

How to respond to an interview in NHS Jobs user guide

This guide gives you instructions for how to respond to an interview in the NHS Jobs service.

If you're invited to an interview, you can respond by selecting an interview date and time. You must respond by 12pm on the date shown. The sooner you respond, the more choice you'll have.

If none of the interviews are suitable, you can request a different date and time but only if the employer has allowed this.

If you decline an interview, you'll add your reason why, which is sent to the employer.

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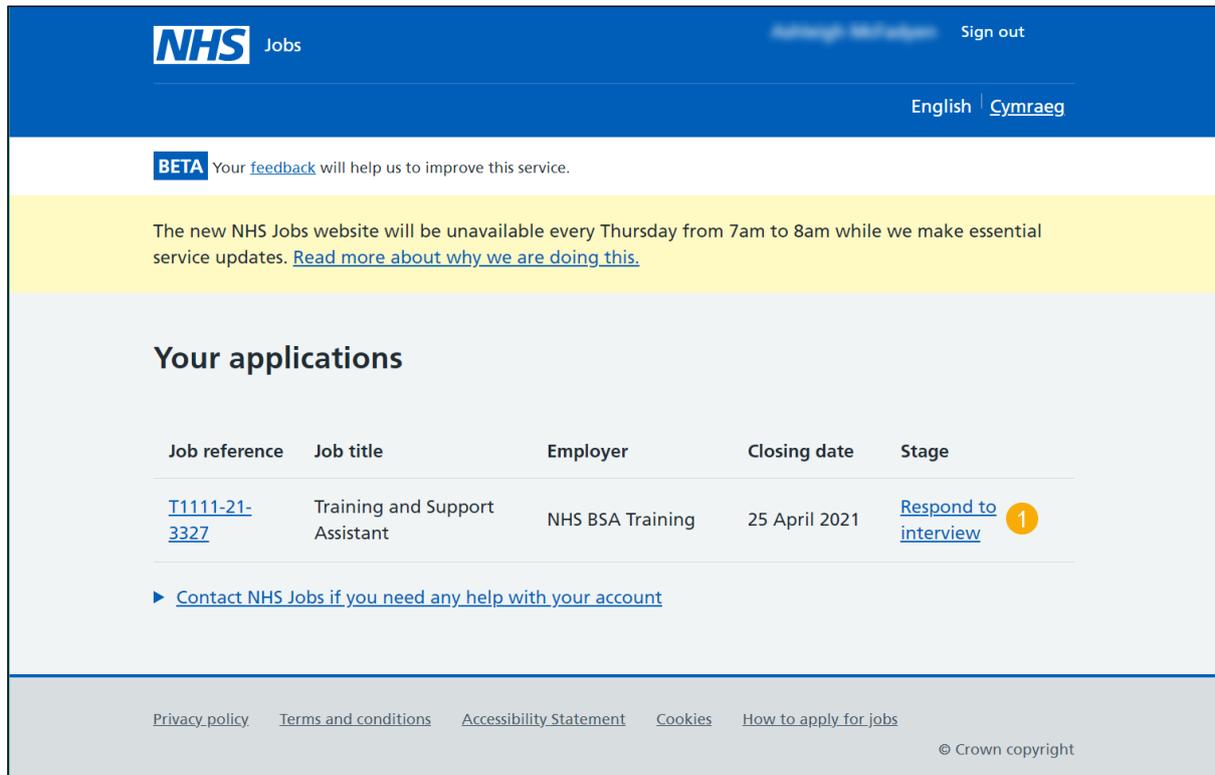
[Check your answers for a declined interview](#)

[You've declined your interview confirmation](#)

Respond to your interview

This page gives you instructions for how to respond to your interview.

1. Select the 'Respond to interview' link.



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 left, and 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A 'BETA' notice states: 'Your feedback will help us to improve this service.' A yellow banner below that reads: '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.](#)'

Your applications

Job reference	Job title	Employer	Closing date	Stage
T1111-21-3327	Training and Support Assistant	NHS BSA Training	25 April 2021	Respond to interview 1

▶ [Contact NHS Jobs if you need any help with your account](#)

At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. The footer text reads '© Crown copyright'.

Read information about your interview before choosing a date and time

This page gives you instructions for how to read the information about your interview before choosing a date and time.

Important: You must respond by 12pm on the date shown. The sooner you respond, the more choice you'll have.

