

Careers Hub Short Guides

Using the NHS Jobs Website

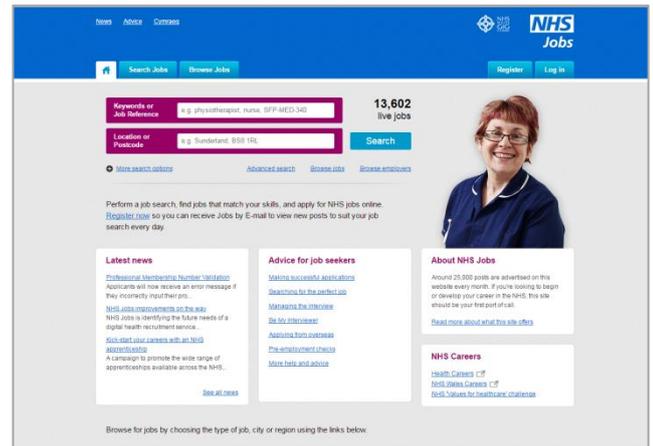
Intro

Here are a few tips that will help you when searching for vacancies available within the NHS and how to use the [NHS Jobs site](#) to the best of your advantage,

A bit about the website

The NHS Jobs website is an online recruitment service devoted to the task of supporting you in finding a vacancy that is right for you. Every NHS organisation within England and Wales advertises their job opportunities with NHS Jobs, therefore if you are aspiring to work in the NHS this site is the one for you.

Here are a few great functions that the NHS Jobs website enables you to do once you have registered and created an account:



- Set up saved searches for roles you may be interested in, this email alerts to be sent to you each day notifying you of any vacancies that have been added to the website which meet your specific criteria. We have a great step by step guide to enable you to set up saved searches which we will cover within this guide.
- Prepare a 'dummy' application form, in preparation of a vacancy you wish to apply for.
- The website auto fills some of the general information so that you don't need to.
- Submit a CV via the website if this option is available from the recruiting organisation.
- Track your application status at any time.
- Receive SMS texts from some organisations should you have granted permission.
- You can also feedback and rate organisations with regards to your individual experience.

NHS Jobs receives around 20,000 adverts every month. Therefore, if you are looking for a career in the NHS or in a health related organisation this site should be your first port of call.

First Step

Let's get started then, simply register with NHS Jobs setting up your account in order to use the website, this is really simple to do. Once registered you can quickly search and apply for NHS jobs online, and take advantage of the many useful features available.

Setting up your account



To set up your account, simply click the **Register** button in the top right hand corner of the NHS Jobs screen. Fill in your name, address and email; choose a password that is easy to remember making a note of it if need be, then click on 'create' to set up your account

When setting up your account, there's only a small amount of information



you need to add, so your account will be up and running in no time!

NHS Jobs also has a step by step guide available to download if you need further help with registering, here is the link to the guide: [Register for an account](#)

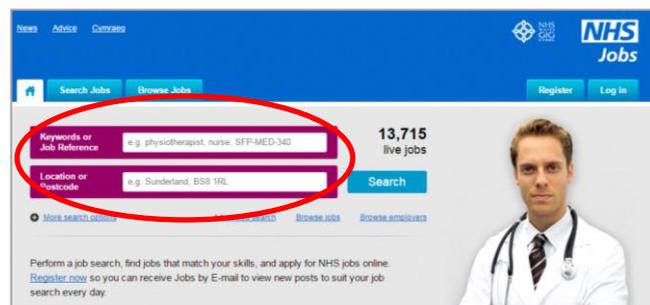
Now let's begin searching for jobs!

Searching for jobs couldn't be easier, if you already know what kind of job role you are looking for within the NHS, you can search vacancies straight away. There are three main ways to do it:

Quick Search Option



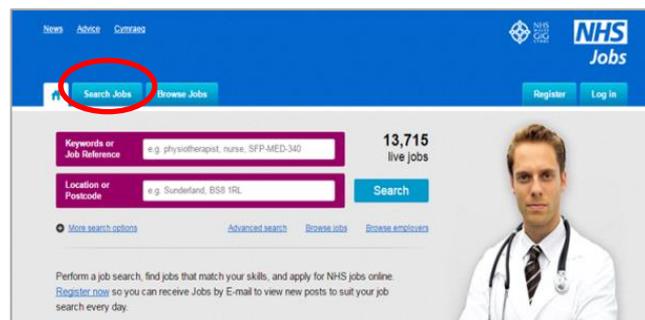
Use the quick search option on the home page by simply entering a keyword i.e. Nurse, Physiotherapist, Healthcare Assistant, then enter your preferred location of employment as well as salary bracket, this will then display any relevant position's based on the information that you have entered into the quick search option.



