

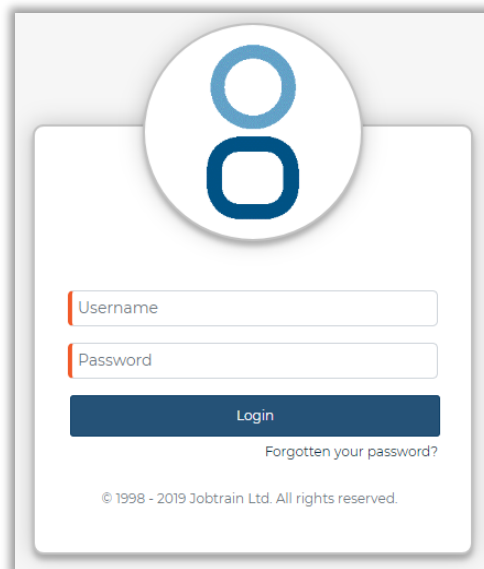
How to log into the e-recruit system

To log in to your e-recruit account enter the link below into any internet browser (you may wish to save this as a favourite).

<https://jobs.nhsbt.nhs.uk/client>

Enter your username and password and click **Login**.

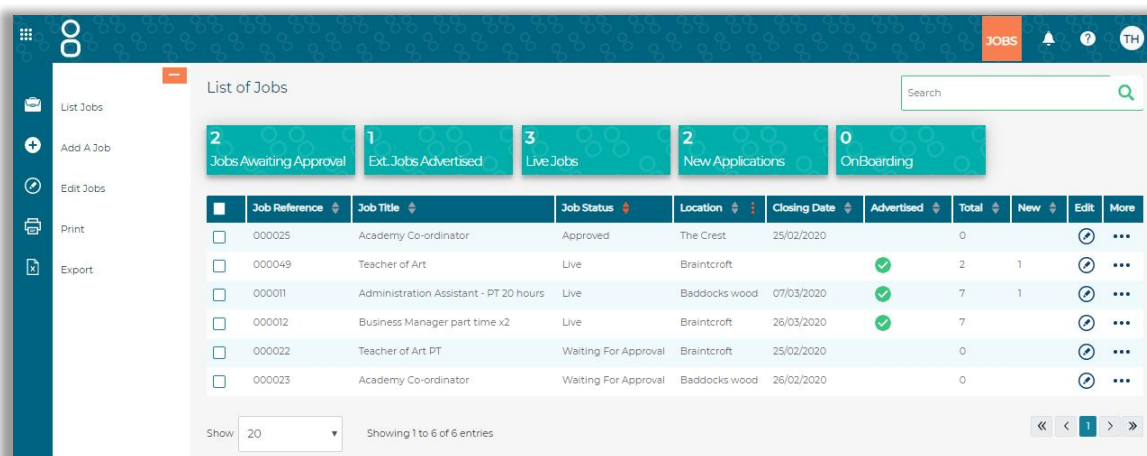
Note - If you do not have an account, please complete the online account request form at <https://nhsbt.onlinesurveys.ac.uk/e-recruitment-account-request-september-2022> to arrange for an account to be created.



To reset your password, click Forgotten your password, and enter your email address, you will be sent a link via email to access your account.

Once logged in, you will see a list of all the jobs you have been granted access to. From this page you can:

- Add or edit a job
- Access all applications for each job
- View Interview information
- View pre-appointment progress for your successful candidate(s)
- Access our Help & Support pages



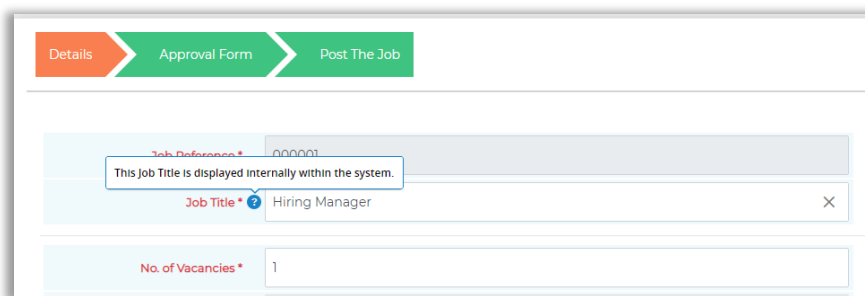
Job Reference	Job Title	Job Status	Location	Closing Date	Advertised	Total	New	Edit	More
000025	Academy Co-ordinator	Approved	The Crest	25/02/2020		0			...
000049	Teacher of Art	Live	Braintcroft		✓	2	1		...
000011	Administration Assistant - PT 20 hours	Live	Baddocks wood	07/03/2020	✓	7	1		...
000012	Business Manager part time x2	Live	Braintcroft	26/03/2020	✓	7			...
000022	Teacher of Art PT	Waiting For Approval	Braintcroft	25/02/2020		0			...
000023	Academy Co-ordinator	Waiting For Approval	Baddocks wood	26/02/2020		0			...

Support and Guidance within the system

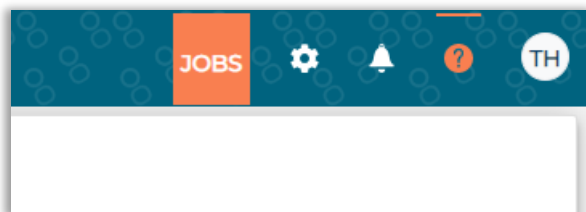
In addition to the guidance documents and support from your recruitment contact, all system users have access to a number of online tools to help them use the system effectively.

Support Icons

Throughout the system, you will see question mark icons, which will provide useful tips for that section if you hover over them.

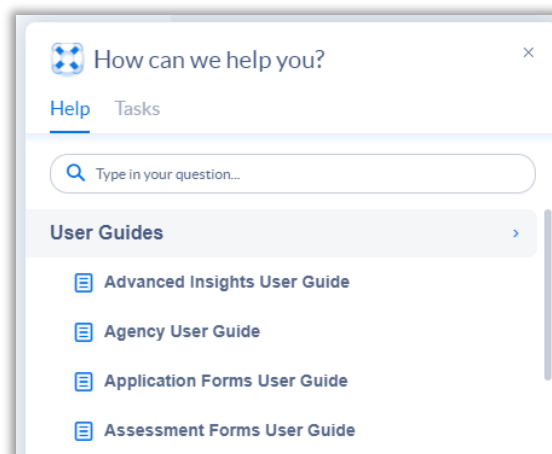


Online User Guides



Clicking the **Help** Question mark Icon at the top of the page will give you access to the suite of online training guides and videos on all of the key areas of the system.

These are updated regularly and are a great way to get to grips with areas of the system you may need training on.



HOWard

HOWard is your virtual Personal Assistant within Jobtrain!

HOWard can guide you through some core processes like adding a job and can also point you in the direction of the support team for any additional technical queries.

