

## 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](http://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'. At 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' and two columns. The left column is titled 'Search for jobs' and contains the text 'You can search for jobs on the old NHS Jobs website.' Below this is a button with a right-pointing arrow, the text 'Go to search', and a yellow circle with the number '1'. The right column is titled 'Your applications' and contains the text 'You can view and manage your applications that you've submitted on the new NHS Jobs website.' Below this is a button with a right-pointing arrow and the text '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 right are 'Clear filters' (callout 6) and 'Search' (callout 5) buttons.

**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 'English' and 'Cymraeg' language options. 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 several sections:

- What?** For example, job title or skills. (Callout 1 points to the input field)
- Where?** For example, a postcode, town or city. (Callout 2 points to the input field)
- Distance** Select the distance. (Callout 3 points to the dropdown menu showing 'All locations')
- Job reference** e.g. C0987-23-1234 / 914-JOBREF. (Callout 1 points to the input field)
- Employer** e.g. NHS Business Services Autho. (Callout 2 points to the input field)
- Pay range** Please select. (Callout 3 points to the dropdown menu)
- Fewer search options** (Callout 4 points to the link)
- Clear filters** button (Callout 6 points to the button)
- Search** button (Callout 5 points to the button)

**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', 'Staff Group', '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 results page with the following elements and callouts:

- 1:** A search suggestion 'administration' with a link to 'or search instead administration'.
- 2:** A job title link 'Recruitment Administrator'.
- 3:** A 'Save this job' link.
- 4:** A 'Sort by' dropdown menu set to 'Best match'.
- 5:** A filter button for 'Distance'.
- 6:** An 'Apply filters' button.
- 7:** A 'Clear filters' link.
- 8:** A 'Save this search' link.

The job results shown are:

- Recruitment Administrator:** Test Organisation, Lynton SO41 3SE. Salary: £18,500 a year. Date posted: 17 October 2023. Closing date: 30 June 2024. Contract type: Permanent. Working pattern: Compressed hours, Flexible working, Full time, Job-share, Part time, Home or remote working, Term time hours.
- NHS IAPT Administrator:** Test Organisation, Chale PO38 2HJ. Salary: £19,570 a year. Date posted: 17 October 2023. Closing date: 30 June 2024. Contract type: Permanent. Working pattern: Compressed hours, Flexible working, Full time, Job-share, Part time, Home or remote working, Term time hours.
- Health and Safety Administrator:** Medical Centre, Norwich NR6 5BE. Salary: £35,392 to £42,618 a year. Date posted: 3 October 2023. Closing date: 30 June 2024. Contract type: Permanent. Working pattern: Flexible working, Full time.
- Office Manager:** Medical Centre, Birmingham B2 4UH.

**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? <b>2</b>	Where?	Closing date	Status <b>3</b>
<a href="#">Administration Officer</a>	CNTW NHS Foundation Trust	22 May 2023	Closed <a href="#">Remove</a>

