

## How to search for a job using a mobile device in NHS Jobs user guide

This guide gives you instructions for how to search for a job using a mobile 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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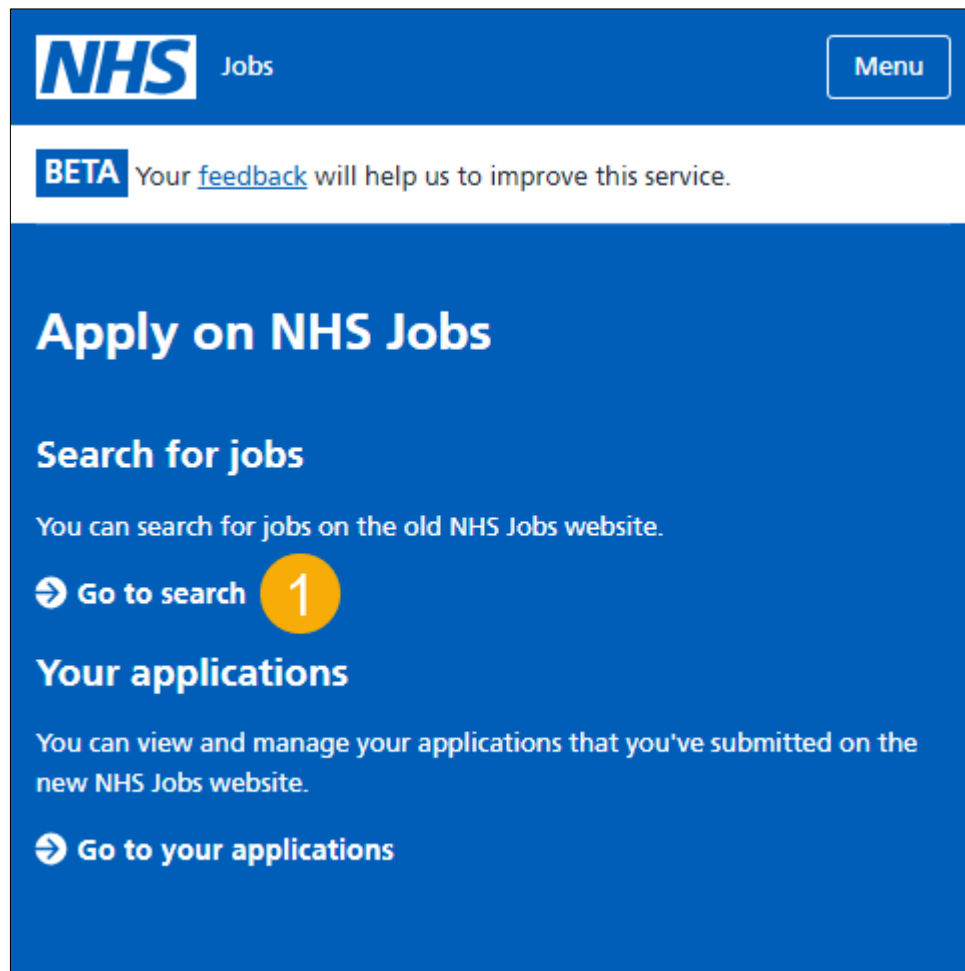
## Search for jobs

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.



## Search for a job

This page gives you instructions for how to search for a job.

**Important:** You'll only see the 'Menu' button if you're using a mobile device. 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 following steps:

1. Select the '[Menu](#)' button (optional).
2. In the **What?** box, enter a job title or skills. For example, Administrator.
3. In the **Where?** box, enter a postcode, town, or city. For example, Newcastle Upon Tyne.
4. In the **Distance** box, select an option from the list. For example, +10 Miles.
5. Select the '[More search options](#)' link (optional).
6. Select the '[Search](#)' button.
7. 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, there is a blue header with the NHS logo, the word 'Jobs', a 'Menu' button (callout 1), and a search icon. Below the header is a white banner with 'BETA' and a feedback link. The main section is titled 'Search for jobs in the NHS'. It contains three input fields: 'What?' (callout 2) with the placeholder 'For example, job title or skills', 'Where?' (callout 3) with the placeholder 'For example, a postcode, town or city', and 'Distance' (callout 4) with a dropdown menu showing 'All locations'. Below these fields is a link for 'More search options' (callout 5). At the bottom right, there are two buttons: 'Clear filters' (callout 7) and 'Search' (callout 6).

