NHS
Jobs

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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Contents

Search for jobs

This page gives you instructions for how to search for jobs.

Important: You'll need to go the NHS Jobs applicant website at www.jobs.nhs.uk/candidate.

To search for jobs, 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 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.
6. Select the 'Clear filters' button (optional). Please note that this will remove all your search criteria.

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. For steps 1 - 3, you can select one or more options.

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 can search for a job reference, but you'll need to know 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.
6. Select the 'Clear filters' button (optional). Please note that this will remove all your search criteria.

Tip: For steps 1 - 3, you can select one or more options.

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. You sort a job search by 'Best match', 'Closing Date', 'Date Posted (newest)', 'Salary lowest to highest', 'Salary highest to lowest' and 'Distance'.

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

1. Select the search suggestion 'administration' link (optional).
2. Select a 'Job title' link to view the job advert.
3. Select a 'Save this job' link to save the job.
4. In the **Sort by** box, select an option from the list (optional).
5. In the **Refine your search** section, select an option to filter your search (optional). Please note, you can select one or more options.
6. Select the 'Apply filters' button.
7. Select the 'Clear filters' button (optional). Please note that this will remove all your search criteria.
8. Select the 'Save this search' link.

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 page.

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, but you can still view the job advert information.

To manage your saved jobs, complete the following steps:

1. Select the 'Your saved jobs' link, to access your saved jobs.
2. Select the 'Job title' link to view the job details such as the contract type, pay, and to apply (optional).
3. Select the 'Remove' link, to remove the saved job (optional).
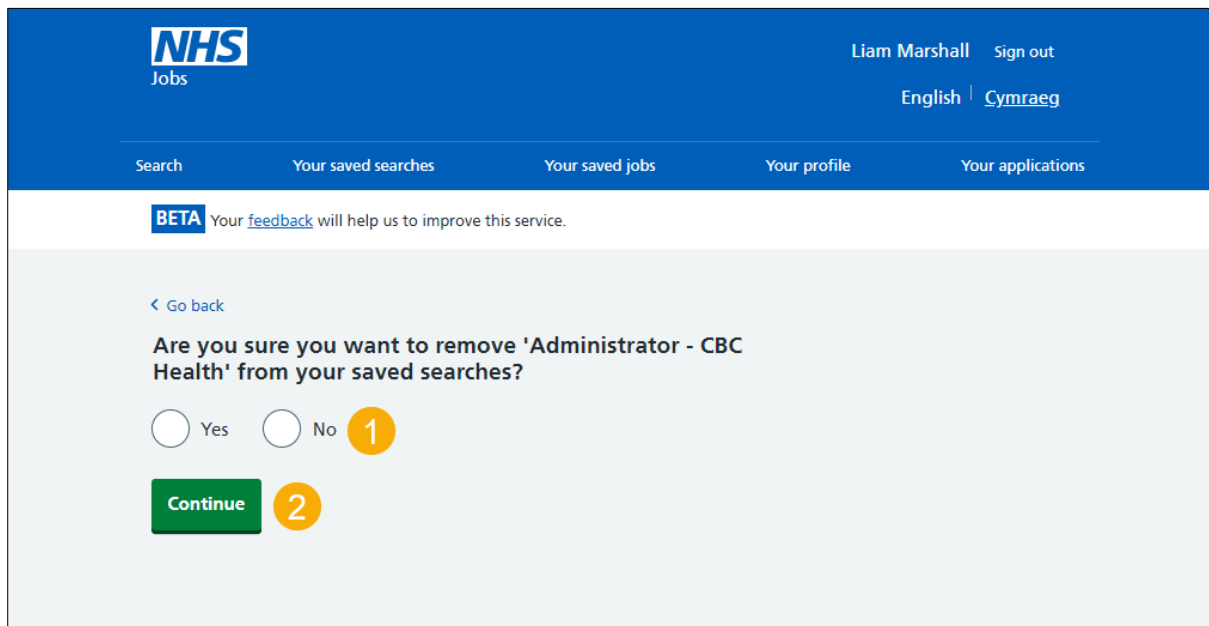
Are you sure you want to remove your saved job?