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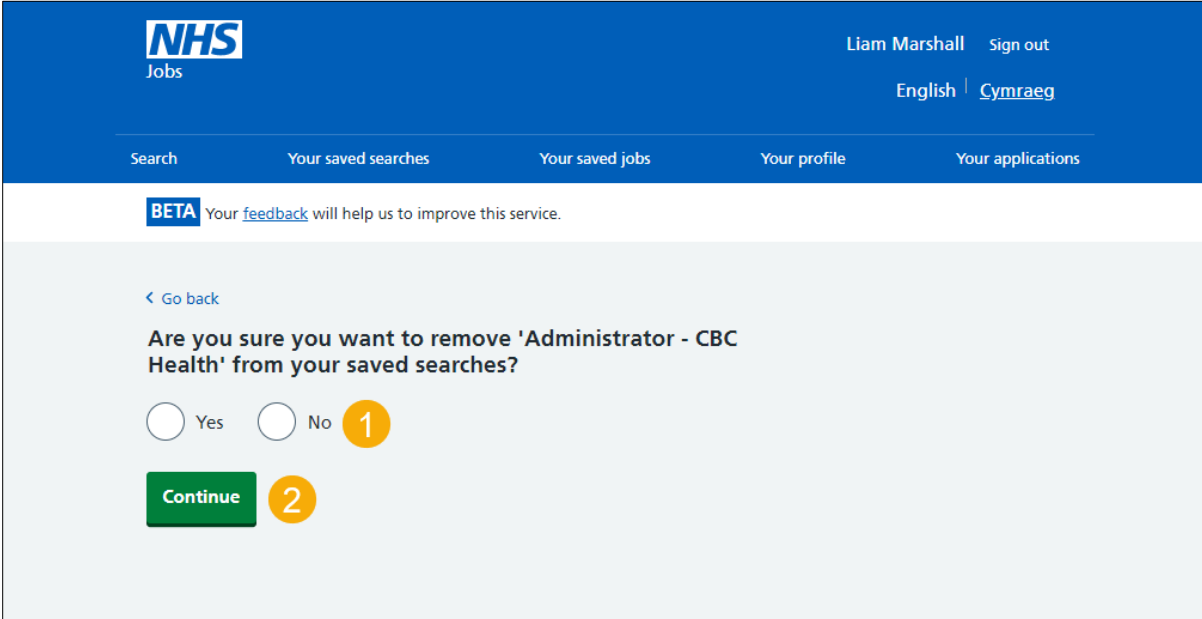
## Are you sure you want to remove your saved job?

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 interface. At the top left is the NHS Jobs logo. On the top right, the user's name 'Liam Marshall' and 'Sign out' are visible, along with language options 'English' and 'Cymraeg'. 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 asks the user: '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 and marked with a yellow circle containing the number '1'. Below the radio buttons is a green 'Continue' button, which is also marked with a yellow circle containing the number '2'.

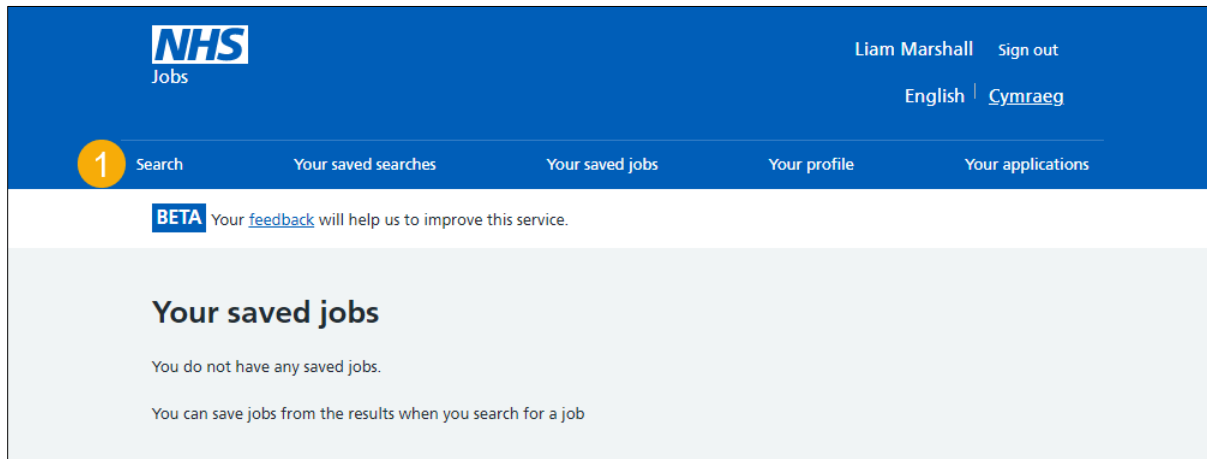


## You've removed your saved job

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

To continue your job search, complete the following step:

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



The screenshot shows the NHS Jobs website interface. At the top left is the NHS Jobs logo. On the top right, the user's name 'Liam Marshall' and a 'Sign out' link are visible, along with language options for 'English' and 'Cymraeg'. A navigation bar below the header contains five items: 'Search' (highlighted with a yellow circle and the number '1'), 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. Below the navigation bar is a 'BETA' notice: 'BETA Your feedback will help us to improve this service.' The main content area is titled 'Your saved jobs' and contains the text: 'You do not have any saved jobs.' and 'You can save jobs from the results when you search for a job'.

