked' is returned otherwise 'Checked' is returned. |

Data Items

| Title | Description |
|---|--|
| Employee / Applicant Number | |
| Title | |
| Last Name | |
| First Name | |
| Org Level 1-13 | |
| Staff Group | |
| Latest Start Date (Employees Only) | |
| Position | |
| ID Check | |
| Right to Work Check | |
| Professional Registration / Qualifications Checks | |
| DBS Details Checks | |
| Reference and History Checks | |
| Medical Checks | |
| Check Complete / Incomplete | If all checks are complete as per the criteria, 'Checks Complete' is returned otherwise 'Checks Incomplete' is returned. |
| Pre-employment Checks Complete | |
| Date Confirmed Personal Information | |
| Date Confirmed E&D Information | |

Prompts

Effective Date

Employee Latest Start Date >= (Employees)

Projected Hire Date >= (Applicants)

Status (Applicants)

Example Screenshot

| Employee Number | Title | Last Name | First Name | Org L2 | Org L3 | Staff Group | Employee Latest Start Date | Position | ID Check | Right to Work | Professional Registrations/Qualifications | DBS Details | Ref and History Checks | Medical Checks | Checks Complete / Incomplete |
|-----------------|-------|-------------|------------|-----------------|----------------------------|----------------------------------|----------------------------|-------------|-------------|---------------|---|-------------|------------------------|----------------|------------------------------|
| 20055417 | Mrs. | 007Lane | Sarah | 504 Trust Board | 504 Directorate of Surgery | Nursing and Midwifery Registered | 01/01/2001 | Unspecified | Not Checked | Not Checked | Prof Reg Requirements Not Set, Qualifications Not Checked | Match | Not Checked | Not Checked | Checks Incomplete |
| 20055651 | Mrs. | 007Lawrence | Mary | 504 Trust Board | 504 Directorate of Surgery | Nursing and Midwifery Registered | 01/01/2001 | Unspecified | Not Checked | Not Checked | Prof Reg Requirements Not Set, Qualifications Not Checked | Match | Not Checked | Not Checked | Checks Incomplete |
| 20055462 | Miss | 007Lewis | Sarah | 504 Trust Board | 504 Directorate of Surgery | Nursing and Midwifery Registered | 01/01/2001 | Unspecified | Not Checked | Not Checked | Prof Reg Requirements Not Set, Qualifications Not Checked | Match | Not Checked | Not Checked | Checks Incomplete |
| 20055290 | Mrs. | 007Neville | Christine | 504 Trust Board | 504 Directorate of Surgery | Nursing and Midwifery Registered | 01/01/2001 | Unspecified | Not Checked | Not Checked | Prof Reg Requirements Not Set, Qualifications Not Checked | Match | Not Checked | Not Checked | Checks Incomplete |
| 20055459 | Mr. | 007Smith | Ben | 504 Trust Board | 504 Directorate of Surgery | Nursing and Midwifery Registered | 15/07/2003 | Unspecified | Not Checked | Not Checked | Prof Reg Requirements Not Set, Qualifications Not Checked | Match | Not Checked | Not Checked | Checks Incomplete |
| 20055550 | Mr. | 008Holloway | Simon | 504 Trust Board | 504 Directorate of Surgery | Nursing and Midwifery Registered | 01/01/2001 | Unspecified | Not Checked | Not Checked | Prof Reg Requirements Not Set, Qualifications Not Checked | Match | Not Checked | Not Checked | Checks Incomplete |

Activity Summary Tab

Description

This dashboard tab contains several KPIs and analyses designed to enable users to analyse the amount of time it takes for applicants to progress through the recruitment process.

Prompts

Vacancy

Recruiter

Staff Group

Location

Job Role

Organisation

Activity Date Between

Calculation Method (Default = Working Days)

Restrict to Hires Within X Months: ***this allows users to restrict analyses within the page to only return data based on Hires within a user specified period.***

Calculations

Working Days = Number of Calendar Days divide by 7 and multiply by 5

Key Performance Indicators (KPIs)

Summary Description

A range of KPIs are provided with a description of each one available within the KPI itself or via the Dashboard Help link at the top of the dashboard. The RAG status thresholds set against each KPI can be changed by users using the prompts provided.

Detailed Description

| KPI | Description |
|--|---|
| Conditional Offer to Unconditional Offer | The average number of days between an applicant being set to a status of Offered Post Conditional and a status of Offered Post Unconditional. If applicants have not been set to either of these two status, they will not be included in the calculation. |
| Interview to Conditional Offer | The average number of days between an applicant being set to a status of First Interview and a status of Offered Post Conditional. If applicants have not been set to either of these two status, they will not be included in the calculation. |
| Shortlisting to Interview | The average number of days between an applicant being set to a status of Shortlisted 1st Interview and a status of First Interview. If applicants have not been set to either of these two status, they will not be included in the calculation. |
| Vacancy Opened to Unconditional Offer | The average number of days between the Vacancy Opened Date (this is the Requisition From Date on the Requisition and Vacancy Form) and an applicant being set to a status of Offered Post Unconditional. If applicants have not been set to either of these two status, they will not be included in the calculation. |
| Unconditional Offer to Hire Date | The average number of days between Unconditional Offer and Hire Date. If applicants have not been set to either of these two status, they will not be included in the calculation. Please note that this KPI does not use a RAG status prompt. |

Prompts:

Gauge 1 Amber From

Red From

Gauge 2 Amber From

Red From

Gauge 3 Amber From

Red From

Gauge 4 Amber From

Red From

Calculations

Average Days = Average number of days between previous status and current status.

Example Screenshot

Gauge 1 Amber From Red From Gauge 2 Amber From Red From Gauge 3 Amber From Red From Gauge 4 Amber From Red From

Vacancy Approved to Unconditional Offer

Average Days

23.45

Average Number of Days from Vacancy Approved to Unconditional Offer

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Shortlisting to Interview

Average Days

15.35

Average Number of Days from Shortlisting to Interview

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Interview to Conditional Offer

Average Days

1.20

Average Number of Days from Interview to Conditional Offer

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Conditional Offer to Unconditional Offer

Average Days

79.62

Average Number of Days from Conditional Offer to Unconditional Offer

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Unconditional Offer to Hire Date

Average Days

49.6

Average Number of Days from Unconditional Offer to Hire Date

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DBS Activity

Description

This analysis is designed to show the average days difference and actual days difference between the date DBS/CoGS was requested and the date received, grouped by Org L1-13. Clicking on an Organisation Name within the summary table allows users to view assignments within that organisation in the table below.

