

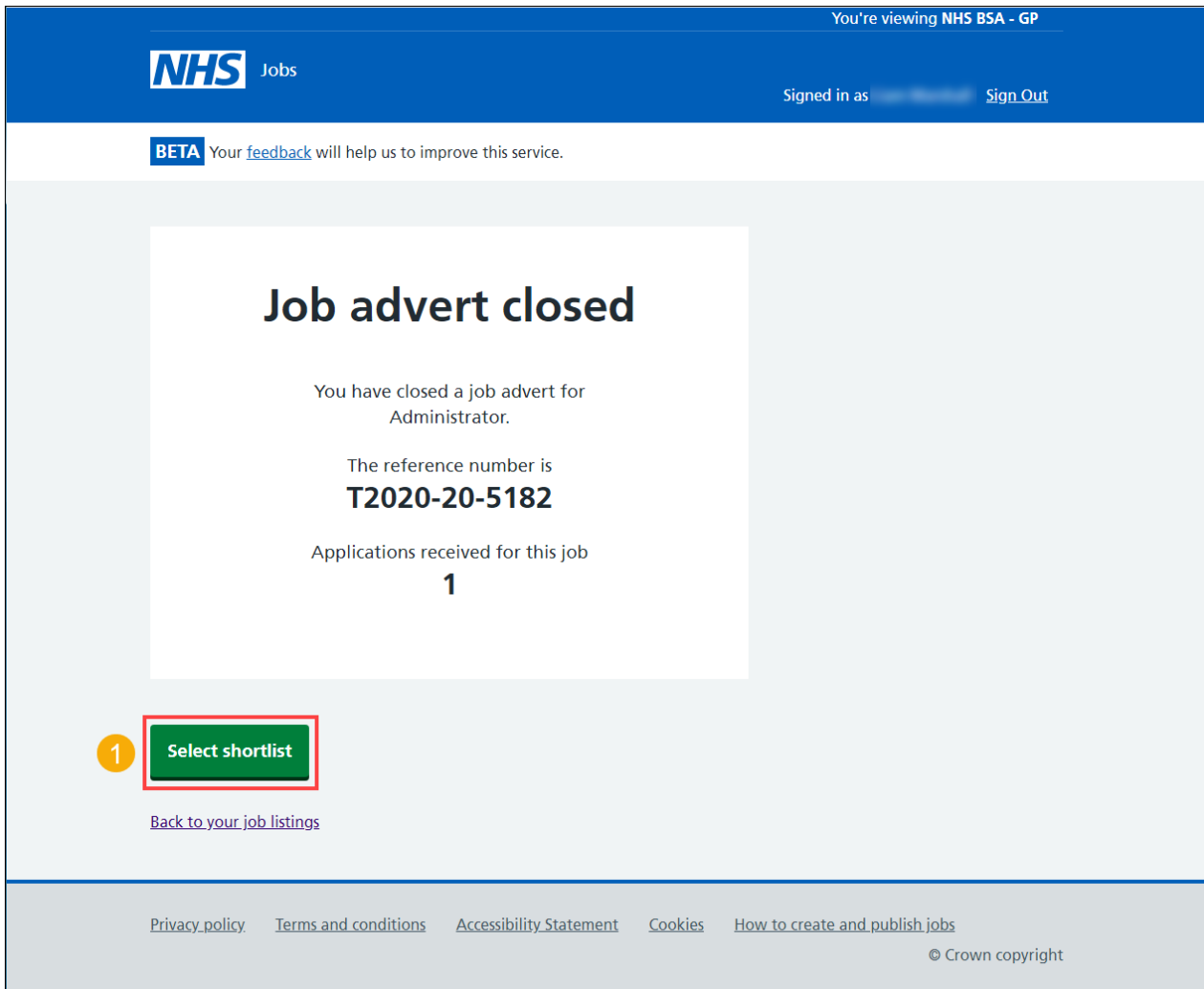
How to shortlist applicants in NHS Jobs

You can shortlist applicants once a vacancy is closed.

