

Invite to interview for employers user guide



Created by the NHS Jobs Training and Support Team
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Overview

This guide outlines the steps required by the employer to create, send and manage interview dates and times for shortlisted applicants.

Audience

This guide is for use by employers only.

Preparing for invite shortlist to interview

This section provides instructions for how to invite applicants to interview and download their application information.

1. Select **Select applications to download** to view the application information in a PDF document.
2. Select **Invite shortlist to interview**.

The screenshot shows a web interface titled "Invite your Administrator shortlist to interview". At the top left is a link "< Go back". Below the title is the heading "What happens next?" followed by the text "You can now invite your shortlist to interview." A green button labeled "Invite shortlist to interview" is highlighted with a red border and an orange arrow pointing to it from a circled number "2". Below this is a table with the following data:

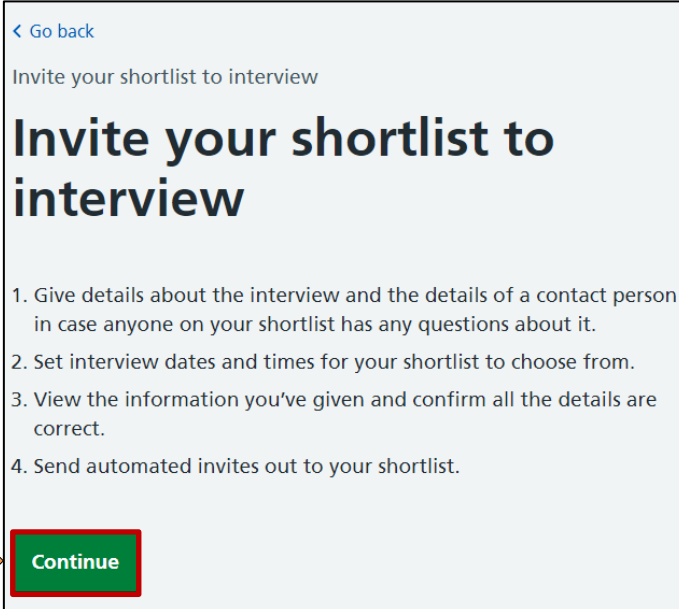
Application reference	Name	Email	Phone number
AR-200310-00009	Ashleigh McFadyen	ashleigh.mcfadyen@nhs.net	0777777777

Below the table is the text "You can download and view your shortlisted applications and print them again if you need to." A blue button labeled "Select applications to download" is highlighted with a red border and an orange arrow pointing to it from a circled number "1". At the bottom left is a link "Return to your job vacancies".

Invite your shortlist to interview

This section provides instructions for how to invite your applicants to interview.

3. Read the guidance and select **Continue**.



The screenshot shows a user interface for inviting a shortlist to an interview. At the top left, there is a blue link that says '< Go back'. Below this, the text 'Invite your shortlist to interview' is displayed. The main heading is 'Invite your shortlist to interview' in a large, bold, black font. Below the heading, there are four numbered steps: 1. Give details about the interview and the details of a contact person in case anyone on your shortlist has any questions about it. 2. Set interview dates and times for your shortlist to choose from. 3. View the information you've given and confirm all the details are correct. 4. Send automated invites out to your shortlist. At the bottom of the screen, there is a green button with the word 'Continue' in white text. To the left of the screenshot, there is a blue circle containing the number '3', with an orange arrow pointing from the circle to the 'Continue' button.

Is the interview location the same as the job location?

This section provides instructions for how to choose the interview job location.

4. Select an **interview location** tick box.
5. Select **Save and continue**.

The screenshot shows a mobile application interface for inviting shortlisted candidates to an interview. At the top left, there is a blue link '< Go back'. Below it, the text 'Invite your shortlist to interview' is displayed. The main heading is 'Is the interview location the same as the job location?'. Underneath, a blue vertical bar is followed by the job location details: 'Stella House', 'Newburn Business Park', 'Newcastle Upon Tyne', 'Tyne and Wear', and 'NE15 8NY'. Below this, there are two radio button options: 'Yes' and 'No'. An orange circle with the number '4' and an arrow points to the 'Yes' radio button. Below the radio buttons is a green button with the text 'Save and continue'. An orange circle with the number '5' and an arrow points to this button. At the bottom of the form, there is a blue link 'Save and come back later'.

Find the interview location address

This section provides instructions for how to find the interview location address if it is different from the job location.

6. Enter a postcode in the box.
7. Select **Find the address**.

The screenshot shows a mobile application interface for finding an interview location address. At the top left, there is a blue link labeled '< Go back'. Below this, the text 'User Researcher' is displayed in a smaller font, followed by the main heading 'Find the interview location address' in a larger, bold font. Underneath the heading, there is a prompt: 'Enter the postcode to find the address.' Below the prompt is a label 'Interview postcode' followed by an empty white text input box with a red border. To the left of this input box, a blue circle containing the number '6' has an orange arrow pointing to the box. Below the input box is a green button with white text that says 'Find the address'. To the left of this button, a blue circle containing the number '7' has an orange arrow pointing to the button.

