

# NHS ELECTRONIC STAFF RECORD

## ESR-NHS0236 - GUIDE TO ESRBI RECRUITMENT DASHBOARD

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# DOCUMENT CONTROL

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## DISTRIBUTION

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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

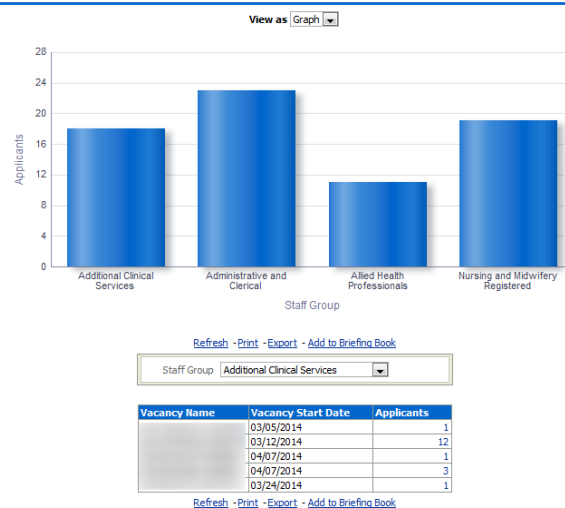
Staff Group	
Applicant Count	
Vacancy Start Date	
Vacancy Name	

### 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

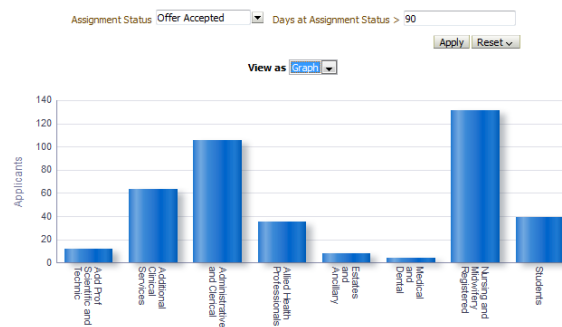
Staff Group	
Applicant Count	

### 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

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### Vacancy Approved to Unconditional Offer

Average Days

**23.45**

Average Number of Days from Vacancy Approved to Unconditional Offer

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

### Shortlisting to Interview

Average Days

**15.35**

Average Number of Days from Shortlisting to Interview

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

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### 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](#)

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### Unconditional Offer to Hire Date

Average Days

**49.6**

Average Number of Days from Unconditional Offer to Hire Date

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

## 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

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

## 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

[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

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

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#### 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

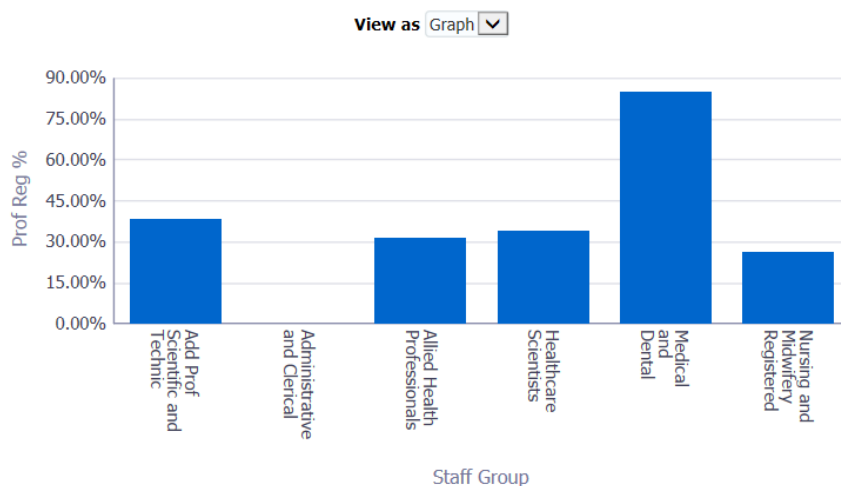
Title	Description
Staff Group	Staff group associated with Job Role in position
Applicant Count	Total Number of Applicants
Prof Reg Checks	Number of applicants that require a Prof Reg who have obtained it
Prof Reg %	Number of applicants that require a Prof Reg who have obtained it / Number of applicants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