Data Items

| Title | Description |
|-------------------------|---|
| Applicant Number | |
| Applicant Name | |
| Date DBS/COGS Requested | |
| Date DBS/COGS Received | |
| Days Difference | Number of days difference between the date DBS/CoGS was requested and the date received |

Example Screenshot





DBS Activity

Group by

| Org L1 | Average Days Difference |
|-------------------|-------------------------|
| 504 ESR NHS Trust | 8.46 |

Org L1

| Applicant Number | Applicant Name | Date DBS/CoGS Requested | Date DBS/CoGS Received | Days Difference |
|------------------|----------------|-------------------------|------------------------|-----------------|
| 1234567 | Blogs, Mr. Joe | 27/11/2007 | 27/12/2007 | 21.43 |
| 1234567 | Blogs, Mr. Joe | 15/7/2008 | 4/8/2008 | 14.29 |
| 1234567 | Blogs, Mr. Joe | 16/10/2008 | 24/11/2008 | 27.86 |
| 1234567 | Blogs, Mr. Joe | 3/11/2008 | 24/11/2008 | 15.00 |
| 1234567 | Blogs, Mr. Joe | 26/11/2008 | 22/12/2008 | 18.57 |
| 1234567 | Blogs, Mr. Joe | 8/12/2009 | 2/2/2009 | -220.71 |
| 1234567 | Blogs, Mr. Joe | 20/10/2010 | 2/11/2010 | 9.29 |
| 1234567 | Blogs, Mr. Joe | 16/2/2011 | 30/3/2011 | 30.00 |
| 1234567 | Blogs, Mr. Joe | 18/4/2011 | 11/4/2011 | -5.00 |
| 1234567 | Blogs, Mr. Joe | 26/4/2011 | 4/5/2011 | 5.71 |

    Rows 1 - 10

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Reference Activity

Description

This analysis is designed to show the average days difference and actual days difference between the date a Reference was requested and the date received, grouped by Org L1-13. Clicking on an Organisation Name within the summary table allows users to view assignments within that organisation in the table below.

Data Items

| Title | Description |
|------------------|--|
| Applicant Number | |
| Applicant Name | |
| Date Requested | |
| Date Received | |
| Days Difference | Number of days difference between the date a Reference was requested and the date received |

Example Screenshot


Reference Activity

Group by

| Org L1 | Average Days Difference |
|-------------------|-------------------------|
| 504 ESR NHS Trust | 4.26 |

Org L1

| Applicant Number | Applicant Name | Date Requested | Date Received | Days Difference |
|------------------|----------------|----------------|---------------|-----------------|
| 1234567 | Blogs, Mr. Joe | 05/10/2006 | 17/10/2006 | 8.57 |
| 1234567 | Blogs, Mr. Joe | 02/04/2014 | 22/04/2014 | 14.29 |
| 1234567 | Blogs, Mr. Joe | 23/04/2014 | 27/04/2014 | 2.86 |
| 1234567 | Blogs, Mr. Joe | 28/04/2014 | 29/04/2014 | 0.71 |
| 1234567 | Blogs, Mr. Joe | 28/04/2014 | 06/05/2014 | 5.71 |
| 1234567 | Blogs, Mr. Joe | 29/04/2014 | 02/05/2014 | 2.14 |
| 1234567 | Blogs, Mr. Joe | 01/05/2014 | 06/05/2014 | 3.57 |
| 1234567 | Blogs, Mr. Joe | 06/05/2014 | 07/05/2014 | 0.71 |
| 1234567 | Blogs, Mr. Joe | 08/05/2014 | 16/05/2013 | -255.00 |
| 1234567 | Blogs, Mr. Joe | 08/05/2014 | 16/05/2014 | 5.71 |

 Rows 1 - 10

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Activity Tab

Description

This dashboard tab is designed to enable users to analyse the amount of time it takes for applicants to progress through the recruitment process. The analysis shows the number of days each applicant has taken to change status (for example a '10' in the 'Offer Accepted' column would mean it took 10 days for the applicant to reach that status from **their previous status**). The summary analysis shows the average number of days, whereas the detail shows the exact number by applicant.

Prompts

Vacancy

Recruiter
 Staff Group
 Location
 Job Role
 Organisation
 Activity Date Between
 Calculation Method (Default = Working Days)
 Restrict to Hires Within X Months: **this allows users to restrict analyses within the page to only return data based on Hires within a user specified period.**

Column Selectors

Job Role / Organisation Level 1- 13 / Recruiter

Columns

| |
|------------------------|
| Requisition Name |
| Requisition Start Date |
| Applicant |
| Applicant Name |
| Applicant Status |

Calculations

Days to Status = Number of days between previous status and current status. Where status = 'Application Pack Requested' then date between vacancy start date and applicant status start date.

Example Screenshot

Vacancy (All Column Values) Recruiter (All Column Values) Staff Group (All Column Values) Location (All Column Values) Job Role (All Column Values)
 Organisation (All Column Values) Activity Date Between 01/08/2016 - 31/10/2016 Calculation Method Working Days
 [Next] [Apply] [Reset]

Dashboard Help (Click to Collapse)

This dashboard is designed to show the number of days between vacancy start date, and then between each subsequent change in applicant status. It can be used to find where any extended time periods are occurring. This dashboard works best if the organisation is using ESR for all applicant status changes, or downloading all applicants from a 3rd party website (such as NHS Jobs). Select a grouping option below to view the average number of days to reach each status, then click an applicant number in the detail view to see the detail about their application.

* Group by Staff Group
 [Apply] [Reset]

Average Time (Days) to Reach Status

Click the grouping item on any row to view the applicants for that grouping

| Staff Group | Application Pack Requested | Application Pack Returned | Preferred Applicant | Offer Accepted |
|----------------------------------|----------------------------|---------------------------|---------------------|----------------|
| Add Prof Scientific and Technic | 0.00 | 4.64 | | 67.86 |
| Additional Clinical Services | 0.00 | 3.57 | | 36.79 |
| Administrative and Clerical | 3.11 | 3.44 | 101.43 | 32.99 |
| Allied Health Professionals | 2.68 | 7.14 | | 22.14 |
| Estates and Ancillary | 10.31 | 3.95 | | 24.64 |
| Healthcare Scientists | 26.43 | | | 46.79 |
| Medical and Dental | | | 9.00 | 16.25 |
| Nursing and Midwifery Registered | 1.19 | 8.29 | | 33.31 |

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Days to Reach Status by Applicant

Staff Group Add Prof Scientific and Technic

| Requisition Name | Applicant Number | Applicant Name | Requisition Start Date | Application Pack Requested | Application Pack Returned | Preferred Applicant | Offer Accepted | Total |
|------------------|------------------|----------------|------------------------|----------------------------|---------------------------|---------------------|----------------|--------|
| 100-ESR100-1000 | 1234567 | Blogs, Mr. Joe | 11/05/2016 | | | | | 214.29 |
| 100-ESR100-1000 | 1234567 | Blogs, Mr. Joe | 05/07/2016 | | | | | 31.43 |
| 100-ESR100-1000 | 1234567 | Blogs, Mr. Joe | 08/08/2016 | 0.00 | | 2.14 | | 25.71 |
| 100-ESR100-1000 | 1234567 | Blogs, Mr. Joe | 10/10/2016 | 0.00 | | 7.14 | | 7.14 |

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Applicant Requirements

Description

A number of applicant requirements summary analyses available in Gauge, Graph and Table views based on the employee versions available within the NHS Staff Requirements Dashboard. The analyses are designed to provide intelligence on what employment checks need to be completed at applicant stage prior to hire.