Interview address results

This section provides instructions for how to choose the interview address.

8. Select an **address result** tick box if the correct interview location is found or select **It's not any of these – add an address** if interview location is not found.
9. Select **Save and continue**.

The screenshot shows a mobile application interface for a user researcher. At the top left, there is a blue link labeled '< Go back'. Below this, the text 'User Researcher' is displayed. The main heading reads 'We found 1 results for NE1 6SN'. Underneath, the instruction 'Select the address for the interview location.' is shown. Two radio button options are presented: 'Prescription Pricing Division, 152 Pilgrim Street, Newcastle Upon Tyne, NE1 6SN' and 'It's not any of these - add an address'. A red rectangular box highlights these two options. To the left of the screen, an orange circle containing the number '8' has an arrow pointing to the first radio button. Below this, another orange circle containing the number '9' has an arrow pointing to a green button labeled 'Continue' at the bottom of the screen.

What's the interview location?

This section provides instructions for how to add a new interview location.

10. Enter the **new address location information** in the boxes. An example has been added below.
11. Select **Save and continue**.

The screenshot shows a form titled "What's the interview location?". The form contains several input fields and a button. A red box highlights the input fields, and an orange circle with the number "10" and an arrow points to the "Town or city" field. Another orange circle with the number "11" and an arrow points to the "Save and continue" button.

What's the interview location?

Address line 1
Stella House

Address line 2 (optional)
Newburn Business Park

Town or city
Newcastle Upon Tyne

County (optional)
Tyne and Wear

Postcode
NE15 8NY

Save and continue

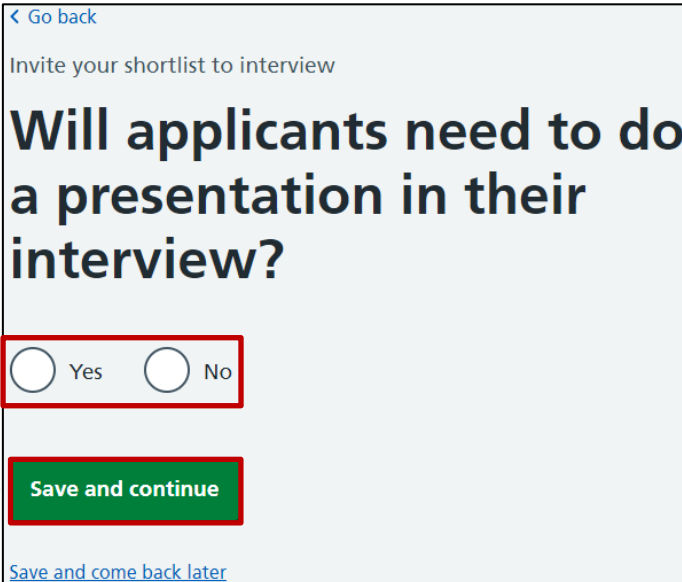
[Save and come back later](#)

Will applicants need to do a presentation in their interview?

This section provides instructions for how to choose if applicants will need to do a presentation.

12. Select a **presentation** tick box.

13. Select **Save and continue**.



The screenshot shows a mobile interface for inviting a shortlist to an interview. At the top left is a blue link '< Go back'. Below it is the text 'Invite your shortlist to interview'. The main heading is 'Will applicants need to do a presentation in their interview?'. Below the heading are two radio button options: 'Yes' and 'No'. Below these is a green button with white text that says 'Save and continue'. At the bottom is a blue link 'Save and come back later'. Two orange circles with arrows point to the 'Yes' and 'No' radio buttons (labeled '12') and the 'Save and continue' button (labeled '13').

What do they need to know about their presentation?

This section provides instructions for how to add the presentation information for the interview if selected.

14. Enter the **presentation** information in the box.

15. Select **Save and continue**.

What do they need to know about their presentation?

For example, the topic, duration, the format you want it to be, what equipment will be available to them, or how many people they'll be presenting to.

14

15

Save and continue

Whos is the contact person for any questions about the interview?

This section provides instructions for how to choose or add the contact person for any questions about the interview.

16. Select a **contact** tick box if this is the contact people is displayed or select **None of the above** if the contact person is not displayed.
17. Select **Save and continue**.

