

## How to manage your interview responses in NHS Jobs user guide

This guide gives you instructions for how to manage your interview responses in the NHS Jobs service.

Once you've invited applicants to interview, you can view who's accepted, declined, or not responded to a slot.

You can manage interviews by:

- rearranging an interview
- manually assign an interview
- lock the interview schedule early
- changing the interview lead

Only the 'Interview lead' can move the job listing from the interview to job offer recruitment stage.

The interview lead must be a:

- 'Super user'
- 'Recruitment administrator'

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## Interviews


This page gives you instructions for how to access a job listing at interviews.

**Important:** You must have a listing at interview to invite your shortlist to interview. In this example, there's 1 listing at interviews.

To access a listing at interviews, complete the following step:

1. Select the '[Interviews](#)' link.

You're viewing  [Change](#)

 **Jobs**

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NHS Business Services Authority

**Dashboard**

Tasks by stage

Listings by user

Showing tasks for  

All users

[Draft](#)

10 - on track 8, overdue 2

[Approvals](#)

0

[Published](#)

8

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3

1

[Interviews](#)

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**What you can do**

Create a job listing

Search for a listing

Search for an applicant

**Manage the account**

[Manage users](#)

[At risk applicants](#)

[Accredited logos](#)

[Key performance indicators \(KPIs\)](#)

[Supporting documents](#)

[Contract templates](#)

[Offer letter templates](#)

[Approval settings](#)

[Departments](#)

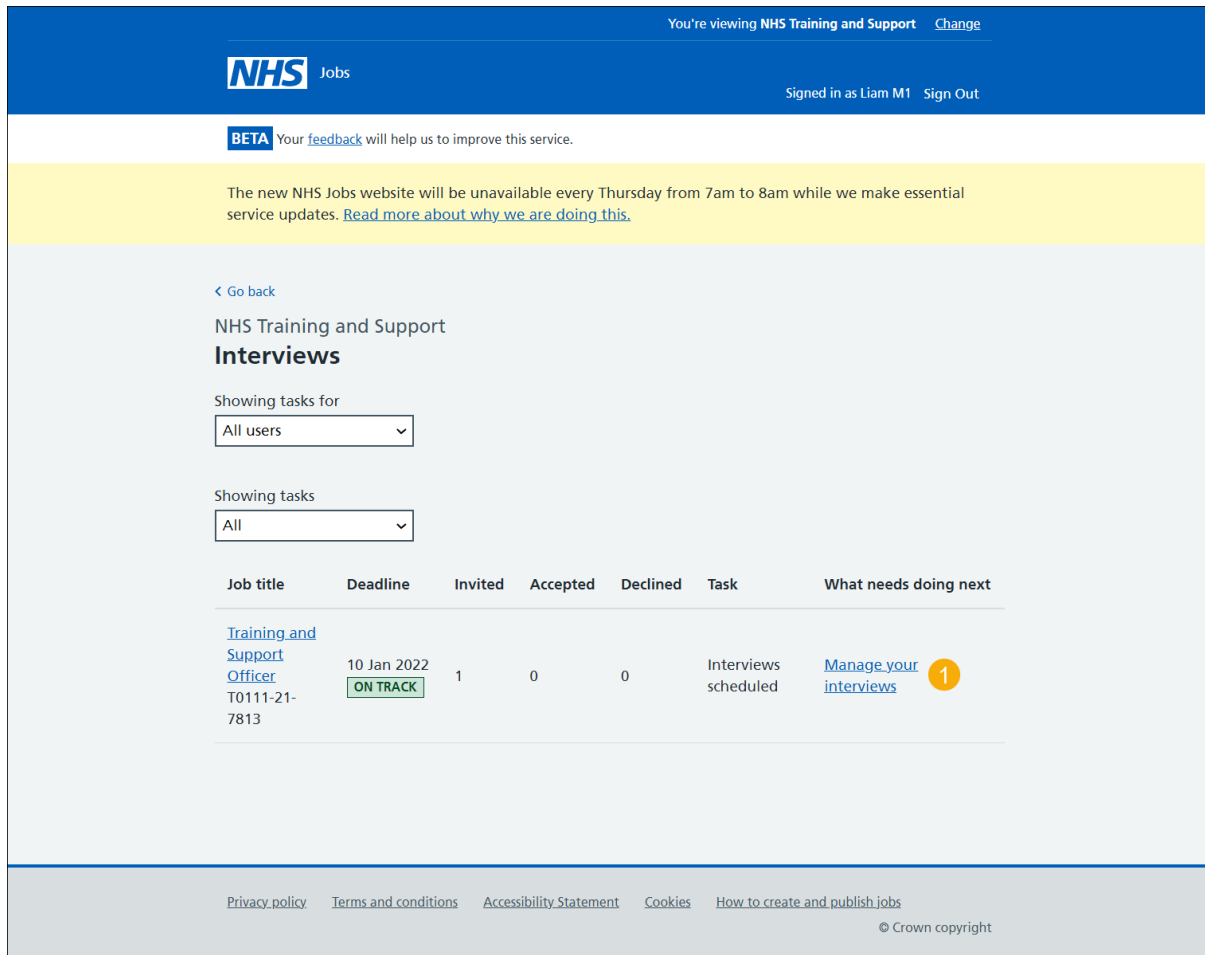
[Welsh listings](#)

