Overview
This is the eighth in a set of previews that provides glimpses of the new NHS Jobs. This preview focuses on reviewing and shortlisting applications.

You will have the ability to review and shortlist applications effectively and efficiently on NHS Jobs. The service enables you to review applications involving other reviewers, either with all reviewers considering all applications or with reviewers reviewing a group of applications each. You have the option to score applications or not. Organisations can set-up their own bespoke score-cards for shortlisting, or use the standard score-card that is provided by the service. On completion of the application review the recruiting manager can then finalise the process by shortlisting appropriate applications based on the review outcomes.

Reviewers
You can request others to be involved in the review of the applications as part of the application process via the review summary page. Selecting the applications and then the reviewers is a simple two-step process. Reviewers can be selected from a list, if they were previously identified as part of the vacancy team, or identified by entering their email addresses.

The review summary page displays the applications, the number of reviews requested, the overall review status and the logged-in user’s review status. In the list below, the logged-in user has completed two reviews and a third is in progress.
Review applications

When reviewing the applications the job description and person specification document(s) are easily accessed from each application. The appropriate sections of the application form are presented as one page.

At the top of each section of the application form there are ‘Next application’ and ‘Previous application’ links enabling the user to step through the applications at the relevant section if they wish.

To the side of the application form the reviewer can record their recommendation to shortlist or reject, etc. The reasons for rejection can be recorded and internal notes can be added to the decision.
If scoring is part of your review process, the score-card is presented beside the application form view. Scores can be saved partially complete before submitting your final scores once the review is complete. The default score-card is shown below, with scores for the four main areas commonly included within a person specification.

Organisations will have the ability to add and manage a number of their own score-cards. You can include criteria to be checked within each category, change or add to the categories and adjust the weighting factor between the categories (eg. making experience more important than skills/knowledge).
Shortlisting
Once the application review is completed, whether that is by a number of reviewers or just one, the results of the review are displayed in the shortlisting screen. The total average score (if scoring has been used) and the shortlist/reject recommendations are displayed for easy viewing. The list of applications is presented in score order by default or in order of the shortlist recommendations as demonstrated below:

Further details about the recommendations and the scores can be displayed, for a single application or for all applications. The scoring details can also be downloaded as a CSV file for offline panel decisions.
By selecting one or more applications and using the ‘Actions’ or ‘Group Actions’ button, applications can be shortlisted, rejected or added to a shortlist reserve.

The results of the shortlisting are clearly displayed through the application status. The shortlisted applicants are then ready to be invited to interview.

Please note that, as the system develops and is tested, the look and detail of some of the features may change.

More information will be made available over the coming weeks and can be found at www.jobs.nhs.uk/nhsjobs2/previews.html.