Select shortlist

This page provides instructions for how to select your shortlist.

1. Select the Select shortlist button



You're viewing NHS BSA - GP

NHS Jobs

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Job advert closed

You have closed a job advert for Administrator.

The reference number is
T2020-20-5182

Applications received for this job
1

1 [Select shortlist](#)

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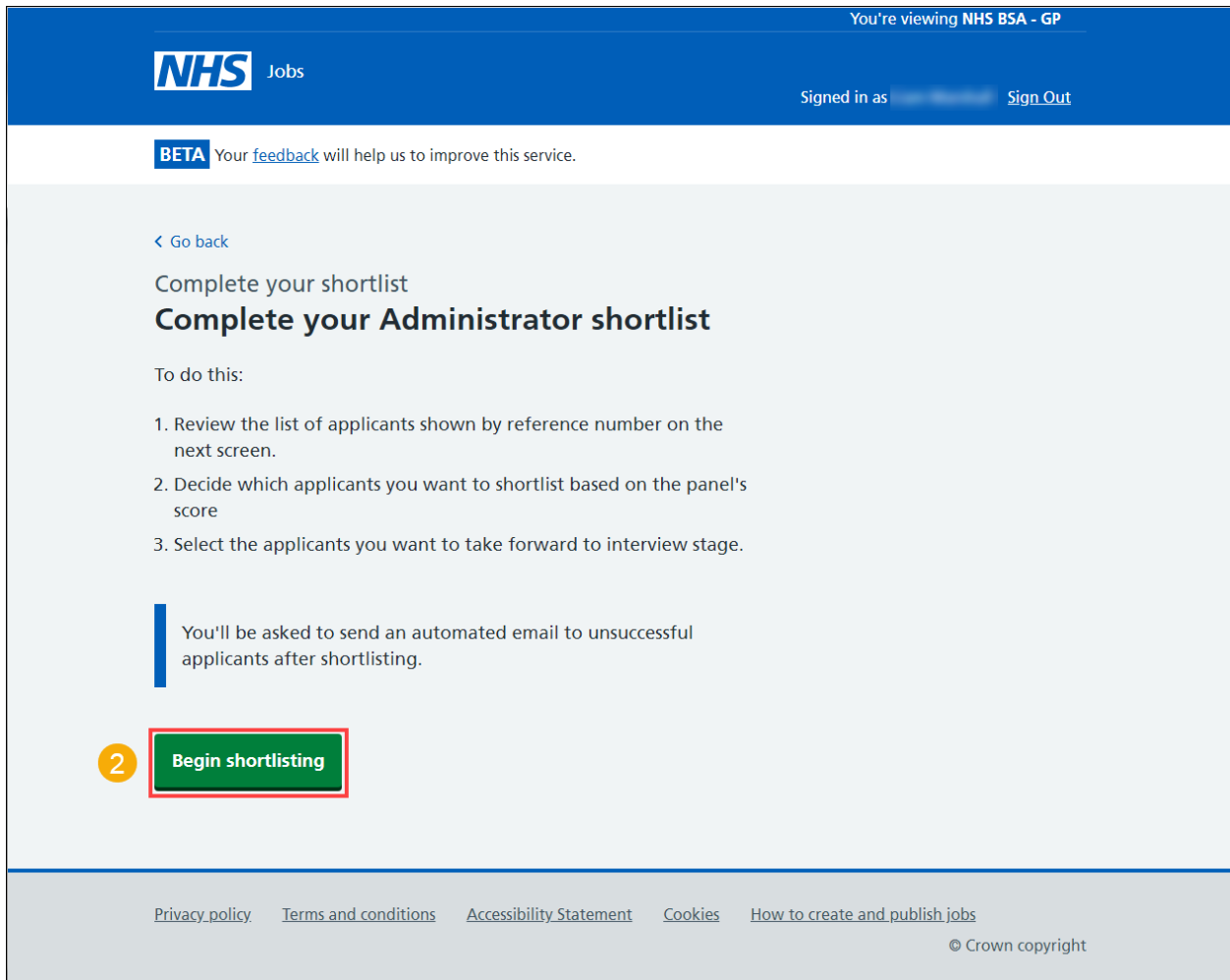
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Complete your shortlist

This page provides instructions for how to complete your shortlist.