**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 2 - 4, you can select one or more options.

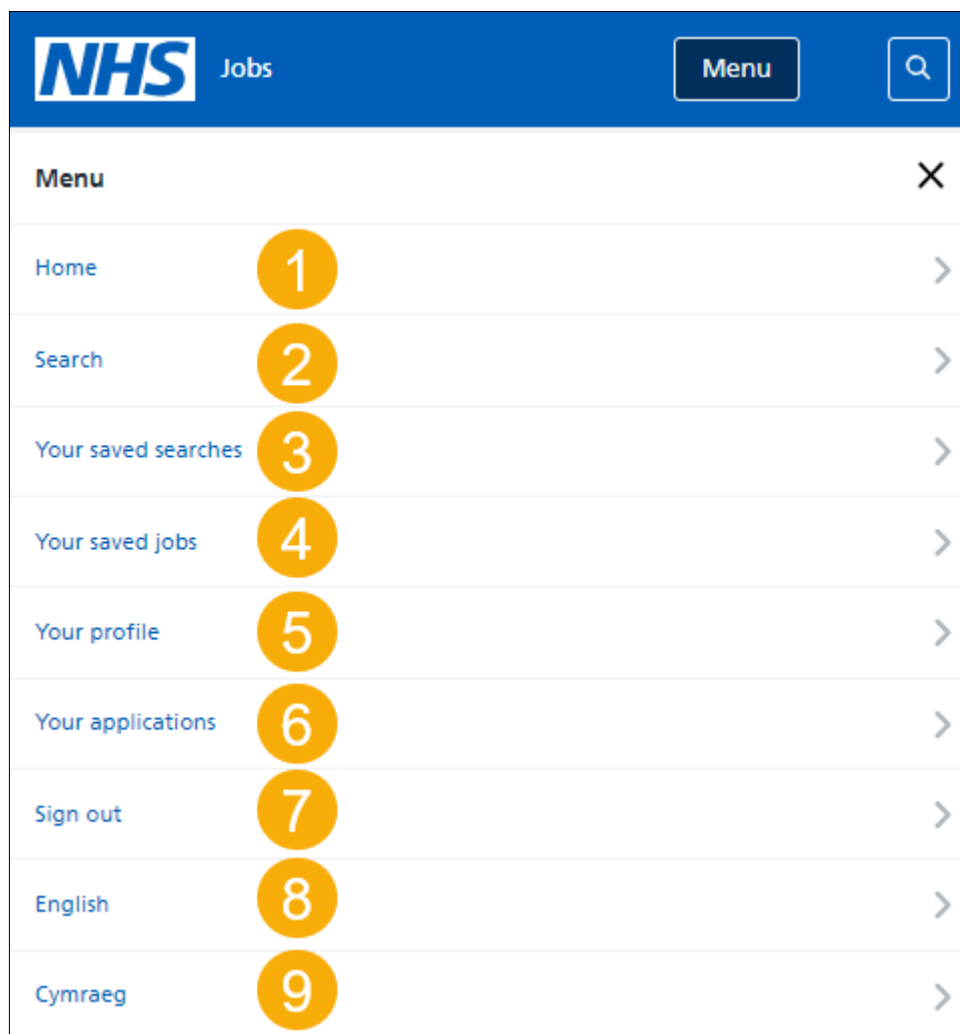
## Menu

This page gives you instructions for how to use the menu.

**Important:** You'll only see this page if you're using a mobile device. For example, a smartphone.

To use the menu, complete the following steps:

1. Select the '[Home](#)' link, to access the NHS Jobs applicant home page.
2. Select the '[Search](#)' link, to access the search page.
3. Select the '[Your saved searches](#)' link, to access your saved searches. Please note that you must be signed into your account.
4. Select the '[Your saved jobs](#)' link, to access your saved jobs. Please note that you must be signed into your account.
5. Select the 'Your profile' link, to access your profile.
6. Select the 'Applications' link, to access your applications.
7. Select the 'Sign out' link, to sign out. Please note that you must be signed into your account.
8. Select the 'English' link, to change the language to English.
9. Select the 'Cymraeg' link, to change the language to Welsh.



