

How to invite to interview user guide

This guide gives instructions for how to invite your shortlisted applicants to interview in NHS Jobs.

You can create your interview slots and send invites and choose if a presentation or test is needed.

There is the option to add an interview panel and you will be able to see applicant responses to check if they have selected or declined an interview.

You can manually assign a shortlisted applicant an interview slot if needed.

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Interview guidance

This page gives instructions for how to prepare for your shortlist to interview.

1. Select 'Continue'.

The screenshot shows the NHS Jobs 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' 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.' Below that is a yellow banner with the text 'The next system release is scheduled for 5th November 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 and the text 'Invite your shortlist to interview'. The main heading is 'Invite your shortlist to interview'. Below this is a list of four 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 this section is a green button with a white '1' in a yellow circle and the text 'Continue'. The footer is a grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

What type of interview is it?

This page gives instructions for how to confirm the type of interview.

1. Select an answer.
2. Select Save and continue'.

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, a white banner contains a 'BETA' label 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 light blue background. It starts with a '< Go back' link, followed by the heading 'Invite your shortlist to interview' and the question 'What type of interview is this?'. There are two radio button options: 'Panel interview' and 'Assessment centre'. The 'Panel interview' option is marked with a '1' in a yellow circle. Below these options is a green button labeled 'Save and continue' with a '2' in a yellow circle. A link 'Save and come back later' is positioned below the button. At the bottom of the page, a grey 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'.

Is the interview location the same as the job location?

This page gives instructions for how to confirm the interview location.

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

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

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

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The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

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Invite your shortlist to interview

Is the interview location the same as the job location?

Goldcrest Way
Newcastle Upon Tyne
NE15 8NY

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

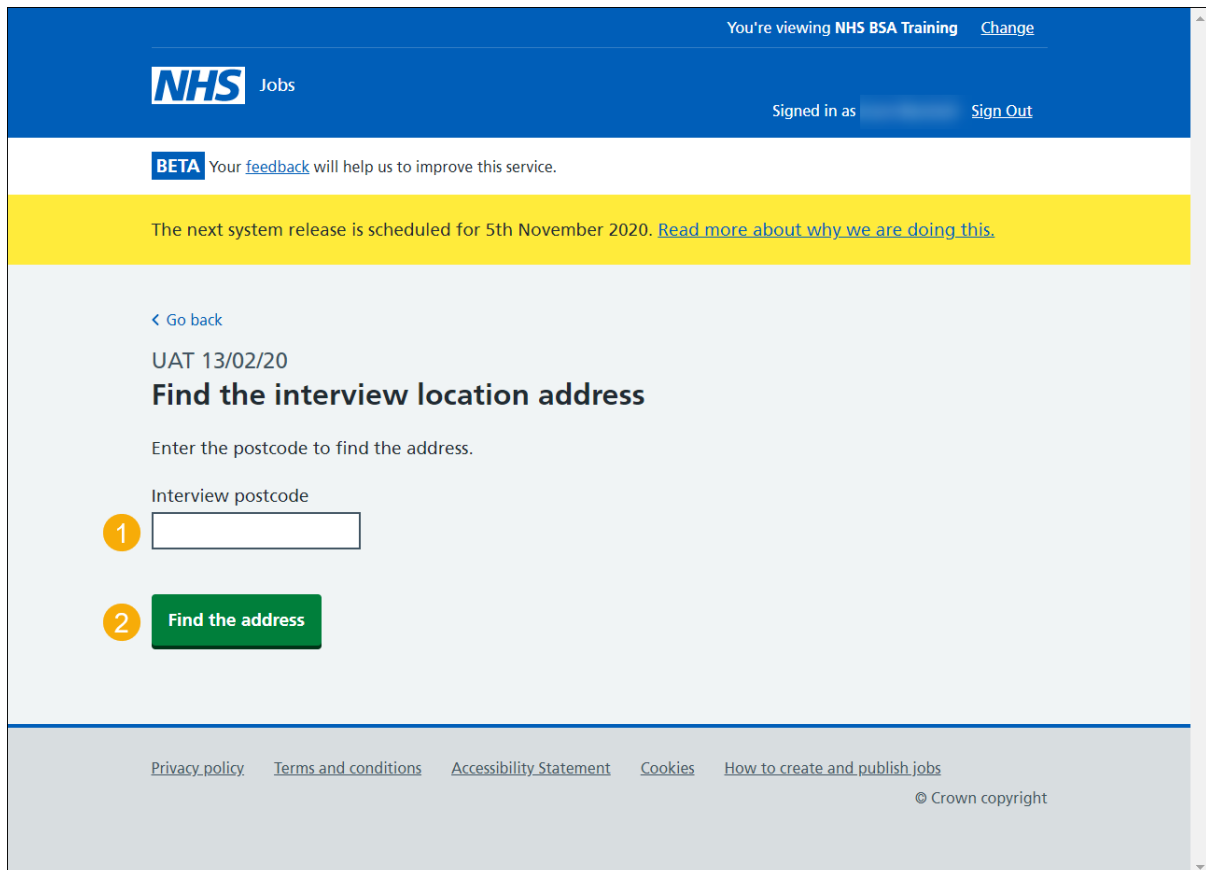
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Find the interview location address

This page gives instructions for how to find the interview location address by postcode.

