

How to search for a job listing in NHS Jobs user guide

This guide gives you instructions for how to search for a job listing in the NHS Jobs service.

You can search for a listing by:

- using a partial or full job title
- it's full NHS Jobs reference number
- it's full Applicant Tracking System (ATS) reference

You can view all listings by selecting the search button or apply filters to narrow your results and change the sort order.

Contents

[How to search for a job listing in NHS Jobs user guide](#)

[Search for a job listing](#)

[Search criteria](#)

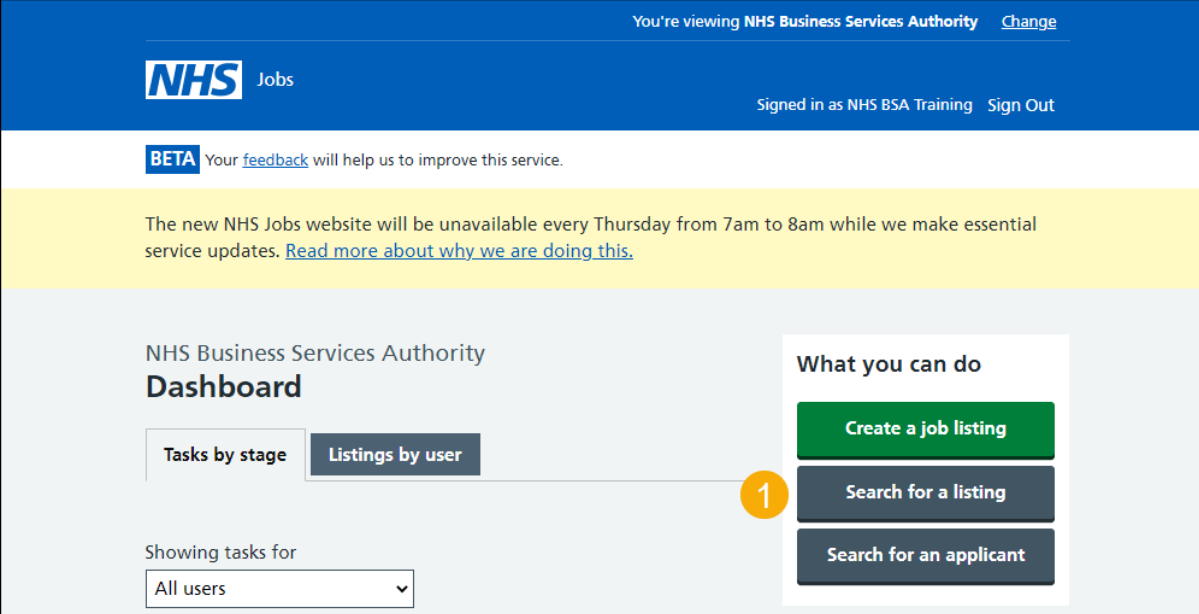
[Search results](#)

Search for a job listing

This page gives you instructions for how to search for a job listing.

To search for a job listing, complete the following step:

1. Select the '[Search for a listing](#)' button.



The screenshot shows the NHS Business Services Authority Jobs dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue section with the text: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area is titled 'NHS Business Services Authority Dashboard'. It features two tabs: 'Tasks by stage' and 'Listings by user', with 'Listings by user' selected. Below the tabs, there is a dropdown menu labeled 'Showing tasks for' with 'All users' selected. To the right of the dashboard, there is a 'What you can do' section with three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey). A yellow circle with the number '1' is placed over the 'Search for a listing' button, with a line pointing to the 'Listings by user' tab.

Search criteria

This page gives you instructions for how to enter your search criteria.

Important: You can search for a job listing by entering its job title, NHS Jobs reference number or Applicant Tracking System (ATS) reference.

To enter your search criteria, complete the following steps:

1. In the **Search** box, enter the details.
2. Select the [Search](#) icon.

The screenshot shows the NHS Jobs search interface. At the top, there's a blue navigation bar with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link. Below the navigation bar, there's a 'Signed in as' section with a 'Sign Out' link. A 'BETA' notice states: 'Your [feedback](#) will help us to improve this service.' A yellow banner below that says: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a '< Go back' link, followed by 'NHS BSA Training' and 'Search for a listing'. Below this, it says 'Enter job title, reference number or ATS reference. For example 'nurse' or 'D0944-20-5889'.' There is a search input field with a '1' in a yellow circle to its left and a magnifying glass icon with a '2' in a yellow circle to its right. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

Tip: You can search for a job title using a partial match. For example, 'nurse'.

Search results

This page gives you instructions for how to view your search results.

Important: You'll need to select the blue plus icon for 3, 4 and 5 to expand and view the filter options.

To use the search results, complete the following steps:

1. Select a 'Job title' link to view the job details.
2. Select the 'Sort by' drop down menu to change the sort order.
3. Select the 'Stage' filter to view by the recruitment stage.
4. Select the 'Recruiting manager' filter to view by Recruiting manager.
5. Select the 'Department' filter to view by department.
6. Select the 'Apply filters' button to apply a filter.

The screenshot shows the NHS Jobs search results page. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below the header, there's a search bar with the text 'administrator' and a magnifying glass icon. To the left of the search results, there are three filter sections: 'Stage' (with a plus icon and a '3' in a yellow circle), 'Recruiting manager' (with a plus icon and a '4' in a yellow circle), and 'Department' (with a plus icon and a '5' in a yellow circle). Below these filters is an 'Apply filters' button (with a '6' in a yellow circle) and a 'Clear filters' link. The search results are displayed in a table with columns for 'Job title', 'Date created', and 'Stage'. The first result is 'Administrator A0022-21-5424' with a 'DRAFT' button. The second result is 'ARA UAT Administrator A0022-21-0265' with a 'RECRUITMENT STOPPED' button. The third result is 'Administrator A0022-21-9288' with a 'SHORTLISTING' button. The fourth result is 'Administrator A0022-20-8602' with a 'SHORTLISTING' button. The fifth result is 'Administrator A0022-20-3050' with a 'CONDITIONAL OFFERS' button. The 'Sort by' dropdown menu is set to 'Date created' and has a '2' in a yellow circle next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Tip: You can reset your filters by selecting the 'Clear filters' link.

You've reached the end of this user guide as you've searched for a job listing.