NHS
Jobs

How to manage interviews in NHS Jobs user guide – Manage applicants

This guide gives you instructions for how to manage applicants at the interview stage in the NHS Jobs service.

Once you've invited applicants to interview, you can view who's accepted, declined, or not responded to an invite.

In this guide you will learn about:

- viewing your applicants
- viewing your reserve list
- managing applicants on your reserve list

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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Interviews

This page gives you instructions for how to access a job listing at interviews.

Important: You must have a listing at 'Interviews' to invite your shortlist to interview.

To access a listing at interviews, complete the following step:

1. Select the 'Interviews' link.

Manage your interviews

This page gives you instructions for how to manage your interviews.

Important: In this example, the 'Training and Support Officer' job listing is used.

To manage your interviews, complete the following step:

1. Select the '<u>Manage your interviews</u>' link
2. .Select the 'Job title' link to view the job details (optional).

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Interviews

Showing tasks for

| All users ▾ |

Showing tasks

| All ▾ |

Interviews

Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next
Training & Support Officer A0199-22-1524 [INTERNAL]	19 Oct 2022 [ON TRACK]	2	1	0	Interviews scheduled	Manage your interviews
Training & Support Officer A0199-22-3905 [INTERNAL]	19 Oct 2022 [ON TRACK]	2	1	1	Interviews scheduled	Manage your interviews

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Applicants who have not responded

This page gives you instructions for how to view applicants who have not responded to an interview.

Important: You'll only see this page if an applicant has not responded to an interview. In this example, there's 1 applicant.

To view the applicants who have not responded to an interview, complete the following step:

1. Select the 'Not responded' tab.
2. Select the 'Applicant name' link to view their application details (optional).
3. Select the 'Manage your reserve list' link to manage applicants on your reserve list (optional).

Go to the 'Applicants who have accepted' page.

Applicants who have accepted

This page gives you instructions for how to view applicants who have accepted an interview.

<mark>Important:</mark> You'll only see this page if an applicant has accepted an interview. In this example, there's 1 applicant who has added special requirements.

To view applicants who have accepted an interview, complete the following step:

1. Select the 'Accepted' tab.
2. Select the 'Interviewee name' link to view their application details (optional).
3. Select the 'View details' link to view their special requirements (optional).

Go to the 'Applicants who have declined' page.

Applicants who have declined

This page gives you instructions for how to view applicants who have declined an interview.

Important: You'll only see this page if an applicant has declined an interview and added their reason why. In this example, there's 1 applicant.

To view applicants who have declined an interview, complete the following step:

1. Select the 'Declined' tab.
2. Select the 'Applicant name' link to view their application details (optional).

Return to the 'Manage your interviews' page.

Your reserve list

This page gives you instructions for how to manage applicants you've placed on your reserve list.

<mark>Important:</mark> This page is only shown if you've set up a reserve list when shortlisting your applicants.

To invite applicants from your reserve list to interview, complete the following steps:

1. Select the 'Applicant reference' link to view the details (optional).
2. Select the 'Choose who you want to interview' button.

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Manage interviews

Your reserve list

These are the applicants you chose to add to your reserve list. You can now invite them to interview.

Applicant reference	Essential	Total score
AR-220916-01525	1 out of 3	1 out of 3

Choose who you want to interview

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Select the applicants you want to interview

This page gives you instructions for how to invite applicants on your reserve list to interview.

<mark>Important:</mark> This page is only shown if you're inviting applicants from your reserve list to interview.

To invite an applicant to interview, complete the following steps:

1. Select the 'add more slots to your interview schedule' link to add more interview slots (optional).
2. Select the 'Applicant reference ID' link to view the details (optional).
3. Select an applicant to invite to interview.
4. Select the 'View who was on the panel' link (optional).
5. Select the 'Continue' button.
   or
6. Select the 'Exit without changes' link to go back without selecting anyone.

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Manage interviews

Select the applicants you want to interview

You have **4** slots available, **0** applicants have not responded.

You may need to add more slots to your interview schedule before you invite applicants from the reserve list. All applicants will need at least one slot to choose from.

▼ View who was on the panel

- Lead - Lee Mapes

Select the applicants you want to interview

Selection	Applicant reference ID	Panel	Essential	Desirable	Total score
☐	AR-220606-00008	Lead	1 out of 1	1 out of 1	2 out of 2

[Continue]

Exit without changes

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Check and confirm who you want to invite to interview

This page gives you instructions for how to confirm the invitations to interview for reserve list applicants.

<mark>Important:</mark> This page is only shown if you're inviting applicants from your reserve list to interview.

To check, change and send interview invites, complete the following steps:

1. Select the 'Change your selection' button (optional).
2. Select the 'Send interview invites' button.

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Manage interviews

Check and confirm who you want to invite to interview

Make sure you have selected the correct applicants to invite to interview.

What needs doing next

| Send interview invites | 2 |

| Change your selection | 1 |

Applicant reference	Essential	Total score
AR-220916-01525	1 out of 3	1 out of 3

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Invite to interview sent

This page shows confirmation that you've invited applicants from your reserve list to interview.

To do a task, complete the following steps:

1. Select the '<u>Go to interview management</u>' button.
2. Select the 'Back to dashboard' link.

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Invites to interview sent

Training and Support Officer, NHSBSA Lee UAT

What happens next

The invite will tell applicants that they need to respond by midday on Sunday 18 September 2022.

You can still invite any other applicants on your reserve list to interview at a later date.

1 [Go to interview management]

2 <u>Back to dashboard</u>

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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 '<u>Help and support for employers</u>' webpage.

You've invited your reserve list applicant(s) to interview and have reached the end of this guide.