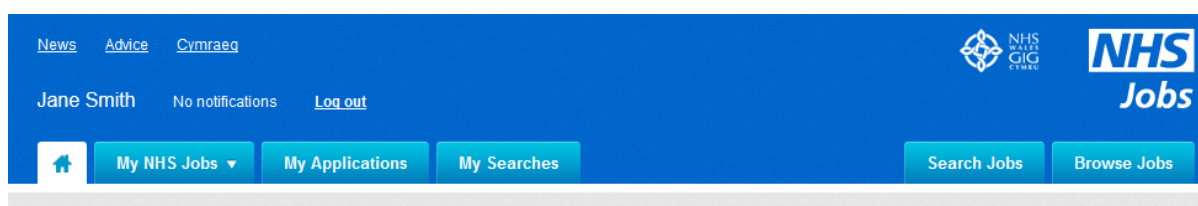


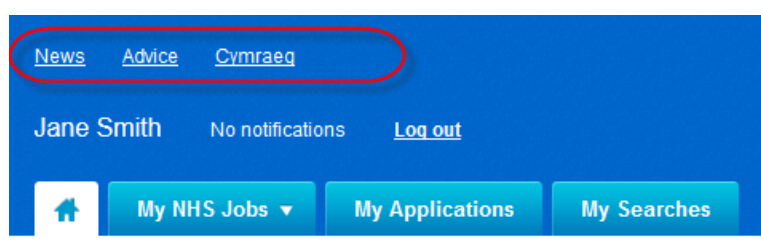
Your NHS Jobs account

This guide is intended to show you how to quickly navigate around your account once you have registered with NHS Jobs and logged in to your account.

Navigating around your job seeker account could not be easier. No matter where you are on the site, the navigation bar (shown below) will always be displayed at the top of the page, enabling you to move around the site quickly.



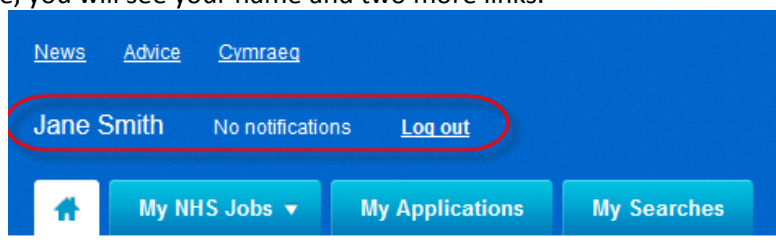
At the top of the pages there are some links which are underlined.



These are intended to provide easy access to the following actions:

- Latest news articles
- Advice, hints and guidance to assist you in your job searching and applications
- The ability to switch to the Welsh language (if required)

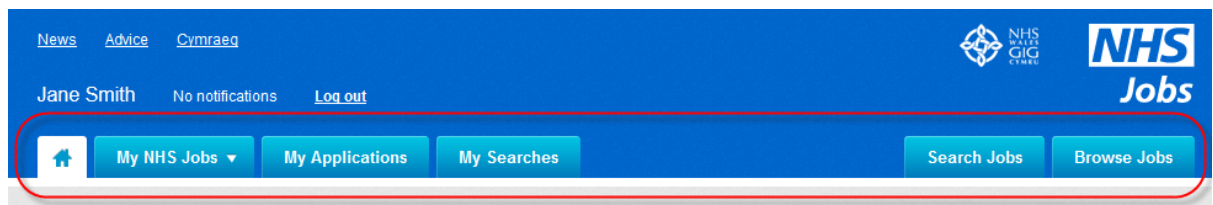
Underneath these, you will see your name and two more links.



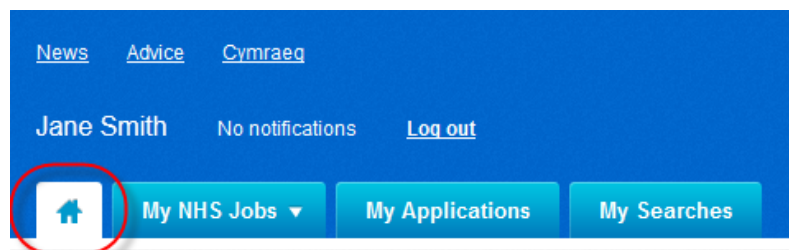
- Notifications – If underlined this indicates there is something on NHS Jobs that needs your attention. Hovering your mouse over the Notifications link will provide more information and links to click on.
- Logout – We strongly encourage you to always log out of your account in order that you protect the security of your personal information.

The notifications area beside your name will show 'No notifications' if there are none for you. You will see a notifications indication if you have an application form that has been started and not completed and the job advert is still open, or if there is a message for you from an employer that you have applied to, or if you have been invited to interview and you need to respond to the invitation.

Below these links the main Navigation bar is displayed, which will enable you to access all the main areas of the site. The navigation bar consists of 6 tabs.

