

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.

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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.

The screenshot shows the NHS Jobs search page. At the top left is the NHS Jobs logo. At the top right are links for 'Sign in' and 'Create an account', and language options 'English' and 'Cymraeg'. Below this is a 'BETA' notice. The main heading is 'Search for jobs in the NHS'. The search form has three columns: 'What?' with a text input containing 'Administrator' (callout 1), 'Where?' with a text input containing 'Newcastle Upon Tyne' (callout 2), and 'Distance' with a dropdown menu set to '+10 Miles' (callout 3). Below the 'What?' field is a link for 'More search options' (callout 4). At the bottom are two buttons: 'Clear filters' (callout 6) and 'Search' (callout 5).

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.

The screenshot shows the NHS Jobs search page. At the top left is the NHS Jobs logo. At the top right are links for 'Sign in', 'Create an account', 'English', and 'Cymraeg'. Below the header is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main heading is 'Search for jobs in the NHS'. The search form is divided into several sections: 'What?' (For example, job title or skills), 'Where?' (For example, a postcode, town or city), 'Distance' (Select the distance, with a dropdown menu showing 'All locations'), 'Job reference' (e.g. C0987-23-1234 / 914-JOBREF), 'Employer' (e.g. NHS Business Services Autho), and 'Pay range' (Please select). At the bottom of the form are two buttons: 'Clear filters' and 'Search'. A link for 'Fewer search options' is also present. Numbered callouts (1-6) are placed over the form elements: 1 is over the Job reference input, 2 is over the Employer input, 3 is over the Pay range dropdown, 4 is over the Fewer search options link, 5 is over the Search button, and 6 is over 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.

NHS Jobs Sign in | Create an account
English | Cymraeg

BETA Your feedback will help us to improve this service.

What? For example, job title or skills
Administrator

Where? For example, a postcode, town or city
Newcastle Upon Tyne

More search options **Search**

139 jobs found for Administrator within 10 miles of Newcastle Upon Tyne

Refine your search

Sort by
Best match **3**

Distance
+10 Miles **4**

COVID-19

Working pattern

Contract type

Pay range

NHS Pay grade

Apply filters **5**

Clear filters **7**

Save this search **6**

You'll also be able to set up alerts to notify you about new jobs when they're advertised.

Administration Officer **1** **Save this job** **2**
CNTW NHS Foundation Trust
Newcastle upon Tyne NE1 6UR
Salary: £21,730 to £23,177 a year
Distance: 3.6 miles
Contract type: Permanent
Working pattern: Full time
Closing date: 22 May 2023

Administration Officer **1** **Save this job**
CNTW NHS Foundation Trust
Newcastle upon Tyne NE5 4QD
Salary: £21,730 to £23,177 a year
Distance: 3.1 miles
Contract type: Permanent
Working pattern: Full time
Closing date: 1 June 2023

HR Administrator **1** **Save this job**
Northumbria Healthcare NHS Foundation Trust
Newcastle NE27 0QJ
Salary: £22,816 to £24,336 a year
Distance: 4 miles
Contract type: Permanent
Working pattern: Flexible working, Full time
Closing date: 31 May 2023

Administrative Assistant **1** **Save this job**
Northumbria Healthcare NHS Foundation Trust
North shields NE29 0HG
Salary: £22,383 a year
Distance: 6.3 miles
Contract type: Permanent
Working pattern: Flexible working, Full time
Closing date: 28 May 2023

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.

Important: 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.

NHS Jobs Liam Marshall Sign out
English | Cymraeg

Search Your saved searches **1** Your saved jobs Your profile Your applications

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

Your saved jobs

What? 2	Where?	Closing date	Status 3
Administration Officer	CNTW NHS Foundation Trust	22 May 2023	Closed Remove

