

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

This guide gives you instructions for how to search for a job using a mobile 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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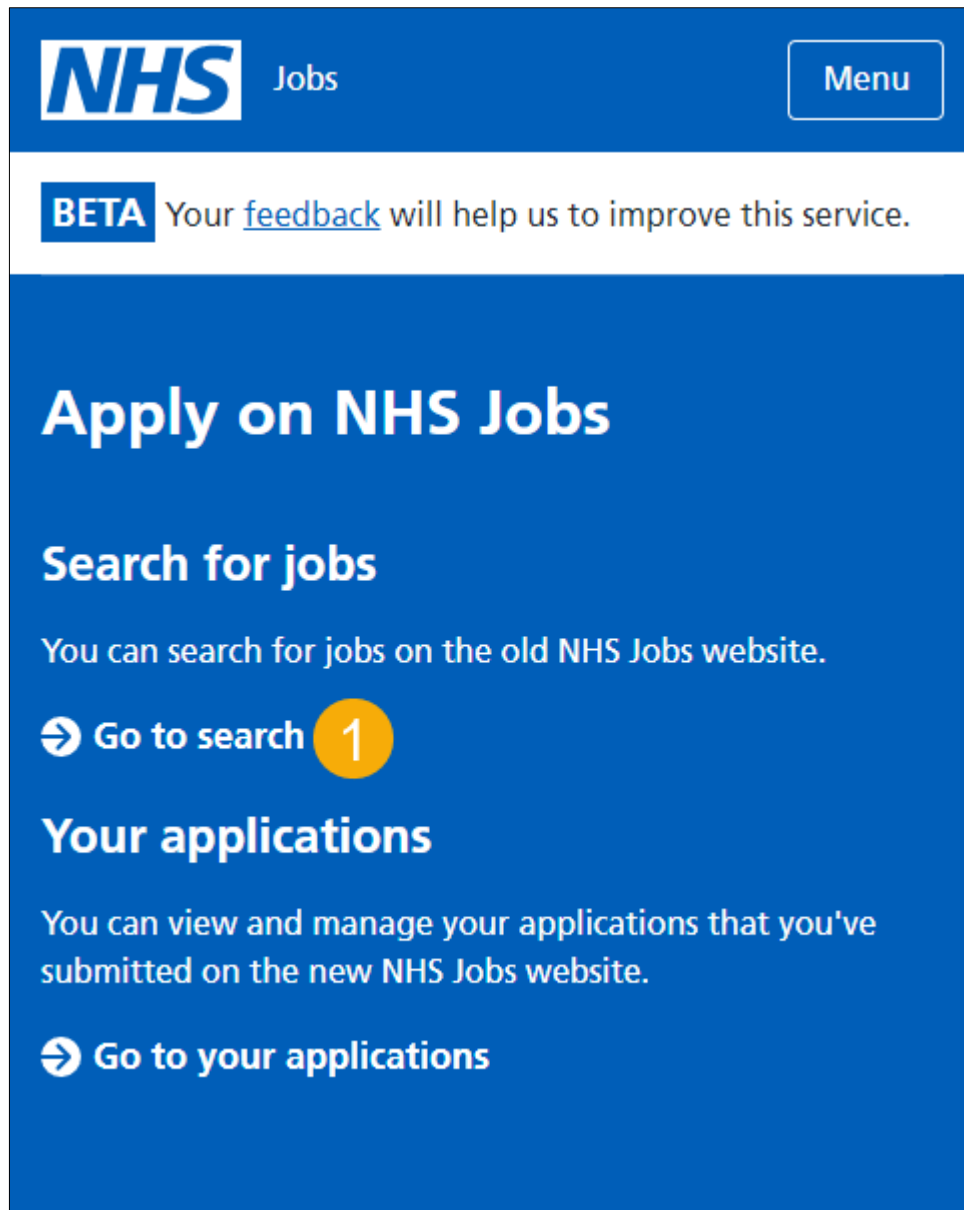
NHS Jobs candidate hub

This page gives you instructions for how to access the NHS candidate hub.

Important: You'll need to go the NHS Jobs candidate hub at www.jobs.nhs.uk/candidate on a mobile device e.g., smartphone to access this webpage.