## View your interview responses

This page gives you instructions for how to view your interview responses.

To view your interview responses, complete the following step:

1. Select the '[Manage your interviews](#)' link.



**NHS** Jobs

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

Signed in as **Liam M1** [Sign Out](#)

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[Go back](#)

NHS Training and Support

### Interviews

Showing tasks for

Showing tasks

Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next
<a href="#">Training and Support Officer</a> T0111-21-7813	10 Jan 2022 <b>ON TRACK</b>	1	0	0	Interviews scheduled	<a href="#">Manage your interviews</a> <b>1</b>

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**Tip:** You can select the 'Job title' link to view the job details.

## Applicants who have not responded

This page gives you instructions for how to view applicants who've not responded to an interview date and time.

**Important:** This page is only shown if an applicant has not responded.

To view applicants who haven't responded, complete the following step:

1. Select the 'Not responded' tab.
2. Select the 'Applicant name' link to view their application details.

The screenshot shows the NHS Jobs interface. At the top, a blue header bar contains the NHS logo, the text 'Jobs', and a user status 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a yellow banner displays a 'BETA' notice and a message about service unavailability on Thursdays. The main content area is titled 'Interviews scheduled' and shows details for a 'Training and Support Officer' position with reference number 'T0111-21-7774'. Three tabs are visible: 'Accepted (0)', 'Not responded (1)', and 'Declined (0)'. The 'Not responded' tab is active, indicated by a yellow circle with the number '1'. Below the tabs, the section 'Applicants who have not responded' lists one applicant, 'Liam MA', with application number 'AR-210819-00005', marked with a yellow circle and the number '2'. To the right, a sidebar titled 'What you can do' contains buttons for 'Rearrange an interview' and 'Assign an interview slot', along with a link to 'Lock interview schedule early'. Below this, a 'Team' section lists the 'Interview lead' as 'You (Joe Bloggs)' and the 'Interview panel' as 'Jim Smith'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by a copyright notice '© Crown copyright'.

Go to the '[Applicants who have accepted](#)' page.

## Applicants who have accepted

This page gives you instructions for how to view applicants who've accepted an interview date and time.

**Important:** This page is only shown if the applicant's accepted an interview and added their special requirements.

To view applicants who've accepted, complete the following step:

1. Select the 'Accepted' tab.
2. Select the 'Interviewee name' link to view their application details.
3. Select the 'View details' link to view their special requirements.

You're viewing NHS Training and Support

Change

NHS

Jobs

Signed in as Liam M1

Sign Out

BETA

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[< Go back](#)

## Interviews scheduled

Training and Support Officer

Reference number: T0111-21-7813

Accepted (1)

Not responded (0)

Declined (0)

1

### Applicants who have accepted

21 August 2021

Time	Interviewee	Special requirements
10:00 to 11:00	<a href="#">Liam MA</a> 2 AR-210818-00002	<a href="#">View details</a> 3
11:15 to 12:15		
12:00 to 13:00		Lunch

### What you can do

Rearrange an interview

[Lock interview schedule early](#)

### Team

Interview lead

You (Joe Bloggs)

Change

Interview panel

Jim Smith

[Privacy policy](#)

[Terms and conditions](#)

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Go to the '[Applicants who have declined](#)' page.

## Applicants who have declined

This page gives you instructions for how to view applicants who've declined an interview date and time.

**Important:** This page is only shown if the applicant's declined an interview and added their reason why (highlighted in yellow).