Read the information on the page and complete the following step:

1. Select the 'Choose a date and time' button.

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 left, and 'Sign out' on the right. Below the header, there is a white bar with 'English' and 'Cymraeg' language options. A yellow banner below that contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a light blue box contains a message: '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. Below that is the heading 'Invite to interview' followed by the main title 'Read information about your interview before choosing a date and time'. Underneath is the section 'What the employer wants you to know' with the text: 'For example, logistic information such as parking availability, public transport, who to report to, or which floor the office is located on.' This is followed by the section 'Location of the interview' with the address: 'Goldcrest Way, Newcastle Upon Tyne, NE15 8NY'.

A blue vertical bar highlights a key instruction: 'You need to choose a date and time for your interview by 12pm on 19 April 2021. The sooner you respond, the more choice you'll have in choosing one that's best for you.' Below this instruction is a green button with a yellow circle containing the number '1' and the text 'Choose a date and time'.

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 apply for jobs'. On the right side of the footer, it says '© Crown copyright'.

Choose a date and time for your job interview

This page gives you instructions for how to choose a date and time for your interview.

To respond to your interview, complete the following steps:

1. Select an answer:
 - [‘Date and time’](#)
 - [‘I want to attend, but can’t make any of the dates and times provided’](#)
 - [‘Decline the interview’](#)
2. Select the ‘Continue’ button.

NHS Jobs Sign out

English | [Cymraeg](#)

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 to interview

Choose a date and time for your Training and Support Assistant job interview

If you want an interview but these dates and times are not possible, contact the employer to see if you can arrange another. Email [\[redacted\]](#)

Select one from the list

Choose a date and time for your Training and Support Assistant job interview

20 April 2021
10:30 to 11:15

or

1 I want to attend, but can't make any of the dates or times provided

Decline the interview

2

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

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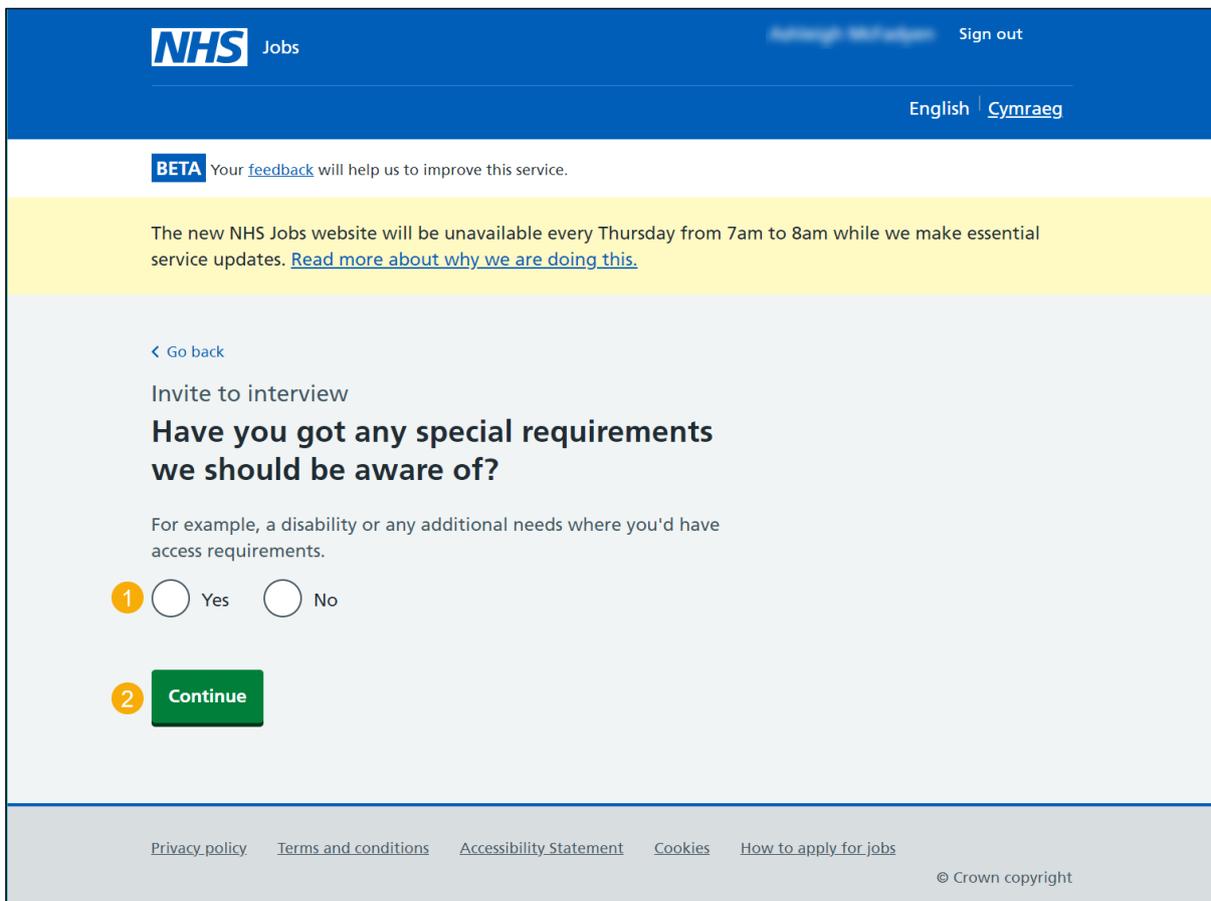
Have you got any special requirements we should be aware of?

