NHS Jobs

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.

In your organisations account, you can search for a job listing by:

- the job title
- a reference number
- an Applicant Tracking System (ATS) reference

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 a job listing

This page gives you instructions for how to search for a job listing in your organisations account.

Important: The employer dashboard is shown. All NHS Jobs roles can search for a job listing in your organisations account.

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

1. Select the 'Search for a listing' button.
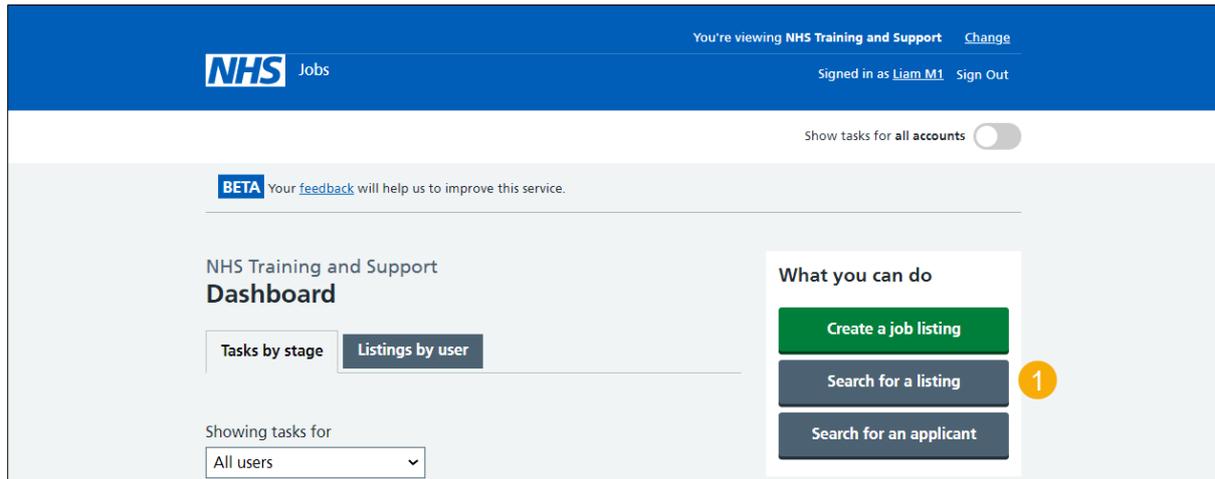
Enter the job title, reference number or ATS reference

This page gives you instructions for how to enter the job title, reference number or ATS reference.

Important: For example, 'nurse' or 'D0944-20-5889.

To enter the job title, reference number or ATS reference, complete the following steps:

1. In the **Search for a listing** box, enter the details.
2. Select the 'Search' icon.

Job listing search results

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

Important: In this example, you've searched for the job title 'IT trainer'. The 'Stage' 'Recruiting manager' and 'Department' filters are hidden. You need to select each one to show the filter options.

To manage the job listing search results, complete the following steps:

1. Select a 'Job title' link to view the job details.
2. Select an option to filter by this recruitment stage. You can select more than one option.
3. Select an option from the 'Filter by' drop-down menu to filter by this recruitment manager.
4. Select an option from the 'Filter by' drop-down menu to filter by this department.
5. Select the 'Apply filters' button to apply any filters for steps 2, 3 and 4.
6. Select the 'Clear filters' link to clear any filters for steps 2, 3 and 4.
7. Select the 'Sort by' drop-down menu to sort the job listings.

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