1. Enter the postcode.
2. Select 'Find the address'.



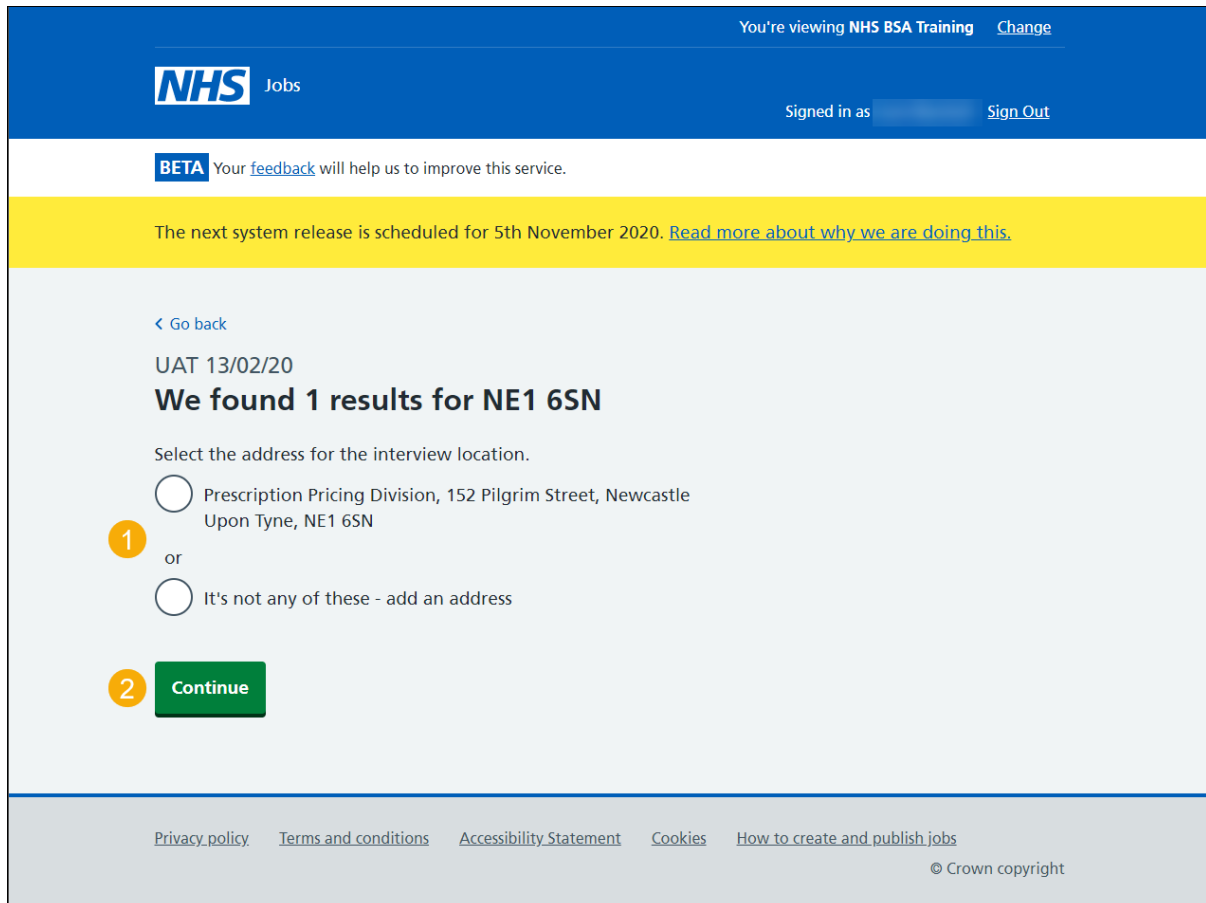
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Interview location postcode results

This page gives instructions for how to select the address for the interview location.

If the address is not found, you can create a new location.

1. Select an answer:
 - [‘Address found’](#)
 - [‘Address not found’](#)
2. Select ‘Continue’.



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as" with a "Sign Out" link is on the right. A "BETA" banner indicates that feedback will help improve the service. A yellow banner states that the next system release is scheduled for 5th November 2020, with a link to read more. The main content area shows a "Go back" link, the date "UAT 13/02/20", and the heading "We found 1 results for NE1 6SN". Below this, it asks to "Select the address for the interview location." and provides two radio button options: "1 Prescription Pricing Division, 152 Pilgrim Street, Newcastle Upon Tyne, NE1 6SN" and "or It's not any of these - add an address". A "2 Continue" button is located below the options. 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".

