How to search for a job using a desktop device in NHS Jobs user guide

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

In this guide, you can:

- search for a job.
- save a job.
- save a job search.
- choose to get email alerts for job searches.

Contents

Search for a job

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

Important: You can search for a job by job title/skills or location. You can only choose a distance if you've entered a postcode, town, or city. You can enter a job title/skills, location, and distance to return more specific job search results. If you want all job search results, leave the search criteria blank and select the 'Search button'.

To search for a job, complete the following steps:

1. In the **What?** box, enter job title or skills. For example, Administrator.
2. In the **Where?** box, enter a postcode, town, or city. For example, Newcastle upon Tyne.
3. In the **Distance** box, select an option from the list. For example, +10 Miles.
4. Select the 'More search options' link (optional).
5. Select the 'Search' button.
   Or
6. Select the 'Clear filters' button.

Tip: Once you enter at least 3 characters, you can select a possible location match. If you search for a job title or skills, the results returned include all references from the job description and person specification.

Search for a job with more options

This page gives you instructions for how to search for a job with more options.

Important: You'll only see this page if you've chosen to search with more options. You'll need to know the job reference to find it.

To search for a job with more options, complete the following steps:

1. In the **Job reference** box, enter a job reference (optional).
2. In the **Employer** box, enter the employer (optional).
3. In the **Pay range** box, select an option from the list (optional).
4. Select the 'Fewer search options' link (optional).
5. Select the 'Search' button.
   Or
6. Select the 'Clear filters' button.

Search results

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

Important: You can save a job so it's easier to find and apply for the role. You must sign into your account to do this. If you don't have an account, you'll need to create one. You can filter a job search by 'Distance', 'COVID-19', 'Working pattern', 'Contract type', 'Pay range' and 'NHS pay grades and schemes'. You can only choose a distance if you've entered a postcode, town, or city.

To view and refine your search results, complete the following steps:

1. Select a 'Job title' link to view the job advert.
2. Select a 'Save this job' link to save the job.
3. In the **Sort by** box, select an option from the list.
4. In the **Refine your search** section, select one or more options.
5. Select the 'Apply filters' button.
6. Select the 'Save this search' link.
   Or
7. Select the 'Clear filters' button.

Tip: You can select more than one filter. To view all job results, select the 'Next page 2 of X' link at the bottom of the webpage.

Your saved jobs

This page gives you instructions for how manage your saved jobs.

<mark>Important:</mark> You'll only see this page if you've saved a job. If the closing date passes, you won't be able to continue your application. If the closing date passes, you won't be able to continue your application, but you can still view the job advert information.

To manage your saved jobs, complete the following steps:

1. To access your saved jobs, select the 'Your saved jobs' link.
2. To view a job, select a 'Job name' link.
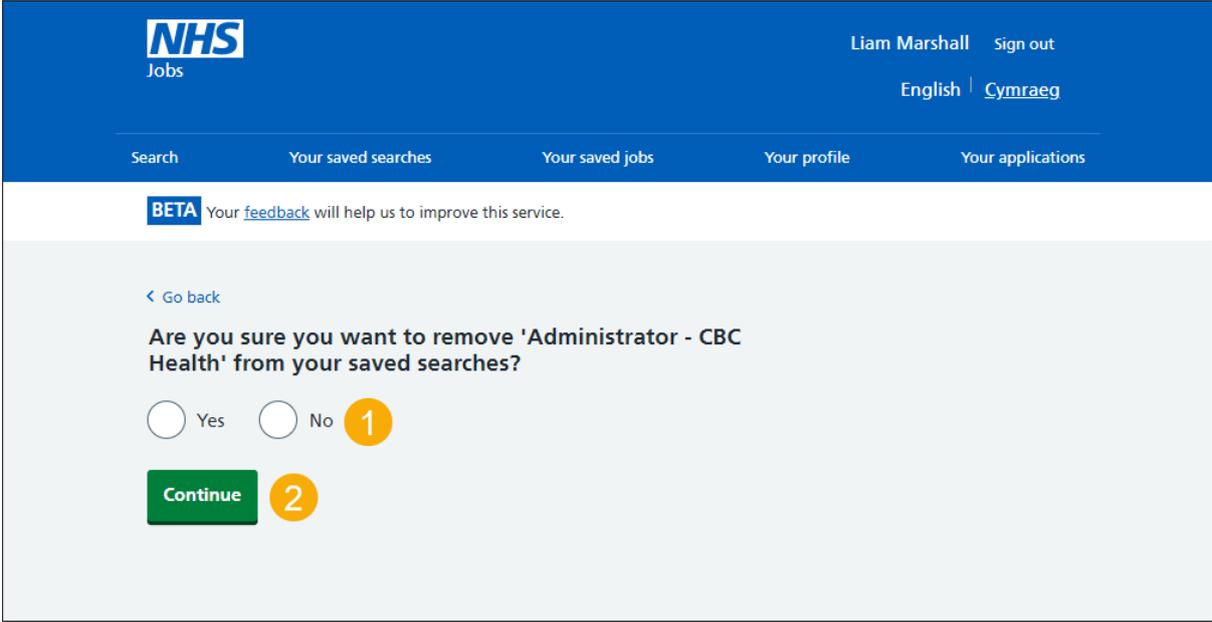3. To remove a job, select a 'Remove' link.

