

Invite to interview for employers user guide



Created by the NHS Jobs Training and Support Team

Updated 22nd April 2020

Contents

Overview.....	2
Audience.....	2
Invite your shortlist to interview	3
Invite your shortlist to interview	4
Is the interview location the same as the job location?	5
Find the interview location address	6
Interview address results	7
What's the interview location?	8
Will applicants need to do a presentation in their interview?.....	9
What do they need to know about their presentation?.....	10
Who is the contact person for any questions about the interview?	11
What's the person's contact details?	12
What further information about the interview would be useful to applicants?	13
Interview dates and times	14
What's the date and time?	15
Manage interview dates and times	16
Check your interview details.....	17
Invite to Interview sent	18
Your list of confirmed interviews.....	19

Overview

This guide provides instructions for how to create of interview dates and times and manage responses for shortlisted applicants.

Audience

This guide is for use by employers.

Invite your shortlist to interview

This page provides instructions for how to invite your 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 page titled "Invite your Administrator shortlist to interview". At the top left is a "[Go back](#)" link. Below the title is the heading "What happens next?" followed by the text "You can now invite your shortlist to interview." Two callouts are present: an orange circle with the number "2" and an arrow pointing to a red-bordered button labeled "Invite shortlist to interview"; and an orange circle with the number "1" and an arrow pointing to a red-bordered button labeled "Select applications to download". Below the text is a table with the following data:

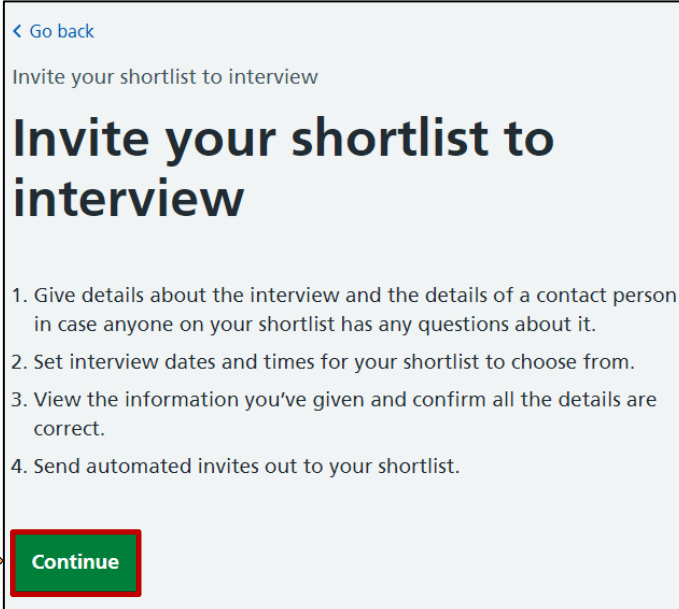
Application reference	Name	Email	Phone number
AR-200310-00009	Ashleigh McFadyen	ashleigh.mcfadyen@nhs.net	0777777777

Below the table is the text "You can download and view your shortlisted applications and print them again if you need to." At the bottom left is a link "[Return to your job vacancies](#)".

Invite your shortlist to interview

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

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



The screenshot shows a web page titled "Invite your shortlist to interview". At the top left, there is a link "< Go back". Below the title, there is a list of 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 page, there is a green button with the text "Continue". An orange circle with the number "3" inside and an orange arrow points to the "Continue" button.

Is the interview location the same as the job location?

This page provides instructions for how to choose if the interview location is the same as the job location.

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

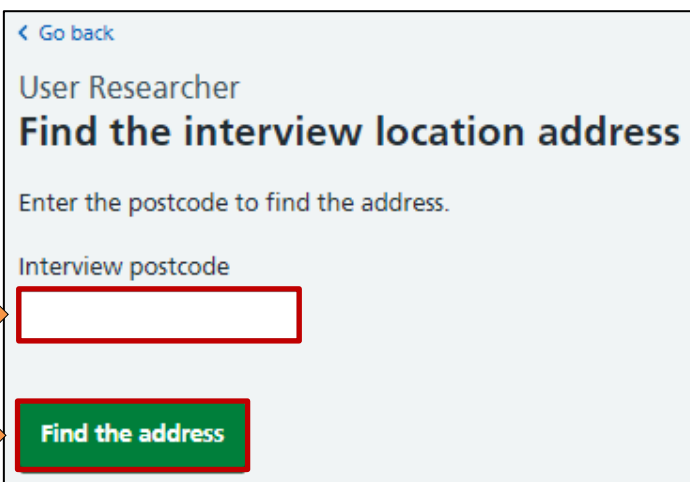
The screenshot shows a mobile application interface for inviting a shortlist to an interview. At the top left is a blue link '< Go back'. Below it is the text 'Invite your shortlist to interview'. The main heading is 'Is the interview location the same as the job location?'. Underneath is a blue vertical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

Find the interview location address

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

This page only shows if you selected **No** to **Is the interview location the same as the job location?**

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



The screenshot shows a web form titled "User Researcher Find the interview location address". It includes a "Go back" link, a heading, and an instruction to "Enter the postcode to find the address." Below this is a text input field labeled "Interview postcode" and a green button labeled "Find the address".