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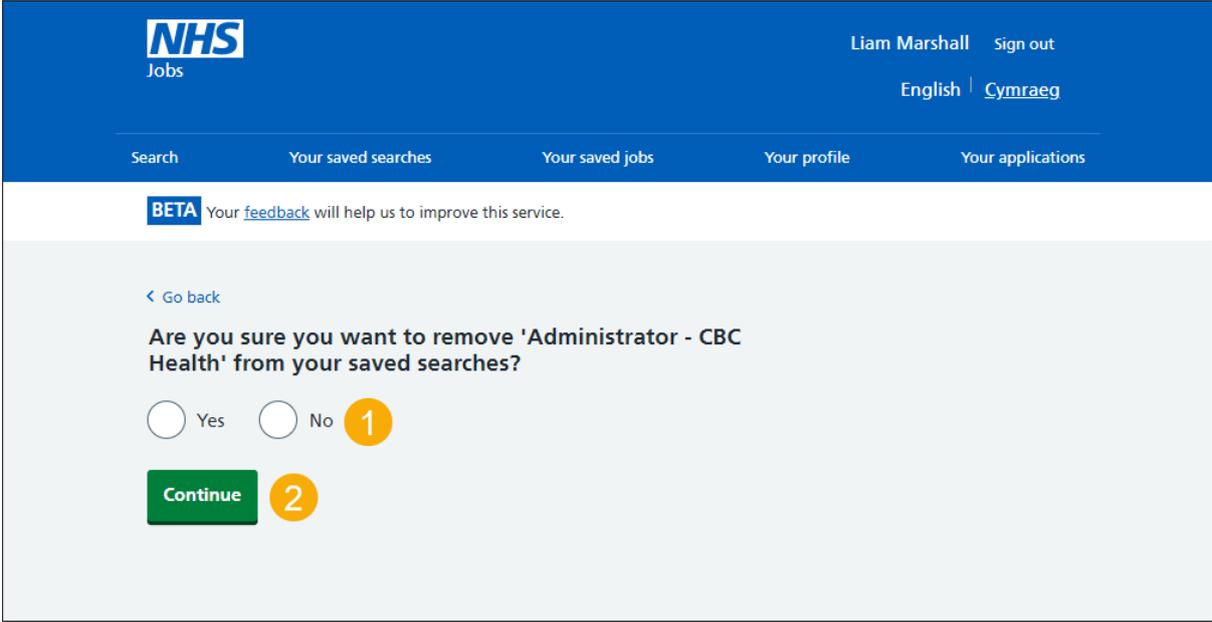
Are you sure you want to remove your saved job?

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

Important: 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:

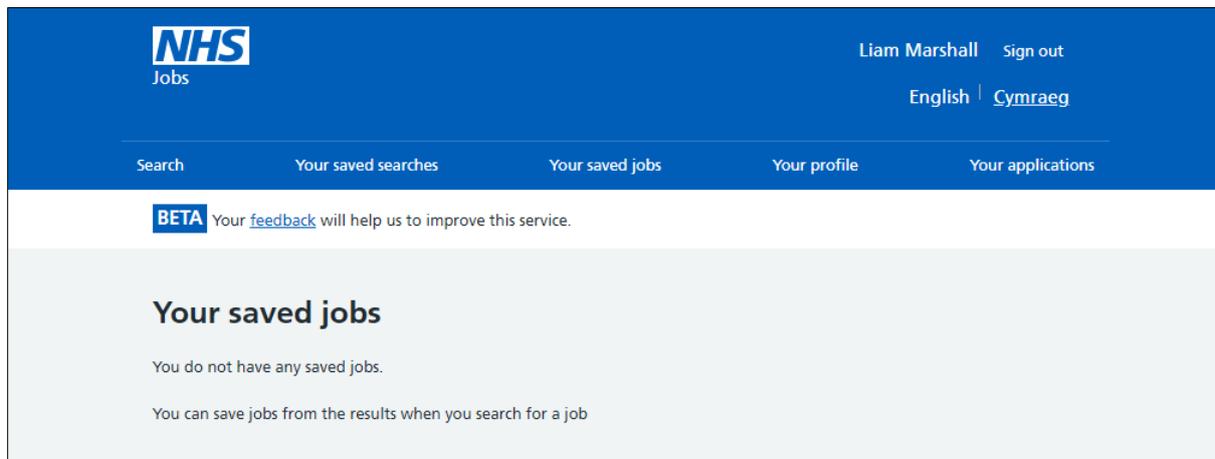
1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.



The screenshot shows the NHS Jobs interface. At the top left is the NHS Jobs logo. On the top right, the user is identified as 'Liam Marshall' with a 'Sign out' link. Below this, there are language options for 'English' and 'Cymraeg'. A navigation bar contains links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area asks, 'Are you sure you want to remove 'Administrator - CBC Health' from your saved searches?'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected and marked with a yellow circle containing the number '1'. Below the radio buttons is a green 'Continue' button, which is also marked with a yellow circle containing the number '2'.

You've removed your saved job

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



The screenshot shows the NHS Jobs website interface. At the top left is the NHS Jobs logo. At the top right, the user's name 'Liam Marshall' and a 'Sign out' link are visible, along with language options for 'English' and 'Cymraeg'. A navigation bar below the header contains links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A blue banner below the navigation bar features the 'BETA' logo and the text 'Your feedback will help us to improve this service.' The main content area has a light grey background and is titled 'Your saved jobs'. It contains the text 'You do not have any saved jobs.' and 'You can save jobs from the results when you search for a job'.

Go to the ['Search results'](#) page.

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.

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

Do you want to get email alerts for new jobs ?

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

Yes No **1**

Save and continue **2**

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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.

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

How often do you want to get email alerts?

