

## How to shortlist applicant's user guide

This guide gives instructions for how to shortlist applicants in NHS Jobs.

The job advert must be closed before you can choose applicants for interview.

You must check you have chosen the correct applicants to shortlist as this cannot be changed.

You can choose to give unsuccessful applicants an email address for feedback.

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## Shortlist applicants

This page gives instructions for how to start your shortlisting of applicants.

1. Select 'Start shortlisting'.

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### Shortlist for interview

## Shortlist applicants for Training and Support Assistant

To do this:

1. Review the list of scored applicants on the next screen.
2. Select the applicants you want to invite to interview.

You'll be asked to send an automated email to unsuccessful applicants after shortlisting.

**1** [Start shortlisting](#)

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## Select the applicants you want to interview

This page gives instructions for how to select the applicants you want to interview.

1. Select 'View who was on the panel' (optional).
2. Select 'Applicant reference ID' to view the application details (optional).
3. Select a box for the applicants you want to interview.
4. Select 'Continue'.

If you choose steps 3 and 4, go to the '[Check who you've selected to interview](#)' page.

5. Select the 'choose not to shortlist any of these applicants' link (optional).

If you choose step 5, go to the '[Are you sure you do not want to shortlist any applicants?](#)' page.

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### Shortlist for interview

## Select the applicants you want to interview

1 [View who was on the panel](#)

- Lead - Liam Marshall

Selection	Applicant reference ID	Panel	Essential	Total score
3 <input type="checkbox"/>	2 <a href="#">AR-201207-00011</a>	Lead	2 out of 2	2 out of 2

4 [Continue](#)

5 You can [choose not to shortlist any of these applicants](#) if none of them are suitable for the job.

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## Are you sure you do not want to shortlist any applicants?

This page gives instructions for how to confirm you do not want to shortlist any applicants.

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select ‘Continue’.

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### Complete shortlisting

## Are you sure you do not want to shortlist any applicants?

If you choose to continue without shortlisting, you'll email your unsuccessful applicants. You can then reuse the information from this advert to create a new one.

1  Yes  No

2 [Continue](#)

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## Check who you've selected to interview

This page gives instructions for how to check who you have selected to interview.

Make sure you have selected the correct applicants to invite to interview.

1. Select 'Applicant reference ID' to view the application details (optional).
2. Select 'Confirm applicants for interview'.
3. Select 'Change your selection' (optional).

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### Shortlist for interview

## Check who you've selected to interview

Make sure you've selected the correct applicants to invite to interview.

You will not be able to make changes to this list after confirming it.

Applicant reference ID	Essential	Total score
<a href="#">1 AR-201207-00014</a>	2 out of 2	2 out of 2

- [2 Confirm applicants for interview](#)
- [3 Change your selection](#)

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## You've confirmed the applicants you want to interview

This page gives instructions for how to confirm the applicants you want to interview.

1. Select 'view the applicants you're going to invite to interview' (optional).
2. Select 'Invite shortlist to interview'.
3. Select 'Download applications' in PDF (optional).
4. Select 'Return to your job listings' (optional).

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as' followed by a blurred name and a 'Sign Out' link. Below the header is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area has a white box with the heading 'You've confirmed the applicants you want to interview for Training and Support Assistant'. Below this, it says 'The reference number is **T2020-20-3368**'.

Under the heading 'What happens next', it says 'You can:' followed by a list of actions:

- invite your shortlisted applicants to interview
- [view the applicants you're going to invite to interview](#) **1**
- download and view your shortlisted applications and print them if you need to

Below the list are three buttons: a green button labeled 'Invite shortlist to interview' with a '2' in a yellow circle, a dark grey button labeled 'Download applications' with a '3' in a yellow circle, and a purple link 'Return to your job listings' with a '4' in a yellow circle.

At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

You have reached the **end** of how to choose applicants you want to interview if there are no unsuccessful applicants.

Go to the 'How to invite to interview in NHS Jobs user guide'.

## Do you want to provide an email address for unsuccessful applicants to get feedback?

This page gives instructions for how to provide an email address for unsuccessful applicants to get feedback.

1. Select an answer:
  - [‘Yes’](#)
  - [‘No’](#)
2. Select ‘Save and continue’.

You're viewing [NHS BSA Training](#) [Change](#)

**NHS** Jobs Signed in as [\[redacted\]](#) [Sign Out](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

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Complete your shortlist

### Do you want to provide an email address for unsuccessful applicants to get feedback?

Unsuccessful applicants may want to contact you to get feedback about their application.

1  Yes  No

2 [Save and continue](#)

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## Give an email address for applicant feedback

This page gives instructions for how to enter an email address for applicant feedback.

1. Enter an email address.
2. Select 'Save and continue'.

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

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Complete your shortlist

### Give an email address for applicant feedback

This will be included in the email that will be sent to unsuccessful applicants.

1

2 [Save and continue](#)

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## Email your unsuccessful applicants

This page gives instructions for how to email any unsuccessful applicants that have not been shortlisted.

1. Select 'Send rejections'.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as' with a 'Sign Out' link. Below the header, there is a white banner with a blue 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with text about the NHS Jobs website being unavailable every Thursday from 7am to 8am for service updates, with a link to 'Read more about why we are doing this.' The main content area has a light blue background and contains a '< Go back' link, the heading 'Complete your shortlist', and a large heading 'Email your 1 unsuccessful applicants'. Below this is a vertical blue bar on the left side of a text block. The text block contains: '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,', and 'The NHS Jobs Team'. At the bottom of this text block is a green button with a yellow circle containing the number '1' and the text 'Send rejections'. The footer of the page is a light grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

## You've emailed your unsuccessful applicants

This page gives instructions for how to confirm you have emailed your unsuccessful applicants and what to do next.

1. Select 'Creat and publish a new listing' to readvertise this job (optional).
2. Select 'Return to your listings'.
3. Select 'Give feedback' to email about the service (optional).

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS BSA Training' with a 'Change' link. Below the header, there is a 'Signed in as' field and a 'Sign Out' link. A yellow banner below the header contains the text: 'BETA Your feedback will help us to improve this service.' Below the banner, a yellow box contains a notice: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this.' The main content area has a white box with the heading 'You've emailed your unsuccessful applicants for Training and Support Assistant' and the reference number 'T2020-20-5388'. Below this, there are three numbered steps: 1. 'What happens next' with a sub-step 'To readvertise this job, create and publish a new listing'. 2. 'Return to your job listings'. 3. 'How could we improve NHS Jobs service?' with a sub-step 'Give feedback about this service.' At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

You have reached the **end** of how to email unsuccessful applicants.

Go to the 'How to invite to interview in NHS Jobs user guide'.