What's the interview location?

This page gives instructions for how to add a new address for the interview location.

The information needed is address line 1, town or city and postcode. The address line 2 and county is optional.

1. Enter the details.
2. Select 'Save and continue'.

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

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The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

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Invite your shortlist to interview

What's the interview location?

Address line 1

1

Address line 2 (optional)

1

Town or city

1

County (optional)

1

Postcode

1

2

[Save and come back later](#)

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Will interviewees need to do a presentation or test?

This page gives instructions for how to confirm if interviewees will need to do a presentation or test.

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

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

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Invite your shortlist to interview

Will interviewees need to do a presentation or a test?

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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What information about their interview can you tell them?

This page gives instructions for how to tell interviewees information they need to know.

1. Enter the details.
2. Select 'Save and continue'.

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

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

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Invite your shortlist to interview

What information about their interview can you tell them?

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.

1

2 [Save and continue](#)

[Save and come back later](#)

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

This page gives instructions for how to confirm or add the contact person for applicant questions about the interview.

1. Select an answer:
 - ['Organisation contact'](#)
 - ['Point of contact'](#)
 - ['None of the above'](#)
2. Select 'Save and continue'.

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

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

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Invite your shortlist to interview

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

Organisation contact

Point of contact on job advert

or

None of the above

2 [Save and continue](#)

[Save and come back later](#)

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What's the person's contact details?

This page gives instructions for how to create the contact person's details for applicant's questions about the interview.

1. Enter the details.
2. Select 'Save and continue'.

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The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)

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Invite your shortlist to interview

What's the person's contact details?

First name 1

Last name 1

Email address 1

Telephone number 1

2

[Save and come back later](#)

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What else might interviewees need to know?

This page gives instructions for how to tell interviewees other information they might need to know.

1. Enter the details (optional).
2. Select 'Save and continue'.

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Invite your shortlist to interview

What else might interviewees need to know?

For example, logistic information such as parking availability, public transport, who to report to, or which floor the office is located on.

1

2 [Save and continue](#)

[Save and come back later](#)

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Do you want your interviewees to be able to ask for a different date and time for their interview slot?

This page gives instructions for how to allow interviewees to ask for a different interview date and time.

1. Select an answer.
2. Select 'Save and continue'.

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NHS Jobs Signed in as [\[User\]](#) [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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Invite your shortlist to interview

Do you want your interviewees to be able to ask for a different date and time for their interview slot?

1 Yes, include the option in their invite to interview

No

2 [Save and continue](#)

[Save and come back later](#)

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Create your interview dates and times

This page gives instructions for how to create your interview dates and times.

You must create the same number of interview slots, or more, for the shortlisted applicants to choose a slot.

You can also create an interview slot which multiple shortlisted applicants to attend.

1. Select 'Add a date and time'.

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' followed by a blurred name and 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.' A yellow banner below that 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 light blue background. It starts with a '< Go back' link, followed by the heading 'Invite your shortlist to interview' and the main title 'Create your interview dates and times'. Below this, there are two paragraphs of text explaining that users can create individual slots or full days for assessments, and that they have 1 interviewee. A message states 'You have not added any dates and times yet.' There are three buttons: a grey button with a yellow circle containing the number '1' and the text 'Add a date and time', a green button with the text 'Save and continue', and a blue link 'Save and come back later'. 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', along with the text '© Crown copyright'.

What's the date and time?

This page gives instructions for how to add the interview dates and times for applicants to choose an interview slot.

You can choose to create interview slots that overlap but must not be at the same date and time.

1. Enter the details.
2. Select 'Continue'.

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

NHS Jobs Signed in as [\[Name\]](#) [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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Invite your shortlist to interview

Add your interview dates and times

Set your interview slots to fit the type of interview you need to create.

For example, you can choose separate dates and times for each, or you could allow more than 1 interviewee to choose one, if it's an assessment.

1 You have 1 interviewees

Interview date
For example, 27 9 2019

Day Month Year

1

Start time
Enter your time in 24 hour format. For example, 09:30 or 14:00.

Hour Minute

1

Finish time
Enter your time in 24 hour format. For example, 09:30 or 14:00.

Hour Minute

1

Number of interviewees
Enter the number of interviewees who can sign up for this slot

1

2 [Continue](#)

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Interview dates and times you've created

This page gives instructions for how to view and add more interview dates and times.

1. Select the 'Edit' or 'Delete' (optional).
2. Select 'Add a date and time' (optional).
3. Select 'Save and continue'.

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NHS Jobs Signed in as [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.](#)

[< Go back](#)

Invite your shortlist to interview

Interview dates and times you've created

You can create individual slots for your interviews, or create full days if it's an assessment.