## 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 a blue-themed search filter interface. It contains three input fields: 'Job reference' with the example 'e.g. C0987-23-1234 / 914-JOBREF-a', 'Employer' with the example 'e.g. NHS Business Services Authority', and 'Pay range' with a dropdown menu showing 'Please select'. Below these fields is a link labeled 'Fewer search options'. At the bottom right are two buttons: 'Clear filters' and 'Search'. Six yellow circles with numbers 1 through 6 are overlaid on the interface to indicate the steps: 1 is on the Job reference field, 2 is on the Employer field, 3 is on the Pay range dropdown, 4 is on the 'Fewer search options' link, 5 is on the 'Search' button, and 6 is on the 'Clear filters' button.

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

## Refine your job search

This page gives you instructions for how to filter your job search.

**Important:** You'll only see this page if you're refining your job search. You can only choose a distance if you've entered a postcode, town, or city.

To filter your job search, complete the following steps:

1. Select the search suggestion 'administration' link (optional).
2. Select the 'Distance' link (optional).
3. Select an option to choose a filter. For example, + 10 Miles (optional).
4. Select the 'COVID-19' link (optional).
5. Select the 'Working pattern' link (optional).
6. Select the 'Contract type' link (optional).
7. Select the 'Staff group' link (optional).
8. Select the 'Pay range' link (optional).
9. Select the 'NHS pay grades and schemes' link (optional).
10. Select the [Apply filters](#) button.
11. Select the 'Clear filters' button (optional).

### Did you mean Administrator

or search instead [administration](#) 1

Refine your search (0)

Distance 2

+10 Miles 3

+ COVID-19 4

+ Working pattern 5

+ Contract type 6

+ Staff group 7

+ Pay range 8

+ NHS pay grades and schemes 9

Apply filters 10

Clear filters 11

**Tip:** For steps 2 – 9, 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 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. In the **Sort by** box, select an option (optional).
2. Select the 'Job title' link to view the job details such as the contract type, pay, and to apply.
3. Select the '[Save this job](#)' link (optional).
4. Select the 'Next' link to view all results (optional).
5. Select the '[Save this search](#)' link (optional).

The screenshot shows a job search interface. At the top, a 'Sort by' dropdown menu is set to 'Best match' (callout 1). Below this, the job title 'Admin Assistant' is a clickable link (callout 2). Next to it is a 'Save this job' link (callout 3). The job details include 'Medical Centre', 'Newcastle Upon Tyne NE15 8NY', 'Salary: £20,270 to £21,318 a year', 'Closing date: 30 June 2023', 'Contract type: Permanent', and 'Working pattern: Compressed hours, Flexible working, Full time, Job-share, Part time, Home or remote working, Term time hours'. At the bottom right, a 'Next' button with a right arrow is shown (callout 4), with 'Page 2 of 12' below it. At the bottom left, a 'Save this search' link is highlighted in a white box (callout 5), with a subtext: 'You'll also be able to set up alerts to notify you about new jobs when they're advertised.'



