

How to search for an applicant in NHS Jobs user guide

This guide gives you instructions for how to search for an applicant in the NHS Jobs service.

In your organisations account, you can search for an applicant by:

- an email address
- an application reference number

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

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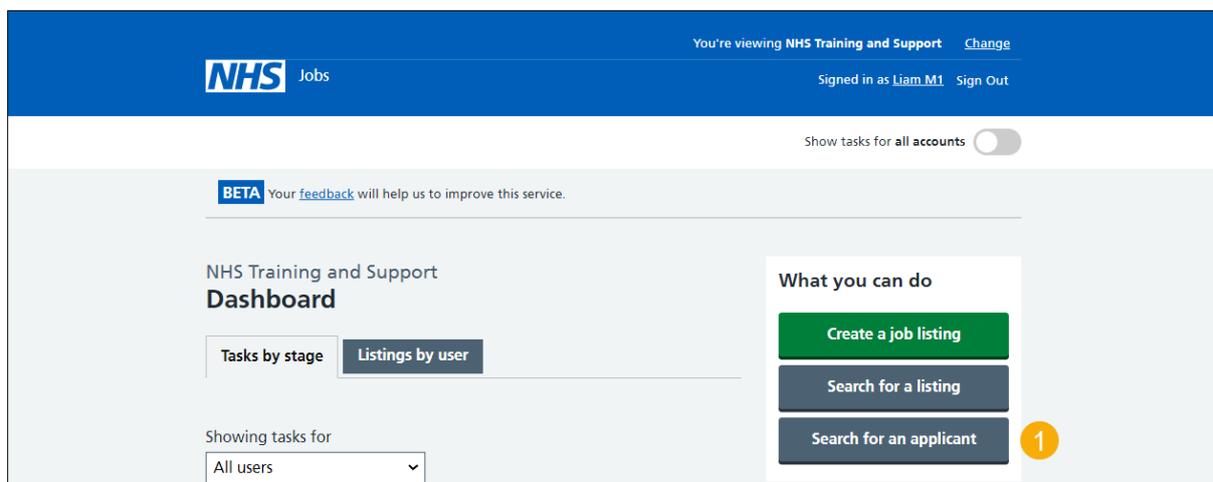
Search for an applicant

This page gives you instructions for how to search for an applicant in your organisations account.

Important: The employer dashboard is shown. You'll only see the 'Search for an applicant' button if you're an NHS Jobs 'Super user', 'Team manager' and 'Recruitment administrator' role for your organisations account.

To search for an applicant, complete the following step:

1. Select the '[Search for an applicant](#)' button.



Search by email address or application reference number

This page gives you instructions for how to search by email address or application reference number.

Important: If you search by an applicant's email address, you'll only see results once they've been shortlisted for interview. If you search by their application reference number, you'll see all results once they've submitted their application.

To search by email address or application reference number, complete the following steps:

1. In the **Email address** box, enter your details.
or
2. In the **Application reference number** box, enter your details.
3. Select the '[Search](#)' button.

The screenshot shows the NHS Training and Support interface. At the top, there's a blue navigation bar with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below this, it says 'Signed in as Liam.M1' with a 'Sign Out' link. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice states 'Your feedback will help us to improve this service.' A '< Go back' link is present. The main heading is 'NHS Training and Support Search for an applicant'. Below this, it says 'Search by email address or application reference number.' There are two input fields: 'Email address' with a '1' in a yellow circle next to it, and 'Application reference number' with a '2' in a yellow circle next to it. Below these is a green 'Search' button with a '3' in a yellow circle next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

Applicant search results

This page gives you instructions for how to manage the applicant search results.

Important: In this example, you've searched by an applicant's email address and there's 12 results. If you search by an application reference number, you'll go to the specific application details.

To manage the applicant search results, complete the following steps:

1. Select an 'Applicant name' link to view the applicant's details.
2. Select a 'Job title' link to view the job details.
- or
3. Select the 'Search again' link to do a new search.

NHS Jobs

You're viewing NHS Training and Support [Change](#)

Signed in as [Liam M1](#) [Sign Out](#)

Show tasks for all accounts

BETA Your feedback will help us to improve this service.

[Go back](#)

NHS Training and Support

Search results

12 results for [redacted]@gmail.com

Can't find who you are looking for? [Search again](#) **3**

Applicant name	Email	Job title	Date applied	Stage
1 Liam MA AR-220318-00001	[redacted]@gmail.com	Training administrator 2 T0111-22-3348	18 March 2022	NOT OFFERED
Liam MA AR-220318-00002	[redacted]@gmail.com	Training administrator T0111-22-2103	18 March 2022	INTERVIEW SCHEDULED
Liam MA AR-220318-00003	[redacted]@gmail.com	Training administrator T0111-22-2968	18 March 2022	INTERVIEW SCHEDULED
Liam MA AR-220317-00003	[redacted]@gmail.com	Training administrator T0111-22-1487	17 March 2022	OFFER RECEIVED
Liam MA AR-220314-00001	[redacted]@gmail.com	HR Administrator T0111-22-2797	14 March 2022	PRE EMPLOYMENT CHECKS
Liam MA AR-220308-00003	[redacted]@gmail.com	HR Administrator T0111-22-9323	8 March 2022	ISSUING CONTRACT OFFLINE
Liam MA AR-220223-00017	[redacted]@gmail.com	IT Trainer T0111-22-5186	23 February 2022	CONTRACT REJECTED
Liam MA AR-220223-00020	[redacted]@gmail.com	IT Trainer T0111-22-5823	23 February 2022	INTERVIEW DECLINED
Liam MA AR-210819-00003	[redacted]@gmail.com	Training and Support Officer T0111-21-5457	19 August 2021	RECRUITMENT STOPPED
Liam MA AR-210819-00004	[redacted]@gmail.com	Training and Support Officer T0111-21-2038	19 August 2021	RECRUITMENT STOPPED
Liam MA AR-210819-00005	[redacted]@gmail.com	Training and Support Officer T0111-21-7774	19 August 2021	PRE EMPLOYMENT CHECKS
Liam MA AR-210818-00002	[redacted]@gmail.com	Training and Support Officer T0111-21-7813	18 August 2021	RECRUITMENT STOPPED

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You've searched for an applicant and reached the end of this user guide.