To view applicants who've declined, complete the following step:

1. Select the 'Declined' tab.
2. Select the 'Applicant name' link to view their application details.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below the header, there's a blue bar with 'You're viewing NHS Training and Support' and a 'Change' link. A 'Signed in as Liam M1' status is also visible. 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 is titled 'Interviews scheduled' and includes the role 'Training and Support Officer' and reference number 'T0111-21-2038'. There are three tabs: 'Accepted (0)', 'Not responded (0)', and 'Declined (1)'. The 'Declined (1)' tab is selected, indicated by a yellow circle with the number '1'. Below the tabs, the section 'Applicants who have declined' shows one applicant, 'Liam MA' (AR-210819-00004), with a yellow circle and the number '2' next to the name. Under 'Reason for declining the interview', the text 'I've accepted another role.' is highlighted in yellow.

On the right side, there's a 'What you can do' section with a green button 'Rearrange an interview' and a link 'Lock interview schedule early'. Below that is a 'Team' section with 'Interview lead' (You (Joe Bloggs) Change) and 'Interview panel' (Jim Smith).

The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

Go to the '[Rearrange an interview](#)' page.

## Rearrange an interview

This page gives you instructions for how to rearrange an interview.

**Important:** This page is only shown if the applicant has requested a different interview date and time (highlighted in yellow).

To rearrange an interview, complete the following steps:

1. Select the '[Rearrange an interview](#)' button.

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**NHS** Jobs

Signed in as Liam M1 [Sign Out](#)

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### Interviews scheduled

Training and Support Officer  
Reference number: T0111-21-2038

Liam MA has asked for a different interview date and time.

Accepted (0)

Not responded (1)

Declined (0)

#### Applicants who have accepted

31 August 2021

Time	Interviewee	Special requirements
11:00 to 12:00		

#### What you can do

1

[Rearrange an interview](#)

[Assign an interview slot](#)

[Lock interview schedule early](#)

#### Team

**Interview lead**  
You (Joe Bloggs)  
[Change](#)

**Interview panel**  
Jim Smith

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## Who are you arranging a different time and date for?

This page gives you instructions for how to arrange a different time and date.

To arrange a different time and date, complete the following steps:

1. Select an applicant.
2. Select the '[Continue](#)' button.

You're viewing NHS Training and Support

[Change](#)

**NHS**

Jobs

Signed in as Liam M1 [Sign Out](#)

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Training and Support Officer job

**Who are you arranging a different date and time for?**

1

☐

Liam MA

2

Continue

[Cancel](#)

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## Select or add an interview new date and time

This page gives you instructions for how to select or add a new interview date and time.

**Important:** If there isn't a slot, you'll need to add a new date and time.

To select or add a new date and time, complete the following steps:

1. Select a date and time.
2. Select the '[Continue](#)' button  
or
3. Select the 'add a new date and time' link.

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

**NHS** Jobs

Signed in as Liam M1 [Sign Out](#)

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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.](#)

[< Go back](#)

Training and Support Officer job

**Select a date and time for Liam's interview**

1

☐

21 August 2021 from 11:15 to 12:15  
Interviewee limit 1, with 1 slots remaining

3

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

2

Continue

[Cancel](#)

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

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## Confirm the interview date and time

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

To change the details or confirm the date and time, complete the following steps:

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

You're viewing NHS Training and Support

Change

NHS

Jobs

Signed in as Liam M1Sign 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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Training and Support Officer job

Confirm the date and time

Interviewee

Liam MA

Change

Interview slot

21 August 2021 from 11:15 to 12:15

Change

2

Confirm and send

[Cancel](#)

[Privacy policy](#)

[Terms and conditions](#)

[Accessibility Statement](#)

[Cookies](#)

[How to create and publish jobs](#)