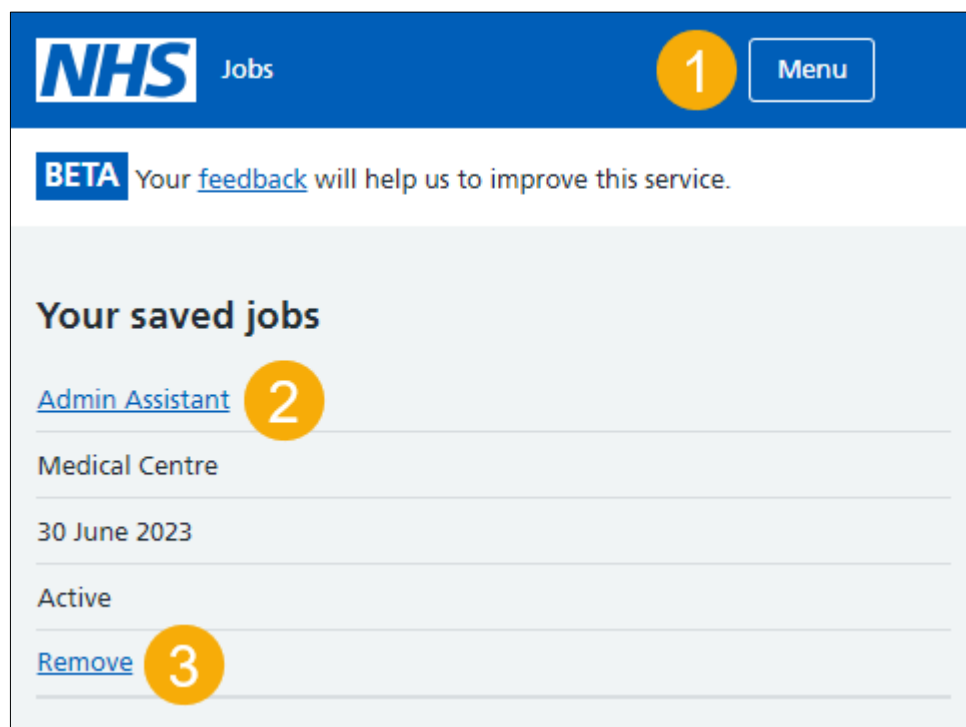
## Your saved jobs

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 '[Menu](#)' icon, to access the menu options (optional).
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).



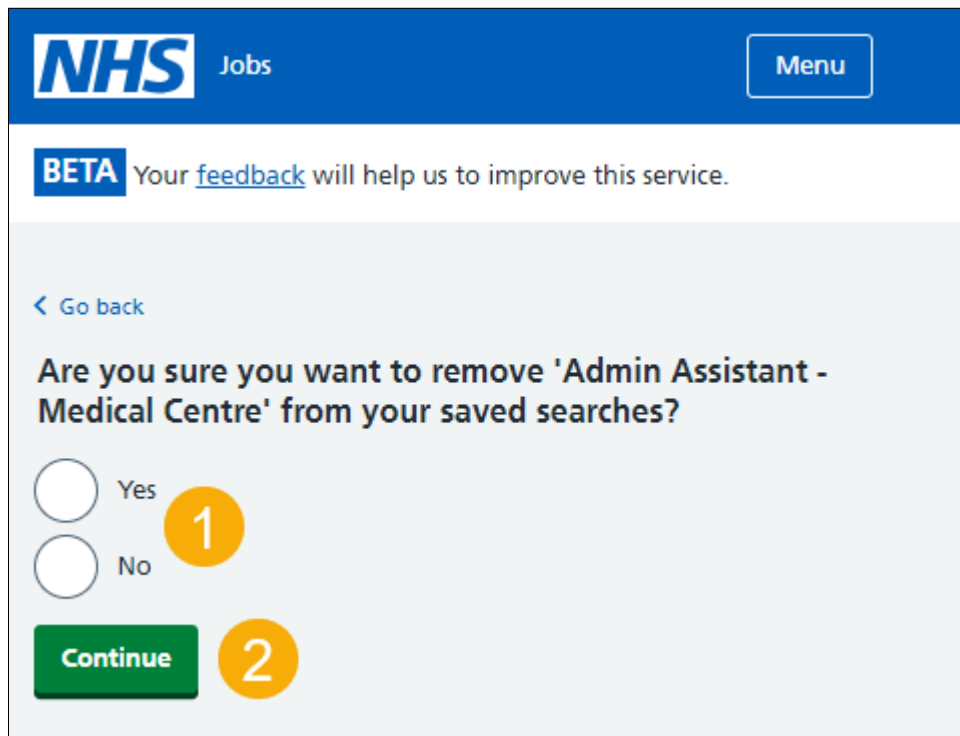
## Are you sure you want to remove your saved job?

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.