## 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.

**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

### Do you want to get email alerts for new jobs ?

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

Yes  No **1**

**Save and continue** **2**

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## 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

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

### 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  Weekly **1**

**Save and continue** **2**

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## 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	<a href="#">Change</a>
How often do you want to get email alerts?	Daily	<a href="#">Change</a>

[Save job search](#)

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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 the logo, there are language options for 'English' and 'Cymraeg'. A navigation bar contains five items: 'Search', 'Your saved searches' (marked with a yellow circle '1'), 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. 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, a table lists the search details:

Name of search		
<a href="#">Administrator within 10 miles of Newcastle Upon Tyne</a> (2)	<a href="#">Change</a> (3)	<a href="#">Remove</a> (4)

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by the text '© 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.

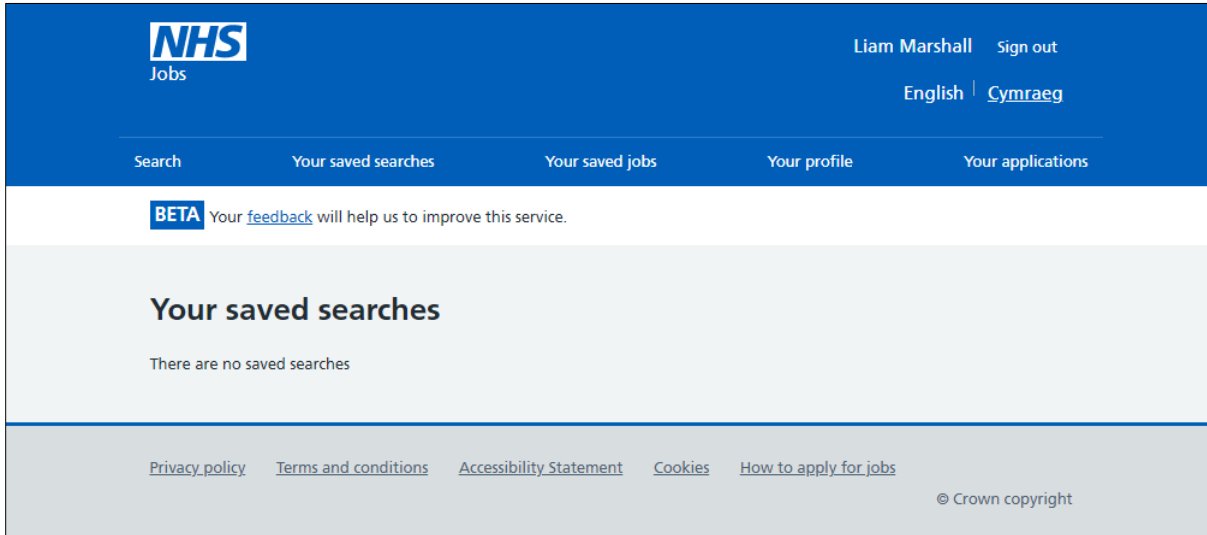
The screenshot shows the NHS Jobs interface. At the top left is the NHS Jobs logo. On the top right, it says 'Liam Marshall Sign out' and 'English | Cymraeg'. Below this is a navigation bar with links: 'Search', 'Your saved searches', 'Your saved jobs', 'Your profile', and 'Your applications'. A 'BETA' banner states 'Your feedback will help us to improve this service.' Below the banner 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 buttons: 'Yes' and 'No'. The 'No' button 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 reached the end of this user guide.