Prompts

Organisation Name
Role
Staff Group
Applicant Number
Status
Position Name
Pay Scale
Vacancy Name
Effective Date

Gauge Prompts

| | |
|-------------------------------|--------------------------------|
| Prof Reg Gauge Low Value | Prof Reg Gauge High Value |
| DBS Gauge Low Value | DBS Gauge High Value |
| Right to Work Gauge Low Value | Right to Work Gauge High Value |

Gauges

| Title | Description |
|-----------------|--|
| DBS Check % | (Number of applicants that require a DBS with a DBS check at the correct level recorded / Number of applicants with a DBS requirement) * 100 |
| Right to Work % | (Number of applicant records with a Right to Work check recorded / Total Number of Applicants) * 100 |
| Prof Reg % | (Number of applicants that require a prof reg with a current (as at report run date) prof reg recorded / Number of applicants with a prof reg requirement) * 100 |

Right to Work Criteria:

An Applicant fulfils the Right to Work criteria if:

Right to Work Required = 'Yes' AND List B (First Combination) Reference Number IS NOT NULL and Is in Date

OR Residency Status = 'Temporary' AND List B Group 1 Source Document Checked IS NOT NULL and Is in Date

OR Residency Status = 'Temporary' AND LIST B Group 2 Source Document Checked IS NOT NULL and Is in Date

OR List A Source Document Checked IS NOT NULL.

Formatting

Red: 0-60

Yellow 61-80

Green: 81-100

Parameters are provided to enable users to vary the above values for each gauge.

Example Screenshots



Professional Registrations by Staff Group

Description

This analysis is designed to show the correct in-date professional registrations where they are required, grouped by various grouping items that includes Registration or Membership Body, Occupation Code, Pay Grade, Staff Group and Job Role.

Data Items

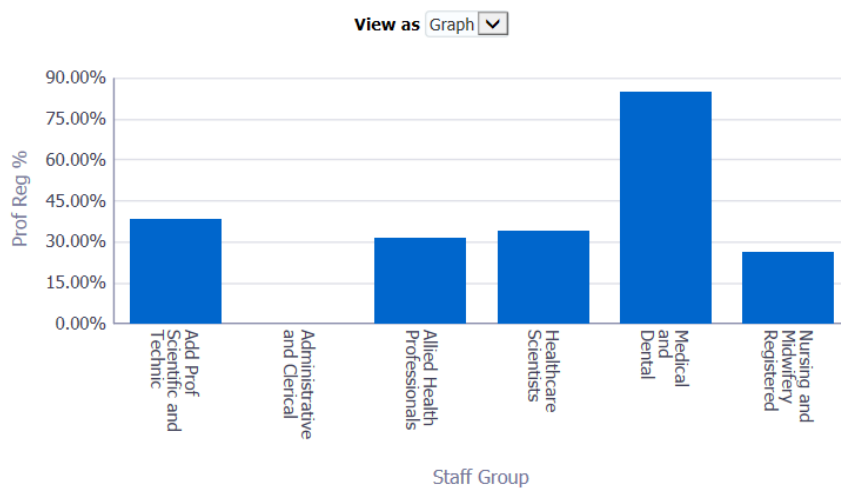
| Title | Description |
|-----------------|--|
| Staff Group | Staff group associated with Job Role in position |
| Applicant Count | Total Number of Applicants |
| Prof Reg Checks | Number of applicants that require a Prof Reg who have obtained it |
| Prof Reg % | Number of applicants that require a Prof Reg who have obtained it / Number of applicants that require Prof Reg * 100 |

Filters

Include only records where a registration is required.

Example Screenshot

Professional Registrations by Staff Group



DBS Checks by Staff Group

Description

This analysis is designed to show which groups of applicants have had an appropriate DBS check where one is required.

Data Items

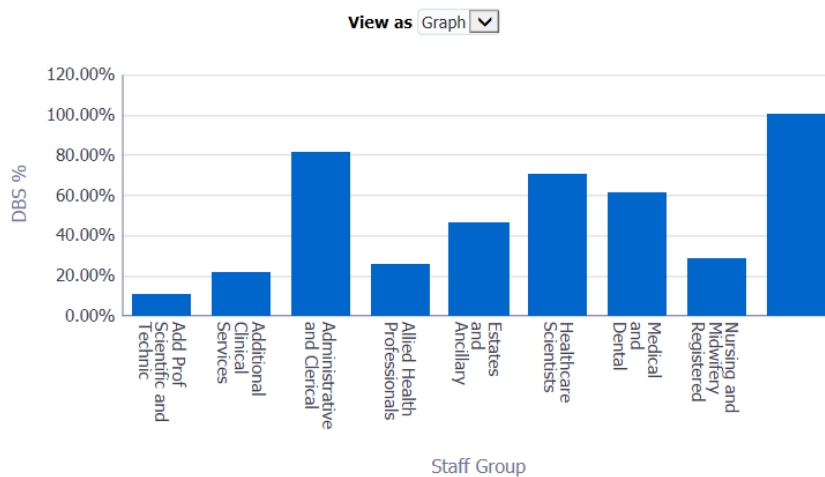
| Title | Description |
|-----------------|---|
| Staff Group | Staff group associated with Job Role in position |
| Applicant Count | Total Number of Applicants |
| DBS Checks | Number of Applicants Requiring a DBS Check |
| DBS % | Number of applicants that require DBS check who have the correct DBS check level recorded (or higher) / Number of applicants that require DBS * 100 |

Filters

Include only records where DBS is required.

Example Screenshot

DBS Checks by Staff Group



Right to Work by Staff Group

Description

This analysis is designed to show which groups of applicants have got an in-date right to work where one is required.