Specific Search Option

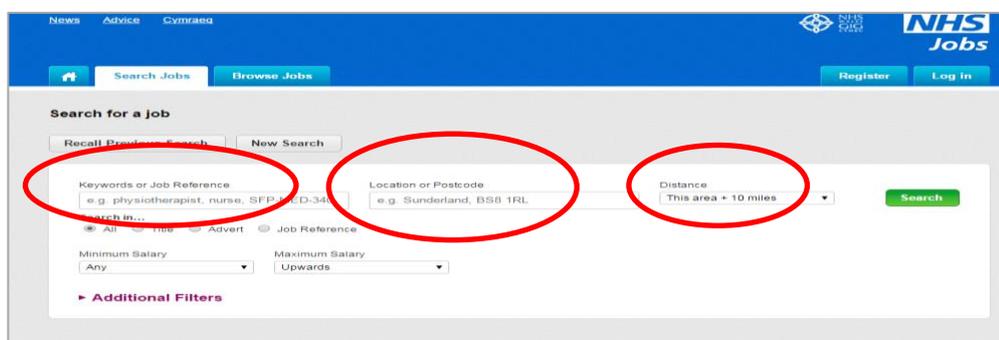


If you want to be more specific about the type of role you are looking for, you have the option to use the advanced search function. This enables you search for positions by job title, skills and experience, employer, staff group, location and salary. Just click on 'Search Jobs' in the top left hand corner of the home page.



By clicking into 'Search Jobs' you now have a specific search option.

- Just type in the job title or reference if you know it, your postcode or location and the distance from your postcode or location that you would like to search for vacancies.

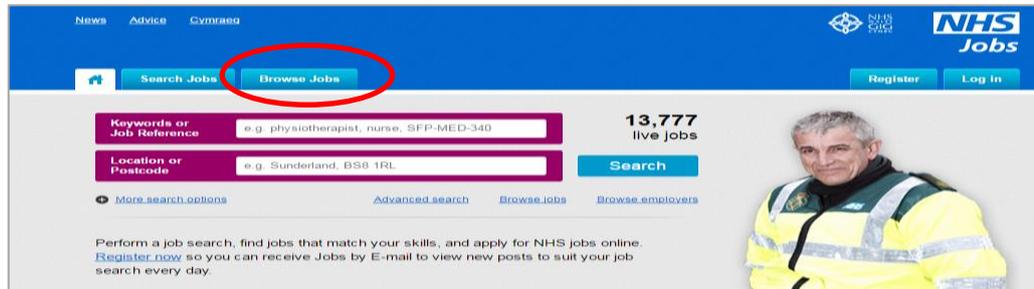


For instance if you cannot travel more than 5 miles to work, you can just search for jobs which are no more than 5 miles away.

Browse For Jobs



The option to 'Browse Jobs' is really useful if you want search for a specific role, for example Admin and Clerical, Apprenticeships, Estates and Ancillary. It's also useful when searching for vacancies in specific areas of the country.



With one click and you can define a specific job type within an area that suits your requirements.

NHS Jobs also has a step by step guide available to download if you need further help with searching for jobs, here is the link to the guide: [Searching for Jobs](#)

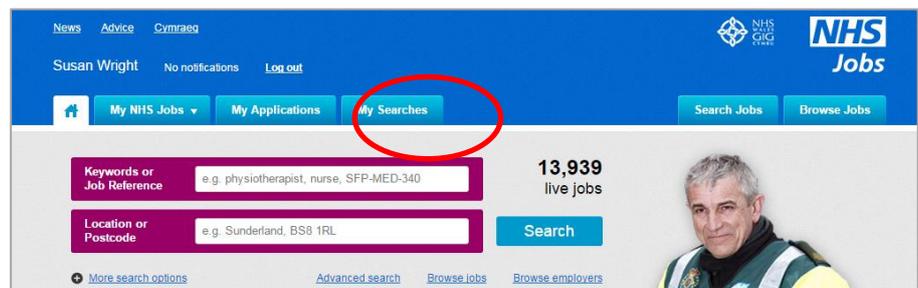
So now that you have registered and able to search for current vacancies, let's look at some more great features that the website has to help you out!