This page gives you instructions for how to confirm if you've got any special requirements for your interview.

Important: This page is only shown if you've selected an interview date and time.

To confirm if you've got any special requirements, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - [No](#)
2. Select the 'Continue' button.



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 left, and 'Sign out' on the right. Below the header, there is a language selector for 'English' and 'Cymraeg'. A yellow banner below the header contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a light blue box contains the text: '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 white and contains a 'Go back' link, the title 'Invite to interview', and the question 'Have you got any special requirements we should be aware of?'. Below the question, there is a tip: 'For example, a disability or any additional needs where you'd have access requirements.' There are two radio button options: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons is a green 'Continue' button with a '2' in a yellow circle next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice: '© Crown copyright'.

Tip: For example, a disability or any additional needs where you'd have access requirements.

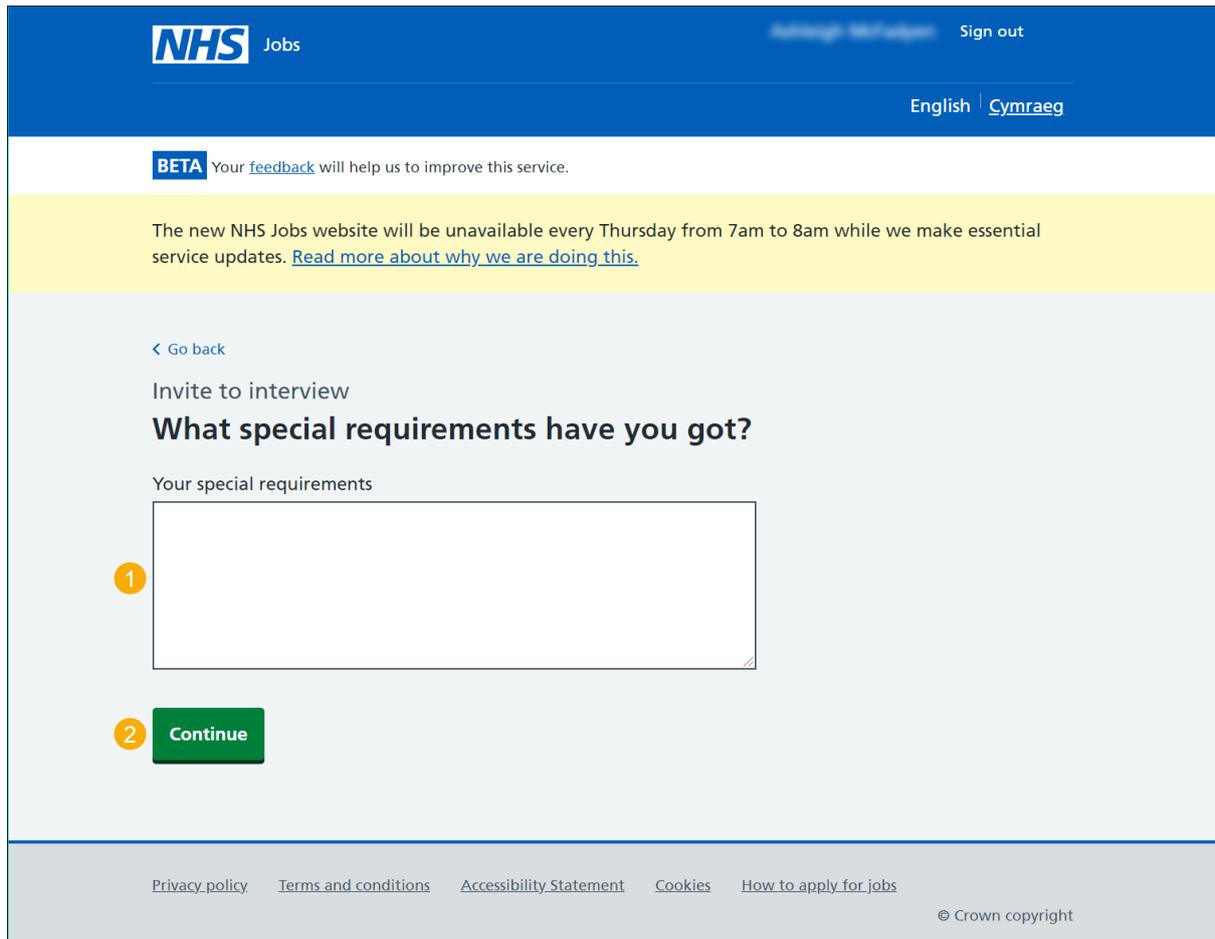
What special requirements have you got?