Data Items

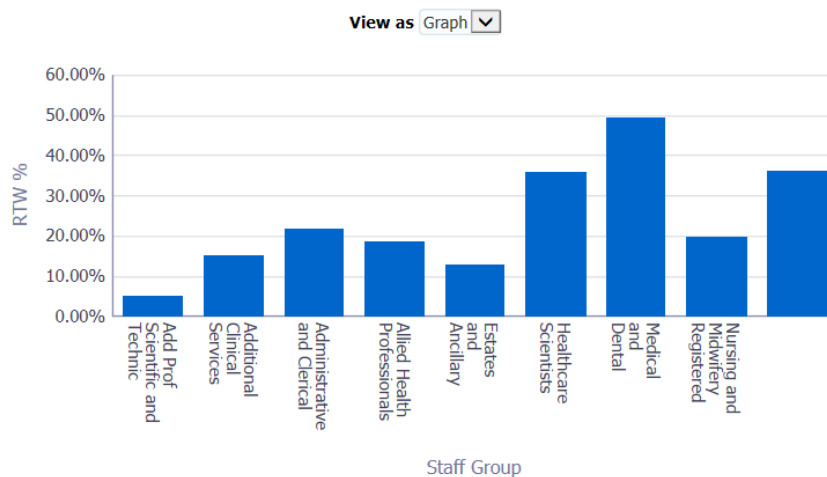
| Title | Description |
|-----------------|---|
| Staff Group | Staff group associated with Job Role in position |
| Applicant Count | Total Number of Applicants |
| Valid RTW | Number of Applicants with RTW check completed |
| RTW % | RTW Checks Completed / Total Number of Applicants * 100 |

Filters

None

Example Screenshot

Right to Work by Staff Group



Prof Reg Matching

Description

This tab is designed to provide the user with a list of applicants that require a professional registration and whether they have obtained that registration.

Prompts

Matching Result (Default 'No Match')

Data Items

| | |
|------------------|----------------------------------|
| Applicant Number | Staff Group |
| Applicant Name | Organisation Name |
| Position Name | Registration Body |
| Matching | Professional Registration Number |
| Expiry Date | |

Example Screenshot

| Applicant Number | Applicant Name | Position Name | Staff Group | Organisation Name | Register and Membership Body Req. | Match | Professional Registration Number | Expiry Date |
|------------------|----------------|--|----------------------------------|--------------------------|-----------------------------------|----------|----------------------------------|-------------|
| 1234567 | Blogs, Mr. Joe | 000000 Business Analyst A2B Information Technology | Add Prof Scientific and Technic | 000 NHS ESR Organisation | General Pharmaceutical Council | No Match | | |
| 1234567 | Blogs, Mr. Joe | 000000 Business Analyst A2B Information Technology | | 000 NHS ESR Organisation | Health and Care Prof Council | No Match | | |
| 1234567 | Blogs, Mr. Joe | 000000 Business Analyst A2B Information Technology | Administrative and Clerical | 000 NHS ESR Organisation | CIPD | No Match | | |
| 1234567 | Blogs, Mr. Joe | 000000 Business Analyst A2B Information Technology | Allied Health Professionals | 000 NHS ESR Organisation | Health and Care Prof Council | No Match | | |
| 1234567 | Blogs, Mr. Joe | 000000 Business Analyst A2B Information Technology | Healthcare Scientists | 000 NHS ESR Organisation | Health and Care Prof Council | No Match | | |
| 1234567 | Blogs, Mr. Joe | 000000 Business Analyst A2B Information Technology | Medical and Dental | 000 NHS ESR Organisation | General Medical Council | No Match | | |
| 1234567 | Blogs, Mr. Joe | 000000 Business Analyst A2B Information Technology | Nursing and Midwifery Registered | 000 NHS ESR Organisation | Nursing and Midwifery Council | No Match | | |

DBS Checks

Description

This tab is designed to provide the user with a list of applicants that require a DBS check and the level at which they have been checked.

Data Items

| | |
|------------------|---------------------------|
| Applicant Number | Type of DBS Req. |
| Last Name | Type of DBS Disclosure |
| First Name | Date DBS/CoGS Received |
| Title | DBS Disclosure Issue Date |
| Email Address | DBS Website Check Date |
| Position Name | DBS Website Match |
| DBS Match | |

Example Screenshot

| Applicant Number | Last Name | First Name | Title | Email Address | Position Name | DBS Match | Type of DBS Req. | Type of DBS Disclosure | Date DBS/CoGS Received | DBS Disclosure Issue Date | DBS Website Check Date |
|------------------|-----------|------------|-------|-------------------|--|-----------|------------------|------------------------|------------------------|---------------------------|------------------------|
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Basic | 05/04/2018 | 05/04/2018 | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 22/02/2008 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 09/02/2009 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 13/07/2009 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 24/08/2009 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 22/12/2009 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 23/03/2010 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 11/05/2010 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 11/04/2011 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 26/05/2011 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 09/06/2011 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 03/11/2011 | | |
| 1234567 | Blogs | Joe | Mr | joe.blogs@nhs.net | 000000 Business Analyst A2B Information Technology | Higher | None | Enhanced | 06/12/2011 | | |

Right to Work

Description

This tab is designed to provide the user with a list of applicants that do or do not have Right to Work Checks recorded in ESR.

Data Items

| | |
|------------------|-------------------------|
| Applicant Number | Source Document |
| Title | Source Document Checked |
| Last Name | Reference Number |
| First Name | Valid From |
| Organisation | Valid To |
| Staff Group | |

Example Screenshot

| Applicant Number | Title | Last Name | First Name | Organisation | Staff Group | Source Document | Source Document Checked | Reference Number | Valid From | Valid To |
|------------------|-------|-----------|------------|--------------------------|---------------------------------|-----------------|---|------------------|------------|------------|
| 1234567 | Mr | Blogs | Joe | 000 NHS ESR Organisation | Add Prof Scientific and Technic | List A | 1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK | 123451234 | 10/03/2008 | 10/12/2018 |
| 1234567 | Mr | Blogs | Joe | 000 NHS ESR Organisation | Add Prof Scientific and Technic | List A | 1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK | 123451234 | 24/09/2008 | 24/04/2019 |
| 1234567 | Mr | Blogs | Joe | 000 NHS ESR Organisation | Add Prof Scientific and Technic | List A | 1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK | 123451234 | 04/11/2008 | 04/05/2019 |
| 1234567 | Mr | Blogs | Joe | 000 NHS ESR Organisation | Add Prof Scientific and Technic | List A | 1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK | 123451234 | 04/07/2009 | 04/07/2019 |
| 1234567 | Mr | Blogs | Joe | 000 NHS ESR Organisation | Add Prof Scientific and Technic | List A | 1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK | 123451234 | 22/02/2011 | 22/02/2021 |
| 1234567 | Mr | Blogs | Joe | 000 NHS ESR Organisation | Add Prof Scientific and Technic | List A | 1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK | 123451234 | 25/02/2011 | 25/02/2021 |
| 1234567 | Mr | Blogs | Joe | 000 NHS ESR Organisation | Add Prof Scientific and Technic | List A | 1. Passport showing holder/person named in passport as the child of holder, is a British citizen/citizen of UK & Colonies with right of abode in UK | 123451234 | 01/03/2011 | 01/12/2021 |

Job Bulletin

Description

The Recruitment Job Bulletin analysis enables users to analyse all vacancies that are open in the selected period.