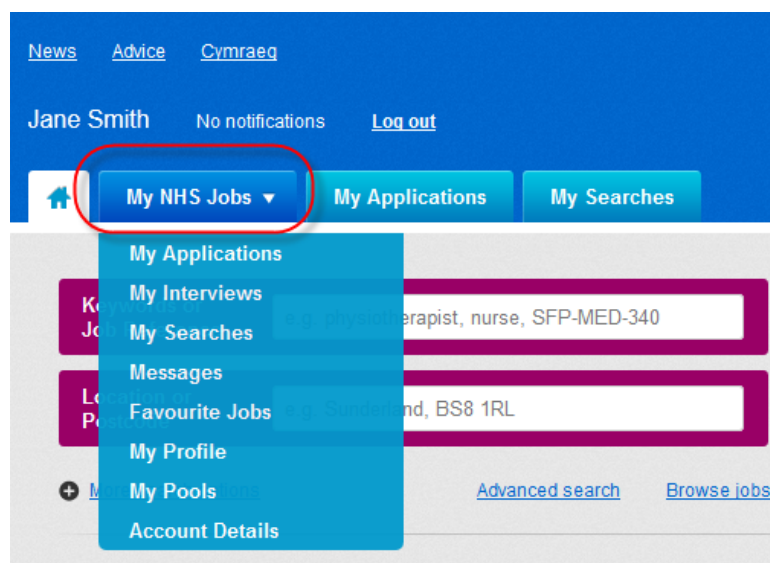


Home:



This can be used at any time to get you back to the main homepage of your account.

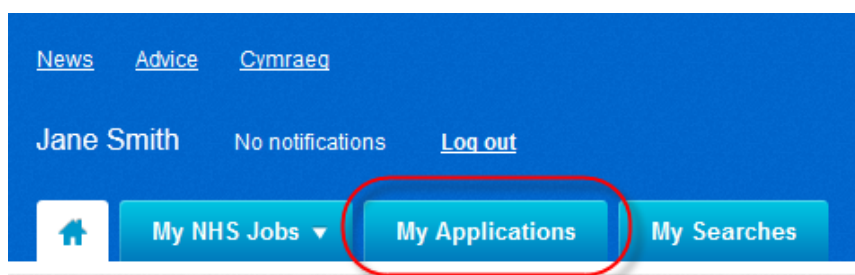
My NHS Jobs tab:



This provides a list of links to:

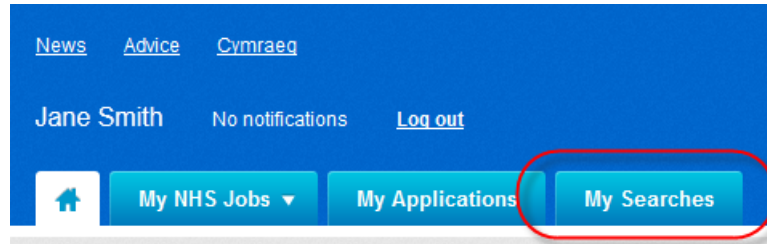
- **My Applications:** *(which can also be accessed from the tab across the navigation bar)* This will take you straight to your application forms, current and historical.
- **My Interviews:** This will take you to any Interview invitations sent to you for you to either accept or decline and a list of scheduled interviews, in the future or past.
- **My Searches:** *(which can also be accessed from the tab across the navigation bar)* This will take you to your list of saved searches, with controls to switch on jobs-by-email (JBE) or RSS feeds.
- **Messages:** This will take you to any messages received from an employer in relation to an application you have submitted and any responses from you to them.
- **Favourite Jobs:** This will take you to any vacancies that you have added to your favourites list to apply for at a later stage.
- **My Profile:** This will take you to your stored application form template where you can add/update any of your information.
- **My Pools:** This will take you to the Candidate Profile Database which allows employers to search for you providing you have registered.
- **Account Details:** You will be able to amend your personal details such as email address, password, and security code

My Applications tab:



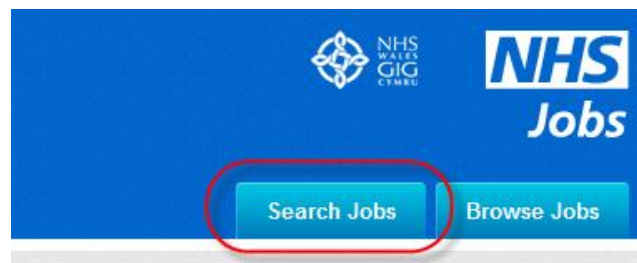
This will take you to your application forms, current and historical. The application forms are organised into 'Active', 'Draft' and 'Archived'.

My Searches tab:



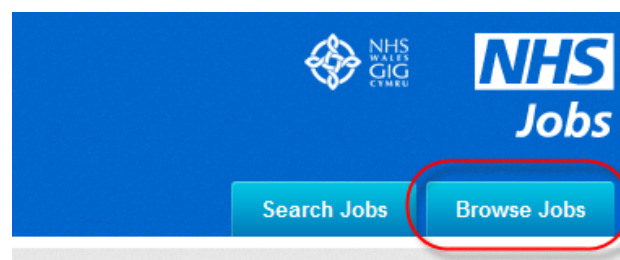
This will take you to your saved searches. You can create up to five saved searches. You can edit or remove them and enable or disable jobs-by-email (JBE) or RSS feeds from your saved searches.

Search Jobs tab:



This will take you to a detailed search page. Using the options available you can search for jobs using extended search criteria.

Browse Jobs tab:



This will take you to the page from which you can click on quick-links to find jobs by various categories:

- Employer (A-Z directory or by geographic region);
- Type of job;
- City (main cities in England and Wales); or
- Region.

At the bottom of the pages there are some links which are intended to provide easy access to the following actions:

- [Help and frequently asked questions](#)
- [Contact information](#)
- [Accessibility information for the website](#)
- [Terms and conditions of NHS Jobs \(Acceptable Use Policy\)](#)
- [Site Map](#)
- [Links to associated useful websites](#)
- [Privacy and cookies policies for NHS Jobs](#)