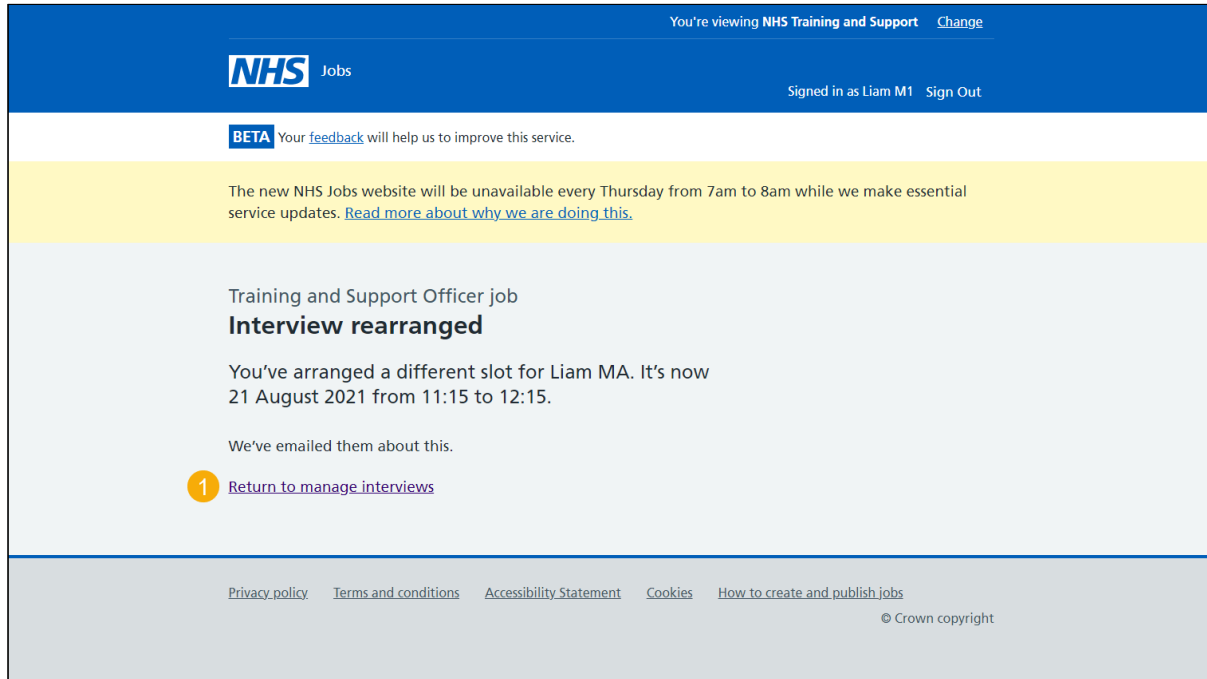
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## Interview rearranged

This page gives you instructions for how to confirm you've rearranged an interview date and time.

To return to manage your interviews, complete the following step:

1. Select the '[Return to manage interviews](#)' link.



The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo, the text 'Jobs', and a user status bar indicating 'You're viewing NHS Training and Support' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, a white banner with a blue 'BETA' tag states: 'Your [feedback](#) will help us to improve this service.' A yellow banner follows, announcing that the new NHS Jobs website will be unavailable every Thursday from 7am to 8am for essential service updates, with a link to [Read more about why we are doing this.](#) The main content area has a light blue background and displays the title 'Training and Support Officer job' followed by 'Interview rearranged' in bold. It then informs the user: 'You've arranged a different slot for Liam MA. It's now 21 August 2021 from 11:15 to 12:15.' Below this, it says 'We've emailed them about this.' A numbered step '1' in a yellow circle is followed by the link '[Return to manage interviews](#)'. The footer is a light grey bar containing 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've reached the end of this user guide as you've rearranged the applicant's interview.

Go to the '[Assign an interview slot](#)' page.

## Assign an interview slot

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

**Important:** This page is only shown if you're assigning an interview slot on behalf of the applicant.

To assign an interview slot, complete the following steps:

1. Select the '[Assign an interview slot](#)' button.

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

**NHS** Jobs

Signed in as Liam M1 [Sign Out](#)

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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.](#)

[< Go back](#)

### Interviews scheduled

Training and Support Officer  
Reference number: T0111-21-7774

Accepted (0)

Not responded (1)

Declined (0)

### Applicants who have not responded

[Liam MA](#)  
AR-210819-00005

#### What you can do

Rearrange an interview

**1** [Assign an interview slot](#)

[Lock interview schedule early](#)

#### Team

**Interview lead**  
You (Joe Bloggs)  
[Change](#)

**Interview panel**  
Jim Smith

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## Who do you want to manually assign to a slot?

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

To manually assign to a slot, complete the following steps:

1. Select an applicant.
2. Select the '[Continue](#)' button.

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

**NHS** Jobs

Signed in as Liam M1 [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

**Who do you want to manually assign to a slot?**

1 ☐ Liam MA

2 [Continue](#)

[Cancel](#)

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## Select or add an interview new date and time

This page gives you instructions for how to select or add a new interview date and time.