Annotations for the steps:

- Step 6: An orange circle containing the number "6" has an arrow pointing to the "Interview postcode" input field.
- Step 7: An orange circle containing the number "7" has an arrow pointing to the "Find the address" button.

Interview address results

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

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

The screenshot shows a mobile application interface for selecting an interview address. At the top left is a blue link for '< Go back'. Below it, the text 'User Researcher' is displayed. The main heading is 'We found 1 results for NE1 6SN'. Underneath, the instruction 'Select the address for the interview location.' is shown. Two radio button options are listed: '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. An orange circle with the number '8' and an arrow points to the first radio button. Below the options is a green button with the text 'Continue'. An orange circle with the number '9' and an arrow points to this button.

What's the interview location?

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

This page only shows if you selected **It's not any of these – add an address to Interview address results.**

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 page 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 buttons: 'Yes' and 'No'. Below the radio buttons is a green button with white text 'Save and continue'. At the bottom is a blue link 'Save and come back later'. Two orange circles with arrows point to the 'Yes' radio button (labeled '12') and the 'Save and continue' button (labeled '13').

What do they need to know about their presentation?

This page provides instructions for how to add the presentation information for the interview.

This page only shows if you selected **Yes** to **Will applicants need to do a presentation in their interview?**

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**

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

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

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

< Go back

Invite your shortlist to interview

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

Organisation contact
Joe Bloggs
j.bloggs.110392@gmail.com
0777777777

Point of contact on job advert
Joe Bloggs
j.bloggs.110392@gmail.com
0777777777

or

None of the above

Save and continue

[Save and come back later](#)

What's the person's contact details?

This page provides instructions for how to create and add the contact person details.

This page only shows if you selected **None of the above** to **Who is the contact person for any questions about the interview?**

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

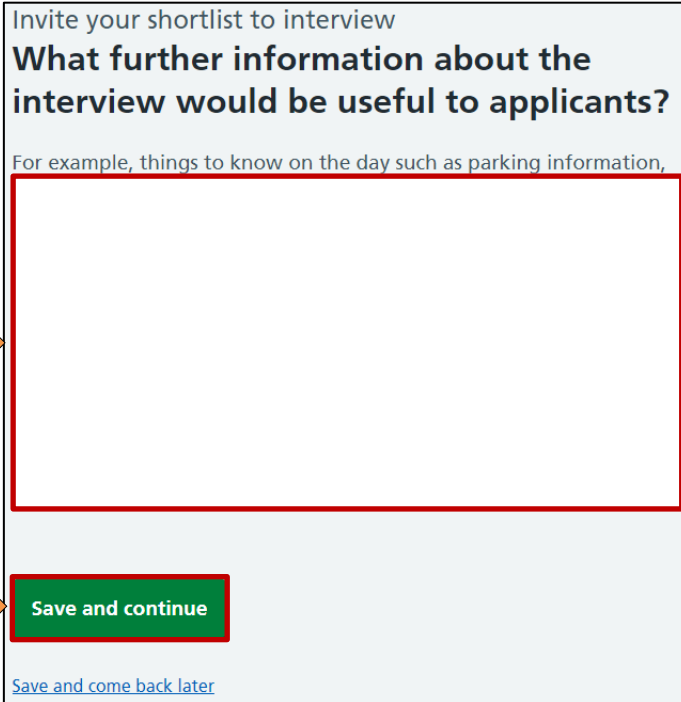
19. Select **Save and continue**.

The screenshot shows a web form titled "Invite your shortlist to interview" with the sub-heading "What's the person's contact details?". At the top left is a blue link "< Go back". The form contains four input fields: "First name", "Last name", "Email address", and "Telephone number". A red rectangular box highlights these four input fields. To the left of the form, an orange circle containing the number "18" has an orange arrow pointing to the "First name" field. Below the input fields is a green button with white text that says "Save and continue". A red rectangular box highlights this button. To the left of the button, an orange circle containing the number "19" has an orange arrow pointing to the "Save and continue" button. At the bottom of the form is a blue link "Save and come back later".

What further information about the interview would be useful to applicants?

This page provides instructions for how to add further interview information that would be useful to applicants (optional).

20. Enter any **further** information in the box.
21. Select **Save and continue**.



Invite your shortlist to interview

What further information about the interview would be useful to applicants?