Prompts

*Date Between

*Vacancy

Staff Group

Data Items

| | |
|-------------------------|-------------------------|
| Staff Group | Vacancy Pay Grade |
| Requisition | Budgeted FTE |
| Requisition Description | Frequency |
| Vacancy Name | Activity Closing Date |
| Vacancy Description | External Contact Name |
| Job Role | Vacancy Status |
| Activity Name | Vacancy Position Number |

Example Screenshot

| Vacancy Name | Vacancy Description | Job Role | Activity Name | Vacancy Pay Grade | Budgeted FTE | Frequency | Activity Closing Date | External Contact Name | Vacancy Status |
|--------------|---------------------|-----------------|---------------|-----------------------------|--------------|-----------|-----------------------|-----------------------|----------------|
| 000-ABC123 | Staff Nurse | Staff Nurse | 000-001-1000 | NHS XR05 Review Body Band 5 | 0.80 | | | | Open |
| 000-ABC123 | Staff Nurse | Clerical Worker | 000-001-1000 | NHS XR05 Review Body Band 5 | 1.00 | 37.50 / W | | | Open |
| 000-ABC123 | Staff Nurse | Support Worker | 000-001-1000 | NHS XR05 Review Body Band 5 | 2.00 | 37.50 / W | | | Open |
| 000-ABC123 | Staff Nurse | | 000-001-1000 | NHS XR05 Review Body Band 5 | | | | | Open |
| 000-ABC123 | Staff Nurse | Officer | 000-001-1000 | NHS XR05 Review Body Band 5 | 1.00 | | | | Open |
| 000-ABC123 | Staff Nurse | Clerical Worker | 000-001-1000 | NHS XR05 Review Body Band 5 | 1.00 | | | | Open |
| 000-ABC123 | Staff Nurse | Clerical Worker | 000-001-1000 | NHS XR05 Review Body Band 5 | 1.00 | 37.50 / W | | | Open |
| 000-ABC123 | Staff Nurse | Clerical Worker | 000-001-1000 | NHS XR05 Review Body Band 5 | 1.00 | 37.50 / W | | | Open |
| 000-ABC123 | Staff Nurse | Clerical Worker | 000-001-1000 | NHS XR05 Review Body Band 5 | 2.00 | | | | Open |
| 000-ABC123 | Staff Nurse | Officer | 000-001-1000 | NHS XR05 Review Body Band 5 | | 37.50 / W | | | Open |
| 000-ABC123 | Staff Nurse | Officer | 000-001-1000 | NHS XR05 Review Body Band 5 | 1.00 | 37.50 / W | | | Open |
| 000-ABC123 | Staff Nurse | Analyst | 000-001-1000 | NHS XR05 Review Body Band 5 | 1.00 | | | | Open |
| 000-ABC123 | Staff Nurse | Manager | 000-001-1000 | NHS XR05 Review Body Band 5 | | 37.50 / W | | | Open |

Applicants against Vacancy

Description

This analysis is designed to show applicants against vacancies that were open during the period selected.

Prompts

Vacancy Status

Applicant Name

Applicant Status

Date Between

Data Items

| | |
|---------------------|------------------|
| Vacancy Name | Applicant Number |
| Vacancy Description | Applicant Name |
| Organisation | Rejection Reason |

| | |
|----------------|----------|
| Recruiter Name | Disabled |
| Closing Date | |

Example Screenshot

| Vacancy Name | Vacancy Description | Organisation | Recruiter Name | Closing Date | Applicant Number | Applicant Name | Rejection Reason | Disabled |
|--------------|---------------------|--------------------------|----------------|--------------|------------------|----------------|------------------|-------------|
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 01/07/2006 | 12345678 | Blogs, Mr. Joe | | Unspecified |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 12/01/2007 | 12345678 | Blogs, Mr. Joe | | No |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 12/01/2007 | 12345678 | Blogs, Mr. Joe | | Unspecified |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 02/03/2007 | 12345678 | Blogs, Mr. Joe | | No |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 02/03/2007 | 12345678 | Blogs, Mr. Joe | | Unspecified |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 10/08/2007 | 12345678 | Blogs, Mr. Joe | | Unspecified |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 06/09/2007 | 12345678 | Blogs, Mr. Joe | | No |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 06/09/2007 | 12345678 | Blogs, Mr. Joe | | Yes |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 07/09/2007 | 12345678 | Blogs, Mr. Joe | | No |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 21/09/2007 | 12345678 | Blogs, Mr. Joe | | No |
| 100-ABC123 | Business Analyst | 000 NHS ESR Organisation | Blogs, Mrs. Jo | 21/09/2007 | 12345678 | Blogs, Mr. Joe | | Unspecified |

Interview Schedule

Description

This analysis enables users to identify those applicants scheduled to attend an interview, their interview times and interviewees on specified dates for specified vacancies and staff group.

Prompts

- Date Between
- Vacancy Name
- Vacancy Staff Group

Data Items

| | |
|--------------------|---------------------|
| Recruiter Name | Interview Location |
| Interview Date | Vacancy Role |
| Interview Type | Vacancy Staff Group |
| Interview Time | Vacancy Name |
| Interviewers | Applicant Name |
| Where to Report To | Applicant Number |

