

## 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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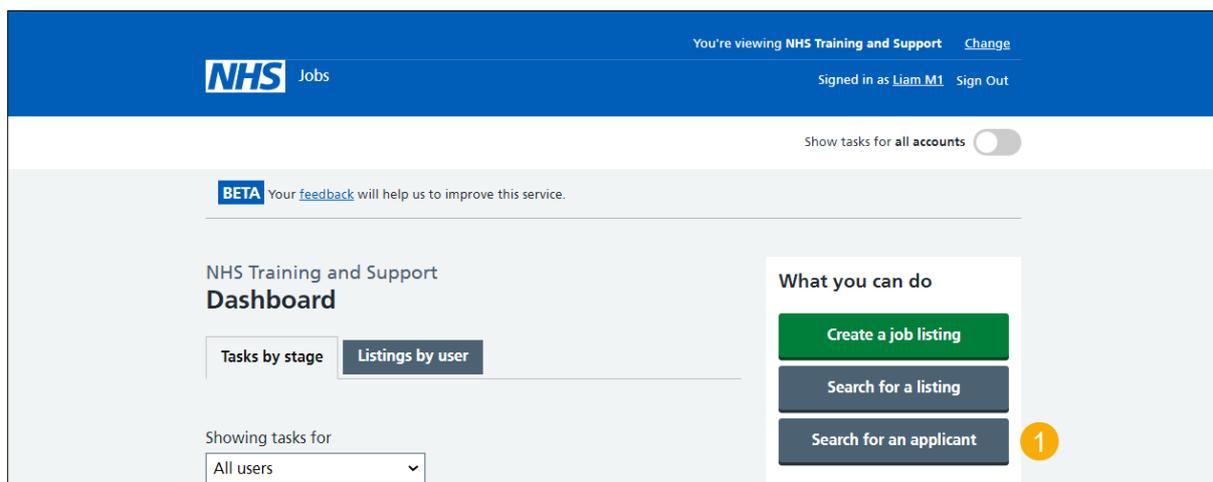
## Search for an applicant

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.

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### Search for an applicant

Search by email address or application reference number.

Email address

1

Application reference number

2

3

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## 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.

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### 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
<a href="#">Liam MA</a> AR-220318-00001	[redacted]@gmail.com	<a href="#">Training administrator</a> T0111-22-3348	18 March 2022	NOT OFFERED
<a href="#">Liam MA</a> AR-220318-00002	[redacted]@gmail.com	<a href="#">Training administrator</a> T0111-22-2103	18 March 2022	INTERVIEW SCHEDULED
<a href="#">Liam MA</a> AR-220318-00003	[redacted]@gmail.com	<a href="#">Training administrator</a> T0111-22-2968	18 March 2022	INTERVIEW SCHEDULED
<a href="#">Liam MA</a> AR-220317-00003	[redacted]@gmail.com	<a href="#">Training administrator</a> T0111-22-1487	17 March 2022	OFFER RECEIVED
<a href="#">Liam MA</a> AR-220314-00001	[redacted]@gmail.com	<a href="#">HR Administrator</a> T0111-22-2797	14 March 2022	PRE EMPLOYMENT CHECKS
<a href="#">Liam MA</a> AR-220308-00003	[redacted]@gmail.com	<a href="#">HR Administrator</a> T0111-22-9323	8 March 2022	ISSUING CONTRACT OFFLINE
<a href="#">Liam MA</a> AR-220223-00017	[redacted]@gmail.com	<a href="#">IT Trainer</a> T0111-22-5186	23 February 2022	CONTRACT REJECTED
<a href="#">Liam MA</a> AR-220223-00020	[redacted]@gmail.com	<a href="#">IT Trainer</a> T0111-22-5823	23 February 2022	INTERVIEW DECLINED
<a href="#">Liam MA</a> AR-210819-00003	[redacted]@gmail.com	<a href="#">Training and Support Officer</a> T0111-21-5457	19 August 2021	RECRUITMENT_STOPPED
<a href="#">Liam MA</a> AR-210819-00004	[redacted]@gmail.com	<a href="#">Training and Support Officer</a> T0111-21-2038	19 August 2021	RECRUITMENT_STOPPED
<a href="#">Liam MA</a> AR-210819-00005	[redacted]@gmail.com	<a href="#">Training and Support Officer</a> T0111-21-7774	19 August 2021	PRE EMPLOYMENT CHECKS
<a href="#">Liam MA</a> AR-210818-00002	[redacted]@gmail.com	<a href="#">Training and Support Officer</a> 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.