You've got 1 interviewees. You can also create more interview slots than your number of interviewees if you want to offer them more choice.

Date	Time	Interviewees	What you can do
30 November 2020	09:00 to 10:00	1	edit or delete 1

2 [Add a date and time](#)

3 [Save and continue](#)

[Save and come back later](#)

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Choose the interview lead

This page gives instructions for how to choose the interview lead.

You will be asked if the interview lead is the same person as the shortlisting lead.

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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Invite your shortlist to interview

Will [\[redacted\]](#) be the interview lead?

They were the shortlisting lead for this listing.

1 Yes No

2 [Save and continue](#)

[Save and come back later](#)

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Select who you want as the lead interviewer

This page gives instructions for how to choose the interview lead.

1. Select an answer.
2. Select this link if the person is not shown (optional).
3. Select 'Save and continue'.

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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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Select who you want as the lead interviewer

1 [\[redacted\]](#)
Training and Support Manager

[\[redacted\]](#)
Training and Support Manager

2 [▼ My interviewer is not in the list](#)
To get someone added to the list you need to contact a super user for your organisation.

3 [Save and continue](#)

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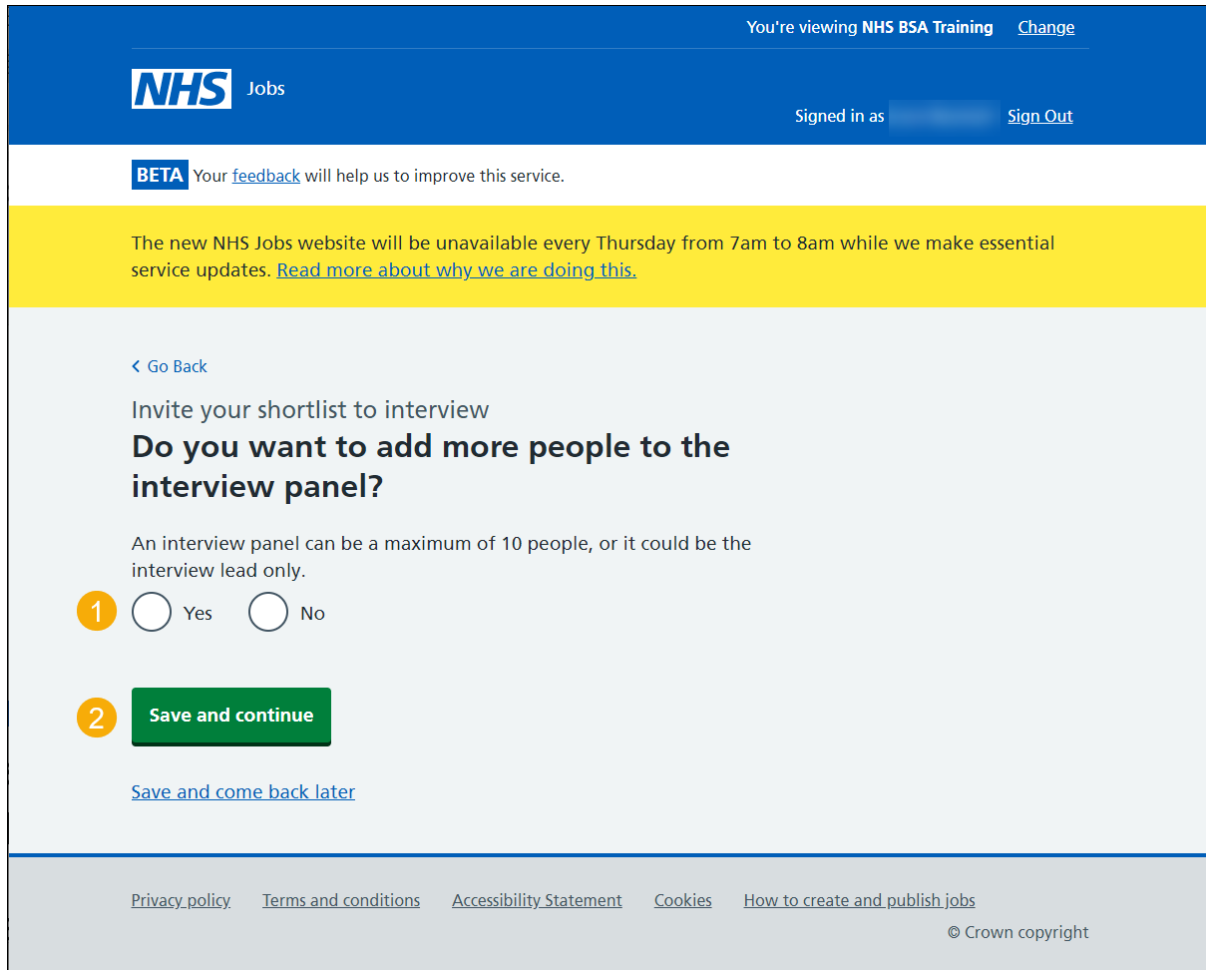
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Do you want to add more people to the interview panel?