Example Screenshot

| Recruiter Name | Interview Date | Interview Type | Interview Time | Interviewers | Where to Report To | Interview Location | Vacancy Role | Vacancy Staff Group | Vacancy Name | Applicant Name | Applicant Number |
|----------------|----------------|-----------------|----------------|---------------------------------|--------------------|------------------------|------------------------------|------------------------------|---------------|----------------|------------------|
| Blogs, Ms. Jo | 21/07/2006 | First Interview | 09:00 | Blogs, Miss. Joe;Blogs, Mrs. Jo | | 000 ESR House, Warwick | Senior Manager | Administrative and Clerical | 000-NHS-ESR00 | Blogs, Mr. Joe | 123456 |
| Blogs, Ms. Jo | 21/07/2006 | First Interview | 10:00 | Blogs, Miss. Joe;Blogs, Mrs. Jo | | 000 ESR House, Warwick | Senior Manager | Administrative and Clerical | 000-NHS-ESR00 | Blogs, Mr. Joe | 123456 |
| Blogs, Ms. Jo | 21/07/2006 | First Interview | 13:00 | Blogs, Miss. Joe;Blogs, Mrs. Jo | | 000 ESR House, Warwick | Senior Manager | Administrative and Clerical | 000-NHS-ESR00 | Blogs, Mr. Joe | 123456 |
| Blogs, Ms. Jo | 22/08/2006 | First Interview | 10:30 | Blogs, Miss. Joe;Blogs, Mrs. Jo | | 000 ESR House, Warwick | Healthcare Assistant | Additional Clinical Services | 000-NHS-ESR00 | Blogs, Mr. Joe | 123456 |
| Blogs, Ms. Jo | 19/10/2006 | First Interview | 13:00 | Blogs, Miss. Joe;Blogs, Mrs. Jo | | 000 ESR House, Warwick | Officer | Administrative and Clerical | 000-NHS-ESR00 | Blogs, Mr. Joe | 123456 |
| Blogs, Ms. Jo | 31/10/2006 | First Interview | 14:00 | Blogs, Miss. Joe;Blogs, Mrs. Jo | | 000 ESR House, Warwick | Healthcare Science Assistant | Additional Clinical Services | 000-NHS-ESR00 | Blogs, Mr. Joe | 123456 |
| Blogs, Ms. Jo | 10/11/2006 | First Interview | 09:30 | Blogs, Miss. Joe;Blogs, Mrs. Jo | | 000 ESR House, Warwick | Officer | Administrative and Clerical | 000-NHS-ESR00 | Blogs, Mr. Joe | 123456 |
| Blogs, Ms. Jo | 10/11/2006 | First Interview | 11:30 | Blogs, Miss. Joe;Blogs, Mrs. Jo | | 000 ESR House, Warwick | Officer | Administrative and Clerical | 000-NHS-ESR00 | Blogs, Mr. Joe | 123456 |

Applicant and Vacancy Listing

Description

This tab contains two analyses designed to show applications and vacancies that are open as at the effective date. These may be used to tidy up applications and vacancies going unused in ESR.

Prompts

Vacancy Opened Date Between

Applicant Number

Vacancy Name

Recruiting Organisation

Applicant Status

Vacancy Status

Effective Date

Open Applications

Description

This analysis is designed to show vacancies still open as at an effective date (default: Today) along with applicants.

Data Items

| | |
|---------------------|-------------------------------|
| Vacancy Name | Status End Date |
| Activity End Date | Termination Reason |
| Organisation | Date Application Received |
| Vacancy Role | Vacancy Opened Date |
| Recruiter Name | Vacancy Closed Date |
| Applicant Number | Application Last Updated Date |
| Applicant Name | Projected Hire Date |
| Applicant Status | Vacancy Status |
| Status Start Date | Person Type |
| Vacancy Staff Group | Vacancy Position Number |
| Requisition Name | |

Example Screenshot

| Applicant Status | Status Start Date | Status End Date | Termination Reason | Date Application Received | Vacancy Opened Date | Vacancy Closed Date | Application Last Updated Date | Projected Hire Date | Vacancy Status |
|------------------------|-------------------|-----------------|--------------------|---------------------------|---------------------|---------------------|-------------------------------|---------------------|----------------|
| Preferred Applicant | 07/06/2019 | | | 07/06/2019 | | | 08/06/2019 | 07/08/2019 | |
| Regret Not Shortlisted | 30/07/2008 | | | 04/02/2008 | 25/01/2008 | | 31/07/2008 | | Open |
| Regret Not Shortlisted | 16/04/2010 | | | 13/09/2007 | 03/03/2010 | | 22/01/2008 | | Open |
| Regret Not Shortlisted | 18/01/2012 | | | 05/01/2011 | 04/01/2011 | | 18/01/2012 | | Open |
| Terminate Application | 15/10/2012 | | | 19/04/2012 | 19/04/2012 | 16/11/2012 | 15/10/2012 | | Open |
| Regret Not Shortlisted | 18/01/2012 | | | 30/08/2011 | 19/08/2011 | | 18/01/2012 | | Open |
| Regret Not Shortlisted | 30/06/2009 | | | 17/05/2009 | 15/05/2009 | 31/08/2009 | 30/06/2009 | | Open |
| Regret Not Shortlisted | 18/01/2012 | | | 23/07/2011 | 22/07/2011 | | 18/01/2012 | | Open |
| Regret Not Shortlisted | 18/01/2012 | | | 18/09/2011 | 16/09/2011 | | 18/01/2012 | | Open |
| Offer Accepted | 19/12/2018 | | | 03/12/2018 | 29/11/2018 | | 19/12/2018 | | Open |
| Regret Not Shortlisted | 12/04/2013 | | | 18/02/2013 | 26/02/2013 | 25/02/2015 | 05/04/2013 | | Open |
| Offer Accepted | 04/06/2019 | | | 14/05/2019 | 14/05/2019 | | 07/06/2019 | 07/08/2019 | Open |
| Preferred Applicant | 07/06/2019 | | | 14/05/2019 | | | 07/06/2019 | 07/08/2019 | |

Vacancies without Applications

Description

This analysis is designed to show vacancies that are 'vacant' (i.e. have no applications against them) as at an effective date (default: Today).

Data Items

| | |
|-------------------------|---------------------|
| Vacancy Name | Recruiter Name |
| Activity End Date | Vacancy Opened Date |
| Organisation | Vacancy Closed Date |
| Vacancy Role | Vacancy Status |
| Requisition Name | Vacancy Description |
| Requisition Description | Vacancy Staff Group |