2. Select the Begin shortlisting button.

Please note: read the guidance before you begin.



The screenshot shows the NHS Jobs interface. At the top right, it says 'You're viewing NHS BSA - GP'. The NHS Jobs logo is on the left. A 'Signed in as' dropdown menu is visible with a 'Sign Out' link. A blue banner at the top contains the text 'BETA Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Complete your shortlist' followed by 'Complete your Administrator shortlist'. Underneath, it says 'To do this:' followed by a three-step list: 1. Review the list of applicants shown by reference number on the next screen. 2. Decide which applicants you want to shortlist based on the panel's score. 3. Select the applicants you want to take forward to interview stage. A blue callout box states: 'You'll be asked to send an automated email to unsuccessful applicants after shortlisting.' A green button with a yellow circle containing the number '2' is labeled 'Begin shortlisting' and is highlighted with a red border. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Select the applicants you want to shortlist

This page provides instructions for how to select the applicants you want to shortlist by reviewing their scores.

3. Select the tick box for the applicants you want to shortlist.
4. Select the Take forward to interview button to confirm your selection.

Please note: make sure you have selected the correct applicants to shortlist.

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NHS Jobs

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[< Go back](#)

Complete your shortlist

Select the applicants you want to shortlist

Create your shortlist by selecting the applicants you want to invite to interview.

Selection	Applicant reference ID	Total score	Essential	Desirable
3 <input type="checkbox"/>	AR-200707-00006 AT RISK APPLICANT	4 out of 6	3 out of 3	1 out of 3

4 **Take forward to interview**

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Check your shortlist

This page provides instructions for how to check your shortlist before inviting them to interview.

5. Select the make changes to your shortlist link to change any shortlisted applicants.
6. Select the Application reference ID to view the applicants application information (Optional).
7. Select the Confirm invites for interview button.

5 You're viewing NHS BSA - GP

NHS Jobs Signed in as [redacted] Sign Out

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Complete your shortlist

Check your shortlist

You have shortlisted 1 applicants to invite to interview

Make sure you've selected the right applicants in your shortlist before you invite them to interview. You can [make changes to your shortlist](#) if you need to.

	5		
Applicant reference ID	Total score	Essential	Desirable
6 AR-200707-00006 AT RISK APPLICANT	4 out of 6	3 out of 3	1 out of 3

7 [Confirm invites for interview](#)

