THE ELECTRONIC STAFF RECORD PROGRAMME

NATIONAL HEALTH SERVICE

ESR-NHS0236 - GUIDE TO ESRBI RECRUITMENT DASHBOARD

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DISTRIBUTION

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1	Library Master	Project Library
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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

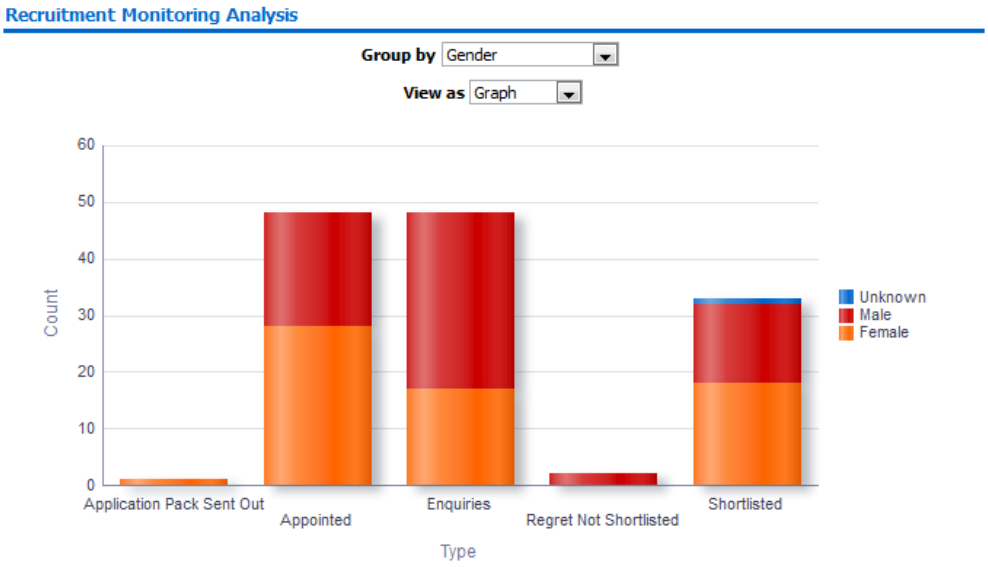
Prompts

Gender
Marital Status
Ethnic Group
Staff Group
Org Level 1-4
Pay Scale

Occupation Code

DBS Disclosure Type

Example Screenshot



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 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.

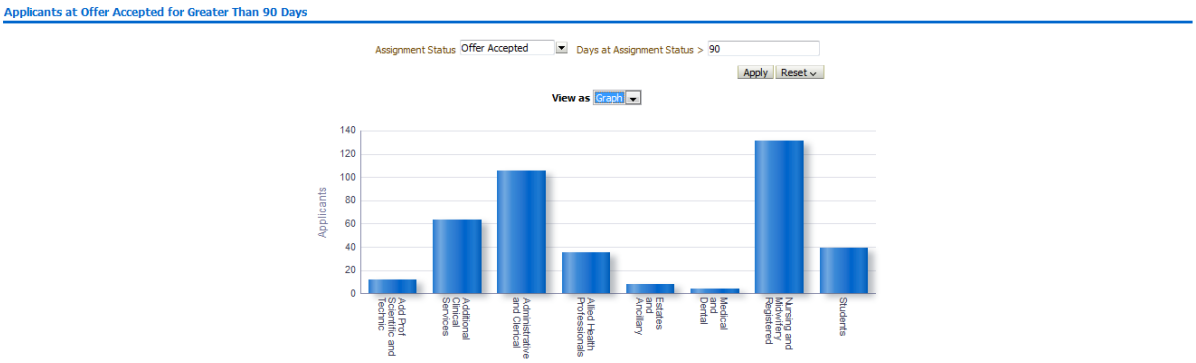
Data Items

Staff Group	
Applicant Count	

View Selectors

Bar Graph (default); Table

Example Screenshot



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.

