

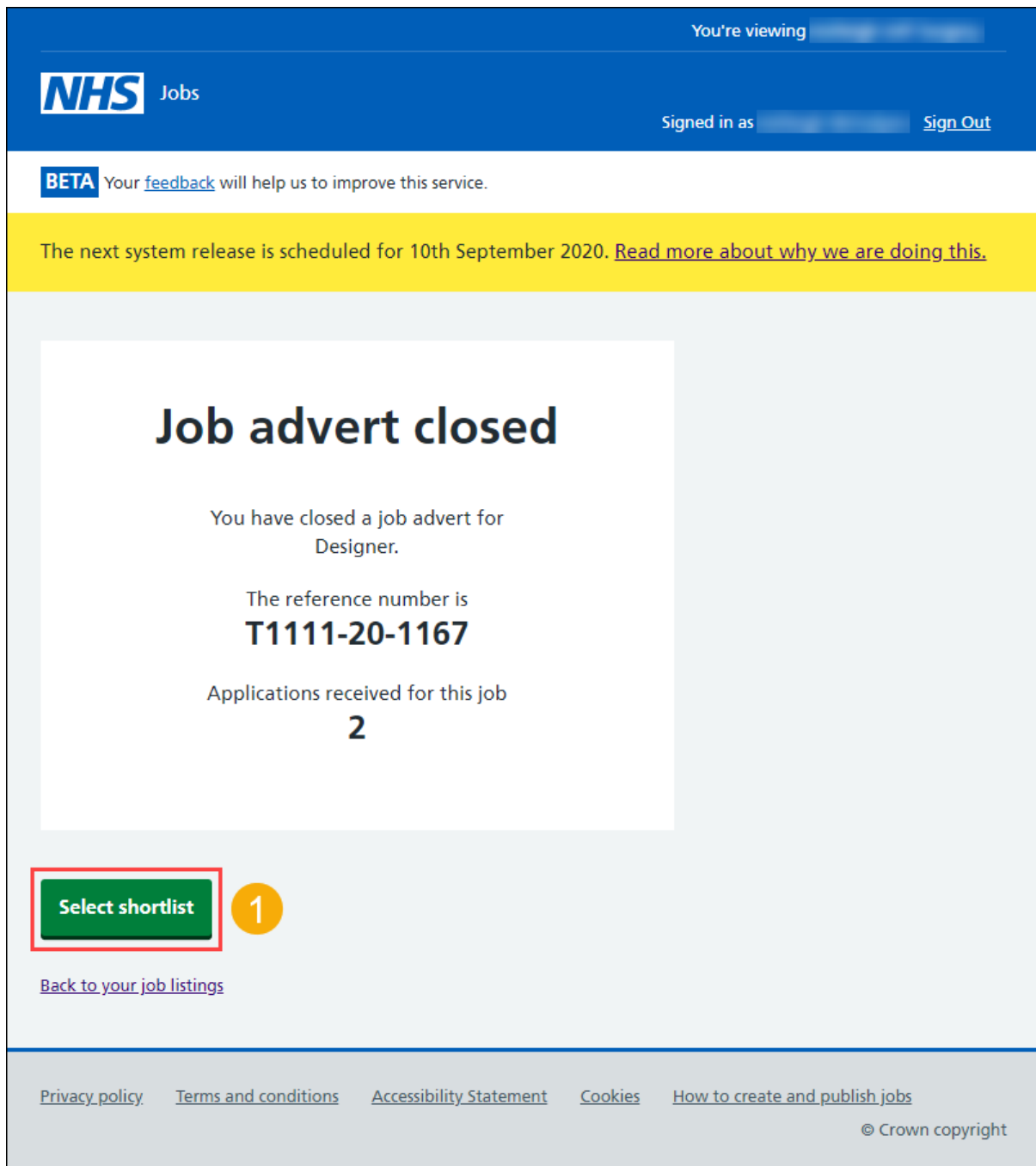
## How to shortlist applicants offline in NHS Jobs

This guide provides instructions for how to shortlist applicants' offline once a vacancy has closed.

### Shortlist offline

This page provides instructions for how to select your shortlist.

1. Select the Select shortlist button.



You're viewing [redacted]

**NHS** Jobs

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# Job advert closed

You have closed a job advert for Designer.

The reference number is  
**T1111-20-1167**

Applications received for this job  
**2**

**Select shortlist** 1

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## Score your shortlist

This page provides instructions for how to score your shortlist offline.

2. Select the tick boxes for the applications you would like to download and select the Download applications button.
3. Select the Select shortlist button when you have scored your applications.

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

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below that, a yellow banner states: 'The next system release is scheduled for 10th September 2020. [Read more about why we are doing this.](#)'

The main content area is titled 'Score the Designer applications now'. It includes the text: 'Your advert closed on 27th Aug 2020. There were 2 applications in total. To score the applications, download them and follow your offline process. You'll use their reference number to identify them. This is on the top right of their application form. You'll not have their personal details at this point.'

A callout box says: 'You'll come back into the NHS Jobs online service to choose your shortlist.'

The section 'Which applications do you want to download?' contains a table:

<a href="#">Select all</a>	Application reference ID
<input type="checkbox"/>	AR-200827-00002
<input type="checkbox"/>	AR-200827-00001

Below the table are two buttons: 'Download applications' (labeled with a yellow circle '2') and 'Select shortlist' (labeled with a yellow circle '3').

