

Careers Hub Short Guides

Setting up NHS Jobs notifications

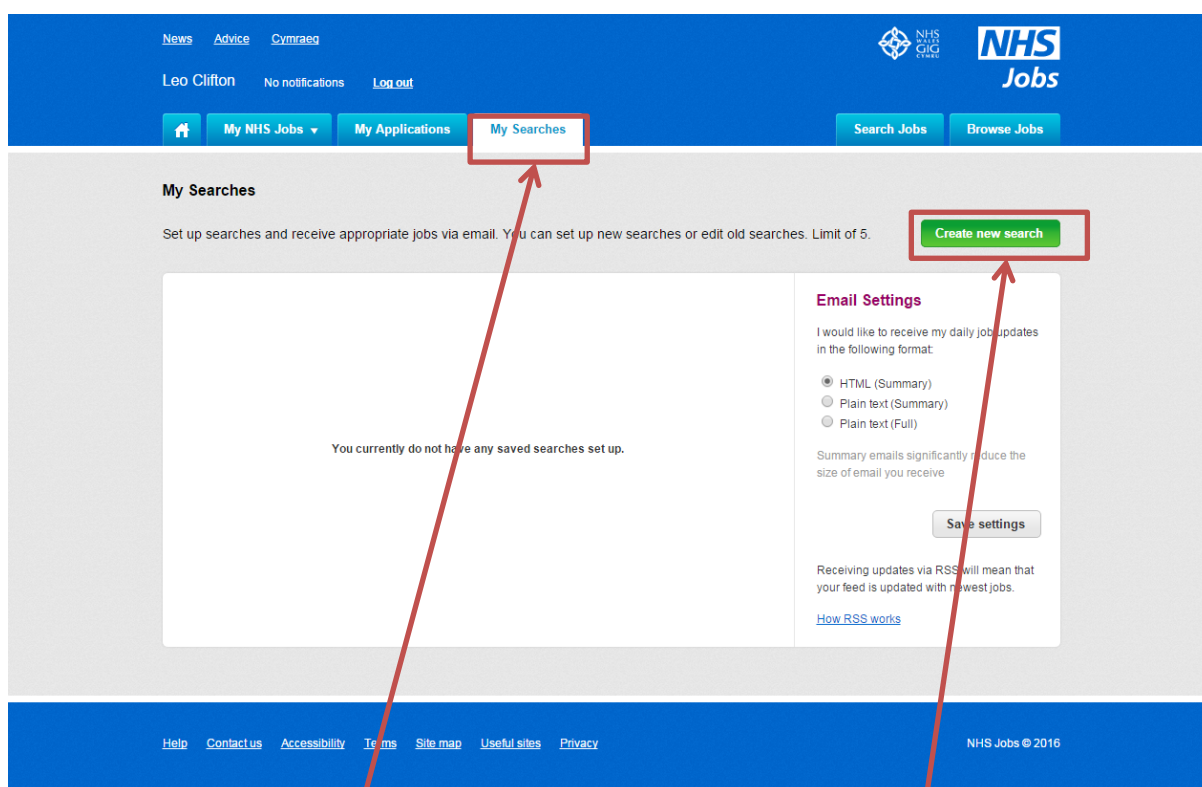


Setting up notifications in NHS Jobs is a great way to keep yourself up to date with vacancies that come up which you might want to apply for. Some vacancies prove to be very popular, so knowing when they are listed and getting your application in as soon as possible can be really important.

Saving a search will mean that you get a notification as soon as a job with the criteria you are looking for is advertised and you can start to write your application.

First you'll need to go to the NHS jobs website: <https://www.jobs.nhs.uk/> and [register](#) for an account if you don't have one already.

Once you've registered, here's our step by step instructions on setting up email notifications:



Step one: From the NHS Jobs home screen click on 'My Searches'

Step two: Click on the 'Create new search' button

Step 3: Now you'll need to set some criteria for your search, at its most basic this will be some keywords for the type of job you are looking for and area where you are looking to work. You can also add many other filters such as salary, pay band, staff group and working hours to better refine the results.

Remember that there are lots of different roles and positions in the NHS and there may be positions that you would be interested in and/or qualify for which use different titles to the one you might be used to. The Health Careers Website is a good way to look at various positions and titles in different areas or specialties: <https://www.healthcareers.nhs.uk/>

Search for a job

Recall Previous Search New Search

Keywords or Job Reference: Laboratory x Location or Postcode: M13 9wl x Distance: This area + 10 miles

Search in...
 All Title Advert Job Reference

Minimum Salary: £10,000 per annum Maximum Salary: £20,000 per annum

► Additional Filters

Search

Step 4: Once you've set your criteria, hit the 'Search' button

Step 5: You'll now see some results for your criteria. If you don't see any then it may be that there are no opportunities in your local area at the moment. It may also be that the criteria you've used isn't likely to return results so it's worth testing it with wider criteria (such as a greater radius from your location) to make sure it's a viable option for future searches, you can always refine it back down before you save. Once you are happy with your search, save it by clicking on 'Save this search and email alerts'

The screenshot shows a job search results page. At the top, it displays the search criteria: "laboratory, in M13 9WL, Manchester, Greater Manchester, North West England, from £10,000 to £20,000 per annum". A green button labeled "Save this search and email alerts" is highlighted with a red box. Below the search criteria, there are filters for "Distance" (set to "This area + 10 miles") and "Salary range" (with various brackets). The main content area shows two job listings. The first listing is for a "Support Medical Secretary" position at the "Pennine Care NHS Foundation Trust, Bury, Bury". A blue dialog box titled "Save search as" is overlaid on the page, containing a text input field with "Laboratory Search", a "Save" button, and a checkbox for "Send me emails based on this search". A red arrow points from the "Save" button in the dialog to the "Save this search and email alerts" button on the page. The second listing is for a "Phlebotomist" position at the same trust.

Step 6: The system will now prompt you to give the search a title, this will help you manage different searches you have in the future. Give it a name which describes the search and click 'Save' and you will now receive emails when new jobs are listed which meet your criteria.