To access the search icon, complete the following step:

1. Select the '[Go to search](#)' link.



Search for a job

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

Important: You'll only see the 'Menu' icon if you're using a mobile device. 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 access the menu and search for a job, complete following steps:

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

The screenshot shows the NHS Jobs search page. At the top left is the NHS logo and 'Jobs' text. At the top right is a 'Menu' button with a magnifying glass icon, marked with a yellow circle containing the number 1. Below this is a 'BETA' banner with the text 'Your feedback will help us to improve this service.' The main heading is 'Search for jobs in the NHS'. There are three input sections: 'What?' with a text box containing 'Administrator' (marked with a yellow circle 2), 'Where?' with a text box containing 'Newcastle Upon Tyne' (marked with a yellow circle 3), and 'Distance' with a dropdown menu showing '+10 Miles' (marked with a yellow circle 4). At the bottom, there is a link for 'More search options' (marked with a yellow circle 5), a 'Clear filters' button (marked with a yellow circle 7), and a green 'Search' button (marked with a yellow circle 6).

Tip: You can use the 'Menu' icon to access your saved jobs and saved job searches. 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 interface. At the top left is the NHS logo and 'Jobs' text. To the right are 'Menu' and search icons. Below is a 'BETA' banner with a feedback message. The main heading is 'Search for jobs in the NHS'. The search form includes fields for 'What?' (job title or skills), 'Where?' (postcode, town or city), 'Distance' (dropdown menu set to 'All locations'), 'Job reference' (text input with callout 1), 'Employer' (text input with callout 2), and 'Pay range' (dropdown menu with callout 3). At the bottom, there is a link for 'Fewer search options' with callout 4, a 'Clear filters' button with callout 6, and a green 'Search' button with callout 5.

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.

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

1. Select the '[Refine your search](#)' link (optional).
2. In the **Sort by** box, select an option (optional).
3. Select the 'Job title' link to view and apply for the role.
4. Select the '[Save this job](#)' link (optional).

NHS
Jobs

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

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

[Refine your search \(4\)](#) **1**

Sort by **2**

Best match

[Administrator](#) **3**

[Save this job](#) **4**

CBC Health
Gateshead NE11 0QD

Salary: **£22,816 to £24,336** a year
Distance: **5.9 miles**
Closing date: **7 June 2023**
Contract type: **Permanent**
Working pattern: **Flexible working**

Tip: To view all job results, select the 'Next page 2 of X' link at the bottom of the webpage.

If you don't want to refine or save this job, go to the '[Save job search](#)' page. If you don't want to save a job search, you've reached the end of this user guide.

Refine your job search

This page gives you instructions for how to filter your job search.

Important: You'll only see this page if you're refining your job search. 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 filter your job search, complete the following steps:

1. Select a 'Plus icon' to view a filter. For example, Distance.
2. Select an option to filter. For example, + 10 Miles.
3. Select the '[Apply filters](#)' button.
- Or
4. Select the '[Clear filters](#)' button.

NHS
Jobs

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

Refine your search

1
- [Distance](#) 2
+10 Miles

+ [COVID-19](#)

+ [Working pattern](#)

+ [Contract type](#)

+ [Pay range](#)

+ [NHS pay grades and schemes](#)

Apply filters 3

[Clear filters](#) 4

Tip: You can select more than one filter.