This page gives you instructions for how to add your special requirements for your interview.

Important: This page is only shown if you've got special requirements.

To add your special requirements, complete the following steps:

1. In the '**Blank**' box, enter your details.
2. Select the 'Continue' button.



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Check your answers for your confirmed interview

This page gives you instructions for how to check your answers before confirming your interview.

Important: Once you've sent your response, you can't change your answers.

To change, confirm and send your response, complete the following steps:

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

NHS Jobs Sign out

English | [Cymraeg](#)

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 to interview

Check your answers

Interview date and time	20 April 2021 10:30 - 11:15	Change
Special requirements	I need an ergonomic chair.	Change

2 [Confirm and send](#)

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

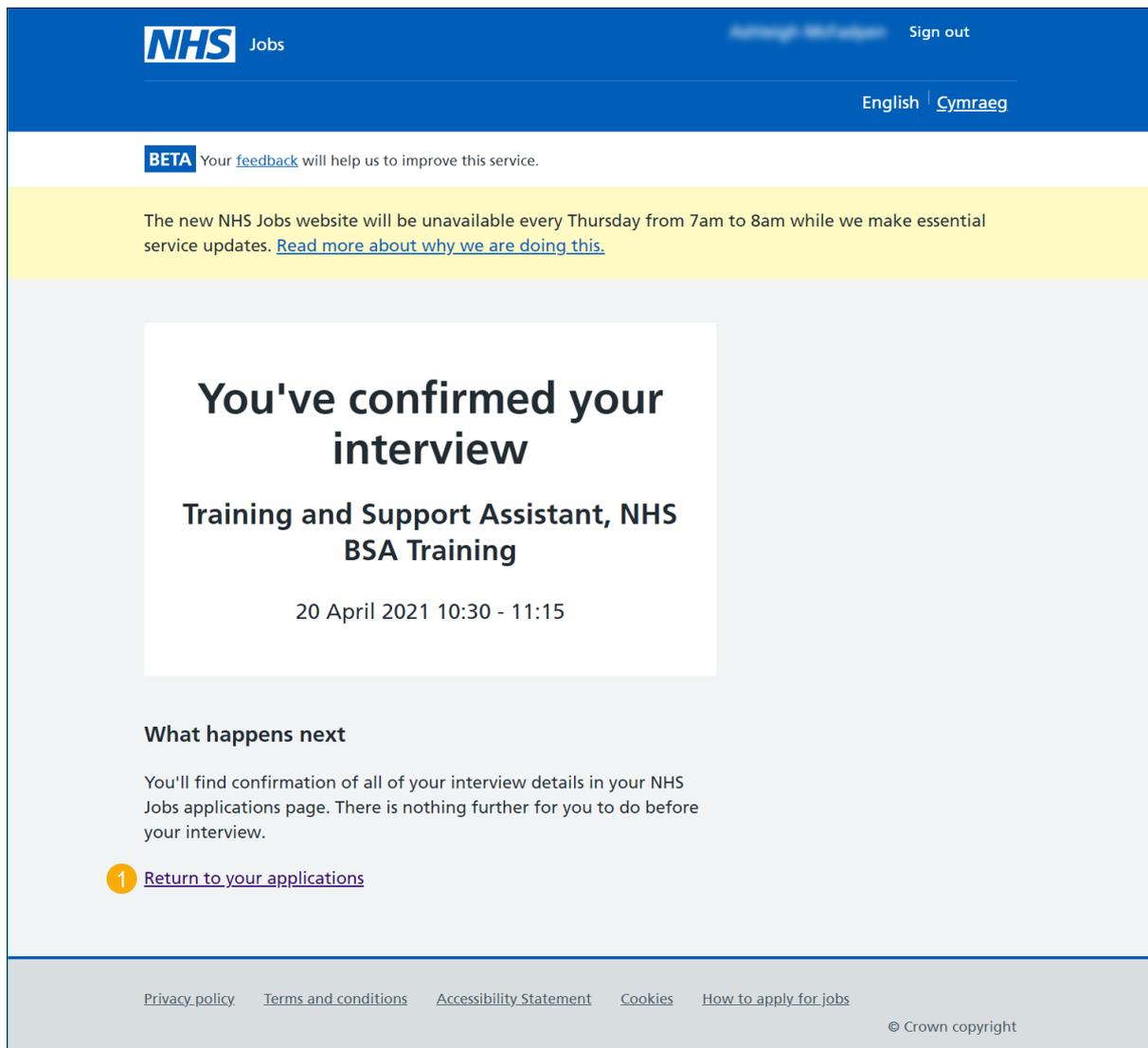
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You've confirmed your interview