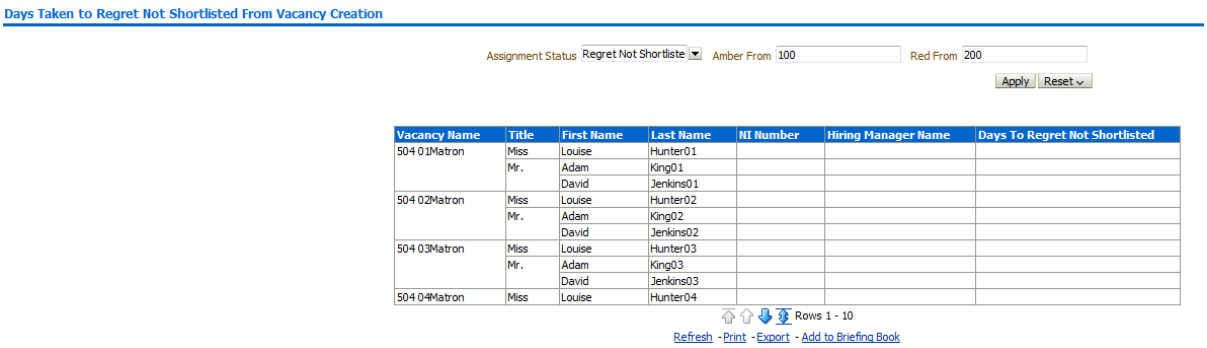
Data Items

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 *Assignment Status* was set.

View Selectors

None

Example Screenshot



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	"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"	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. 'Checked' is returned for employees fulfilling the criteria otherwise 'Not Checked' is returned.
Professional Registration/Qualifications	"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"	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.
Ref and History Checks	"EIT Employment Checklist"."Employment History"; "EIT Employment Checklist"."References"	Where either the Employment History or the References field is NULL then 'Not Checked' is returned otherwise 'Checked' is returned.
DBS Details	"Position"."DBS Disclosure Type"; "Human Resources - Position EIT Details"."EIT NHS Registration and Membership Post	Where DBS Requirements are not set against the position but are recorded against the individual,

	Reqts"."DBS Requirements"	'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	Chrsitine	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.