This page gives instructions for how to confirm if you want to add more people to the interview panel.

You can add up to a maximum of 10 people.

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



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, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as [redacted]' 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.' 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 light blue background and contains a '< Go Back' link, the heading 'Invite your shortlist to interview', and the question 'Do you want to add more people to the interview panel?'. Below the question, it says 'An interview panel can be a maximum of 10 people, or it could be the interview lead only.' There are two radio button options: '1 Yes' and '2 No'. A green button labeled '2 Save and continue' is highlighted. Below the button is a link: 'Save and come back later'. 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', followed by '© Crown copyright'.

Select who you want on the interview panel

This page gives instructions for how to select who you want on the interview panel.

If there was a shortlist panel, you will be asked if it's the same panel.

1. Select an answer(s).
2. Select this link if the people are not shown (optional).
3. Select 'Save and continue'.

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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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Invite your shortlist to interview

Select who you want on the interview panel

The interview lead is Liam MA (Training and Support Manager)

Select up to 10 additional people.

1
Training and Support Manager

2 [▼ My interviewer is not in the list](#)

To get someone added to the list you need to contact a super user for your organisation.

3 [Save and continue](#)

[Save and come back later](#)

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Check your interview details

This page gives instructions for how to check, change and send interview invites to shortlisted applicants.

1. Select a 'Change' link (optional).
2. Select 'Send interview invites'.

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.](#)

[Go back](#)

Invite your shortlist to interview

Check your interview details

Interview type	Panel interview	Change 1
Interview location	Goldcrest Way Newcastle Upon Tyne NE158NY	Change 1
Contact	[redacted]@nhs.net	Change 1
Information	For example, logistic information such as parking availability, public transport, who to report to, or which floor the office is located on.	Change 1
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.	Change 1

Interview dates and times

[Change](#) 1

Date	Time	Interviewee limit
30 November 2020	09:00 to 10:00	1

Alternative dates and times: You have selected YES to allow candidates to request an alternative date and time for an interview. [Change](#) 1

Interview panel

Interview lead	Liam MA Training and Support Manager	Change 1
Additional people on the interview panel?	Yes	Change 1
Additional interviewers	[redacted] Training and Support Manager	Change 1

You'll send interview invites to your shortlist. They'll choose a date and time from your list. You'll be able to see who selected which interview slot as well as those who did not select one.

2 [Send interview invites](#)

[Save and come back later](#)

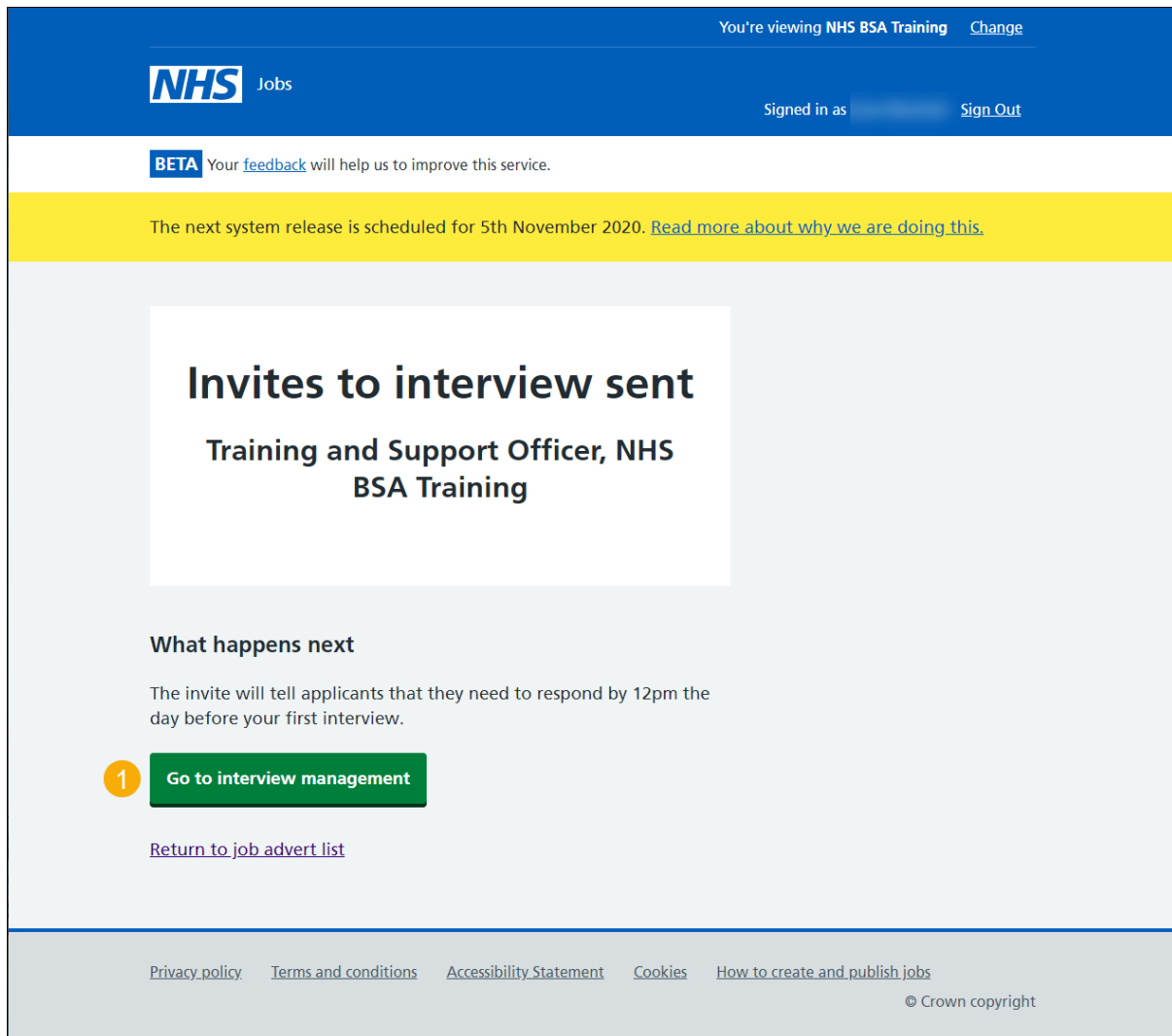
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Invites to interview sent