This page shows you've confirmed your interview.

To return to your job applications, complete the following step:

1. Select the 'Return to your applications' link.



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 left, and 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' Below this is a yellow banner with a message about the new NHS Jobs website being unavailable every Thursday from 7am to 8am. The main content area is light blue and contains a white box with the following text: 'You've confirmed your interview', 'Training and Support Assistant, NHS BSA Training', and '20 April 2021 10:30 - 11:15'. Below this box, there is a section titled 'What happens next' with the text: 'You'll find confirmation of all of your interview details in your NHS Jobs applications page. There is nothing further for you to do before your interview.' Below this text is a numbered list item '1 Return to your applications' with a link. 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 apply for jobs', and a copyright notice '© Crown copyright'.

Tip: You'll find confirmation of your interview details in your NHS Jobs application page.

You've reached the end of this user guide as you've selected an interview.

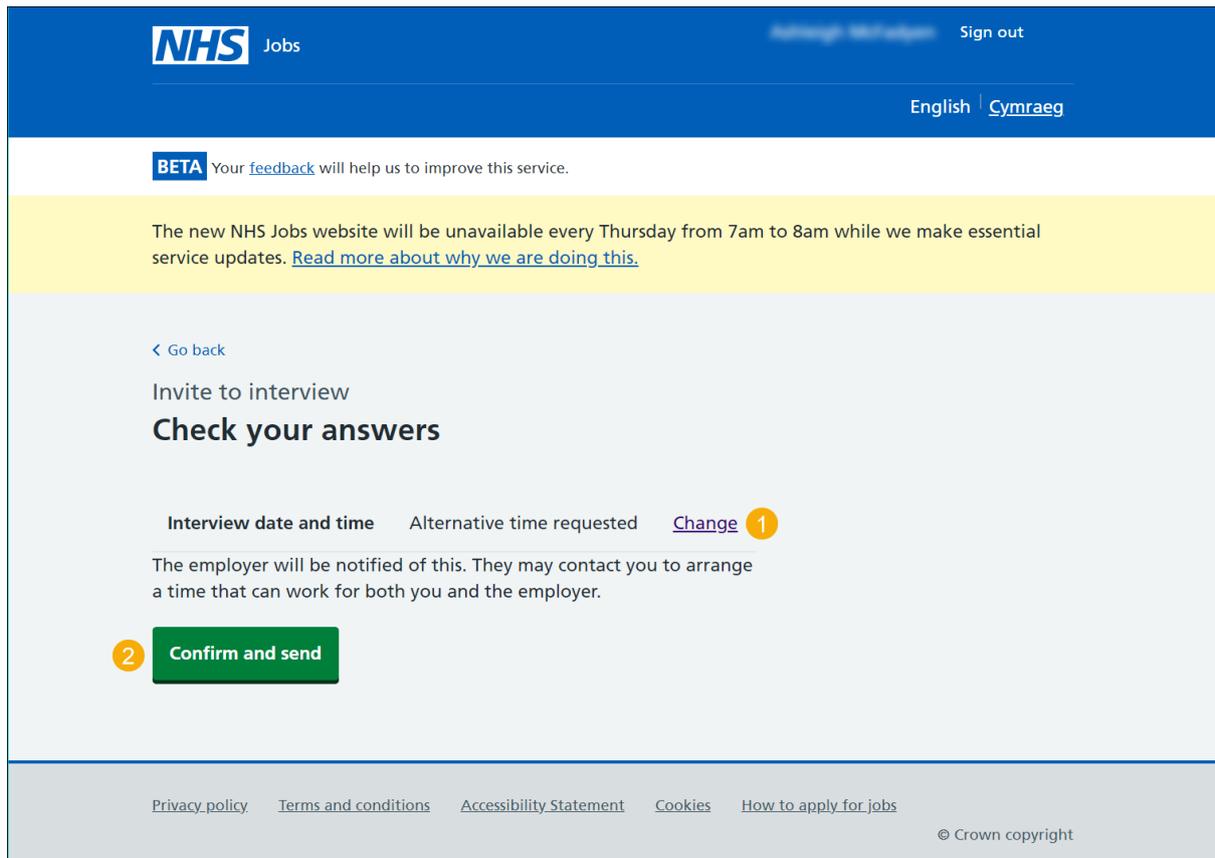
Check your answers for an alternative interview

