Searching for jobs

This guide is intended to show you how to search for jobs on NHS Jobs.

Introduction
You can search for jobs using the ‘quick search’ on the home page or the more detailed search form. In addition, a number of links are available for quickly finding jobs in commonly searched functional areas or locations. The search options are available to you when you are logged into your account and when you are not.

Quick Search
The ‘quick search’ provides a simple form on the home page that is quick to use at any stage.

You can enter a keyword or a phrase, to reflect the job title or key skills of a job, or the exact job reference number for a job. You can also enter the location or postcode for where you are looking for jobs. Clicking on the “Search” button will return a list of jobs that match the criteria entered.

There are also options to define more detail in your search terms, by entering the pay band or salary that you are looking for and/or select the range around the entered location/postcode. You can find these options by clicking on the “More search options” link below the search boxes.
Search Form

The search form enables you to define more search terms or combine a number of search terms to focus the search on the jobs that you are looking for. Click on the “Search Jobs” tab at the top of the page to view the search form.

Initially this displays the most commonly used search terms for you to specify or select. You can enter one or more keywords, to reflect the job title or key skills of a job, or the exact job reference number for a job. You can select to restrict the keyword search to just the job title, the advert text or the job reference, using the option below the keywords search box.
You can also enter the location or postcode for where you are looking for jobs and select the range around that location. You can also select a minimum and/or maximum salary for the job search to use.

Clicking on the “Additional Filters” link expands the page to display more search terms and selections that you can use.

These include pay band, staff group and job type selections. You can restrict the numbers of jobs found by the search by selecting a shorter time period for ‘Jobs posted’ or by including terms to exclude in the ‘Do not search’.
Browse Jobs

Click on the “Browse Jobs” tab at the top of the page to view the ‘Browse’ page. ‘Browse’ jobs provides groups of links for quickly performing a search for jobs by employer, category or location.

Selecting a region on the map or from the list of regions displays a list of the employing organisations with jobs in that region. From the list of employing organisations you can view information about the organisation, through the link on the organisation name, or view the jobs available from that organisation, through the ‘View jobs from this employer’ link.
Click on the link for a type of job, for a city or for a region, to view the jobs available in each of these categories.

### Jobs by type

<table>
<thead>
<tr>
<th>Administrative &amp; Clinical</th>
<th>Estates &amp; Ancillary</th>
<th>Nursing</th>
<th>Radiography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Professional</td>
<td>Healthcare Assistant</td>
<td>Occupational Therapy</td>
<td>Speech &amp; Language Therapy</td>
</tr>
<tr>
<td>Apprenticeships</td>
<td>Healthcare Scientists</td>
<td>Pharmacy</td>
<td>Students</td>
</tr>
<tr>
<td>Biomedical Science</td>
<td>Healthcare Scientist Trainees</td>
<td>Physiotherapy</td>
<td>Executive Jobs</td>
</tr>
<tr>
<td>Clinical Services</td>
<td>Medical</td>
<td>Professional Scientific &amp; Technical</td>
<td>Doctor jobs</td>
</tr>
<tr>
<td>Dental</td>
<td>Midwifery</td>
<td>Psychology</td>
<td></td>
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</tbody>
</table>

### Jobs by city

<table>
<thead>
<tr>
<th>Birmingham</th>
<th>Coventry</th>
<th>Maidstone</th>
<th>Oxford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackpool</td>
<td>Exeter</td>
<td>Manchester</td>
<td>Plymouth</td>
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<tr>
<td>Bristol</td>
<td>Leicester</td>
<td>Newcastle</td>
<td>Sheffield</td>
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<tr>
<td>Cambridge</td>
<td>London</td>
<td>Newport</td>
<td>Southampton</td>
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<tr>
<td>Cardiff</td>
<td>Liverpool</td>
<td>Norwich</td>
<td>Swansea</td>
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<tr>
<td>Chester</td>
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<td>Nottingham</td>
<td>Wrexham</td>
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</tbody>
</table>

### Jobs by region

<table>
<thead>
<tr>
<th>East of England</th>
<th>North East</th>
<th>South East</th>
<th>West Midlands</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands</td>
<td>North West</td>
<td>South West</td>
<td>Yorkshire and the Humber</td>
</tr>
<tr>
<td>London</td>
<td>South Central</td>
<td>Wales</td>
<td>Other</td>
</tr>
</tbody>
</table>
Guidance on searching for jobs

If you are clear about what you are looking for, make the most of the search tools available and quickly identify those jobs that are relevant to you.

Detailed search

The detailed search form lets you search using the following criteria:

Job title

This is a simple way to start your search, looking for words in the job title only although words like 'manager' may return many matches.

Skills

This will search all the description text in the job advert itself and can be a useful way of refining your search – especially if there are specific skills you know you want to make use of.

Location

How specific you are is up to you. Remember you can search around a location by choosing a radius of up to 50 miles. To suggest more than one location simply separate the words with a comma or try searching by an employer. Employers who are set up on NHS Jobs can be found via the 'Employers list'.

Salary

Some positions will not indicate an actual salary although information on the NHS Careers websites can give you an indication of what you might expect.

Job type

This is in relation to contractual arrangements being offered i.e. permanent, fixed term or temporary.

Staff group

This is a simple way to ensure your search covers the right sphere of work, such as 'admin and clerical' or 'nursing and midwifery'.

Search for a specific employer

Depending on your circumstances you may wish to search for vacancies available with a specific employer. If you go to the 'Employers list' this opens up a list of employers either alphabetically or by a specific region. Choose your region to see a list of employers and click 'View jobs from this employer'. You can also specify an employer’s name on the detailed search form.
When you are presented with search results, you can quickly refine your search with the filter terms and checkboxes on the left-hand side.

You can narrow or revise your search by using the ‘Refine search’ link at the top of the search results page. This leads to the detailed search page to change your search terms.
Other hints and tips for searching

Imagine that the different search boxes are joined by an invisible 'and' so you will only get results that answer the criteria you have submitted.

To search for an exact phrase surround the keywords with quote marks, eg. “two words”.

If you do not want to specify too much, it is OK to leave some boxes blank.