**Important:** If there isn't a slot, you'll need to add a new date and time.

To select or add a new date and time, complete the following steps:

1. Select a date and time.
2. Select the '[Continue](#)' button  
or
3. Select the 'add a new date and time' link.

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

**NHS** Jobs

Signed in as Liam M1 [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

☐

03 September 2021 from 11:00 to 12:00  
Interviewee limit 1, with 1 slots remaining

3

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

2

**Continue**

[Cancel](#)

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

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## Confirm the interview date and time

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

To change the details or confirm the date and time, complete the following steps:

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

You're viewing NHS Training and Support

Change

NHS

Jobs

Signed in as Liam M1Sign 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](#)

Interview slot

03 September 2021 from 11:00 to 12:00

[Change](#)

2

Confirm and send

[Cancel](#)

[Privacy policy](#)

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[Cookies](#)

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## Interview assigned

This page gives you instructions for how to confirm you've assigned an interview date and time.

To return to manage your interviews, complete the following step:

1. Select the '[Return to manage interviews](#)' link.

The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo, the word 'Jobs', and a user status bar indicating 'Signed in as Liam M1' with a 'Sign Out' link. A secondary blue bar says 'You're viewing NHS Training and Support' with a 'Change' link. Below the header, a white banner with a blue 'BETA' tag states: 'Your feedback will help us to improve this service.' A yellow warning box follows, stating: '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 displays the title 'Training and Support Officer job' followed by 'Interview assigned' in bold. Below this, it says: 'You've assigned a slot for Liam MA. It's now 03 September 2021 from 11:00 to 12:00.' 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 grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© Crown copyright'.

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

Go to the '[Lock interview schedule early](#)' page.

## Lock interview schedule early

This page gives you instructions for how to lock the interview schedule early.

**Important:** If you lock the interview schedule early, any applicants who've not responded won't be able to give their response.

To lock the interview schedule early, complete the following steps:

1. Select the '[Lock interview schedule early](#)' button.

You're viewing NHS Training and Support

Change

NHS

Jobs

Signed in as Liam M1

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

Interviews scheduled

Training and Support Officer

Reference number: T0111-21-7813

Accepted (1)

Not responded (0)

Declined (0)

1

[Lock interview schedule early](#)

What you can do

Rearrange an interview

Team

Interview lead

You (Joe Bloggs)

Change

Interview panel

Jim Smith

Applicants who have accepted

21 August 2021

Time	Interviewee	Special requirements
10:00 to 11:00	<a href="#">Liam MA</a> AR-210818-00002	<a href="#">View details</a>
11:15 to 12:15		
12:00 to 13:00		Lunch

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## Are you sure you want to lock the interview schedule early?


This page gives you instructions for how to confirm you're sure you want to lock the interview schedule early.


**Important:** You'll not be able to change your decision once confirmed.

To confirm if you want to lock the interview early, complete the following steps:

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

You're viewing NHS BSA Training

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](#)

### Are you sure you want to lock the interview schedule early?

Any applicants that have not yet responded will not be able to accept an interview. You also won't be able to rearrange an interview or assign an applicant to an interview slot.

1

☐ Yes ☐ No

2

Save and continue

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You've reached the end of this user guide as you've locked the interview early.

Go to the '[Change interview lead](#)' page.

## Change interview lead

This page gives you instructions for how to change the interview lead.

**Important:** You may need to change the interview lead if the current one is unavailable, and you need to progress to the next recruitment stage.

To change the interview lead, complete the following steps:

1. Select the '[Change](#)' link.

You're viewing NHS Training and Support

Change

NHS

Jobs

Signed in as Liam M1 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

Interviews scheduled

Training and Support Officer

Reference number: T0111-21-7813

Accepted (1) Not responded (0) Declined (0)

Applicants who have accepted

21 August 2021

Time	Interviewee	Special requirements
10:00 to 11:00	<a href="#">Liam MA</a> AR-210818-00002	<a href="#">View details</a>
11:15 to 12:15		
12:00 to 13:00		Lunch

What you can do

Rearrange an interview

[Lock interview schedule early](#)

Team

Interview lead

You (Joe Bloggs)  
Change

Interview panel

Jim Smith

Privacy policy

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How to create and publish jobs

