

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 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.

The screenshot shows the NHS Jobs website interface. At the top left is the NHS logo and the word 'Jobs'. On the top right, there is a user profile 'Liam MA' with a 'Sign out' link, and language options 'English' and 'Cymraeg'. Below this is a navigation bar with 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 has a large heading 'Apply on NHS Jobs'. Underneath, there are two columns: 'Search for jobs' and 'Your applications'. The 'Search for jobs' section includes the text 'You can search for jobs on the old NHS Jobs website.' and a button 'Go to search' with a yellow circle containing the number '1'. The 'Your applications' section includes the text 'You can view and manage your applications that you've submitted on the new NHS Jobs website.' and a button 'Go to your applications'.

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.

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?' input 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. 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.

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 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 three columns: 'What?' (job title or skills), 'Where?' (postcode, town or city), and 'Distance' (select the distance, currently set to 'All locations'). Below these are three filter boxes: 'Job reference' (with callout 1), 'Employer' (with callout 2), and 'Pay range' (with callout 3). Below the filters is a link for 'Fewer search options' (with callout 4). At the bottom right are two buttons: 'Clear filters' (with callout 6) and 'Search' (with callout 5).

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.

The screenshot shows a job search interface with the following elements and callouts:

- 1:** A search suggestion link: "Did you mean Administrator or search instead [administration](#)".
- 2:** A job title link: "Admin Assistant".
- 3:** A "Save this job" link.
- 4:** A "Sort by" dropdown menu set to "Best match".
- 5:** A "Distance" filter set to "+10 Miles".
- 6:** An "Apply filters" button.
- 7:** A "Clear filters" link.
- 8:** A "Save this search" link.

Job results shown include:

- Admin Assistant** at Medical Centre, Newcastle Upon Tyne NE15 8NY. Salary: £20,270 to £21,318 a year. Distance: 3.4 miles. Closing date: 30 June 2023. Contract type: Permanent. Working pattern: Compressed hours, Flexible working, Full time, Job-share, Part time, Home or remote working, Term time hours.
- Admin Assistant** at Medical Centre, Newcastle Upon Tyne NE15 8NY, Bristol BS1 3EA, Manchester M1 1PL. Salary: £20,270 to £21,318 a year. Distance: 247.6 miles. Closing date: 30 August 2023. Contract type: Permanent. Working pattern: Compressed hours, Flexible working, Full time, Job-share, Part time, Home or remote working, Term time hours.
- Business Support Officer** at Medical Centre, Newcastle Upon Tyne NE15 8NY. Salary: £23,949 to £26,282 a year. Distance: 3.4 miles. Closing date: 30 June 2023. Contract type: Permanent. Working pattern: Flexible working, Full time, Job-share, Part time, Term time hours.
- Receptionist** at Medical Centre, Newcastle Upon Tyne NE15 8NY.

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).