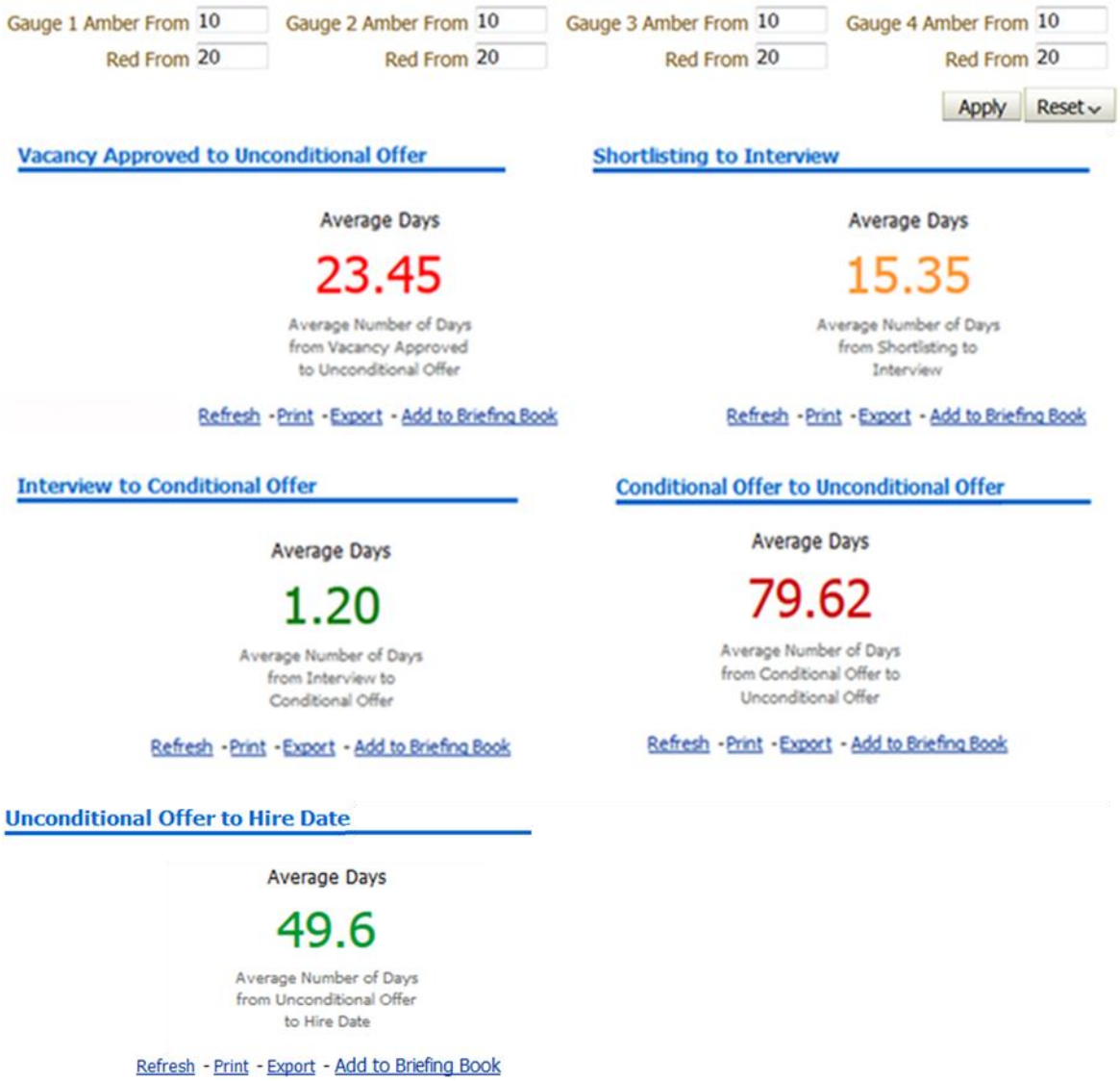
Prompts:

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



DBS Activity

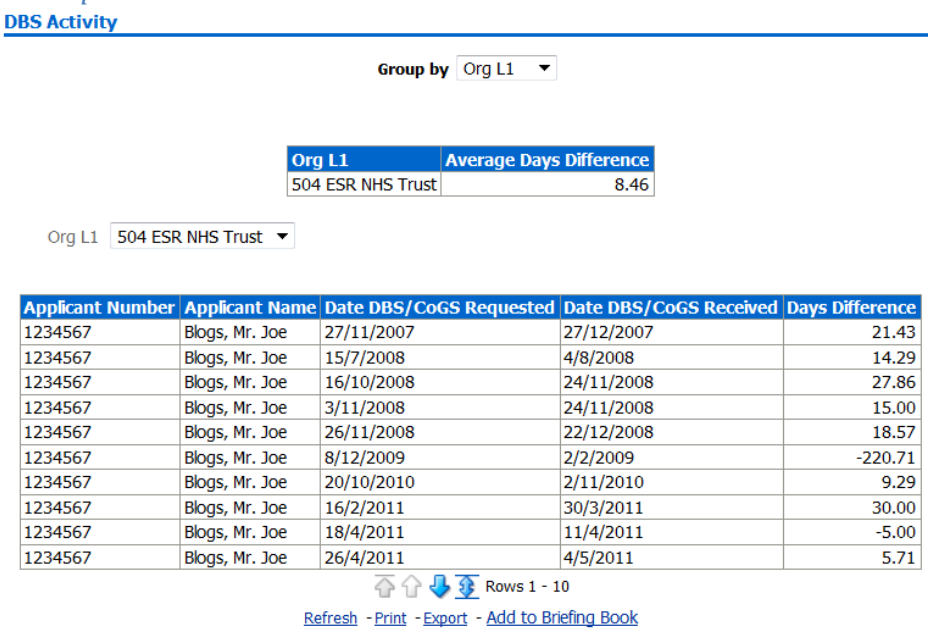
Description

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



Reference Activity

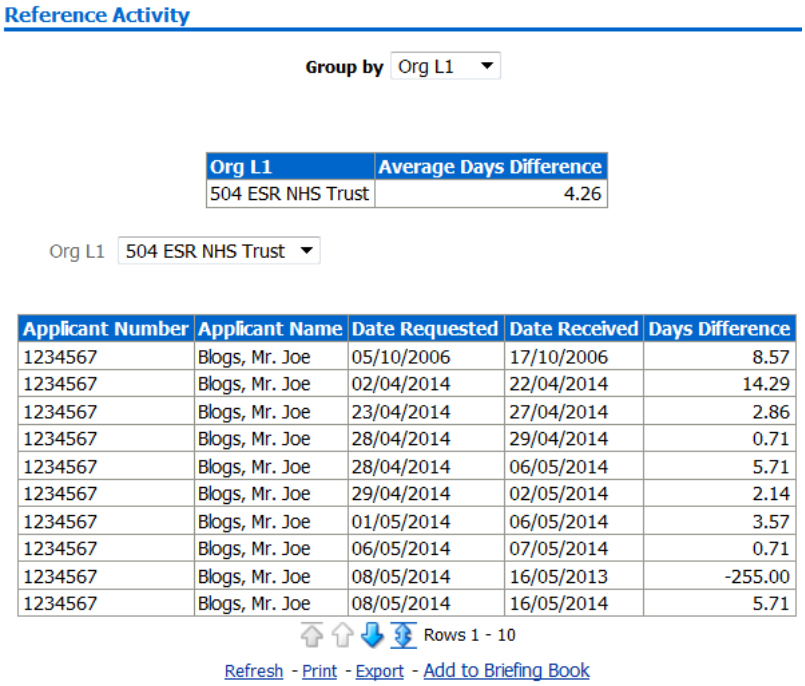
Description

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

Org L1	Average Days Difference
504 ESR NHS Trust	4.26

Org L1 504 ESR NHS Trust

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

Refresh - Print - Export - Add to Briefing Book

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

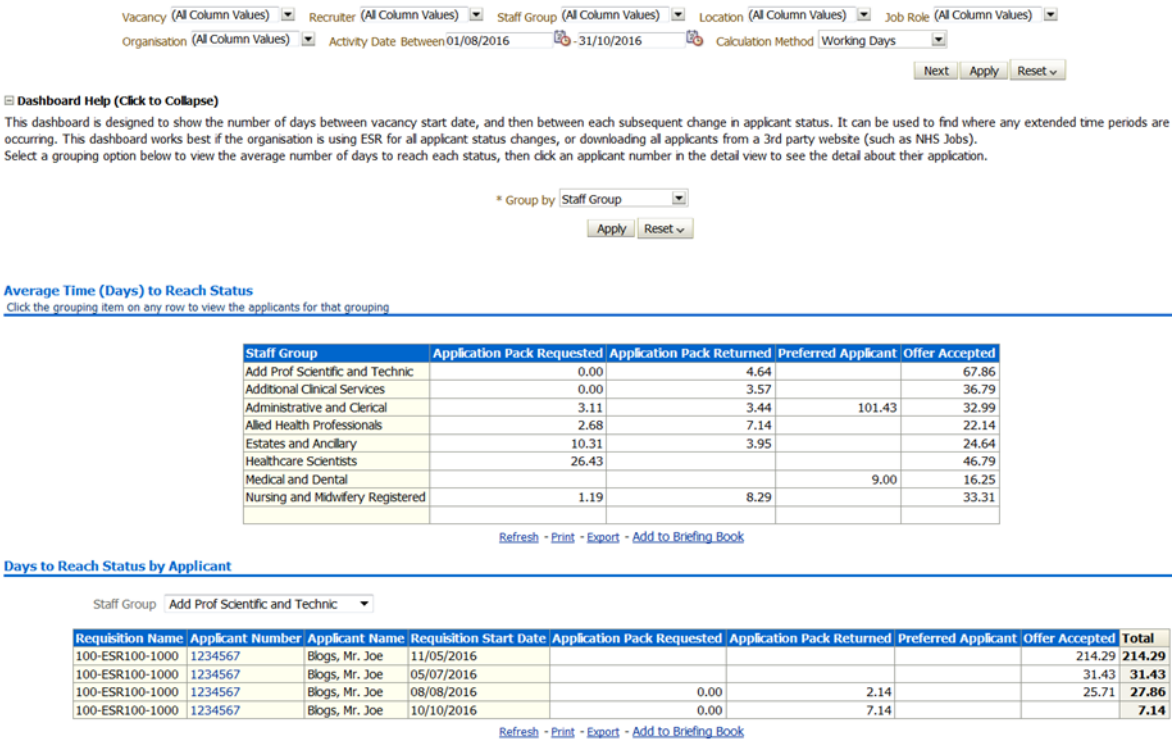
Columns

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