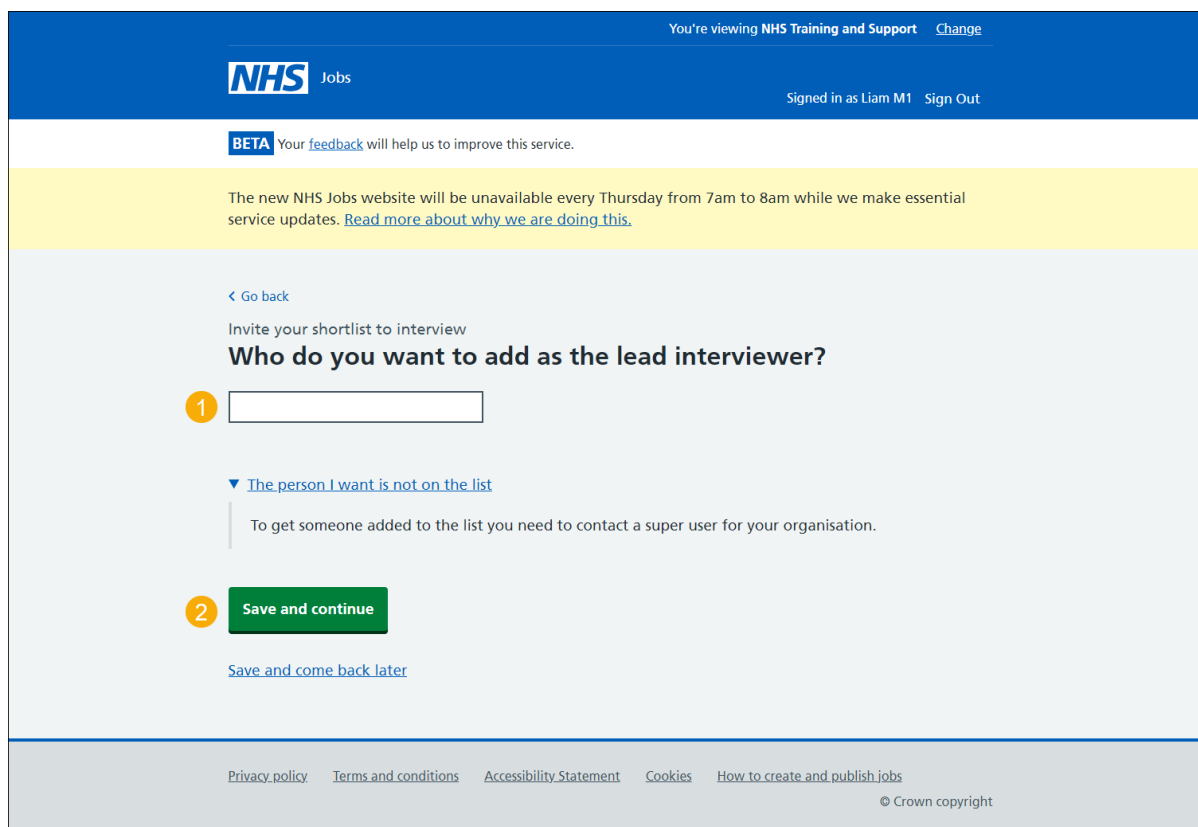
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## Who do you want as the lead interviewer?

This page gives you instructions for how to select who you want as the lead interviewer?

**Important:** Once you start entering a name, the results are shown for you to select a user from your organisations account. Deactivated users won't appear in your search results. If you change the lead interviewer, you'll need to confirm your interview panel.

1. In the **Search** box, enter the details and select a user.
2. Select the 'Save and continue' button.



The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Training and Support' with a 'Change' link. Below the header, there's a 'Signed in as Liam M1' and a 'Sign Out' link. A yellow banner below the header contains a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below this, another yellow 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 light blue background. It starts with a '< Go back' link. Below that, it says 'Invite your shortlist to interview' and 'Who do you want to add as the lead interviewer?'. There's a search box with a '1' in a yellow circle next to it. Below the search box, there's a dropdown menu with a downward arrow and the text 'The person I want is not on the list'. Below this, it says 'To get someone added to the list you need to contact a super user for your organisation.' At the bottom of the main content area, there's a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. Below the button, there's a link 'Save and come back later'. The footer of the page is grey and contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. At the bottom right, it says '© Crown copyright'.

**Tip:** If the interviewer is not in the list, you'll need to add them or ask a super user for your organisation to do this.

You've reached the end of this user guide as you've changed the interview lead.