Example Screenshot

| Vacancy Name | Activity End Date | Organisation | Vacancy Role | Recruiter Name | Vacancy Opened Date | Vacancy Closed Date | Vacancy Status |
|--------------|-------------------|--------------------------|----------------------|----------------|---------------------|---------------------|----------------|
| 000-ABC123 | 25/06/2007 | 000 NHS ESR Organisation | Healthcare Assistant | Blogs, Mrs. Jo | 13/03/2007 | | Open |
| 000-ABC123 | 26/06/2007 | 000 NHS ESR Organisation | Healthcare Assistant | Blogs, Mrs. Jo | 13/03/2007 | | Open |
| 000-ABC123 | 15/12/2007 | 000 NHS ESR Organisation | Officer | Blogs, Mrs. Jo | 08/06/2007 | | Open |
| 000-ABC123 | 31/05/2008 | 000 NHS ESR Organisation | Manager | Blogs, Mrs. Jo | 01/11/2007 | | Open |
| 000-ABC123 | 16/02/2009 | 000 NHS ESR Organisation | Clerical Worker | Blogs, Mrs. Jo | 29/08/2007 | | Closed |
| 000-ABC123 | 14/04/2009 | 000 NHS ESR Organisation | Staff Nurse | Blogs, Mrs. Jo | 14/04/2009 | | Closed |
| 000-ABC123 | 20/05/2009 | 000 NHS ESR Organisation | Technician (Closed) | Blogs, Mrs. Jo | 24/03/2009 | | Open |
| 000-ABC123 | 31/07/2009 | 000 NHS ESR Organisation | Manager | Blogs, Mrs. Jo | 02/04/2009 | | Closed |
| 000-ABC123 | 02/11/2009 | 000 NHS ESR Organisation | Adviser | Blogs, Mrs. Jo | 01/07/2006 | | Filed |
| 000-ABC123 | 02/11/2009 | 000 NHS ESR Organisation | Adviser | Blogs, Mrs. Jo | 30/08/2007 | | Open |
| 000-ABC123 | 02/11/2009 | 000 NHS ESR Organisation | Analyst | Blogs, Mrs. Jo | 27/12/2007 | | Open |

Employee Data Quality

CSD, OMP or OSP is Null

Description

This analysis enables users to identify where an employee has missing OSP, OMP or CSD entries.

Data Items

| | |
|-------------------|----------------|
| Organisation Name | CSD 3 Months |
| Employee Number | CSD 12 Months |
| Employee Name | NHS OSP Scheme |
| CSD 1 Week | NHS OMP Scheme |

Example Screenshot

CSD, OMP or OSP is Null

| Organisation Name | Employee Name | Employee Number | CSD 1 Week | CSD 3 Months | CSD 12 Months | NHS OSP Scheme | NHS OMP Scheme |
|----------------------|----------------|-----------------|------------|--------------|---------------|----------------|--------------------|
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 05/01/2009 | 23/12/2006 | 23/12/2006 | NHS OSP SCHEME | |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 26/11/2018 | 26/11/2018 | 26/11/2018 | NHS OSP SCHEME | |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 01/10/2019 | 01/10/2019 | 01/10/2019 | NHS OSP SCHEME | |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 02/11/2020 | 04/07/2005 | 04/07/2005 | NHS OSP SCHEME | |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 04/05/2021 | | | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 12/07/2021 | | 07/07/2003 | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 23/08/2021 | | | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 21/12/2021 | | | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 02/03/2022 | | 10/10/2000 | NHS OSP SCHEME | NHS AFC OMP SCHEME |
| 000 ESR Organisation | Blogs, Mr. Joe | 12345678 | 01/06/2022 | 09/04/2001 | 09/04/2001 | NHS OSP SCHEME | |

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Applicant Data Quality

Description

This tab is designed to provide the user with a list of applicants who falls under one or more of the Applicant tests described below.

Prompts

Organisation

Person Type

Applicant Person Type

Exclude Applicant Number(s)

Effective Date (Default: Current Date)

Applicants without an update in X Months (specify number of months a record has not had an update – default: -12)

Analyses

A table is provided for each applicant related test described below. *(Applicant Details have been removed for screen shots used within this guide).*

Applicants with multiple applicant numbers

Description

This analysis is designed to show details of those applicants with more than one applicant record.

Filters

Applicant Number BY NI Number greater than 1

Include only records where NI Number is NOT Null

Data Items

| |
|------------------------------------|
| NI Number |
| Applicant Numbers (Count Distinct) |

Example Screenshot

Applicants with multiple applicant numbers

| NI Number | Applicant Numbers |
|-----------|-------------------|
| AB101010C | 2 |
| AB101010C | 2 |
| AB101010C | 2 |
| AB101010C | 2 |
| AB101010C | 2 |
| AB101010C | 2 |
| AB101010C | 2 |
| AB101010C | 2 |
| AB101010C | 2 |

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Applicant is indicated to be 80 years old or greater

Description

This analysis is designed to show details of those applicants where the applicant's date of birth indicates they are greater than 80 years old.

Filters

The difference between Today's Date and the Applicant Date of Birth is greater than 29200 days

Data Items

| |
|------------------|
| Applicant Number |
| Date of Birth |

Example Screenshot

Applicant is indicated to be 80 years old or greater

| Applicant Number | Date of Birth |
|------------------|---------------|
| 00001000 | 01-AUG-58 |
| 00002000 | 02-JUL-57 |
| 00003000 | 05-FEB-56 |
| 00004000 | 09-JUN-57 |
| 00005000 | 10-MAR-59 |
| 00006000 | 11-MAY-57 |
| 00007000 | 15-MAY-59 |
| 00008000 | 16-OCT-54 |
| 00009000 | 16-OCT-59 |
| 00011000 | 17-DEC-57 |

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Applicants without an update to their record in the last 12 months

Description

This analysis is designed to show details of those applicant records that have not been updated for 12 months.

Filters

Applicant Last Updated Date is less than or equal to 12 months from Current Date

Data Items

| |
|-------------------|
| Applicant Number |
| Last Updated Date |

Example Screenshot

Applicants without an update to their record in the last 12 months

| Applicant Number | Last Updated Date |
|------------------|-------------------|
| 00001000 | 18/02/2016 |
| 00001000 | 21/01/2019 |
| 00001000 | 22/01/2019 |
| 00001000 | 24/01/2019 |
| 00001000 | 24/01/2019 |
| 00001000 | 28/01/2019 |
| 00001000 | 28/01/2019 |
| 00001000 | 28/01/2019 |
| 00001000 | 28/01/2019 |
| 00001000 | 28/01/2019 |
| 00001000 | 29/01/2019 |

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National Insurance Number should not be made up of the Applicant's Date of Birth

Description

This analysis is designed to show details of those applicants where the numbers within their National Insurance Number are their Date of Birth.

Filters

Numbers within NI Number (XXXXXX) = Date of Birth (DD/MMM/YY)

Data Items

| |
|-------------------------|
| Applicant Number |
| NI Number |
| Applicant Date of Birth |

Example Screenshot

National Insurance Number should not be made up of the Applicant's Date of Birth

| Applicant Number | NI Number | Applicant Birth Date |
|------------------|-----------|----------------------|
| 00001000 | SX310782A | 31-JUL-82 |
| 00002000 | SX020189B | 02-JAN-89 |
| 00003000 | SX280292C | 28-FEB-92 |
| 00004000 | SX310782D | 07-JUN-94 |

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National Insurance Number should not contain non-random, numeric strings, or have a Null Value

Description

This analysis is designed to show details of those applicants where the applicant's National Insurance Number contains non-random string or is Null.