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

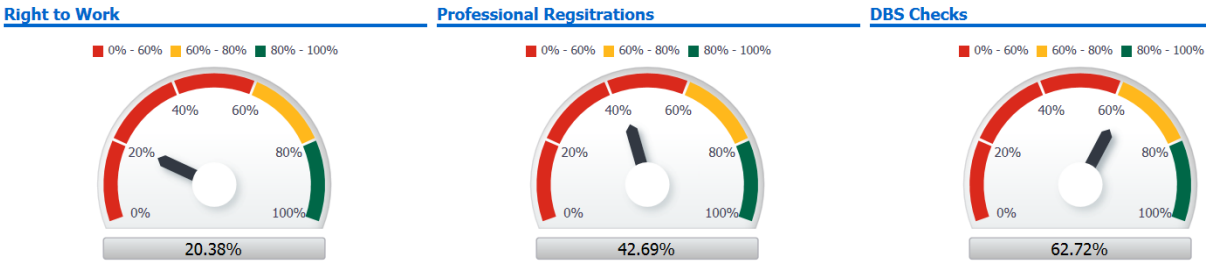
Right to Work Criteria:
An Applicant fulfils the Right to Work criteria if:
Right to Work Required = 'Yes' AND List B (First Combination) Reference Number IS NOT NULL and Is in Date
OR Residency Status = 'Temporary' AND List B Group 1 Source Document Checked IS NOT NULL and Is in Date
OR Residency Status = '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.

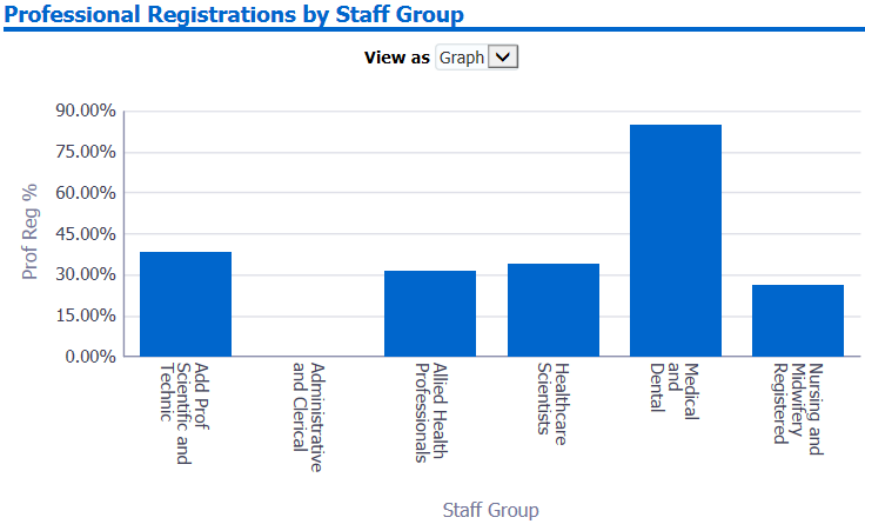
Data Items

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



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.