This page gives instructions for how to your invites to interviews have been sent.

1. Select 'Go to interview management'.



The screenshot shows the NHS Jobs portal 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' 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.' Below that is a yellow banner with the text 'The next system release is scheduled for 5th November 2020. [Read more about why we are doing this.](#)'

The main content area has a light blue background. In the center, there is a white box containing the title 'Invites to interview sent' and the role 'Training and Support Officer, NHS BSA Training'. Below this box, the section 'What happens next' is followed by the text 'The invite will tell applicants that they need to respond by 12pm the day before your first interview.' A green button with a white '1' in a yellow circle and the text 'Go to interview management' is prominently displayed. Below the button is a link 'Return to job advert list'.

At the bottom of the page, 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'.

See who's selected an invite

This page gives instructions for how to check who's selected an invite.

If you are a 'Super user' or 'Recruitment administrator', you can change the shortlisting lead, download an individual or all applications, assign an interview slot or view the application details.

In this example, there applicant has not selected an interview.

1. Select the 'Change' link (optional).
2. Select the link to download an individuals application (optional).
3. Select the link to download all application (optional).
4. Select the link to assign an interviewee a slot (optional).
5. Select the link to view the application details (optional).

The screenshot shows the NHS Jobs website interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as' with a 'Sign Out' link is on the right. A yellow banner below the header states: '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.' The main content area has a 'Go back' link and the job title 'Training and Support Officer job'. The main heading is 'See who's selected an interview'. Below this, there's a paragraph: 'After the interviews take place the interview lead will need to add feedback for each interviewee. The job can then be offered to the successful applicants.' The 'Interview lead' section shows 'Liam MA' with a 'Change' link (1). The 'Interview panel' section shows 'Liam Marshall'. The 'Interview slots' section shows '30 November 2020 from 09:00 to 10:00' and 'Interviewee limit 1, with 1 slots remaining'. Below that, it says 'No one has signed up to this slot yet.' The 'Who's not selected an interview' section shows a list of applicants. The first applicant is 'AR-201124-00009', 'Liam MA', with an email address ending in '@gmail.com'. There are two numbered callouts: 4 next to the link 'Assign an interviewee to a slot' and 5 next to the link 'View application'. On the right side, under 'Actions', there are two links: 'Download individual Training and Support Officer applications' (2) and 'Download all Training and Support Officer applications' (3). At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer says '© Crown copyright'.

Who do you want to manually assign to a slot?

This page gives instructions for how to manually assign an interview to a slot.

1. Select an applicant.
2. Select 'Continue'.

Or

3. Select the 'Cancel' link (optional).

The screenshot shows the NHS Jobs website interface. At the top right, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left. On the right, it says "Signed in as" followed by a blurred name and a "Sign Out" link. Below the header is a blue bar with "BETA" 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 "Go Back" link, the job title "Training and Support Officer job", and the heading "Who do you want to manually assign to a slot?". Below this, there are three numbered options: 1. A radio button next to "Liam MA". 2. A green "Continue" button. 3. A blue "Cancel" link. 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".