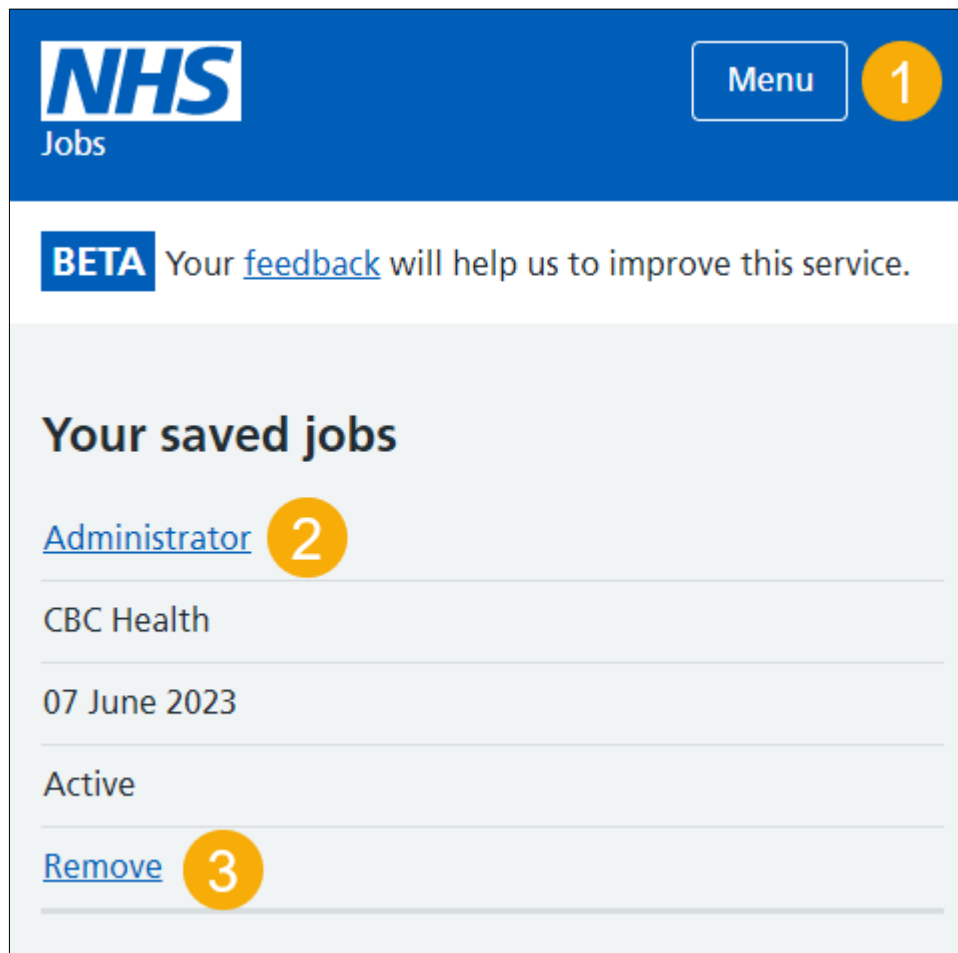
Your saved jobs

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 'Menu' icon.
2. Select the 'Job title' to view and apply for the role.
3. Select the [Remove](#) link to remove the saved job.



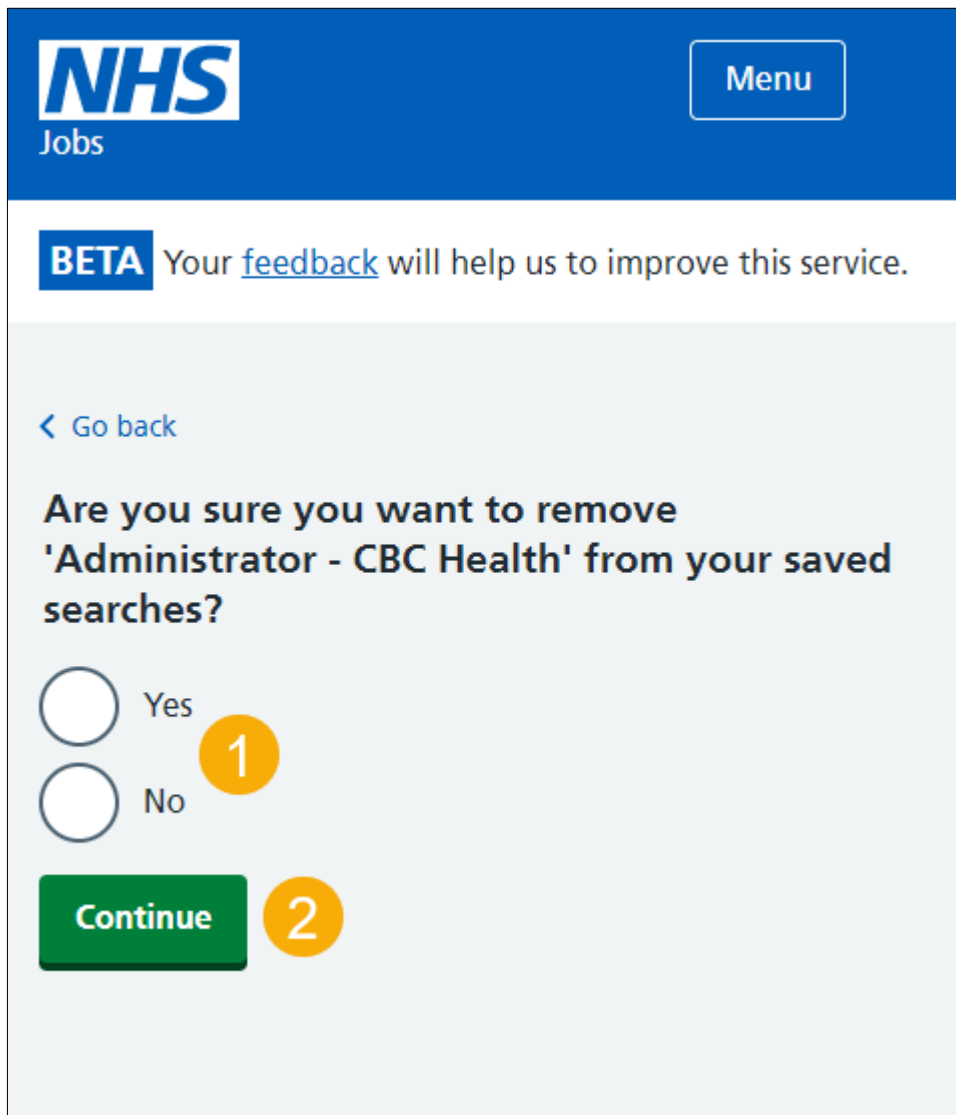
Are you sure you want to remove your saved job?

