

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.

You can search for an applicant by their:

- email address
- application reference number

On the search results page, you can view the application details and job details.

If the applicant isn't found, you can do a new search.

The roles who can do this are:

- 'Super user'
- 'Team manager'
- 'Recruitment administrator'

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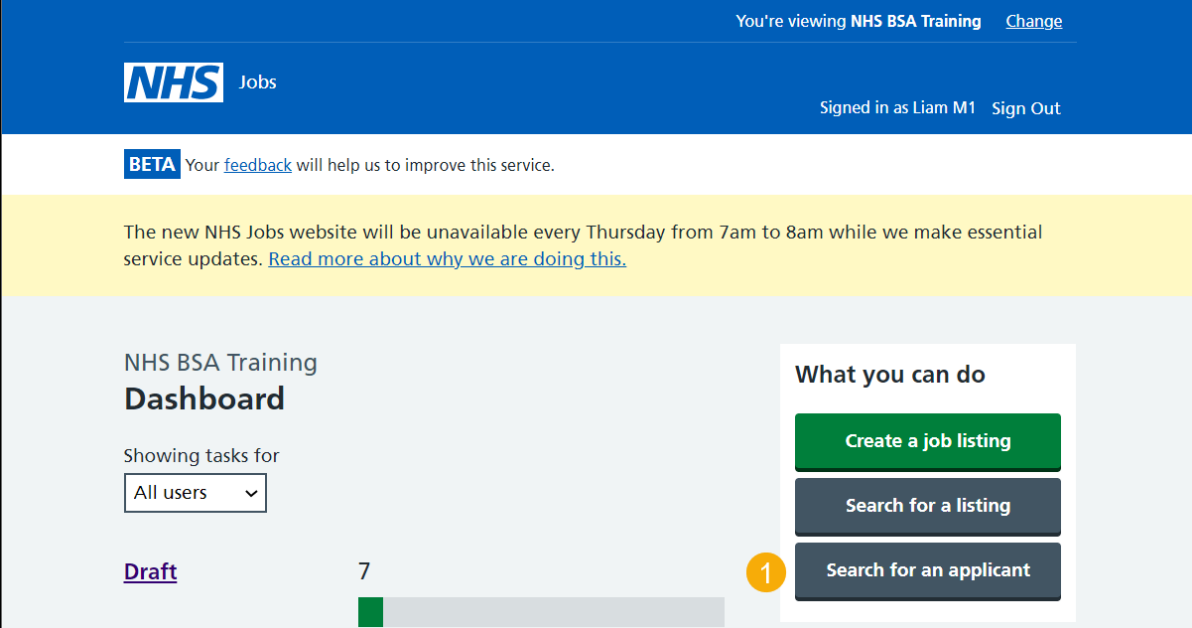
Search for an applicant

This page gives you instructions for how to search for an applicant.

Important: The roles who can do this are a 'Super user', 'Team manager' and 'Recruitment administrator'.

To search for an applicant, complete the following step:

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



The screenshot shows the NHS BSA Training Jobs Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below that is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area is light grey and contains the 'NHS BSA Training Dashboard'. It shows 'Showing tasks for' with a dropdown menu set to 'All users'. Below this, there is a 'Draft' label and a green bar with the number '7'. On the right side, there is a white box titled 'What you can do' containing three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey). The 'Search for an applicant' button is highlighted with a yellow circle containing the number '1'.

Search criteria

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

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

To enter your search criteria, 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.

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BETA Your [feedback](#) will help us to improve this service.

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.](#)

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NHS BSA Training

Search for an applicant

Search by email address or application reference number.

Email address

1

Application reference number

2

3

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Search results

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

Important: This page is only shown if you've search by applicant's email address. If you search by an application reference number, you'll go to the specific application details.

To use the search results, complete the following steps:

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

You're viewing **NHS BSA Training** [Change](#)

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Search results

3 results for [redacted]

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

Applicant name	Email	Job title	Date applied	Stage
1 [redacted] AR-201005-00011	[redacted]	2 Training and Support Manager T2020-20-0289	5 October 2020	SYS INTERVIEW DECLINED
[redacted] AR-200722-00001	[redacted]	Administrator T2020-20-4070	22 July 2020	INVITED TO INTERVIEW
[redacted] AR-200707-00006	[redacted]	Administrator T2020-20-5182	7 July 2020	INTERVIEW CONFIRMED

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