Select a date and time for the interview

This page gives instructions for how to select a date and time for the interview.

1. Select an interview.
2. Select this link to add a new interview (optional).
3. Select 'Continue'.

Or

4. Select the 'Cancel' link (optional).

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

NHS Jobs

Signed in as [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.](#)

[< Go Back](#)

Training and Support Officer job

Select a date and time for Liam's interview

1 30 November 2020 from 09:00 to 10:00
Interviewee limit 1, with 1 slots remaining

2 You can [add a new date and time](#) if needed.

3 [Continue](#)

4 [Cancel](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

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Confirm the date and time

This page gives instructions for how to confirm the date and time for the interview.

1. Select a 'Change' link (optional).
2. Select 'Confirm and send'.

Or

3. Select the 'Cancel' link (optional).

The screenshot shows the NHS Jobs website interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as' with a 'Sign Out' link is on the right. A blue banner with 'BETA' and a feedback link is present. A yellow banner contains a notice about website unavailability on Thursdays. The main content area is titled 'Training and Support Officer job' and 'Confirm the date and time'. It features a table with two rows: 'Interviewee' (Liam MA) and 'Interview slot' (30 November 2020 from 09:00 to 10:00). Each row has a 'Change' link with a circled '1' next to it. Below the table, there is a green 'Confirm and send' button with a circled '2' and a 'Cancel' link with a circled '3'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

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

NHS Jobs Signed in as [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.](#)

[< Go Back](#)

Training and Support Officer job

Confirm the date and time

Interviewee	Liam MA	Change 1
Interview slot	30 November 2020 from 09:00 to 10:00	Change 1

2 **Confirm and send**

3 [Cancel](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

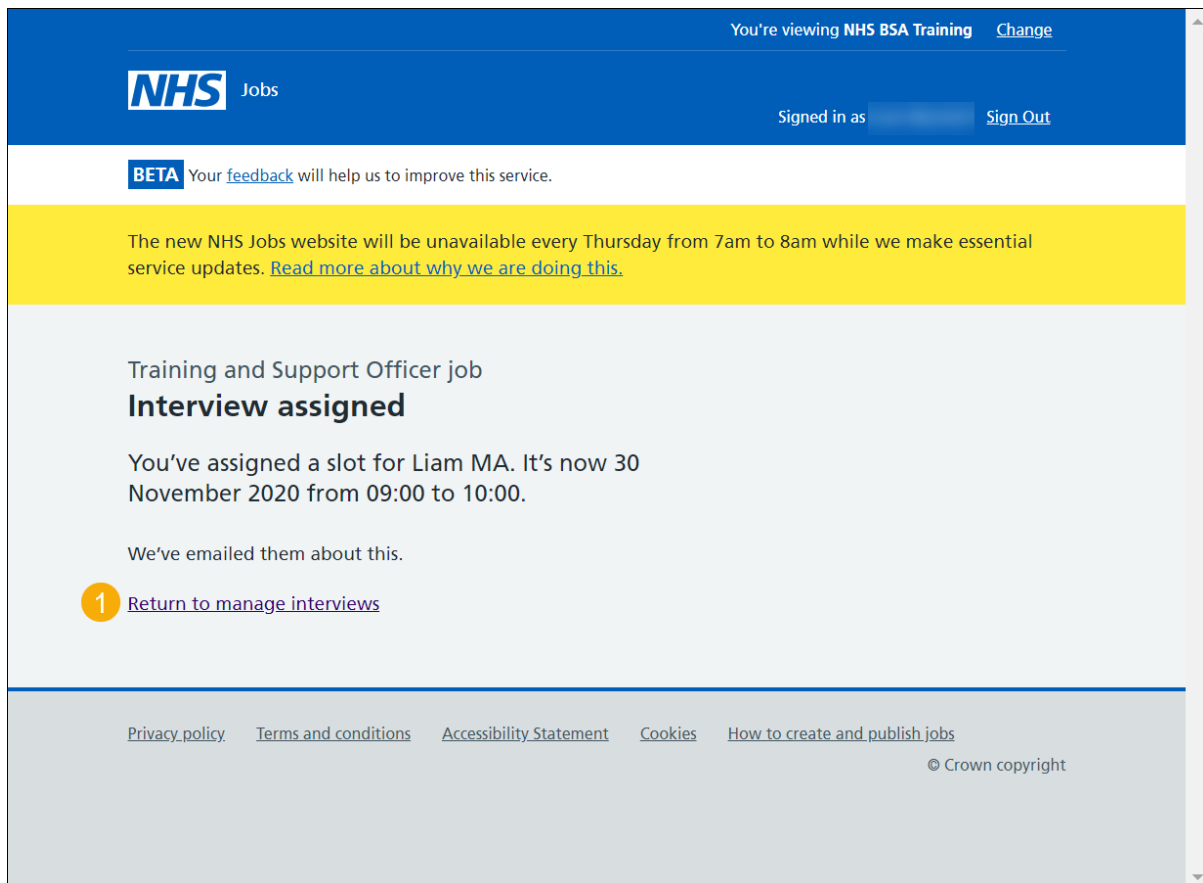
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Interview assigned

This page gives instructions for how to confirm you have assigned an interview.