The screenshot shows a mobile app interface for inviting a shortlist to an interview. At the top, there is a blue link '< Go back'. Below it, the text reads 'Invite your shortlist to interview' followed by the question 'Who is the contact person for any questions about the interview?'. There are three radio button options: 'Organisation contact Joe Bloggs', 'Point of contact on job advert Joe Bloggs', and 'None of the above'. Each option is followed by the email 'j.bloggs.110392@gmail.com' and the phone number '0777777777'. A red rectangular box highlights the first two options. An orange circle with the number '16' and an arrow points to the radio button for 'Point of contact on job advert Joe Bloggs'. Below the options is the word 'or' and a green button labeled 'Save and continue'. An orange circle with the number '17' and an arrow points to this button. At the bottom, there is a blue link 'Save and come back later'.

What's the person's contact details?

This section provides instructions for how to create and add the contact person details is not displayed.

18. Enter the **person's contact** information in the boxes.

19. Select **Save and continue**.

The screenshot shows a mobile application interface for inviting a shortlist to an interview. At the top left, there is a blue link '< Go back'. Below it, the text 'Invite your shortlist to interview' is displayed. The main heading is 'What's the person's contact details?'. A red rectangular box highlights the input fields for 'First name', 'Last name', 'Email address', and 'Telephone number'. An orange circle containing the number '18' has an arrow pointing to this red box. Below the input fields, there is a green button with the text 'Save and continue'. An orange circle containing the number '19' has an arrow pointing to this button. At the bottom of the form, there is a blue link 'Save and come back later'.

What further information about the interview would be useful?

This section provides instructions for how to add further interview information useful to applicants.

20. Enter the **further** information in the box.

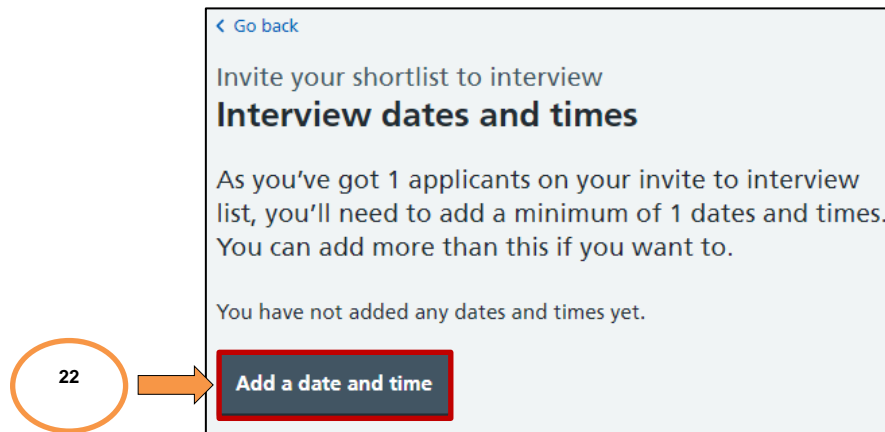
21. Select **Save and continue**.

The screenshot shows a form titled "Invite your shortlist to interview" with the main heading "What further information about the interview would be useful to applicants?". Below the heading is a sub-heading: "For example, things to know on the day such as parking information,". A large, empty rectangular box with a red border is provided for text entry. To the left of this box, an orange circle containing the number "20" has an arrow pointing to the box. Below the text entry box, there is a green button with the text "Save and continue". To the left of this button, an orange circle containing the number "21" has an arrow pointing to the button. At the bottom of the form, there is a blue link that says "Save and come back later".

Interview dates and times

This section provides instructions for how to add interview dates and times.

22. Select **Add a date and time**.



The screenshot shows a user interface for adding interview dates and times. At the top left, there is a blue link that says '< Go back'. Below this, the text reads 'Invite your shortlist to interview' followed by the section title 'Interview dates and times' in bold. The main body of text states: 'As you've got 1 applicants on your invite to interview list, you'll need to add a minimum of 1 dates and times. You can add more than this if you want to.' Below this, it says 'You have not added any dates and times yet.' At the bottom of the screen, there is a dark blue button with the text 'Add a date and time' in white. To the left of the screenshot, the number '22' is circled in orange, and an orange arrow points from this circle to the 'Add a date and time' button.

What's the date and time?

This section provides instructions for how to add the interview date and time.

23. Enter the **interview date** information the boxes.
24. Enter the **interview start time** information in the boxes.
25. Enter the **interview finish time** information in the boxes.
26. Select **Continue**.

The screenshot shows a mobile application interface for inviting a shortlist to an interview. At the top left is a blue link '< Go back'. The main heading is 'Invite your shortlist to interview' followed by 'What's the date and time?'. Below this is the 'Interview date' section with the instruction 'For example, 27 9 2019'. It contains three input boxes labeled 'Day', 'Month', and 'Year', which are highlighted by a red box and an orange arrow labeled '23'. The 'Start time' section follows, with the instruction 'Enter your time in 24 hour format. For example, 09:30 or 14:00.' It has two input boxes labeled 'Hour' and 'Minute', highlighted by a red box and an orange arrow labeled '24'. The 'Finish time' section is identical to the start time section, also highlighted by a red box and an orange arrow labeled '25'. At the bottom is a green 'Continue' button, highlighted by a red box and an orange arrow labeled '26'.