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:
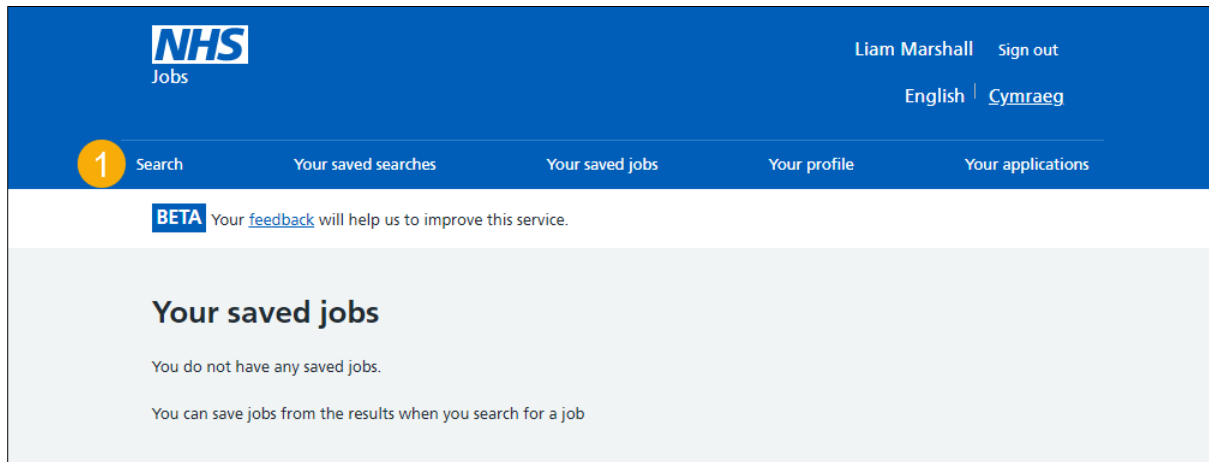   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

You've removed your saved job

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

To continue your job search, complete the following step:

1. Select the '<u>Search</u>' link.

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.

<mark>Important:</mark> 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 answers

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

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

To check your answers, complete the following steps:

1. Select a '<u>Change</u>' link.
2. Select the '<u>Save job search</u>' button.

Your saved searches

This page gives you instructions for how to manage your saved job 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. Select the 'Your saved searches' link, to access your saved searches.
2. Select a 'Name of search' link, to view a search.
3. Select a 'Change' link, to change a search (optional).
4. Select a 'Remove' link, to remove a search (optional).

<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.

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:
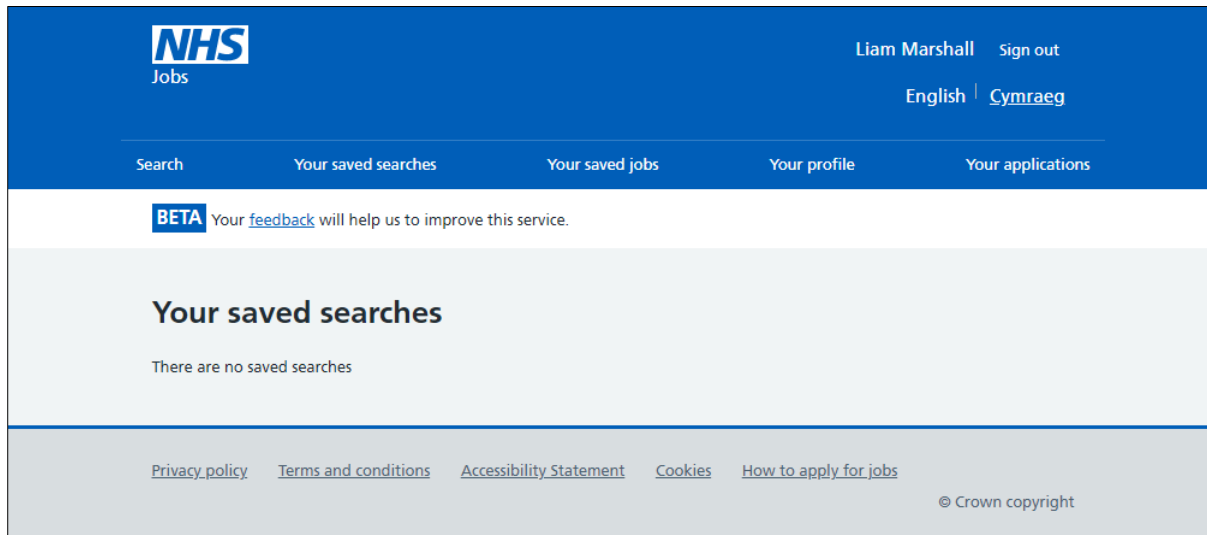   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

You've removed your saved search

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

To continue your job search, complete the following step:

1. Select the '<u>Search</u>' link.

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