The interviewee will receive an email with their interview date and time.

1. Select the 'Return to manage interviews' link.



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 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that 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 is light grey and features the job title 'Training and Support Officer job' followed by the heading 'Interview assigned'. Below this, it states: 'You've assigned a slot for Liam MA. It's now 30 November 2020 from 09:00 to 10:00.' and 'We've emailed them about this.' A yellow circle with the number '1' is next to the link 'Return to manage interviews'. The footer is a dark grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

See who's selected an interview

This page gives instructions for how to check the details of the interviewees who have selected an interview.

1. Select the 'Rearrange an interview' link (optional).

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

NHS Jobs Signed in as [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.](#)

[< Go back](#)

Training and Support Officer job

See who's selected an interview

After the interviews take place the interview lead will need to add feedback for each interviewee. The job can then be offered to the successful applicants.

Interview slots

1 [Rearrange an interview](#)

All interviewees have responded to their invitations.

30 November 2020 from 09:00 to 10:00

Interviewee limit 1, with 0 slots remaining

Applicants assigned	What you need to do
AR-201124-00009 Liam MA applemarsh10@gmail.com View application	

Interview lead

Liam MA
[Change](#)

Interview panel

Liam Marshall

Actions

- [Download individual Training and Support Officer applications](#)
- [Download all Training and Support Officer applications](#)

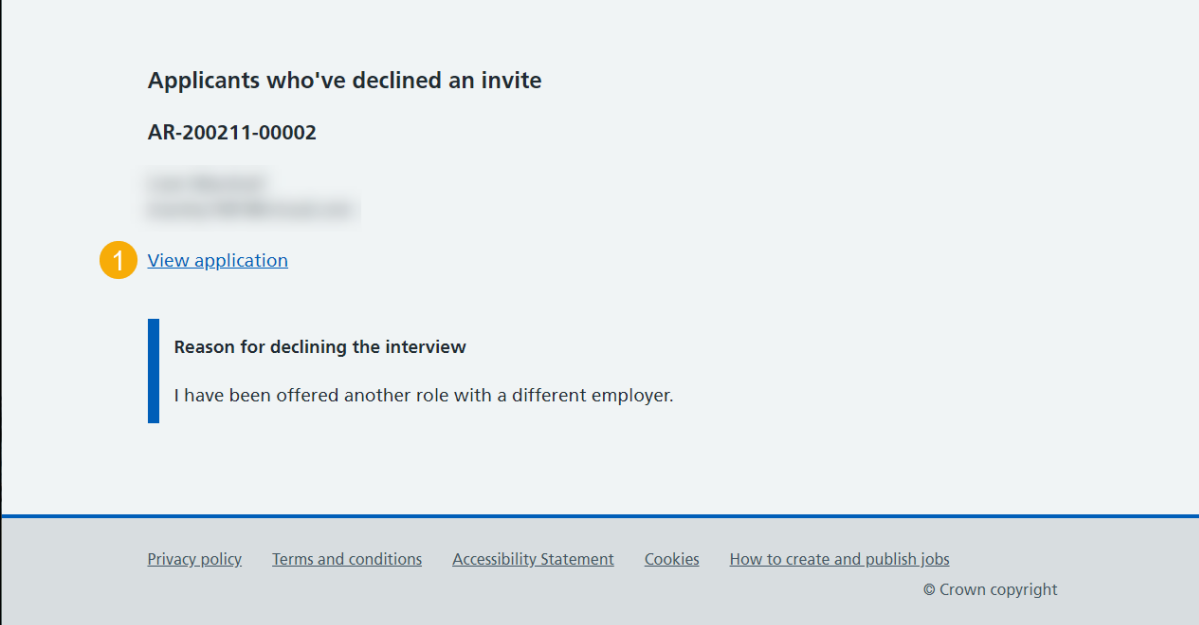
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Applicants who've declined an invite

This page gives instructions for how to check the details of the applicants who have declined an interview and their reason why.

1. Select the 'View application' link (optional).



Applicants who've declined an invite

AR-200211-00002

[Blurred Name]

1 [View application](#)

Reason for declining the interview

I have been offered another role with a different employer.

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You have reached the **end** of how to invite to interview in NHS Jobs user guide.