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

Select if you want to get daily or weekly email alerts

Daily Weekly **1**

[Save and continue](#) **2**

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Check your saved search answers

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

Important: 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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS Jobs logo on the left, and the user name 'Liam Marshall' and 'Sign out' link on the right. Below the header is a navigation bar with links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Save your job search' and 'Check your answers'. It displays the search criteria: 'You are saving 'Administrator within 10 miles of Newcastle Upon Tyne''. There are two rows of settings: 'Do you want to get email alerts?' with a 'Yes' selection and a 'Change' link (marked with a yellow circle containing '1'); and 'How often do you want to get email alerts?' with a 'Daily' selection and a 'Change' link. At the bottom of the settings is a green 'Save job search' button (marked with a yellow circle containing '2'). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

Your saved searches

This page shows your saved searches.

Important: 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 '[Name of search](#)' link.
3. To change a search, select a '[Change](#)' link.
4. To remove a search, select a '[Remove](#)' link.

The screenshot displays the NHS Jobs interface for 'Your saved searches'. At the top, the NHS Jobs logo is on the left, and the user's name 'Liam Marshall' with a 'Sign out' link is on the right. Below this, there are language options for 'English' and 'Cymraeg'. A navigation bar contains five items: 'Search', 'Your saved searches' (marked with a yellow circle '1'), 'Your saved jobs', 'Your profile', and 'Your applications'. Below the navigation bar, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main heading is 'Your saved searches'. A blue box contains the message: 'You have added 'Administrator within 10 miles of Newcastle Upon Tyne' as a saved job search.' Below this, a table lists the saved search. The table has three columns: 'Name of search', 'Change', and 'Remove'. The search name is 'Administrator within 10 miles of Newcastle Upon Tyne' (marked with a yellow circle '2'). The 'Change' link (3) and 'Remove' link (4) are also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with '© Crown copyright'.

Tip: 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.

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

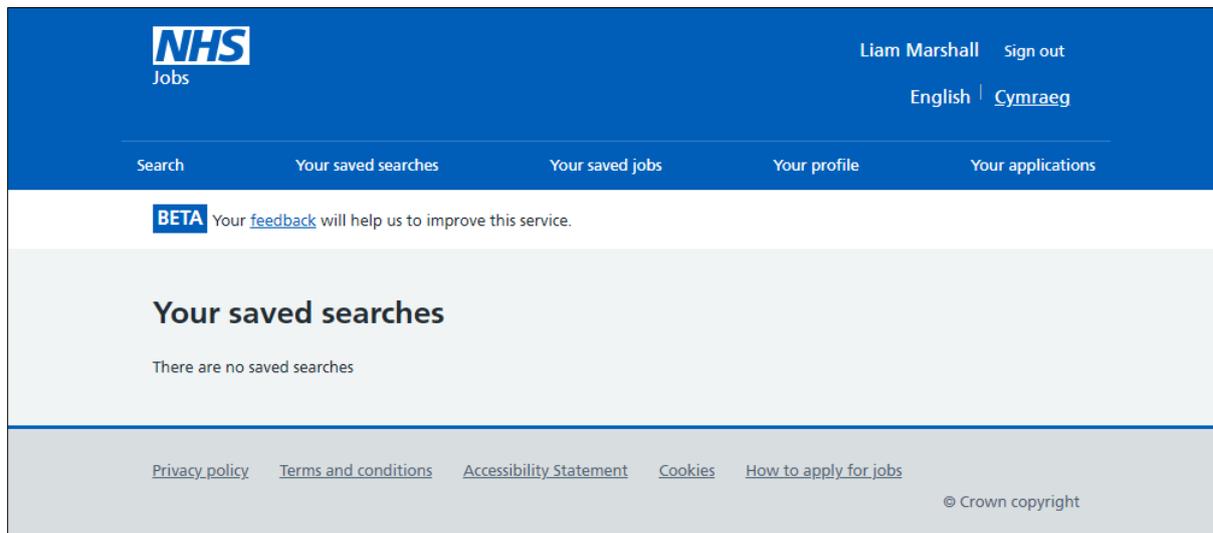
To confirm if you're sure you want to remove your saved search, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - [No](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface. At the top left is the NHS Jobs logo. On the top right, it says 'Liam Marshall Sign out' and 'English | Cymraeg'. Below this is a navigation bar with links: 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' Below the banner is a 'Go back' link. The main content area asks: 'Are you sure you want to remove 'All vacancies at all locations' from your saved searches?'. There are two radio buttons: 'Yes' and 'No'. The 'No' button is selected and has a yellow circle with the number '1' next to it. Below the radio buttons is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text reads '© Crown copyright'.

You've removed your saved search

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



The screenshot shows the NHS Jobs website interface. At the top left is the NHS Jobs logo. At the top right, the user name 'Liam Marshall' and a 'Sign out' link are visible, along with language options for 'English' and 'Cymraeg'. A navigation bar below the header contains links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area is titled 'Your saved searches' and displays the message 'There are no saved searches'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the copyright notice '© Crown copyright'.

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