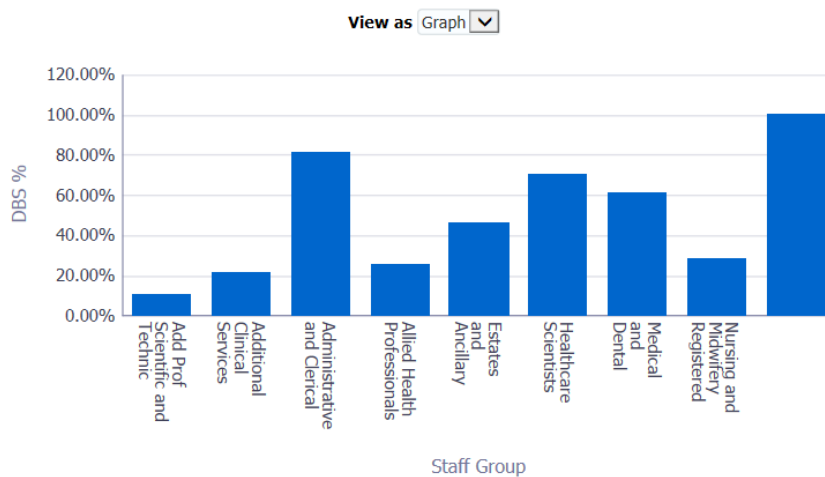
Title	Description
Staff Group	Staff group associated with Job Role in position
Applicant Count	Total Number of Applicants
DBS Checks	Number of Applicants Requiring a DBS Check
DBS %	Number of applicants that require DBS check who have the correct DBS check level recorded (or higher) / Number of applicants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

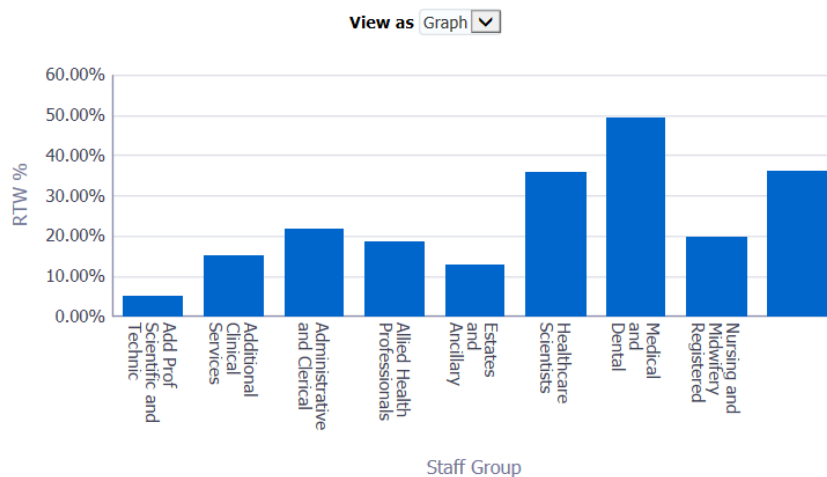
Title	Description
Staff Group	Staff group associated with Job Role in position
Applicant Count	Total Number of Applicants
Valid RTW	Number of Applicants with RTW check completed
RTW %	RTW Checks Completed / Total Number of Applicants * 100

### 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	

    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)

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 mutiple 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

    Rows 1 - 10

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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

 Rows 1 - 10

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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

 Rows 1 - 4

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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	

    Rows 1 - 10

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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	

 Rows 1 - 10

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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	

    Rows 1 - 10

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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	

 Rows 1 - 10

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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	

 Rows 1 - 10

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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	

 Rows 1 - 10

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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	

 Rows 1 - 10

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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	

 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	
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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