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:

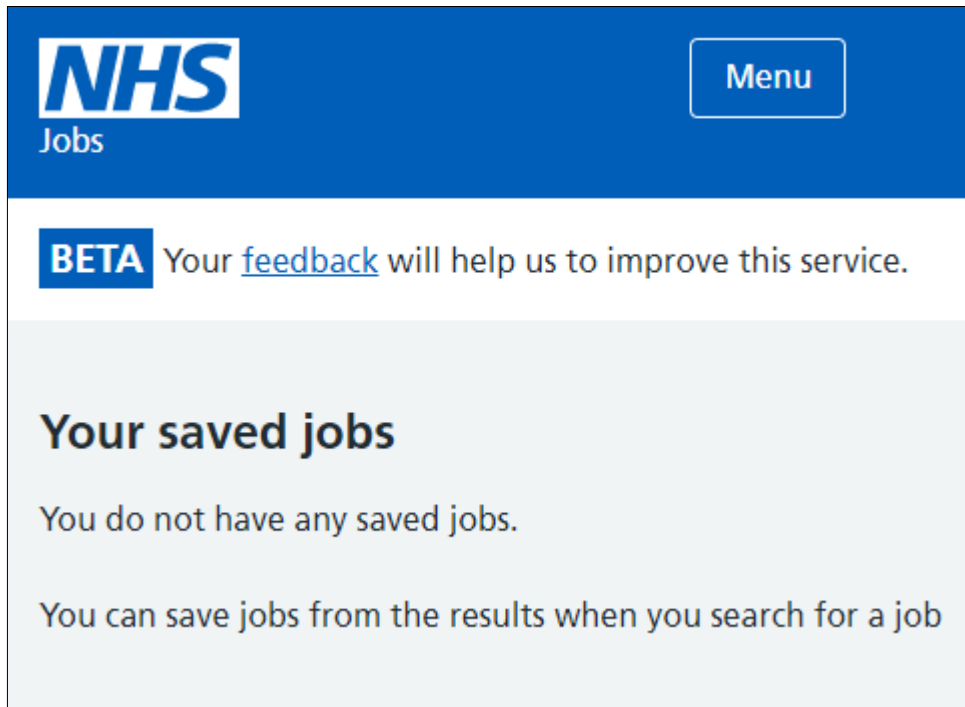
1. Select an answer:
 - 'Yes'
 - 'No'
2. Select the '[Continue](#)' button.



The screenshot shows the NHS Jobs interface. At the top left is the NHS logo with the word 'Jobs' below it. At the top right is a 'Menu' button. Below the header is a 'BETA' badge followed by the text 'Your [feedback](#) will help us to improve this service.' Below this is a 'Go back' link with a left-pointing arrow. The main heading asks 'Are you sure you want to remove 'Administrator - CBC Health' from your saved searches?'. There are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is positioned to the right of the 'No' option. Below the radio buttons is a green 'Continue' button with a yellow circle containing the number '2' to its right.

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 logo with the word 'Jobs' underneath. At the top right is a 'Menu' button. Below the header is a blue banner with the text 'BETA Your [feedback](#) will help us to improve this service.' Below this banner is a light grey box containing the heading 'Your saved jobs' and 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.