This page gives you instructions for how to check your answers before requesting an alternative interview.

Important: Check your response before you send it. Once it's sent, the employer will be notified, and you may be contacted to arrange a new interview.

To change, confirm and send your response, complete the following steps:

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



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 left, and 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a white box with a yellow background contains a message: '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 includes a 'Go back' link, the text 'Invite to interview', and the heading 'Check your answers'. Below the heading, there are two fields: 'Interview date and time' and 'Alternative time requested'. The 'Alternative time requested' field has a 'Change' link with a yellow circle containing the number '1'. Below these fields, there is a paragraph: 'The employer will be notified of this. They may contact you to arrange a time that can work for both you and the employer.' At the bottom of this section, there is a green button with a yellow circle containing the number '2' and the text 'Confirm and send'. The footer of the page is grey and contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

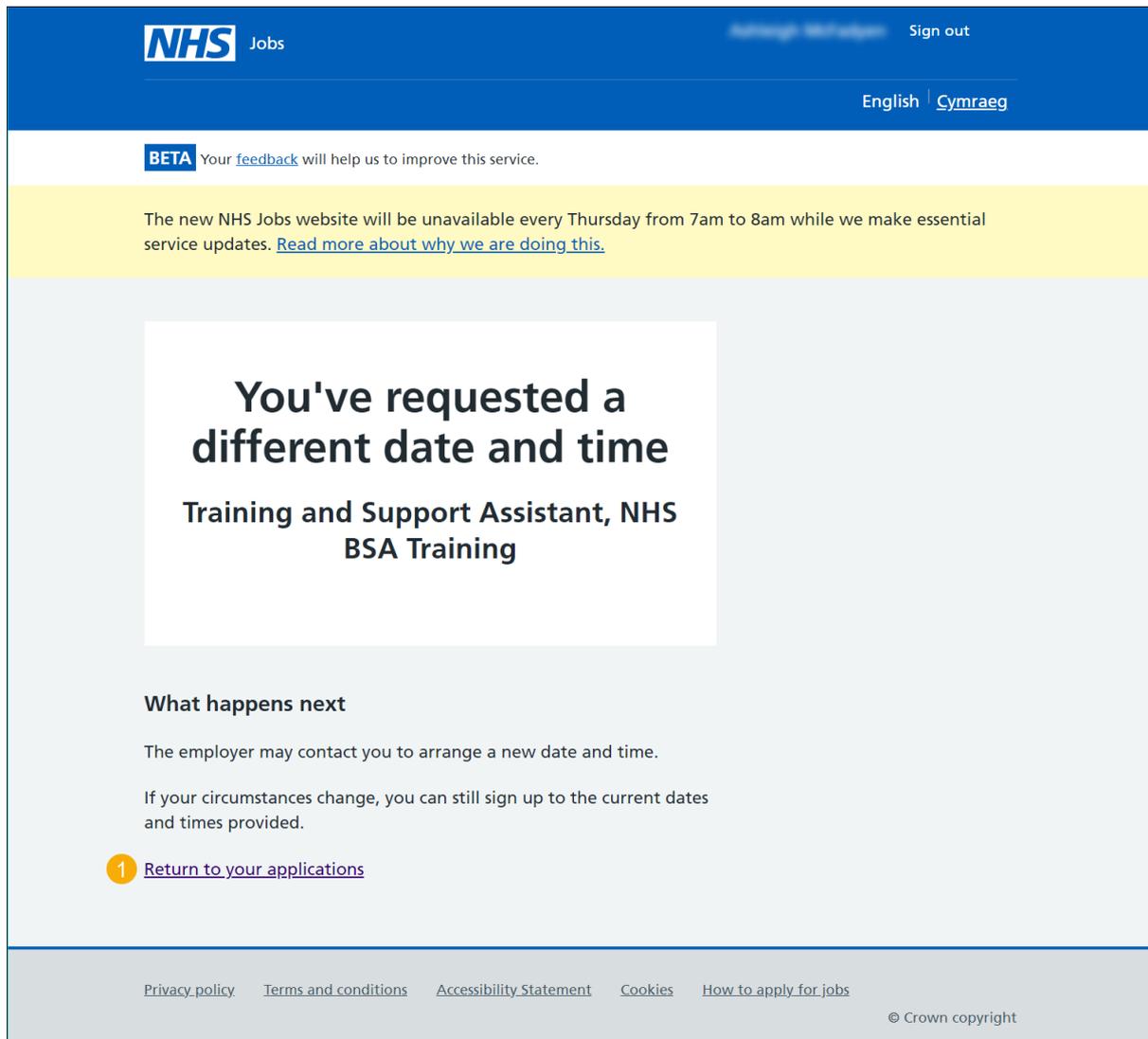
You've requested a different date and time