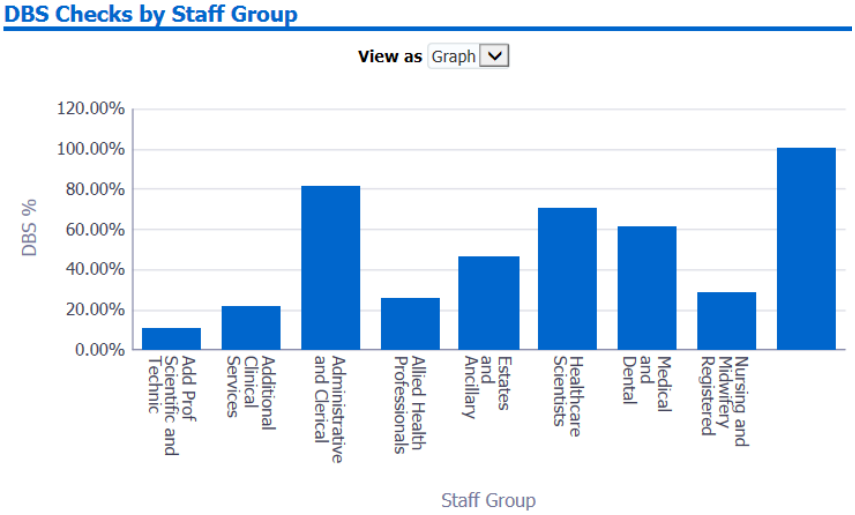
Data Items

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



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.

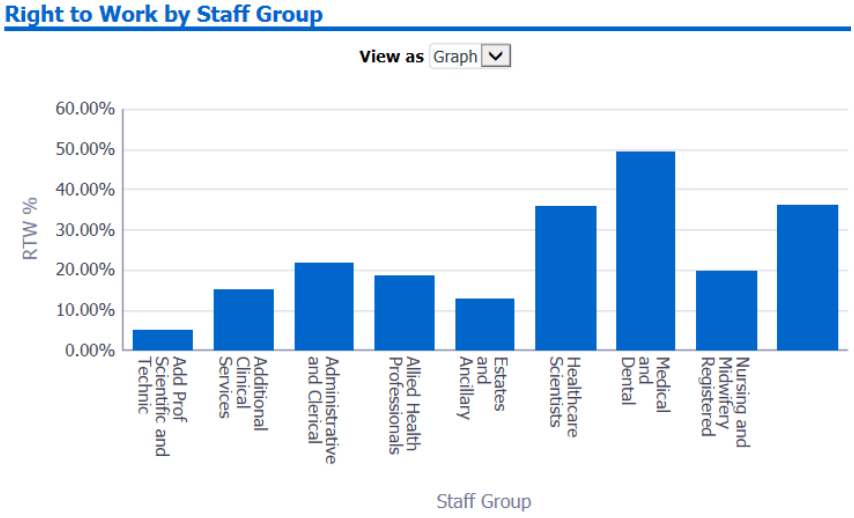
Data Items

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



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		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
Appilcant 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		Filled
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	Employee Name
Employee Number	CSD 3 Months
CSD 12 Months	NHS OSP Scheme
NHS OMP Scheme	

Example Screenshot

CSD, OMP or OSP is Null

Organisation Name	Employee Name	Employee Number	CSD 3 Months	CSD 12 Months	NHS OSP Scheme	NHS OMP Scheme
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	04/10/1971	04/10/1971	NHS OSP SCHEME	
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	06/02/1975	06/02/1975	NHS OSP SCHEME	
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	06/12/1976	06/12/1976	NHS OSP SCHEME	
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	11/12/1978	11/12/1978	NHS OSP SCHEME	
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	21/05/1979	21/05/1979	NHS OSP SCHEME	
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	20/08/1979	20/08/1979	NHS OSP SCHEME	
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	27/08/1979	27/08/1979	NHS OSP SCHEME	
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	24/09/1979	24/09/1979	NHS OSP SCHEME	
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	26/09/1980	26/09/1980	NHS OSP SCHEME	
000 NHS ESR Organisation	Blogs, Mr. Joe	12345678	18/02/1981	18/02/1981	NHS OSP SCHEME	

