

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 '<u>Search for an applicant</u>' button.

NHS Jobs	You're viewing NHS Training and Support <u>Change</u> Signed in as <u>Liam M1</u> Sign Out
	Show tasks for all accounts
BETA Your <u>feedback</u> will help us to improve this service.	
NHS Training and Support Dashboard	What you can do
Tasks by stage Listings by user	Search for a listing
Showing tasks for All users	Search for an applicant

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 '<u>Search</u>' button.

NHS Jobs	You're viewing NHS Training and Support <u>Change</u> Signed in as <u>Liam M1</u> Sign Out
	Show tasks for all accounts
BETA Your <u>feedback</u> will help us to imp	rove this service.
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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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You've searched for an applicant and reached the end of this user guide.