

## How to manage interviews in NHS Jobs user guide – Rearrange an interview

This guide gives you instructions for how to rearrange an interview in the NHS Jobs service.

When rearranging interviews, you can:

- select who to rearrange an interview for
- assign a different date and time for an interview
- add a new date and time slot for an interview

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

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## Rearrange an interview

This page gives you instructions for how to rearrange an interview.

To rearrange an interview, complete the following steps:

1. Select the '[Rearrange an interview](#)' button.

You're viewing NHSBSA Lee UAT [Change](#)
Signed in as [Lee Mapes](#) [Sign Out](#)

**NHS** Jobs

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[Go back](#)

### Interviews scheduled

Clinical Administrator  
Reference number: A0199-22-5865

Accepted (1)
Not responded (1) !
Declined (0)

#### Applicants who have accepted

12 December 2022

#### Interview times

Time	Interviewee	Special requirements
09:00 to 09:30	<a href="#">Lee Mapes</a> AR-220504-00004	<a href="#">View details</a>
09:45 to 10:15		
10:30 to 11:00		
11:15 to 11:45		
12:00 to 12:30		
12:45 to 13:15		

#### What you can do

Rearrange an interview
1

[Add a new interview slot](#)

[Lock interview schedule early](#)

#### Team

**Interview lead**  
You (Lee Mapes)  
[Change](#)

**Interview panel**  
[Change](#)

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## Who are you arranging a different date and time for?

This page gives you instructions for how to arrange a different time and date.

**Important:** In this example, there's 1 interviewee.

To arrange a different time and date, complete the following steps:

1. Select an applicant.
2. Select the ['Continue'](#) button.  
or
3. Select the ['Cancel'](#) link (optional).

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing Training account 356' and 'Signed in as Andrea Ballantyne Sign Out'. Below the header, there is a light blue background with a '< Go back' link. The main heading is 'Training Assistant job' followed by the question 'Who are you arranging a different date and time for?'. Below this, there is a list of applicants with a radio button next to 'Andrea Ballantyne'. There are three numbered options: '1' with a radio button, '2' with a green 'Continue' button, and '3' with a blue 'Cancel' link. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

If you've cancelled arranging a different date and time, you've reached the end of this user guide.


## Select a date and time for the applicant's interview

This page gives you instructions for how to select or add a new date and time for the applicant's interview.

**Important:** If there isn't a suitable date and time for the applicant, you can add a new date and time. The interviewee limit and slots remaining is shown under each interview.

To select or add a new date and time for the applicant's interview, complete the following steps:

1. Select a date and time.
2. Select the ['Continue'](#) button  
or
3. Select the ['add a new date and time'](#) link.


You're viewing NHSBSA Lee UAT [Change](#)

Signed in as Lee Mapes [Sign Out](#)

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[< Go back](#)

Clinical Administrator job

### Select a date and time for Lee's interview

12 December 2022 from 09:45 to 10:15  
Interviewee limit 1, with 1 slots remaining

12 December 2022 from 10:30 to 11:00  
Interviewee limit 1, with 1 slots remaining

**1**  12 December 2022 from 11:15 to 11:45  
Interviewee limit 1, with 1 slots remaining

12 December 2022 from 12:00 to 12:30  
Interviewee limit 1, with 1 slots remaining

12 December 2022 from 12:45 to 13:15  
Interviewee limit 1, with 1 slots remaining

**3**  
You can [add a new date and time](#) if needed.

**2**

[Cancel](#)

[Privacy policy](#)  
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 [Accessibility Statement](#)  
 [Cookies](#)  
 [How to create and publish jobs](#)

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## Add your interview dates and times


This page gives you instructions for how to add your interview dates and times.

**Important:** You'll only see this page if you're adding a new date and time for a rearranged interview.

To add your interview dates and times, complete the following steps:

1. In the **Interview date** box, enter the details.
2. In the **Start time** box, enter the details.
3. In the **Finish time** box, enter the details.
4. Select the '[Continue](#)' button.

You're viewing **Training Account 365**


Signed in as [Lee Mapes](#) [Sign Out](#)

[< Go back](#)

Invite your shortlist to interview

### Add your interview dates and times

You should set up at least one interview slot per interviewee.

You have 2 interviewees

Interview date  
For example, 27 9 2019

Day	Month	Year
1 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>

Start time  
Enter your time in 24 hour format. For example, 09:30 or 14:00.

Hour	Minute
2 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>

Finish time  
Enter your time in 24 hour format. For example, 09:30 or 14:00.