For example, things to know on the day such as parking information,

20 →

21 → **Save and continue**

[Save and come back later](#)

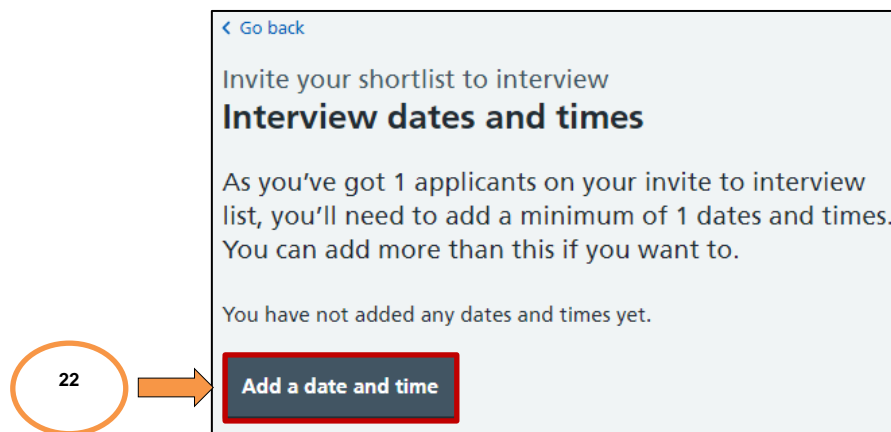
Interview dates and times

This page provides instructions for how to add 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.

You can create more interview dates and times than applicants to make it more flexible for them.

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



What's the date and time?

This page 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 form titled "Invite your shortlist to interview" with the sub-heading "What's the date and time?". It contains the following sections:

- Interview date:** "For example, 27 9 2019". It has three input boxes labeled "Day", "Month", and "Year". Callout 23 points to these boxes.
- Start time:** "Enter your time in 24 hour format. For example, 09:30 or 14:00.". It has two input boxes labeled "Hour" and "Minute". Callout 24 points to these boxes.
- Finish time:** "Enter your time in 24 hour format. For example, 09:30 or 14:00.". It has two input boxes labeled "Hour" and "Minute". Callout 25 points to these boxes.
- Continue:** A green button with white text. Callout 26 points to this button.

At the top left of the form is a link: "< Go back".

Manage interview dates and times

This page provides instructions for how to manage interview dates and times.

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 this is the heading 'Invite your shortlist to interview' 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 table contains one row with the date '02 February 2020', the time '09:30 to 10:30', and a link 'Edit or Delete'. An orange circle with the number '27' and an arrow points to the 'Edit or Delete' link. Below the table are two buttons: a dark blue button labeled 'Add a date and time' and a green button labeled 'Save and continue'. An orange circle with the number '28' and an arrow points to the 'Add a date and time' button. Another orange circle with the number '29' and an arrow points to the 'Save and continue' button. At the bottom of the page 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

Check your interview details

This page 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 the Change link to make any changes to the interview information (optional).
31. Select **Send interview invites**.

The screenshot shows a web interface for checking interview details. At the top left is a '< Go back' link. The main heading is 'Invite your shortlist to interview' followed by 'Check your interview details'. The page is divided into several sections, each with a 'Change' link on the right side. A red box highlights these 'Change' links, with an orange arrow pointing to a circled '30'. The sections are: Interview location (Stella House, Newburn Business Park, Newcastle Upon Tyne, Tyne and Wear, NE15 8NY), Contact (Joe Bloggs, j.bloggs.110392@gmail.com, 07777777777), 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.), and Presentation (No presentation required.). Below these is a section for 'Interview dates and times' with a table showing a date of 02 February 2020 and a time of 09:30 to 10:30. Below the table is a paragraph: '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.' At the bottom, there is a green button labeled 'Send interview invites' with a red border, and a blue link 'Save and come back later'. An orange arrow points from a circled '31' to this button.

[< Go back](#)

Invite your shortlist to interview

Check your interview details

Interview location	Stella House Newburn Business Park 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 page provides instructions for how to confirm the invites to interview has 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 page provides instructions for how to view your list of confirmed interviews.

- 33. Select What you need to do for more information (optional).
- 34. Shows any applicants who have responded and accepted an interview.

< 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.

33 → [▶ What you need to do](#)

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

34 →

- 35. Shows any applicants who have not responded to an interview.
- 36. Select View application to view the application information.

Details of applicants who've not selected an interview

AR-191210-00008

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

35 →

36 → [View application](#)

37. Shows the applicants reason for declining the interview if added.

38. Select View application to view the application information.

The screenshot shows a card titled "Applicants who've declined an invite" with the reference number "AR-191210-00008". The applicant's name is "Joe Bloggs" with contact details "j.bloggs.110392@gmail.com" and "07777777777". A red box highlights the "View application" link, with an orange circle containing the number "38" and an arrow pointing to it. Below this, another red box highlights the "Reason for declining the interview" section, which contains the text "I'm unable to get the time off work.". An orange circle containing the number "37" has an arrow pointing to this section.

End of document