Manage interview dates and times

This section provides instructions for how to manage interview dates and times. You must create at least the same amount of interview dates and times for the amount of applicants you have to interview e.g. 1 applicant means you must have at least 1 interview.

27. Select Edit or Delete to edit or delete the interview information (Optional).
28. Select **Add a date and time** to add another interview date and time (Optional).
29. Select **Save and continue**.

The screenshot shows a mobile application interface for managing interview dates and times. At the top, there is a blue link for '< Go back'. Below that, the heading 'Invite your shortlist to interview' is followed by 'Interview dates and times'. A message states: 'As you've got 1 applicants on your invite to interview list, you'll need to add a minimum of 1 dates and times. You can add more than this if you want to.' Below the message is a table with three columns: 'Date', 'Time', and 'What you can do'. The first row contains '02 February 2020', '09:30 to 10:30', and a blue link 'Edit or Delete'. Three callouts are present: callout 27 is a circle with an arrow pointing to the 'Edit or Delete' link; callout 28 is a circle with an arrow pointing to a dark blue button labeled 'Add a date and time'; callout 29 is a circle with an arrow pointing to a green button labeled 'Save and continue'. At the bottom of the interface is a blue link 'Save and come back later'.

Date	Time	What you can do
02 February 2020	09:30 to 10:30	Edit or Delete

Add a date and time

Save and continue

[Save and come back later](#)

Check your interview details and send interview invites

This section provides instructions for how to check your interview details and send your interview invites to applicants. Once the interviews have been sent the applicants will respond on a first come, first served basis.

30. Select Change to make any changes to the interview information (Optional).
31. Select **Send interview invites**.

< Go back

Invite your shortlist to interview

Check your interview details

	Stella House Newburn Business Park	
Interview location	Newcastle Upon Tyne Tyne and Wear NE15 8NY	Change
Contact	Joe Bloggs j.bloggs.110392@gmail.com 07777777777	Change
Information	We recommend you arrive at least 30 minutes before your interview for registration and parking reasons. Please report to the main reception on arrival.	Change
Presentation	No presentation required.	Change

Interview dates and times

Date	Time
02 February 2020	09:30 to 10:30

You'll send interview invites to your shortlist. They'll choose a date and time from your list and you'll be able to see who chooses which ones.

[Save and come back later](#)

Send interview invites

Invite to Interview sent

This section provides instructions for how to confirm the invites to interview have been sent.

32. Read the guidance and select **Go to interview management** to view applicant's responses to interviews.

Invites to interview sent

User Researcher, Test 1

What happens next

The invite will tell applicants that they need to respond by 12pm the day before your first interview. We'll be able to offer a better solution to this as we develop the private beta service.

Go to interview management

[Return to job advert list](#)

Your list of confirmed interviews

This section provides instructions for how to view your list of confirmed interviews.

Applicants accepted

This section provides instruction for how to check for any applicants who have accepted an interview.

33. Select What you need to do for more information (Optional).

< Go back

User Researcher job

Your list of confirmed interviews

There's some preparation to do before your interviews take place and some notes to add after them. Once that's completed, you can choose who to offer the job to.

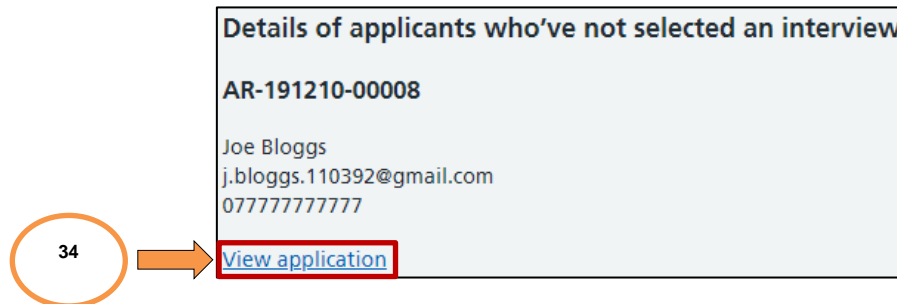
▶ [What you need to do](#)

Date and time	Applicant assigned
02 February 2020 09:30 to 10:30	No one has selected this yet

Applicants not responded

This section provides instruction for how to check for any applicants who have not responded to an interview invite.

34. Select View application to view the application information.



Applicants declined

This section provides instruction for how to check for any applicants who have declined an interview and their reason why.

35. Select [View application](#) to view the application information.



Applicants who've declined an invite

AR-191210-00008

Joe Bloggs
j.bloggs.110392@gmail.com
07777777777

[View application](#)

Reason for declining the interview

I'm unable to get the time off work.

End of document