Save this search

This page gives you instructions for how to save this search.

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

To save this search, complete the following steps:

1. Select the 'Next' link to view the next page of job search results (optional).
2. Select the ['Save this search'](#) link.

[Administration Officer](#)

[Save this job](#)

CNTW NHS Foundation Trust
Blyth NE24 2BA

Salary: **£22,816 to £24,336** a year
Distance: **8.1 miles**
Closing date: **1 June 2023**
Contract type: **Permanent**
Working pattern: **Full time**

1 [Next](#) →
[Page 2 of 14](#)

[Save this search](#) **2**

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

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.

The screenshot shows the NHS Jobs website interface. At the top left is the NHS logo with the word 'Jobs' underneath. At the top right is a 'Menu' button. Below the header is a blue banner with the text 'BETA Your [feedback](#) will help us to improve this service.' Below the banner is a light blue area with a '< Go back' link. The main heading is 'Save your job search' followed by the question 'Do you want to get email alerts for new jobs?'. Below this is the text 'You are saving 'Administrator within 10 miles of Newcastle Upon Tyne''. There are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is placed next to the 'No' option. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it.

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

Menu

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 **1**

Weekly

Save and continue **2**

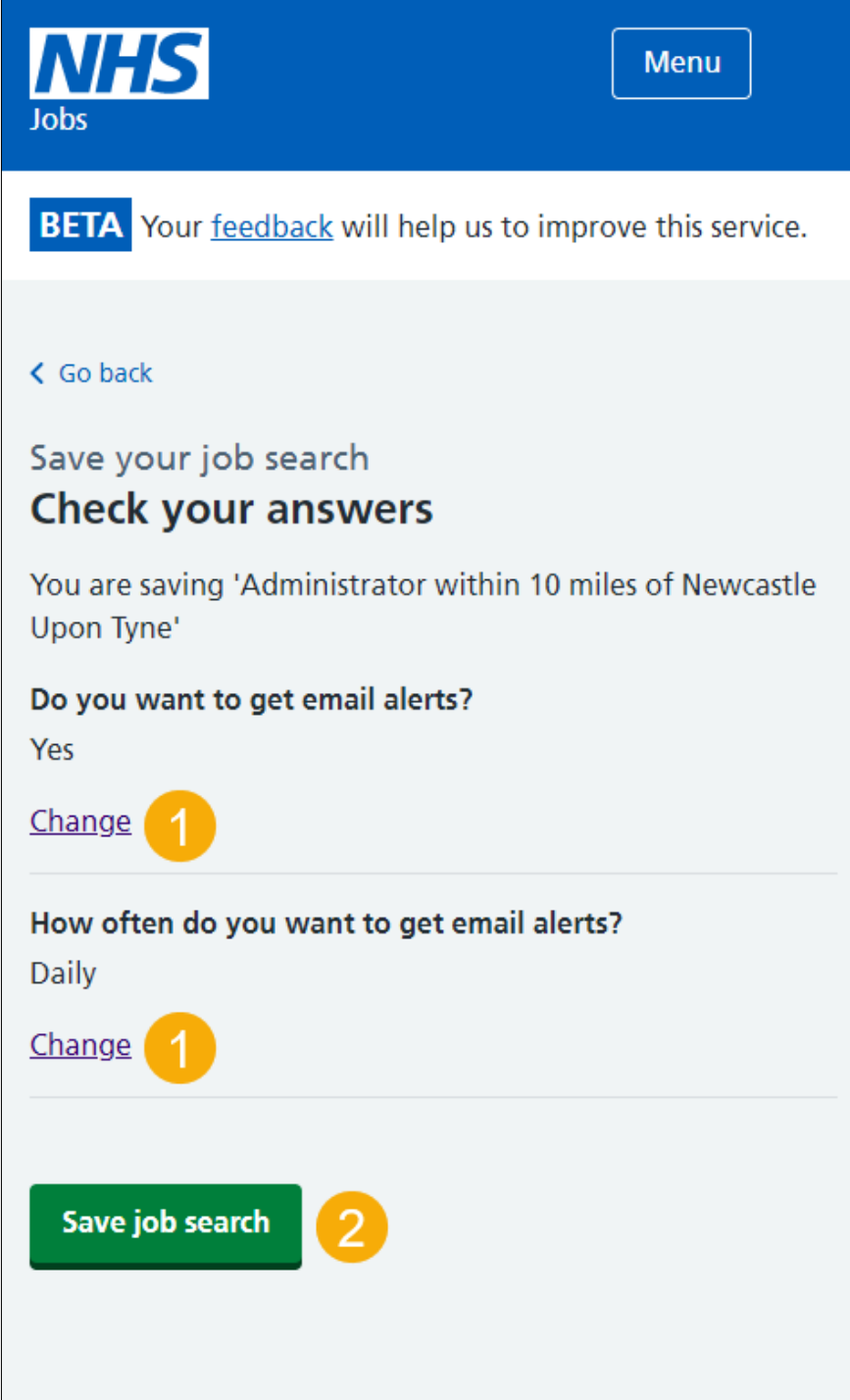
Check your saved search answers

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 (optional).
2. Select the ['Save job search'](#) button.