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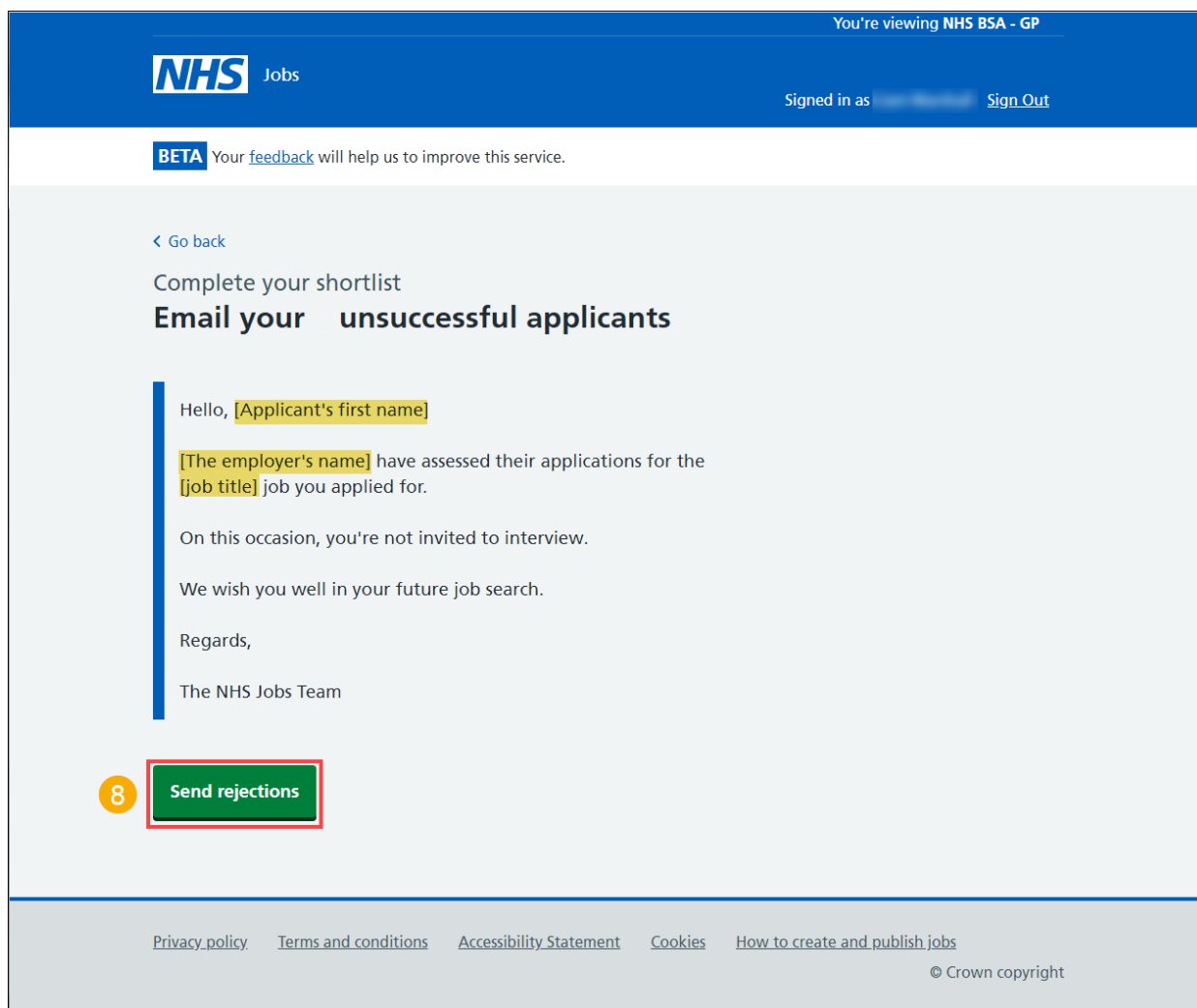
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Email your unsuccessful applicants

This page provides instructions for how to email any unsuccessful applicants that haven't been shortlisted.

Please note: the text highlighted is automatically added from the NHS Jobs service.

8. Select the Send rejections button.



The screenshot shows the NHS Jobs user interface. At the top, it says "You're viewing NHS BSA - GP". The NHS Jobs logo is in the top left. The user is signed in as [redacted] and can sign out. A BETA notice says "Your feedback will help us to improve this service." Below that is a "Go back" link. The main heading is "Complete your shortlist" followed by "Email your unsuccessful applicants". The email draft content is: "Hello, [Applicant's first name], [The employer's name] have assessed their applications for the [job title] job you applied for. On this occasion, you're not invited to interview. We wish you well in your future job search. Regards, The NHS Jobs Team". At the bottom left, a green button labeled "Send rejections" is highlighted with a red box and a yellow circle containing the number 8. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© Crown copyright".

You have reached the **end** of the steps for how to select your shortlist before invite to interview. Go to the **how to invite to interview in NHS Jobs user guide** for next steps.