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

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

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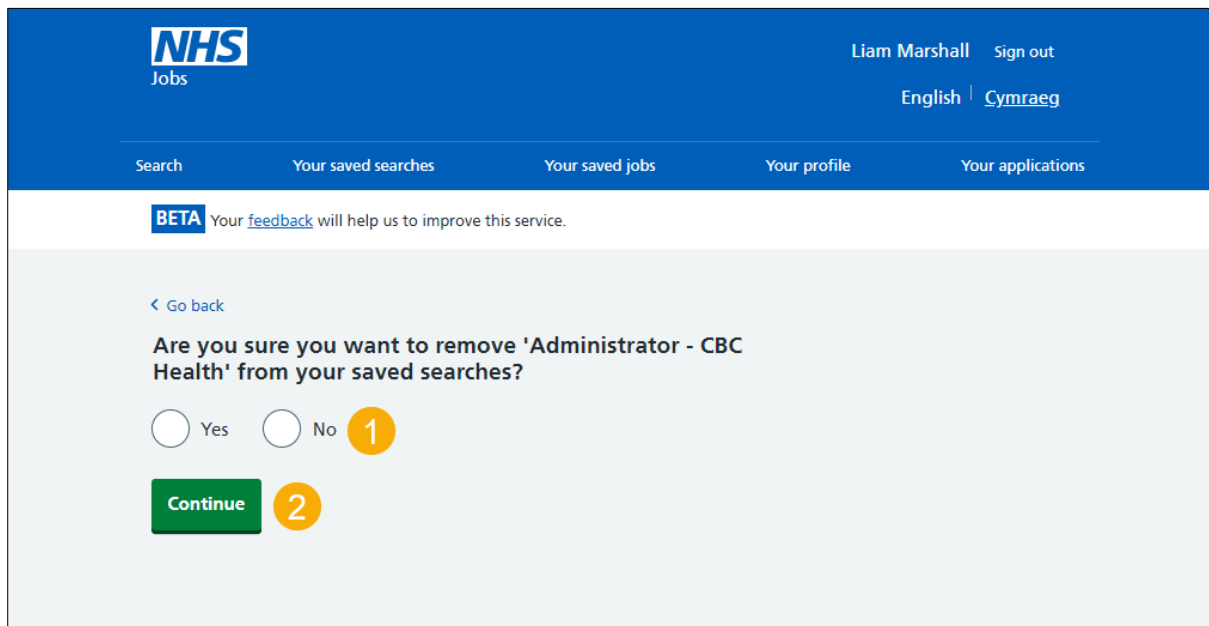
Are you sure you want to remove your saved job?

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.



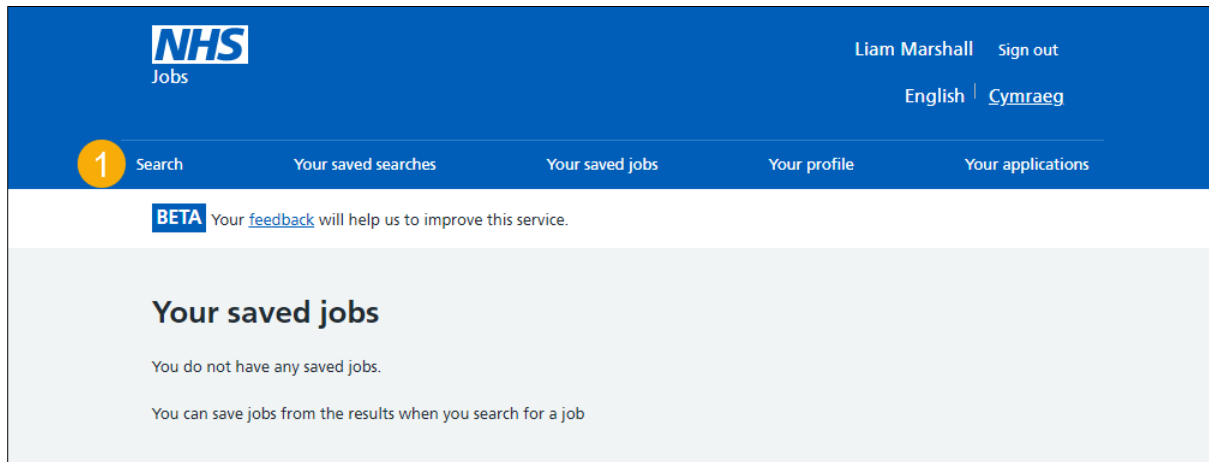
The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS Jobs logo on the left, and the user's name 'Liam Marshall' and 'Sign out' link on the right. Below the header, there is a navigation bar with links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' badge is visible, along with a message: 'Your feedback will help us to improve this service.' The main content area displays a confirmation dialog with the question: '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, indicated by a yellow circle with the number '1' next to it. Below the radio buttons is a green 'Continue' button, which is also highlighted with a yellow circle and the number '2'.

