

Newly qualified profile pools

– a guide for jobseekers

NHSJOBS

As a newly qualified healthcare professional, this guide is designed to help you to post your profile on NHS Jobs, to search and apply for positions with the NHS and to enable you to benefit from additional job seeking support.

To post your profile to a newly qualified profile pool, you must be registered with NHS Jobs and logged into your NHS Jobs account on www.jobs.nhs.uk. All you need to register is a valid email address.

What are newly qualified profile pools?

Newly qualified profile pools are available for each of the ten regional NHS strategic health authorities (SHAs). These are:

- London
- East of England
- South Central
- South East Coast
- South West
- East Midlands
- West Midlands
- North East
- North West
- Yorkshire and the Humber.

The profile pools are designed to help support newly qualified healthcare professionals in finding their first position following qualification.

You will need to know which SHA commissioned and funded your course, as you are only able to

post your profile in this SHA pool. This may be different to where your Higher Education Institute (HEI) is geographically based so you will need to check. You will not be accepted into any SHA pool other than the one that commissioned your course.

The pool enables direct communication between you, your local SHA and employing organisations within your region. It is designed to help SHAs and employers support newly qualified healthcare professionals in their area and to give you access to relevant vacancy information that you may not get through NHS Jobs alone.

It is important that you continue your own personal job search using NHS Jobs and other sources of job opportunities, in addition to posting your profile in the pool.

What can you expect after registering your profile?

Once registered with the pool, your profile can be viewed by all the NHS employing organisations within that SHA region. Individual trusts may contact you directly with job opportunities. **Your profile is not a job application, you will still need to complete an application form if you want to apply for a job.** Your SHA may also send you vacancy details from the NHS and other employers, careers guidance, information about events and other useful information.

How do you post your profile to a newly qualified profile pool?

1. Visit NHS Jobs www.jobs.nhs.uk and log in (if you are already a registered user) or register using the **register now** link, in the centre box of the home page.
2. Click on the **my profiles** link on the right hand side of the page.

3. Find your newly qualified SHA pool (the SHA region which commissioned and funded your course) and click on **register**.
4. Complete all the questions and enter your personal details on the profile.
5. After you have submitted the form, you will receive a confirmation email from the NHS Jobs service.



Changing your profile status

You can choose to hide or show your **profile** to employers and the SHA, or edit your details at any time, by clicking on the **my profiles** link.

Renewing your profile

Every three months you will receive an email from NHS Jobs asking you to renew your **profile** in the pool. If you have already found a job and no longer wish to receive information directly from employers and your SHA, there will be no need to do anything more. If you are still actively looking for work and want ongoing support, please log into your NHS Jobs account, and make sure your **profile** is set to **show** in the **my profiles** section.

Searching for work outside of your SHA region

As part of the profile we ask whether you are looking for work outside the region where you qualified. Employers outside of this region won't be able to contact you directly through the pool but if you check this box, your SHA may contact you about opportunities outside your area. You can also search and apply for vacancies throughout England and Wales using the NHS Jobs website and set up email alerts through **jobs by email**.



Setting up Jobs by Email

Once you have logged into your NHS Jobs account, you can choose to receive daily details of suitable vacancies as they are advertised with the **jobs by email** service. For more information and to set up your **jobs by email** alerts, log into your NHS Jobs account and select the **jobs by email and RSS** link on the right hand side of the page. You can set up and save up to five **jobs by email** searches to help increase your job hunting chances and these can be changed at any time.

Profile areas

- audiology*
- chiropody*
- dietetics*
- midwifery*
- nursing*
- occupational therapy*
- orthoptics*
- physiotherapy*
- podiatry*
- prosthetics and orthotics*
- radiography*
- speech and language therapy*