Are you sure you want to remove your saved job?

This page gives you instructions to confirm if you're sure you want to remove your saved job.

<mark>Important:</mark> You'll only see this page if you're removing your saved job.

To confirm if you're sure you want to remove your saved job, complete the following steps:
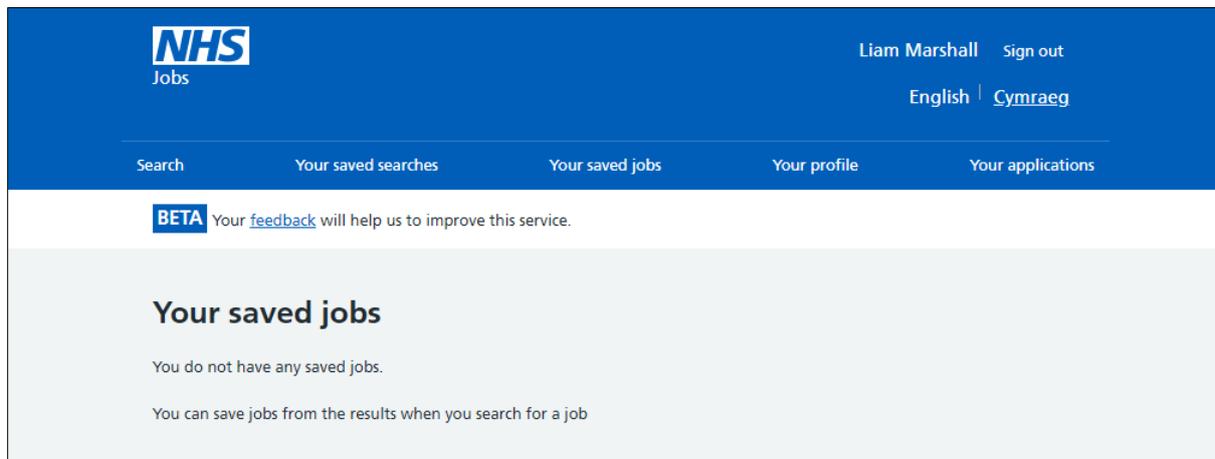
1. Select an answer:
   - '<u>Yes</u>'
   - '<u>No</u>'
2. Select the 'Continue' button.

You've removed your saved job

This page shows confirmation you've removed your saved job.

NHS Jobs

Liam Marshall   Sign out

English | Cymraeg

Search   Your saved searches   Your saved jobs   Your profile   Your applications

BETA Your feedback will help us to improve this service.

Your saved jobs

You do not have any saved jobs.

You can save jobs from the results when you search for a job

Go to the 'Search results' page.

You've removed your saved job

This page shows confirmation you've removed your saved job.

Do you want to get email alerts for new jobs?

This page gives you instructions for how to confirm if you want to get email alerts for new jobs.

Important: You'll only see this page if you've saved a search.

To confirm if you want to get email alerts for new jobs, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

How often do you want to get email alerts?