Receive Job Alerts via Email



New job vacancies are continually being posted on the NHS Jobs website each day. Therefore by opting to receive job alerts via email, this then enables you to apply for vacancies' as soon as they become available.

It's really easy to set up your 'job alerts by Email' function, just log in and start by clicking 'my searches' at the top of the screen, following the simple steps.



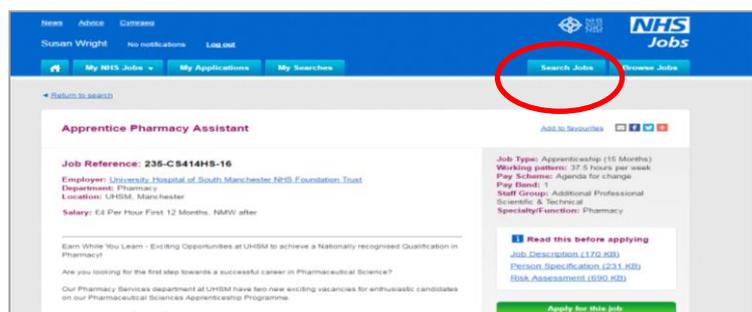
NHS Jobs has a step by step guide available to download if you need further help with saving searches, here is the link to the guide: [Saving Searches](#)

There's even more!

Favourite Jobs

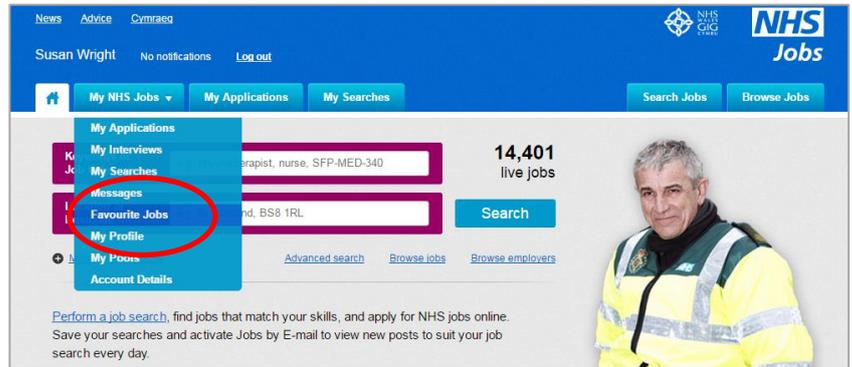


If you find a vacancy you are interested in, or you want to come back and look at particular vacancies again later, you can store them in your 'Favourite Jobs'.



Simply hit the 'add to favourites' button to the right of the job title!

Whenever you want to go back to look at your favourites, simply click on the drop down box on the 'My NHS Jobs' tab, then click 'favourites' and all your favourites will be listed.



My Applications



Once you have found a job vacancy that you would like to apply for, simply fill in your application form online. You have the option to save your application details at any time whilst you are in the process of completing it. This enables you to come back to your application later, so there's really no need to rush your application as long as you submit it before the closing date of the vacancy.

When starting further new applications, you can choose to pre-fill the form with the answers you submitted in your previous completed application done on the NHS Jobs site, or you can use the answers that you have saved in your profile, however if you prefer you can simply use a blank form and start your application from scratch.

Once you have completed your first job application on the NHS Job site, you have the option to save this as a profile for further positions you want to apply for, but remember its always best practice to tailor the information for each new vacancy.

NHS Jobs also has a step by step guide available to download if you need further help with completing an application, here is the link to it: [Completing a Job application on the NHS Jobs site](#)

Managing the Interview



There are some really useful tips in regards to preparing for the interview, first impressions and helpful tips to use during your interview.