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 [Search](#) 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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'Liam Marshall Sign out' and language options 'English | Cymraeg' 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' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Save your job search' and asks 'Do you want to get email alerts for new jobs?'. Below this, it says 'You are saving 'Administrator within 10 miles of Newcastle Upon Tyne''. There are two radio buttons: 'Yes' and 'No'. The 'No' button is highlighted with a yellow circle containing the number '1'. Below the radio buttons is a green 'Save and continue' button, which is highlighted with a yellow circle containing the number '2'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

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.

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 user information 'Liam Marshall Sign out' and language options 'English | Cymraeg' 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' banner indicates that user feedback will help improve the service. The main content area is titled 'Save your job search' and 'How often do you want to get email alerts?'. It shows the user is saving a search for 'Administrator within 10 miles of Newcastle Upon Tyne'. The form asks the user to select the frequency of email alerts, with radio buttons for 'Daily' and 'Weekly'. The 'Weekly' option is selected, indicated by a yellow circle with the number '1'. Below the radio buttons is a green 'Save and continue' button, which is also highlighted with a yellow circle and the number '2'. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Check your answers

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

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

To check your answers, complete the following steps:

1. Select a ['Change'](#) link.
2. Select the ['Save job search'](#) 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

Check your answers

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

Do you want to get email alerts?	Yes	Change
How often do you want to get email alerts?	Daily	Change

[Save job search](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to apply for jobs](#)

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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 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).

The screenshot displays the NHS Jobs interface for managing 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' (highlighted 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 search with a 'Name of search' link (2), a 'Change' link (3), and a 'Remove' link (4). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© 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.

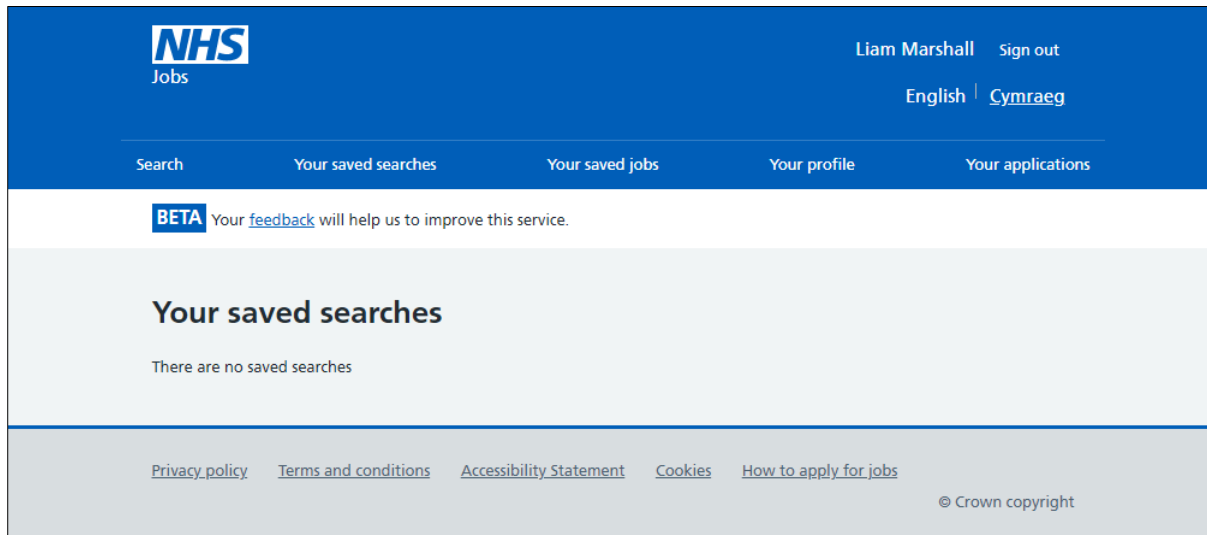
The screenshot shows the NHS Jobs interface. At the top left is the NHS Jobs logo. On the right, the user's name 'Liam Marshall' and a 'Sign out' link are visible. Below this, there are language options for 'English' and 'Cymraeg'. A navigation bar contains links for 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' Below this 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 button options: 'Yes' and 'No'. The 'No' option 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.

To continue your job search, complete the following step:

1. Select the [Search](#) link.



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