This page gives you instructions to confirm how often you want to get email alerts.

Important: You'll only see this page if you've chosen to get email alerts for new jobs.

To confirm how often you want to get email alerts, complete the following steps:

1. Select an answer:
   - 'Daily'
   - 'Weekly'
2. Select the 'Save and continue' button.

Check your saved search answers

This page gives you instructions for how to check your saved search answers.

<mark>Important:</mark> You'll only see this page if you're saving a search.

To check your saved search answers, complete the following steps:

1. Select a 'Change' link.
2. Select the 'Save job search' button.

NHS Jobs

Liam Marshall   Sign out

English | Cymraeg

Search   Your saved searches   Your saved jobs   Your profile   Your applications

BETA Your feedback will help us to improve this service.

< Go back

Save your job search
Check your answers

You are saving 'Administrator within 10 miles of Newcastle Upon Tyne'

Do you want to get email alerts?	Yes	Change ①
How often do you want to get email alerts?	Daily	Change

Save job search ②

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to apply for jobs

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Your saved searches

This page shows your saved searches.

<mark>Important:</mark> You'll only see this page if you've saved a job search.

To manage your saved searches, complete the following steps:

1. To access your saved searches, select the 'Your saved searches' link.
2. To view a search, select a '<u>Name of search</u>' link.
3. To change a search, select a '<u>Change</u>' link.
4. To remove a search, select a '<u>Remove</u>' link.

<mark>Tip:</mark> You can save up to 5 job searches.

If you don't want to view, change, or remove your saved search, you've reached the end of this user guide.

Are you sure you want to remove your saved search?

This page gives you instructions to confirm if you're sure you want to remove your saved search.

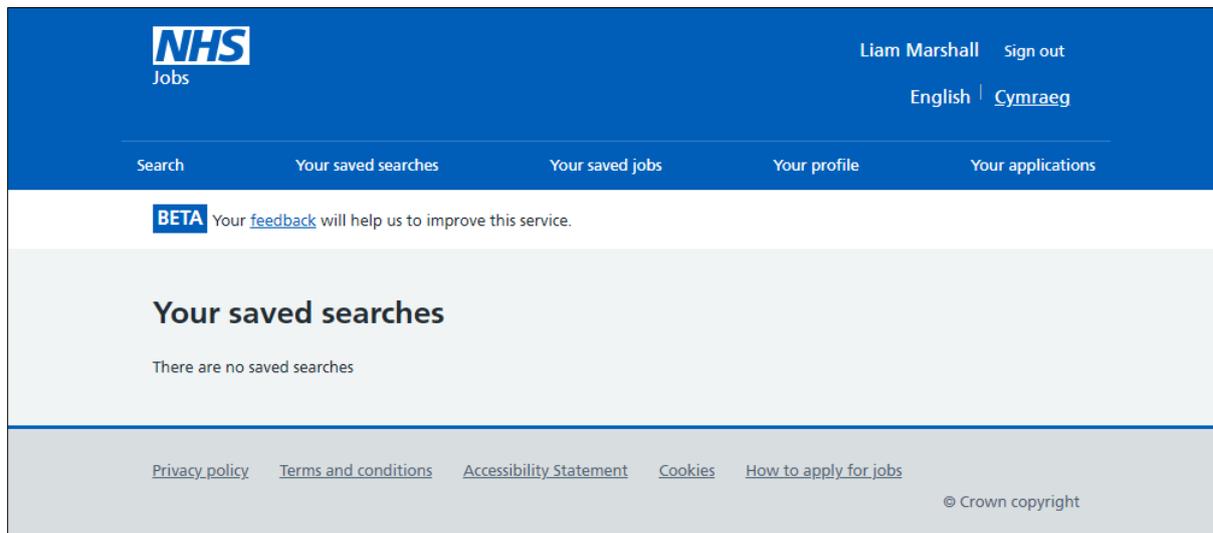<mark>Important:</mark> You'll only see this page if you're removing your saved job searches.

To confirm if you're sure you want to remove your saved search, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

You've removed your saved search

This page gives you confirmation you've removed your saved search.

You've search for a job in NHS Jobs and reached the end of this user guide.