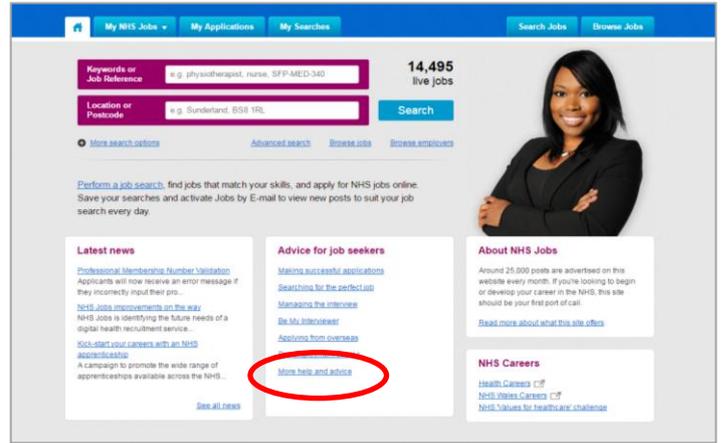
There is even a link that takes you to a website called 'Be my Interviewer', this sites really good as it enables you to practice and perfect your interview technique with the help of videos from leading industry professionals. Here is the link to the guide: [Be My Interviewer](#)

Keeping Your Information Secure

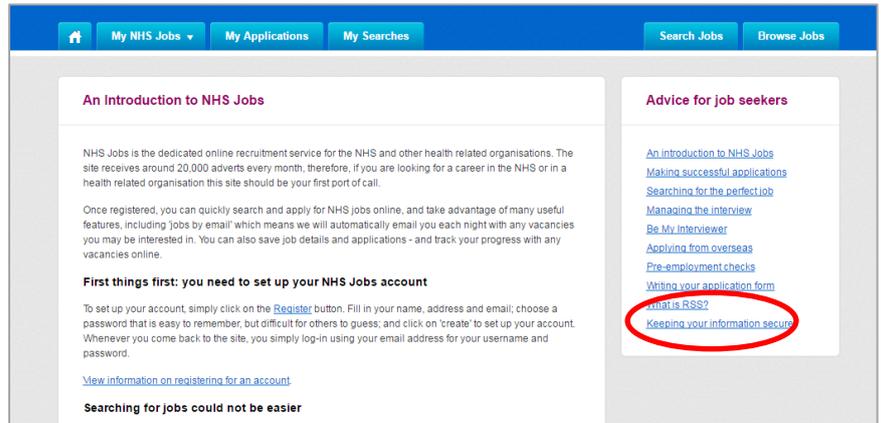


As you know it is really important to keep all your personal information secure, NHS Jobs takes online information security very seriously, and uses the latest technology and practices to safeguard against loss, misuse and alteration of the information you provide. However, you too have a part to play in protecting your personal information on the internet too; therefore to support you with this there is really helpful section to enable you to do this too.

- On the home page, go to the box named 'Advice for job seekers' and click on the link named 'More help and advice'



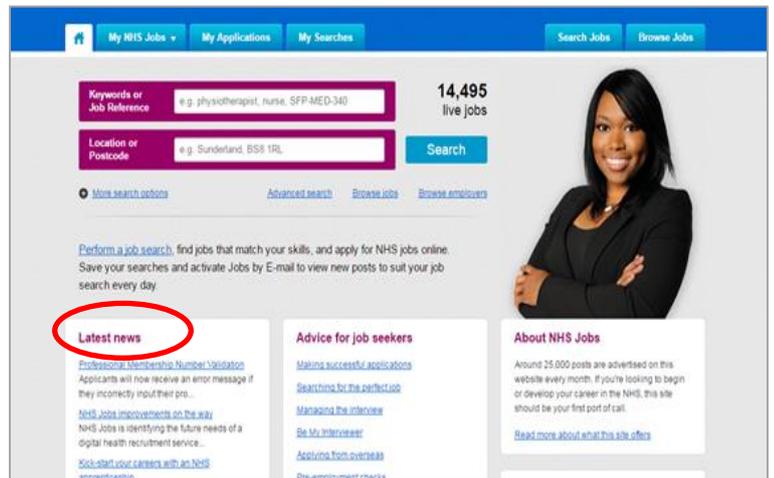
- The Link will take you to the 'An introduction to NHS Jobs' page, in the box named 'Advice for Job Seekers' click on the link 'Keeping your information secure' to enable you to look at simple things you can do to protect the information on your PC and the personal information you provide online.



Latest News



This section on the home page, gives regular up to date news such as roles in the NHS, improvements that are on the way and also Apprenticeship information too, so keep your eyes peeled for updates!



You can find more guides like this one on our website gmcareershub.nhs.uk or you can email us at careers.hub@mft.nhs.uk for more information about NHS Careers in Greater Manchester.