Filters

National Insurance Number equals / is in: AA000000A; NX011111A; NX111111A; WL111111A; TM123456A; AB123456C

OR National Insurance Number is LIKE: 111111; 222222; 333333; 444444; 555555; 666666; 777777; 888888; 999999; 000000; 123456

OR National Insurance Number is Null

Data Items

| |
|------------------|
| Applicant Number |
| NI Number |

Example Screenshot

National Insurance Number should not contain non-random, numeric string or have a Null Value

| Applicant Number | NI Number |
|------------------|-----------|
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |

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Recruitment Source should not be Null

Description

This analysis is designed to show details of those applicants where recruitment source is not populated.

Filters

Applicant Recruitment Source is NULL

Data Items

| |
|--------------------|
| Applicant Number |
| Recruitment Source |

Example Screenshot

Recruitment Source should not be Null

| Applicant Number | Recruitment Source |
|------------------|--------------------|
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |

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Date of Birth should not be Null

Description

This analysis is designed to show details of those applicants where date of birth is not populated.

Filters

Applicant Birth Date is Null

Data Items

| |
|------------------|
| Applicant Number |
| Date of Birth |

Example Screenshot

Date of Birth should not be Null

| Applicant Number | Date of Birth |
|------------------|---------------|
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |

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Disability should not be Null

Description

This analysis is designed to show details of those applicants where the disability field is null.

Filters

Applicant Disability is NULL

Data Items

| |
|------------------|
| Applicant Number |
| Disability |

Example Screenshot

Disability should not be Null

| Applicant Number | Disability |
|------------------|------------|
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |

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Ethnic Origin should not be Null

Description

This analysis is designed to show details of those applicants where the ethnic origin field is null.

Filters

Applicant Ethnic Origin is NULL

Data Items

| |
|------------------|
| Applicant Number |
| Ethnic Group |

Example Screenshot

Ethnic Origin should not be Null

| Applicant Number | Ethnic Group |
|------------------|--------------|
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |

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Nationality should not be Null

Description

This analysis is designed to show details of those applicants whose nationality has not been completed (i.e. is null).

Filters

Applicant Nationality is NULL

Data Items

| |
|------------------|
| Applicant Number |
| Nationality |

Example Screenshot

Nationality should not be Null

| Applicant Number | Nationality |
|------------------|-------------|
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |

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NHS Org (Source) should not be Null if Recruitment Source is the NHS

Description

This analysis is designed to show details of those applicants where NHS Org (Source) is not populated and the recruitment source is an NHS organisation.

Filters

Include only records where Applicant Recruitment Source is NHS Organisation
AND Applicant NHS Org (Source) is Null

Data Items

| |
|----------------------------|
| Applicant Number |
| NHS Org Recruitment Source |

Example Screenshot

NHS Org (Source) should not be Null if Recruitment Source is the NHS

| Applicant Number | NHS Org Recruitment Source |
|------------------|----------------------------|
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |

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Sexual Orientation should not be Null

Description

This analysis is designed to show details of those of applicants where sexual orientation is not populated.

Filters

Applicant Sexual Orientation is Null

Data Items

| |
|--------------------|
| Applicant Number |
| Sexual Orientation |

Example Screenshot

Sexual Orientation should not be Null

| Applicant Number | Sexual Orientation |
|------------------|--------------------|
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |

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Religious Belief should not be Null

Description

This analysis is designed to show details of those applicants where religious belief is not populated.

Filters

Applicant Religious Belief is Null

Data Items

| |
|------------------|
| Applicant Number |
| Religious Belief |

Example Screenshot

Religious Belief should not be Null

| Applicant Number | Religious Belief |
|------------------|------------------|
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |
| 00001000 | |

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Missing Information

Prompts

Organisation

Assignment Category

Assignment Status

Staff Group

Person Type

Employee Person Type

Location

Payroll Name

Pay Scale

Paypoint

Primary Assignments Only

Latest Start Date Between

Missing Equality and Diversity Information

Description

This analysis enables users to identify where an employee has missing Equality & Diversity Information in ESR.

Data Items

| | |
|-------------------|---------------------|
| Latest Start Date | Religious Belief |
| Employee Name | Sexual Orientation |
| Employee Number | Ethnic Origin |
| Nationality | Disability Category |

Example Screenshot

| Latest Start Date | Employee Name | Employee Number | Nationality | Religious Belief | Sexual Orientation | Ethnic Origin | Disability Category |
|-------------------|----------------|-----------------|-------------|------------------|--------------------|---------------|---------------------|
| 01/12/2021 | Blogs, Mr. Joe | 123456789 | | | | | |
| | Blogs, Mrs. Jo | 2345678 | Welsh | | | | |

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Missing Information

Description

This analysis enables users to identify where an employee has missing non-Equality and Diversity Information information in ESR.

Data Items

| | |
|----------------------------|-------------------------------|
| Latest Start Date | Assignment Status |
| Employee Name | Assignment Category |
| Employee Number | Fixed Term Temp Cont End Date |
| NI Number | Organisation Name |
| Employee Birth Date | Position Name |
| Date of Birth Verified | Contract Hours |
| Person Type | Spinal Point |
| Employee Person Type | Payroll Name |
| CSD 1 Week | Primary Assignment |
| CSD 3 Months | Paypoint |
| CSD 12 Months | Location |
| Aggregate Service Days | Address Line 1 |
| Aggregate Service Years | Address Line 2 |
| NHS OMP Scheme | Address Line 3 |
| NHS OSP Scheme | Town or City |
| Assignment Number | Postal Code |
| Supervisor | Country |
| Recruitment Source | Employee Email Address |
| NHS Org Recruitment Source | |

Example Screenshot

| Latest Start Date | Employee Name | Employee Number | NI Number | Employee Birth Date | Date of Birth Verified | Person Type | Employee Person Type | CSD 1 Week | CSD 3 Months | CSD 12 Months |
|-------------------|----------------|-----------------|-----------|---------------------|------------------------|-------------|----------------------|------------|--------------|---------------|
| 01/12/2021 | Blogs, Mr. Joe | 12345678 | NH102030X | 02-Jun-1990 | | Employee | Employee | | | |
| | Blogs, Mrs. Jo | 23456789 | NH203040X | 12-Mar-1984 | | Employee | Employee | | 05/08/2008 | 05/08/2008 |

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