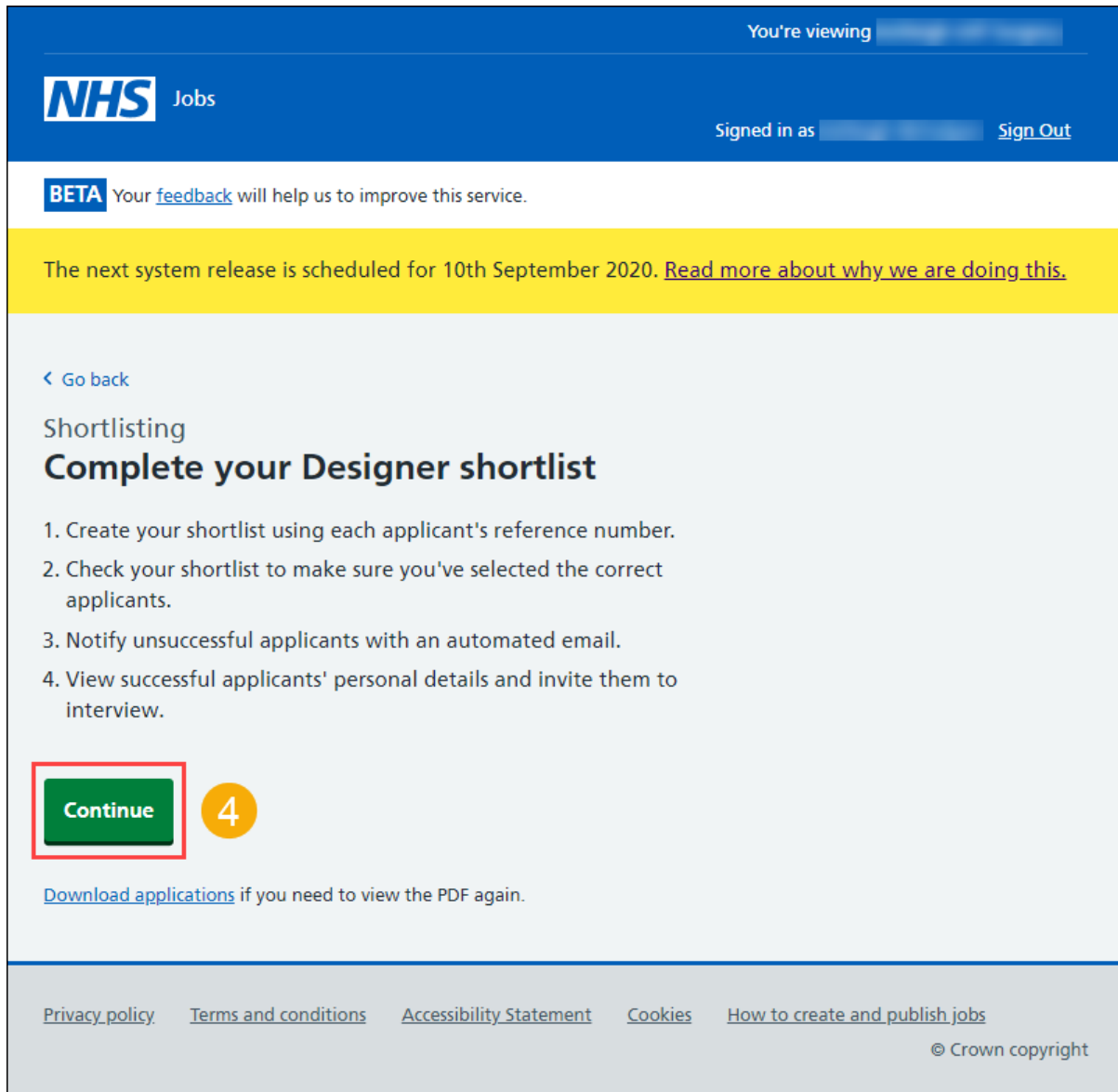
At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. A copyright notice '© Crown copyright' is also present.

## Complete your shortlist

This page provides instructions for how to complete your shortlist

4. Select the Continue button.

**Please note:** read the guidance before you begin.



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### Shortlisting

## Complete your Designer shortlist

1. Create your shortlist using each applicant's reference number.
2. Check your shortlist to make sure you've selected the correct applicants.
3. Notify unsuccessful applicants with an automated email.
4. View successful applicants' personal details and invite them to interview.

[Continue](#) 4

[Download applications](#) if you need to view the PDF again.

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## Shortlist your applicants

This page provides instructions for how to shortlist your applicants.

5. Select the tick boxes for the applicants you want to shortlist.
6. Select the Continue button.

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[< Go back](#)

Shortlisting

### Shortlist your applicants

Selection	Application reference
<input type="checkbox"/>	AR-200827-00002 ✓
<input type="checkbox"/>	AR-200827-00001

[Continue](#)

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## Check your shortlist

This page provides instructions for how to check your shortlist.

7. Select the change link to change any shortlisted applicants.

**Please note:** the shortlisted applicants can't be changed once you select Continue.

8. Select the Continue button.

You're viewing [redacted]

**NHS** Jobs

Signed in as [redacted] [Sign Out](#)

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### Shortlisting

## Check your shortlist

Make sure you have selected the right applicants for your shortlist.  
You can change an applicant if you selected the wrong one.

AR-200827-00002 [Change](#) 7

[Continue](#) 8

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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.

9. Select the Send button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS Jobs logo on the left and 'You're viewing' followed by a blurred text on the right. Below the header, there is a white bar with a blue 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with the text 'The next system release is scheduled for 10th September 2020. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link. Below that is the heading 'Shortlisting' and 'Email your 1 unsuccessful applicants'. The email content is displayed in a blue-bordered box: '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 of this box is a green 'Send' button with a white border, highlighted by a red box, and a yellow circle with the number '9' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

You have reached the **end** of the steps for how to select your shortlist before invite to interview.