

How to use the applicant hub user guide

This guide gives instructions for how to use the applicant hub in NHS Jobs.

The applicant hub https://beta.jobs.nhs.uk/candidate has links to:

- *Sign in or create an account
- Latest updates
- Advice for jobseekers
- Frequently asked questions
- Support and related links
- Contact us

^{*}You must have an account to sign in.

Contents

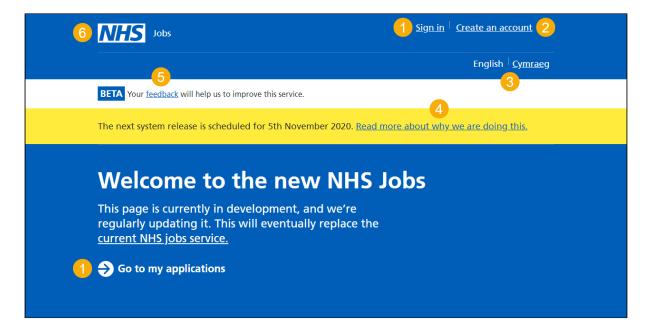
+	ow to use the applicant hub user guide	1
	Applicant hub	3
	Latest updates	
	Advice for jobseekers	
	•	
	Frequently asked questions	
	Support and related links	7
	Contact us	۶

Applicant hub

This section gives instructions on how to use the applicant hub.

If you have an account, you can sign in. If you do not have an account, you will need to create an account.

- **1.** Select a link to sign into your account.
- 2. Select the link to create an account.
- **3.** Select a link to change the langauge (optional).
- 4. Select the link to view details of the next system release.
- 5. Select the link to email us your feedback to help us improve this service.
- 6. Select the logo to return to the applicant hub homepage.



Latest updates

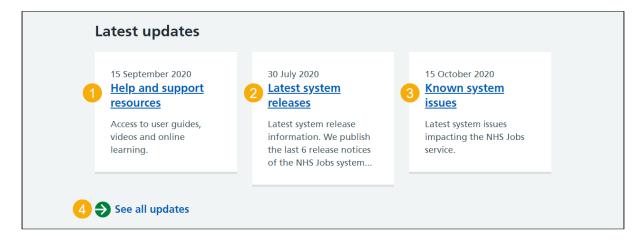
This section gives instructions on how to access the latest updates.

This page is regularly updated with the most recent information, this means the links and their content may change.

1. Select the link to see the help and support resources.

If you select the 'Help and support resources' link, you will need to select the 'information and resources' link on the page to access the user guides and videos.

- **2.** Select the link to see the latest system release information.
- 3. Select the link to see the latest known system issues.
- 4. Select the link to see all updates.



Advice for jobseekers

This section gives instructions on how to access useful information for jobseekers.

The links are useful to applicants to help them with seeking employment.

1. Select a link to access information

Advice for jobseekers

Making successful applications 1 Searching for the perfect job Managing the interview

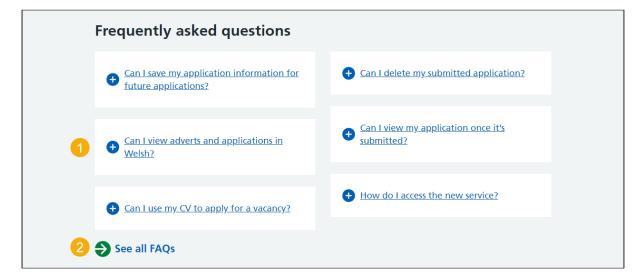
Be my interviewer Applying from overseas Pre-employment checks

Frequently asked questions

This section gives instructions on how to access the frequently asked questions.

This page is regularly updated with the most recent information, this means the links and their content may change.

- 1. Select a link to see the one of the six most recent frequently asked questions.
- 2. Select the link to see all frequently asked questions.



Support and related links

This section gives instructions on how to access support and related links.

The links are useful to applicants to help them with their employment opportunities.

1. Select a link to access a website.

Support and related links

NHS England (opens in a new window or tab)

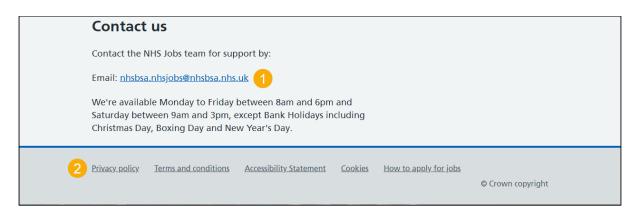
NHS Digital (opens in a new window or tab)

How to apply to jobs (opens in a new window or tab)

Contact us

This section gives instructions on how to contact the NHS Jobs team for support and links to service information.

- 1. Select the link to email the NHS Jobs team support.
- 2. Select a link for service information.



You have reached the **end** of how to use the applicant hub in NHS Jobs user guide.