This page shows you've requested a different date and time.

Important: You'll need to [select](#) or [decline](#) an interview once the employer has responded.

To return to your job applications, complete the following step:

1. Select the 'Return to your job applications' link.



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 left, and 'Sign out' on the right. Below the header, there is a navigation bar with 'English' and 'Cymraeg' options. A yellow banner below the navigation bar contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a light blue box contains the main message: 'You've requested a different date and time' followed by 'Training and Support Assistant, NHS BSA Training'. Underneath this, a section titled 'What happens next' explains that the employer may contact the user to arrange a new date and time, and that if circumstances change, the user can still sign up to the current dates and times provided. A numbered list item '1 Return to your applications' is shown with a yellow circle containing the number 1. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Tip: The employer may contact you to arrange a new date and time. If your circumstances change, you can still sign up to the current dates and times provided.

Why have you declined the interview?

This page gives you instructions for how to confirm why you've declined the interview.

To add your reason for declining the interview, complete the following steps:

1. In the **Blank** box, enter the details.
2. Select the 'Continue' button.

NHS Jobs Sign out

English | [Cymraeg](#)

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 to interview

Why have you declined the interview?

For example, you are not interested in the job anymore.

1

2 [Continue](#)

[Privacy policy](#) | [Terms and conditions](#) | [Accessibility Statement](#) | [Cookies](#) | [How to apply for jobs](#)

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Check your answers for a declined interview

This page gives you instructions for how to check your answers before declining your interview.

Important: Check your response before you send it. Once sent, the employer will be notified.

To change and confirm and send your response, complete the following steps:

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

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 left, and 'Sign out' on the right. Below the header, there are language options for 'English' and 'Cymraeg'. A yellow banner contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below this, a light blue banner 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 breadcrumb trail: '< Go back' followed by 'Invite to interview' and 'Check your answers'. Below this, it says 'You've chosen to decline the interview'. There is a table with one row:

Reason	For example, you are not interested in the job anymore.	Change 1
--------	---	--------------------------

Below the table is a green button labeled 'Confirm and send' with a '2' in a yellow circle to its left.