Rows 1 - 10

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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)

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

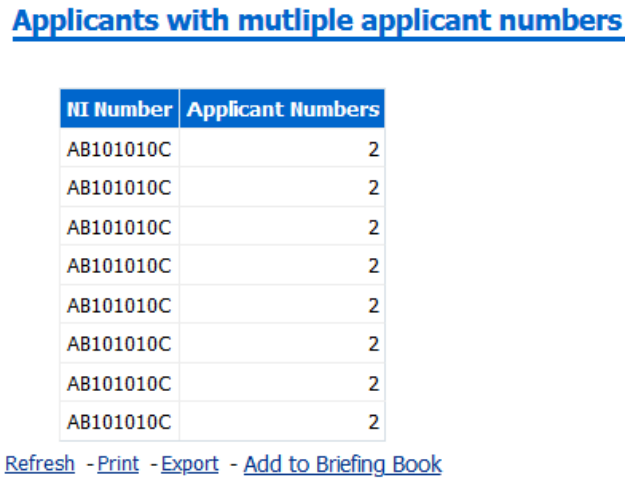
Applicant Number BY NI Number greater than 1

Include only records where NI Number is NOT Null

Data Items

NI Number
Applicant Numbers (Count Distinct)

Example Screenshot



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.

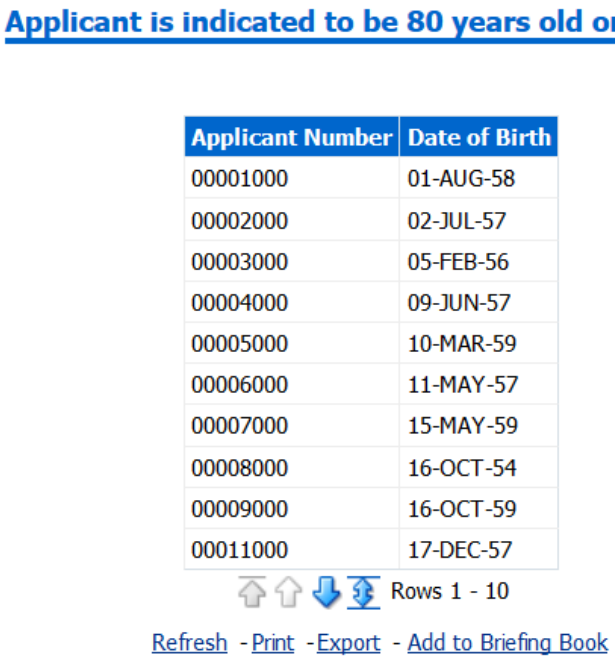
Filters

The difference between Todays 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

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

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	29/01/2019

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

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

Rows 1 - 4

Refresh - Print - Export - Add to Briefing Book

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	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

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	

Refresh - Print - Export - Add to Briefing Book

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	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

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	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

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	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

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	

Rows 1 - 10

Refresh - Print - Export - Add to Briefing Book

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	

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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	

Rows 1 - 10

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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	

Rows 1 - 10

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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

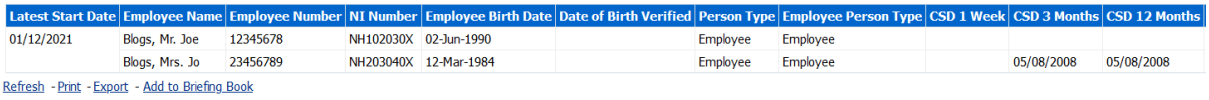
Description

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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