The screenshot shows the NHS Jobs interface. At the top is a blue header with the NHS logo and 'Jobs' text, and a 'Menu' button. Below the header is a 'BETA' banner with the text 'Your [feedback](#) will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Save your job search' followed by 'Check your answers'. The search criteria is 'Administrator within 10 miles of Newcastle Upon Tyne'. There are two sections for email alerts: 'Do you want to get email alerts?' with 'Yes' selected and a 'Change 1' link; and 'How often do you want to get email alerts?' with 'Daily' selected and a 'Change 1' link. At the bottom is a green 'Save job search 2' button.

Your saved searches

This page gives you instructions for how to manage your saved job searches.

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

To manage your saved job searches, complete the following steps:

1. Select the '[Name of search](#)' link to view the job search results.
2. Select the '[Change](#)' link (optional).
3. Select the '[Remove](#)' link (optional).

The screenshot shows the NHS Jobs interface. At the top left is the NHS logo and 'Jobs' text. At the top right is a 'Menu' button. Below the header is a 'BETA' notification: 'Your [feedback](#) will help us to improve this service.' The main heading is 'Your saved searches'. A blue notification box states: 'You have added 'Administrator within 10 miles of Newcastle Upon Tyne' as a saved job search.' Below this is a table with one row of saved searches. The search name is 'Administrator within 10 miles of Newcastle Upon Tyne'. To the right of the search name are three links: 'Change' and 'Remove'. Numbered callouts (1, 2, 3) point to the search name, the 'Change' link, and the 'Remove' link respectively.

Name of search	2	3
Administrator within 10 miles of Newcastle Upon Tyne	Change	Remove

Tip: You can save up to 5 job searches.

