Invite to interview for employers
user guide

Created by the NHS Jobs Training and Support Team

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Contents

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.
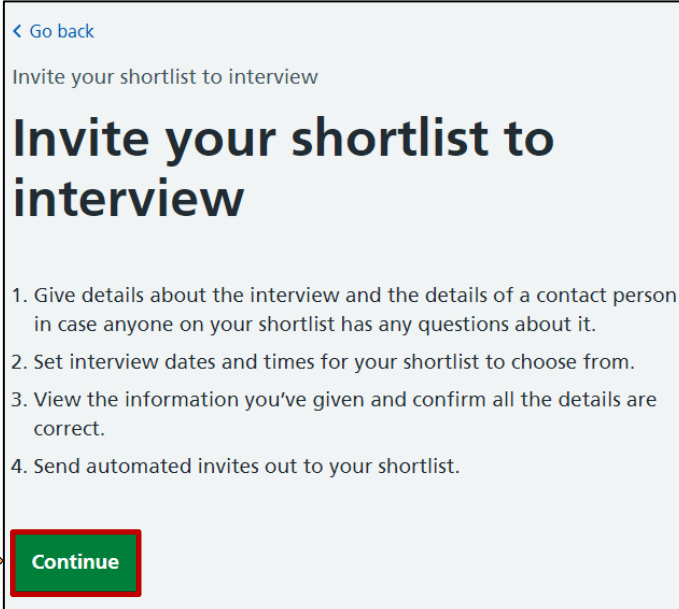
2. Select **Invite shortlist to interview**.

Invite your shortlist to interview

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

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

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Invite your shortlist to interview

Invite your shortlist to interview

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.

3

Continue

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.
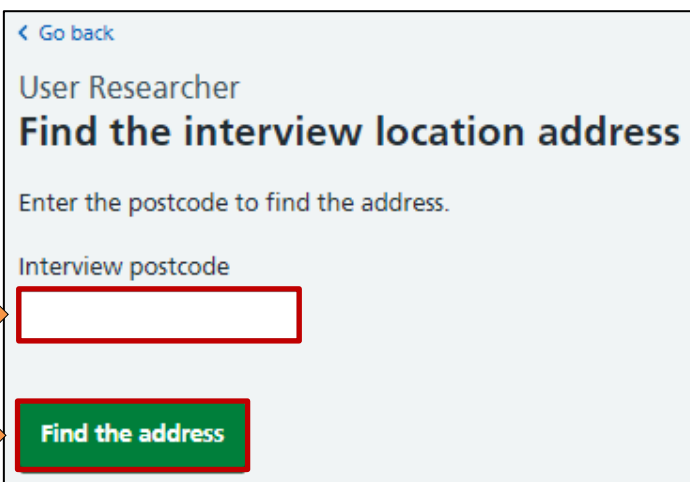
5. Select **Save and continue**.

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Invite your shortlist to interview

Is the interview location the same as the job location?

Stella House
Newburn Business Park
Newcastle Upon Tyne
Tyne and Wear
NE15 8NY

○ Yes   ○ No

Save and continue

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**.

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**.

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User Researcher
We found 1 results for NE1 6SN

Select the address for the interview location.

○ Prescription Pricing Division, 152 Pilgrim Street, Newcastle Upon Tyne, NE1 6SN

8

or

○ It's not any of these - add an address

9

Continue

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**.

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**.

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**.

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**.

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?**

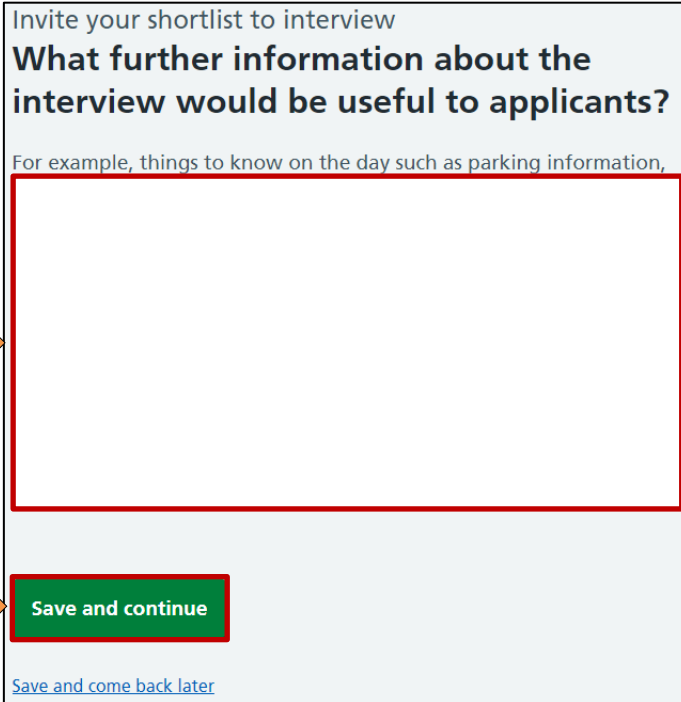18. Enter the **person's contact** information in the boxes.
19. Select **Save and continue**.

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

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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**.
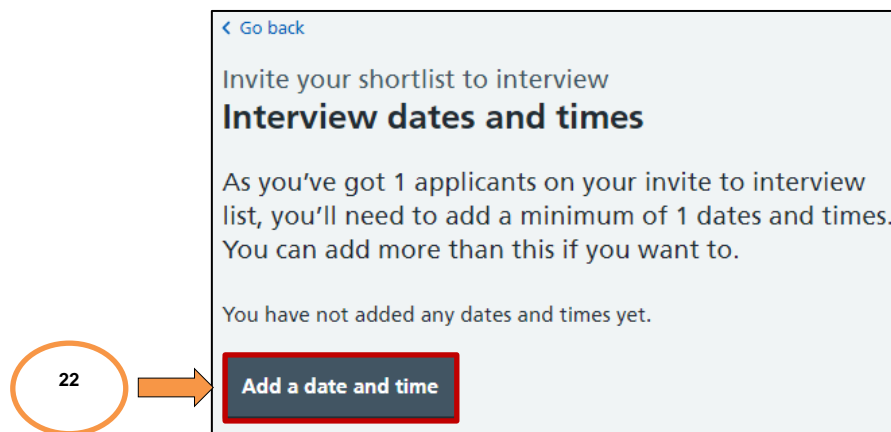
What's the date and time?

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**.

Manage interview dates and times

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

27. Select <u>Edit</u> or <u>Delete</u> 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**.

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Invite your shortlist to interview
Interview dates and times

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.

Date	Time	What you can do
02 February 2020	09:30 to 10:30	Edit or Delete → 27

28 → Add a date and time

Save and continue ← 29

Save and come back later

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 <u>Change</u> link to make any changes to the interview information (optional).

31. Select **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.

Your list of confirmed interviews

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

33. Select <u>What you need to do</u> for more information (optional).

34. Shows any applicants who have responded and accepted an interview.

35. Shows any applicants who have not responded to an interview.

36. Select <u>View application</u> to view the application information.

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

38. Select <u>View application</u> to view the application information.

End of document