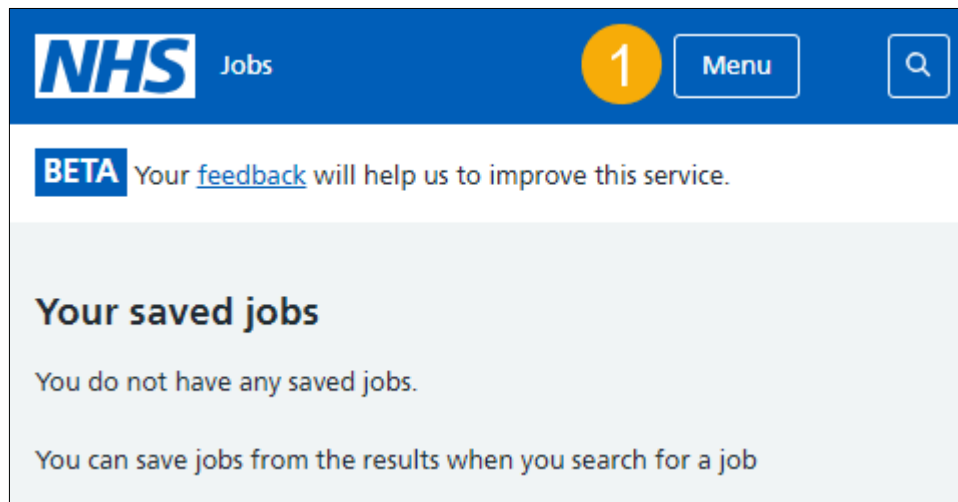
The screenshot shows the NHS Jobs website interface. At the top is a blue header with the NHS logo, the word 'Jobs', and a 'Menu' button. Below the header is a white banner with a blue 'BETA' tag and the text 'Your [feedback](#) will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. The question 'Are you sure you want to remove 'Admin Assistant - Medical Centre' from your saved searches?' is displayed. Below the question are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is positioned to the right of these options. At the bottom left is a green 'Continue' button, and a yellow circle with the number '2' is positioned to its right.

## 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 '[Menu](#)' button.



## 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 Menu

**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**

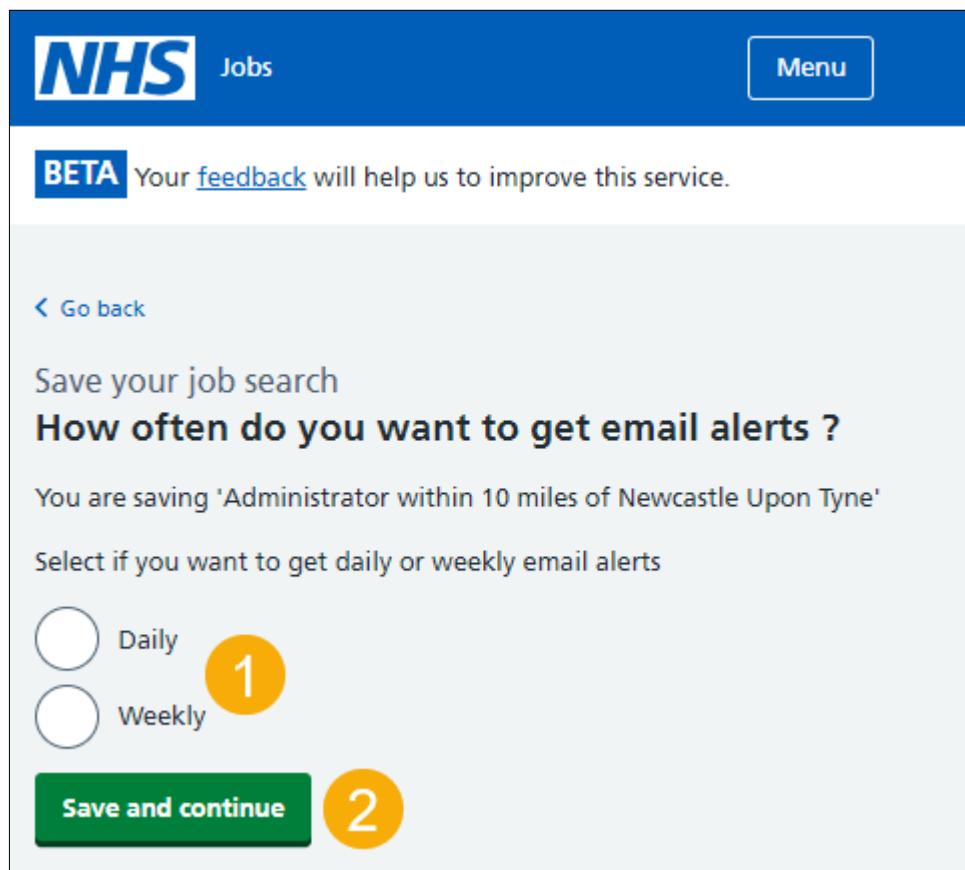
## How often do you want to get email alerts?