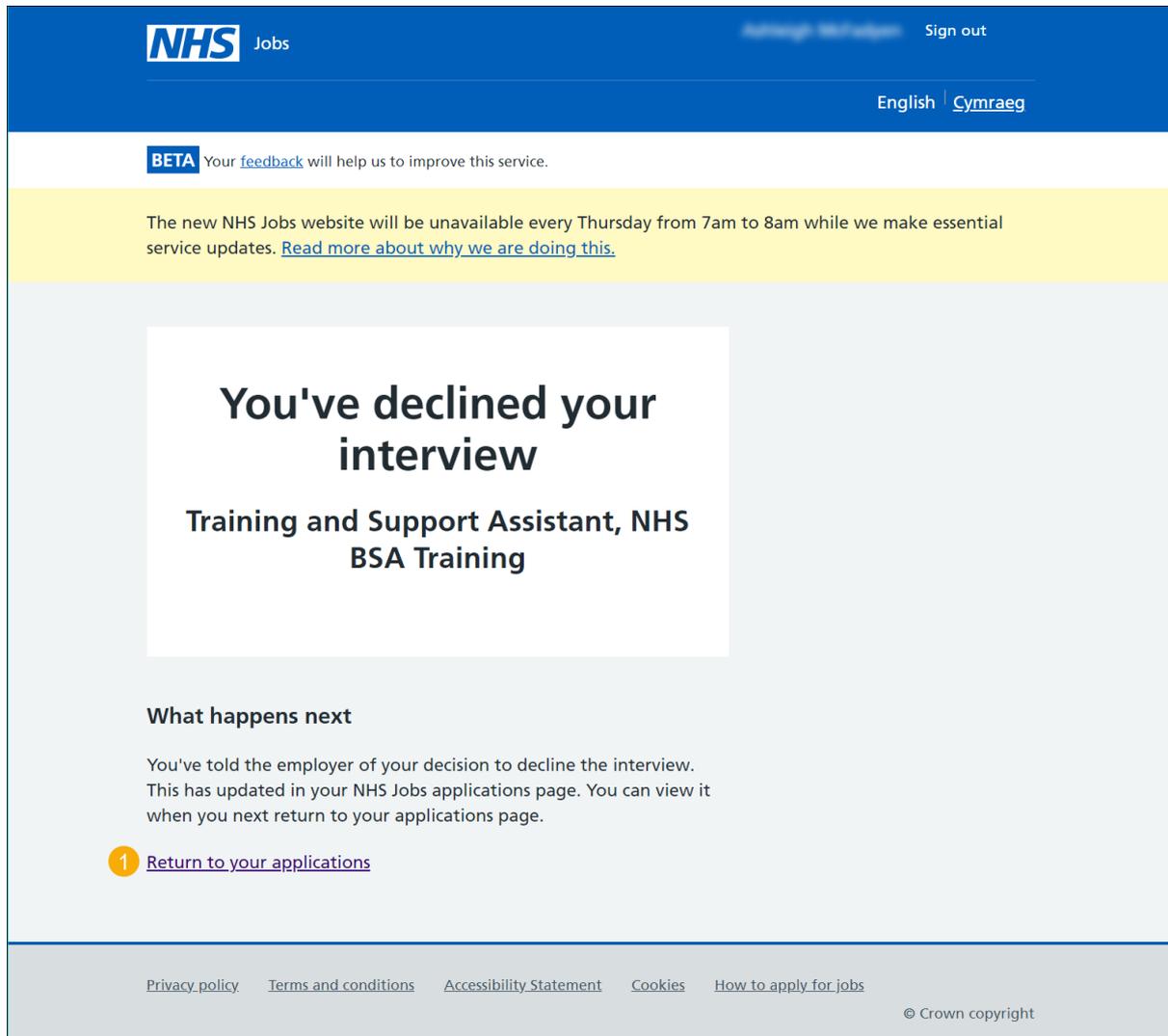
At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs'. On the right side of the footer, it says '© Crown copyright'.

You've declined your interview confirmation

This page shows confirmation you've declined your interview.

To return to your job listings, complete the following step:

1. Select the 'Return to your applications' link.



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 left, and 'Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge 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. In the center, a white box contains the text: 'You've declined your interview' in large bold font, followed by 'Training and Support Assistant, NHS BSA Training' in a smaller bold font. Below this, a section titled 'What happens next' explains: 'You've told the employer of your decision to decline the interview. This has updated in your NHS Jobs applications page. You can view it when you next return to your applications page.' A numbered step '1' is followed by the link '[Return to your applications](#)'. At the bottom, a grey footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the copyright notice '© Crown copyright'.

Tip: You've told the employer of your decision to decline the interview. This has updated in your NHS Jobs application page. You can view it when you next return to your application page.

You've reached the end of this user guide as you've declined an interview.