Hour	Minute
3 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>

4 Continue

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**Tip:** You must enter the date in the format DD-MM-YY. For example, 27 09 2019. You must enter the time in a 24 hour format. For example, 09:30 or 14:00.

## Confirm the date and time

This page gives you instructions for how to confirm the date and time.

To check, change and confirm the date and time, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Confirm and send](#)' button.

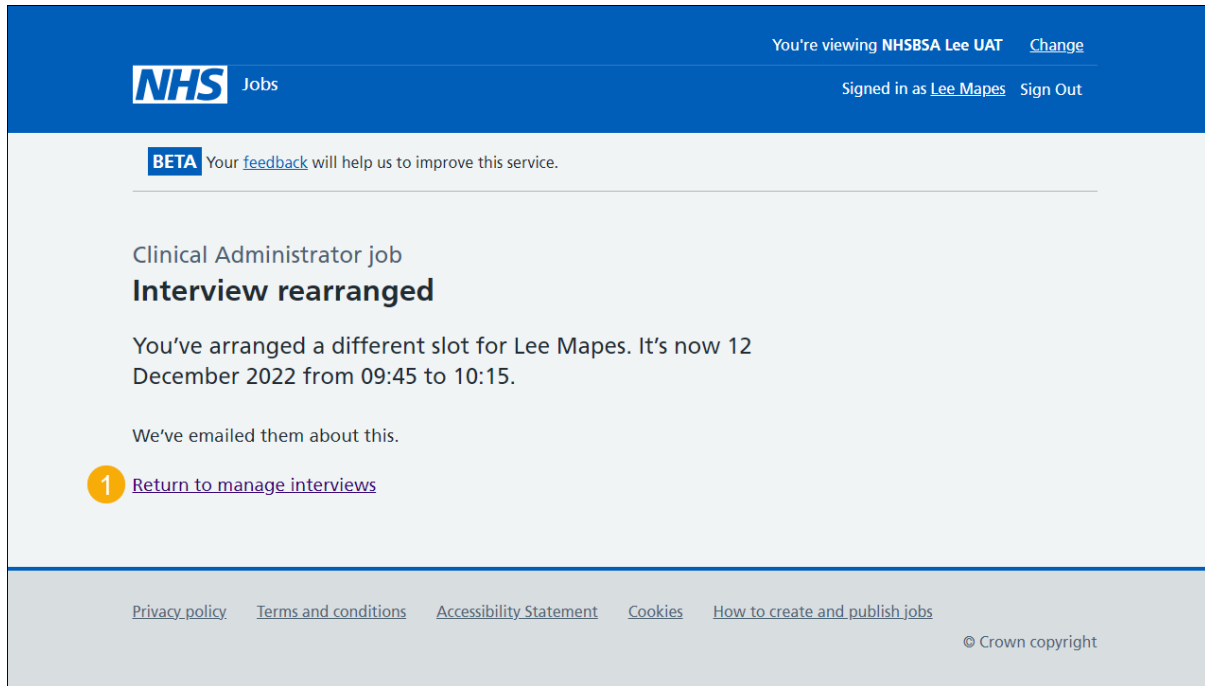
The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. The NHS logo and 'Jobs' are on the left. A 'BETA' banner states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Clinical Administrator job' followed by 'Confirm the date and time'. There are two rows of information: 'Interviewee' (Lee Mapes) with a 'Change' link (marked with a '1' in a yellow circle), and 'Interview slot' (12 December 2022 from 09:45 to 10:15) with a 'Change' link (marked with a '1' in a yellow circle). Below this is a large green button labeled 'Confirm and send' (marked with a '2' in a yellow circle) and a 'Cancel' link. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

## Interview rearranged

This page shows confirmation you've arranged a different interview date and time for the applicant.

To return to manage interviews, complete the following step:

1. Select the 'Return to manage interviews' link.



The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has the title 'Clinical Administrator job' and a sub-header 'Interview rearranged'. The text below reads: 'You've arranged a different slot for Lee Mapes. It's now 12 December 2022 from 09:45 to 10:15.' It then says 'We've emailed them about this.' At the bottom of the main content area, there is a yellow circle with the number '1' and a link: 'Return to manage interviews'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

**Tip:** To find out more about how to manage interviews, go to a user guide or video from the 'Invite applicants to interview' section of the '[Help and support for employers](#)' webpage.

You've rearranged the applicant's interview and reached the end of this user guide.