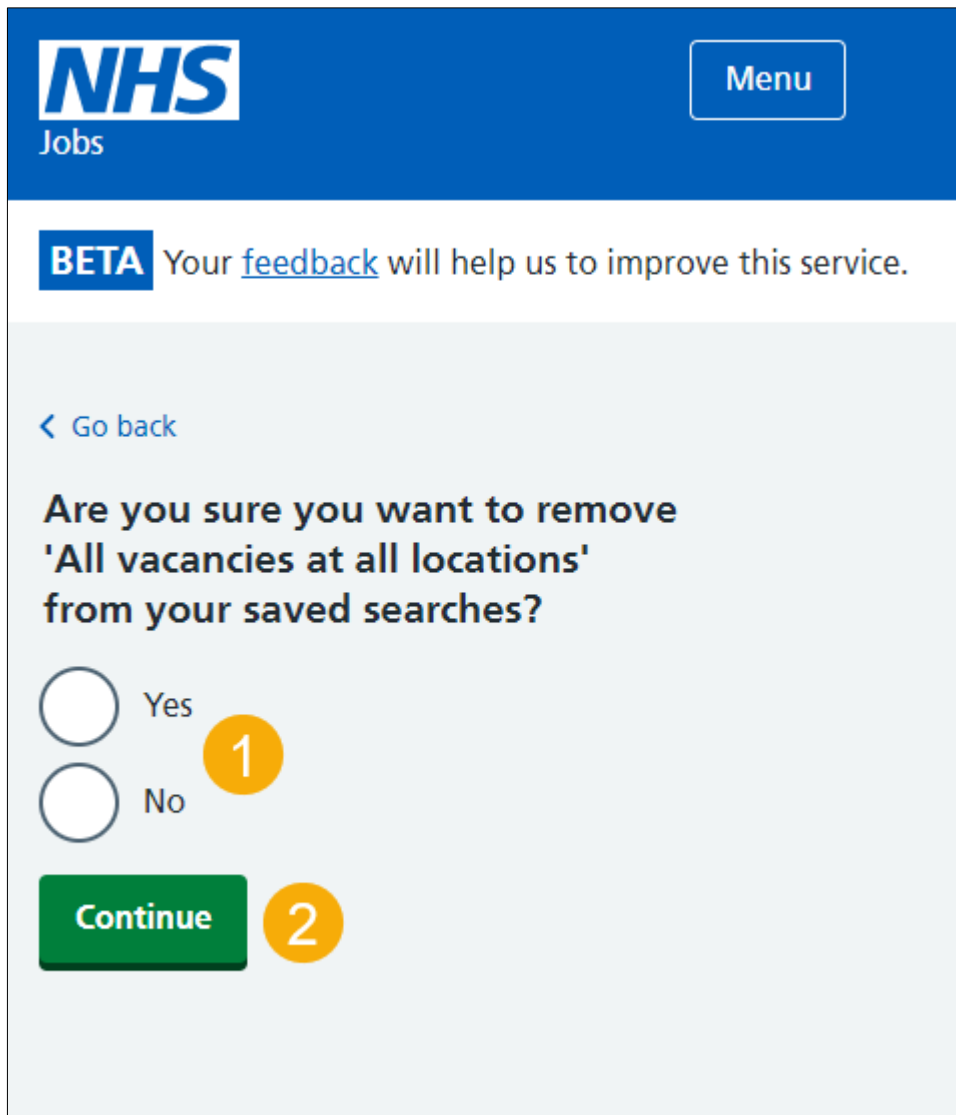
Are you sure you want to remove your saved search?

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:

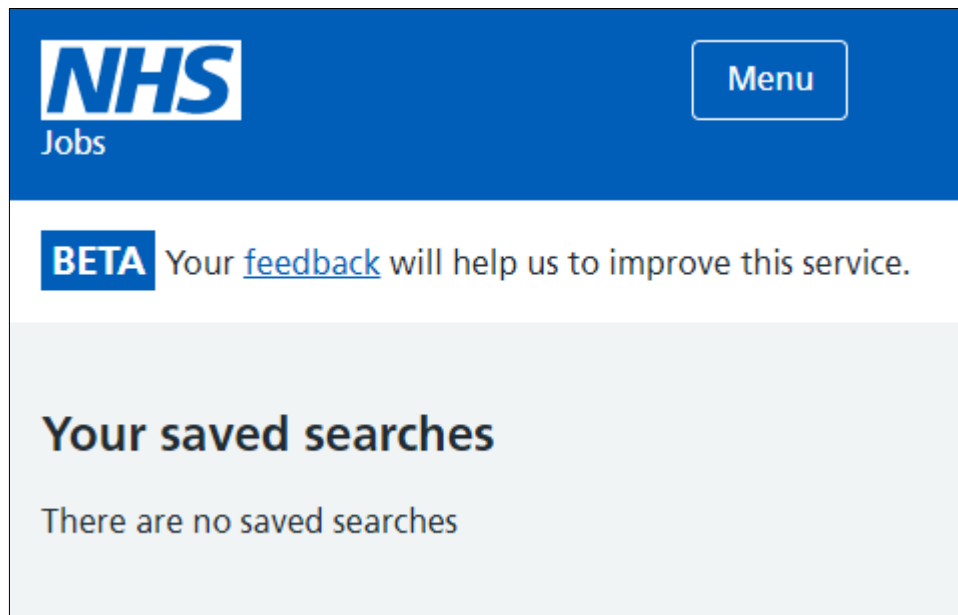
1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.



The screenshot shows the NHS Jobs interface. At the top left is the NHS logo with 'Jobs' underneath. At the top right is a 'Menu' button. Below the header is a 'BETA' badge followed by the text 'Your [feedback](#) will help us to improve this service.' Below this is a '< Go back' link. The main heading asks 'Are you sure you want to remove 'All vacancies at all locations' from your saved searches?'. There are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is positioned to the right of the 'No' option. Below the radio buttons is a green 'Continue' button with a yellow circle containing the number '2' to its right.

You've removed your saved search

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



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