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 Menu

**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 1

☐ Weekly

Save and continue 2

## 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 (optional).
2. Select the '[Save job search](#)' button.

**NHS** Jobs Menu

**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](#) **1**

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**How often do you want to get email alerts?**

Daily

[Change](#) **2**

---

**Save job search** **3**

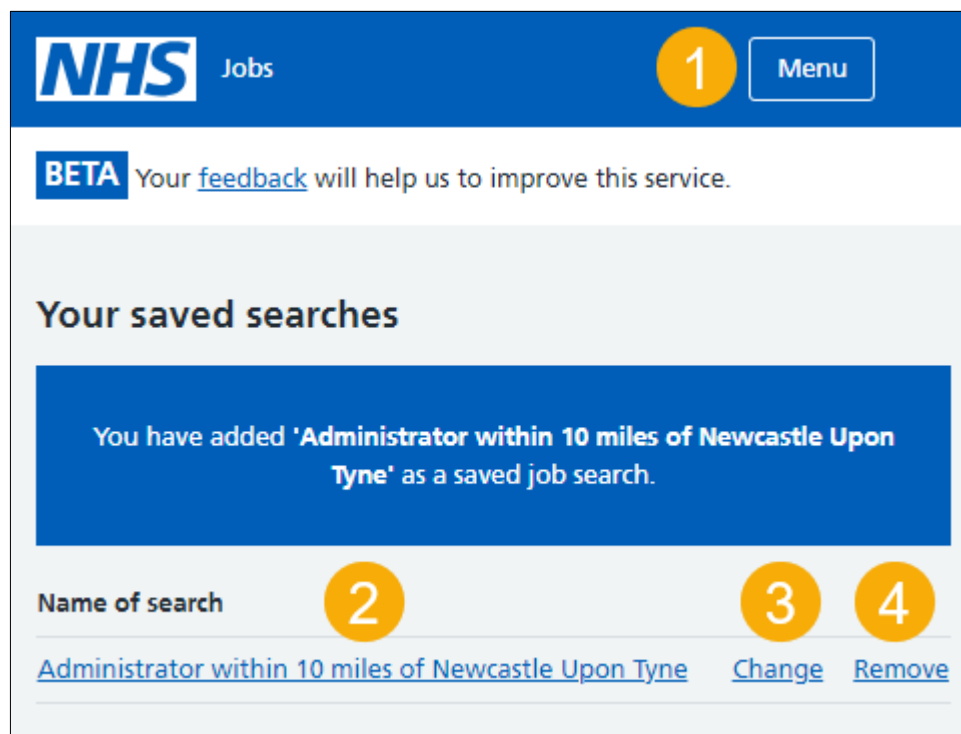
## Your saved searches

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 search.

To manage your saved searches, complete the following steps:

1. Select the '[Menu](#)' icon and 'Your saved searches' link to access your saved jobs.
2. Select the '[Name of search](#)' link to view a search.
3. Select the '[Change](#)' link to change a search (optional).
4. Select the '[Remove](#)' link to remove a search, (optional).



