

## How to search for a job listing in NHS Jobs user guide

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

In your organisations account, you can search for a job listing by:

- the job title
- a reference number
- an Applicant Tracking System (ATS) reference

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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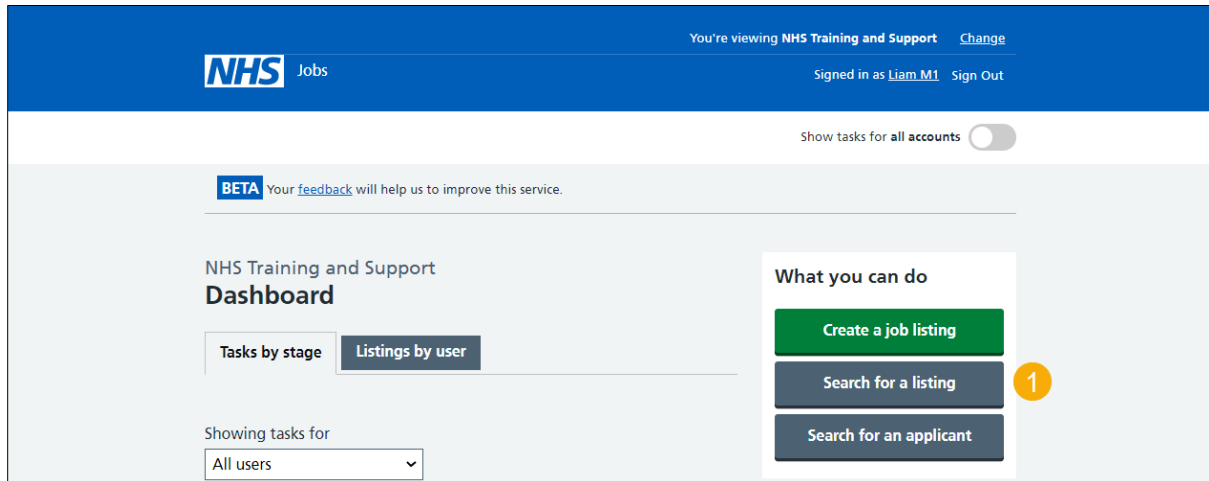
## Search for a job listing

This page gives you instructions for how to search for a job listing in your organisations account.

**Important:** The employer dashboard is shown. All NHS Jobs roles can search for a job listing in your organisations account.

To search for a job listing, complete the following step:

1. Select the [Search for a listing](#) button.



## Enter the job title, reference number or ATS reference

This page gives you instructions for how to enter the job title, reference number or ATS reference.

**Important:** For example, 'nurse' or 'D0944-20-5889'.

To enter the job title, reference number or ATS reference, complete the following steps:

1. In the **Search for a listing** box, enter the details.
2. Select the [Search](#) icon.

The screenshot shows the 'Search for a listing' page on the NHS Training and Support website. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS Training and Support' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam M1' and a 'Sign Out' link. A toggle switch for 'Show tasks for all accounts' is visible. The main content area has a 'BETA' badge and a feedback message. A 'Go back' link is present. The title 'NHS Training and Support Search for a listing' is displayed. Below the title, there is an instruction: 'Enter job title, reference number or ATS reference. For example 'nurse' or 'D0944-20-5889'.' A search input field is shown with a magnifying glass icon. A red box highlights the search input field with a yellow circle containing the number '1' to its left, and the magnifying glass icon with a yellow circle containing the number '2' to its right. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

## Job listing search results

This page gives you instructions for how to manage the job listing search results.

**Important:** In this example, you've searched for the job title 'IT trainer'. The 'Stage' 'Recruiting manager' and 'Department' filters are hidden. You need to select each one to show the filter options.

To manage the job listing search results, complete the following steps:

1. Select a 'Job title' link to view the job details.
2. Select an option to filter by this recruitment stage. You can select more than one option.
3. Select an option from the 'Filter by' drop-down menu to filter by this recruitment manager.
4. Select an option from the 'Filter by' drop-down menu to filter by this department.
5. Select the 'Apply filters' button to apply any filters for steps 2, 3 and 4.
6. Select the 'Clear filters' link to clear any filters for steps 2, 3 and 4.
7. Select the 'Sort by' drop-down menu to sort the job listings.

The screenshot shows the NHS Jobs search results page. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below the header, there's a search bar with 'IT trainer' entered. The search results are displayed in a table with columns for 'Job title', 'Date created', and 'Stage'. The first result is 'IT Trainer T0111-22-5823' with a stage of 'INTERVIEWS\_COMPLETED'. The second result is 'IT Trainer T0111-22-5186' with a stage of 'READY TO END RECRUITMENT'. On the left side, there are filter sections for 'Stage', 'Recruiting manager', and 'Department'. The 'Stage' filter is expanded, showing a list of options. The 'Recruiting manager' and 'Department' filters are collapsed. At the bottom of the filter sections, there are buttons for 'Apply filters' and 'Clear filters'. A 'Sort by' dropdown menu is located above the results table, set to 'Date created'. Numbered callouts (1-7) point to various elements: 1 points to the first result, 2 points to the 'Stage' filter, 3 points to the 'Recruiting manager' filter, 4 points to the 'Department' filter, 5 points to the 'Apply filters' button, 6 points to the 'Clear filters' link, and 7 points to the 'Sort by' dropdown menu.

You've searched for a job listing and reached the end of this user guide.