**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.

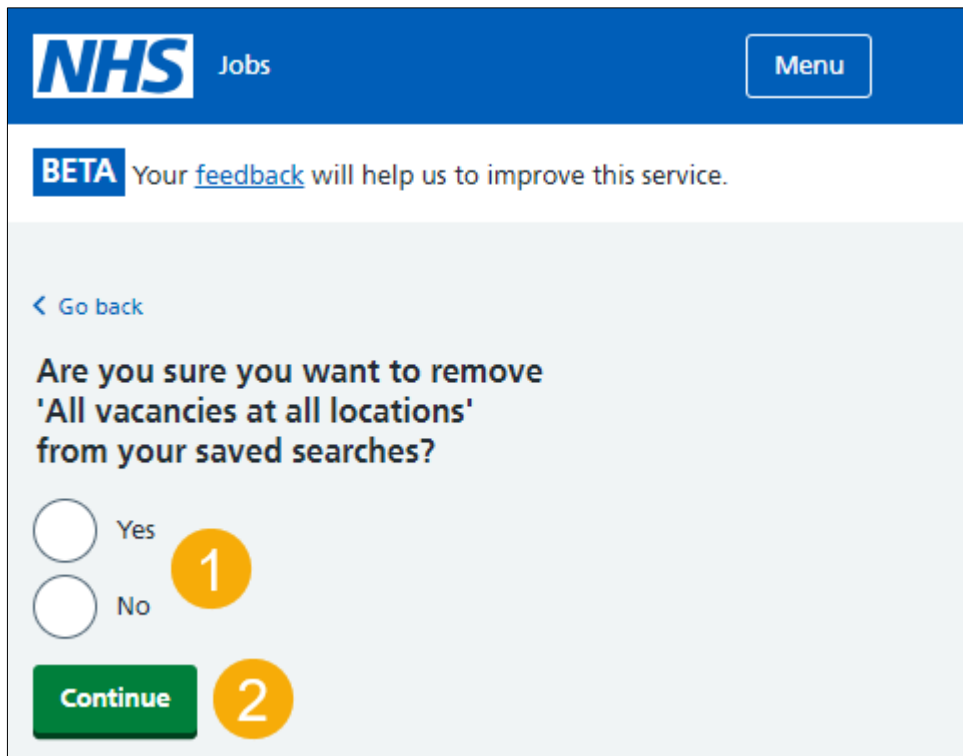
## Are you sure you want to remove your saved search?

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 website interface. At the top is a blue header with the NHS logo, the word 'Jobs', and a 'Menu' button. Below the header is a white banner with a blue 'BETA' tag and the text 'Your [feedback](#) will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. The question 'Are you sure you want to remove 'All vacancies at all locations' from your saved searches?' is displayed in bold. Below the question are two radio button options: 'Yes' and 'No'. A yellow circle with the number '1' is positioned to the right of these options. At the bottom is a green 'Continue' button, with a yellow circle containing the number '2' next to it.

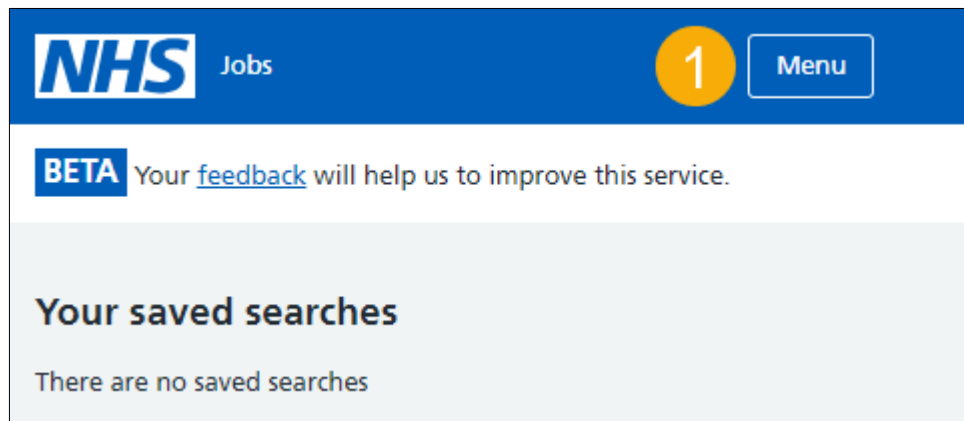


## You've removed your saved search

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

To continue your job search, complete the following step:

1. Select the '[Menu](#)' button.



You've reached the end of this user guide.