How to shortlist applicants for interview in NHS Jobs user guide

This guide gives you instructions for how to shortlist applicants for interview in the NHS Jobs service.

You can shortlist applicants once you've scored all applications and the job listing is closed.

You must check you've selected the correct applicants for interview as this decision can't be changed.

Once you've confirmed your shortlist, you'll be asked to send an email to unsuccessful applicants after shortlisting. You can also add an email address for applicant feedback.

Only the 'Shortlisting lead' can move the job listing from the shortlisting to interview recruitment stage.

Author: Training and Support Team

Contents

How to shortlist applicants for interview in NHS Jobs user guide

- Shortlisting
- Select who to interview
- Start shortlisting
- Select the applicants you want to interview
- Check who you've selected to interview
- You've confirmed the applicants you want to interview
- Do you want to provide an email address for unsuccessful applicants to get feedback?
- Give an email address for applicant feedback
- Are you sure you do not want to shortlist any applicants?
- You’ve decided not to interview any applicants
- Email your unsuccessful applicants
- You've emailed your unsuccessful applicants

Copyright: © NHS Jobs

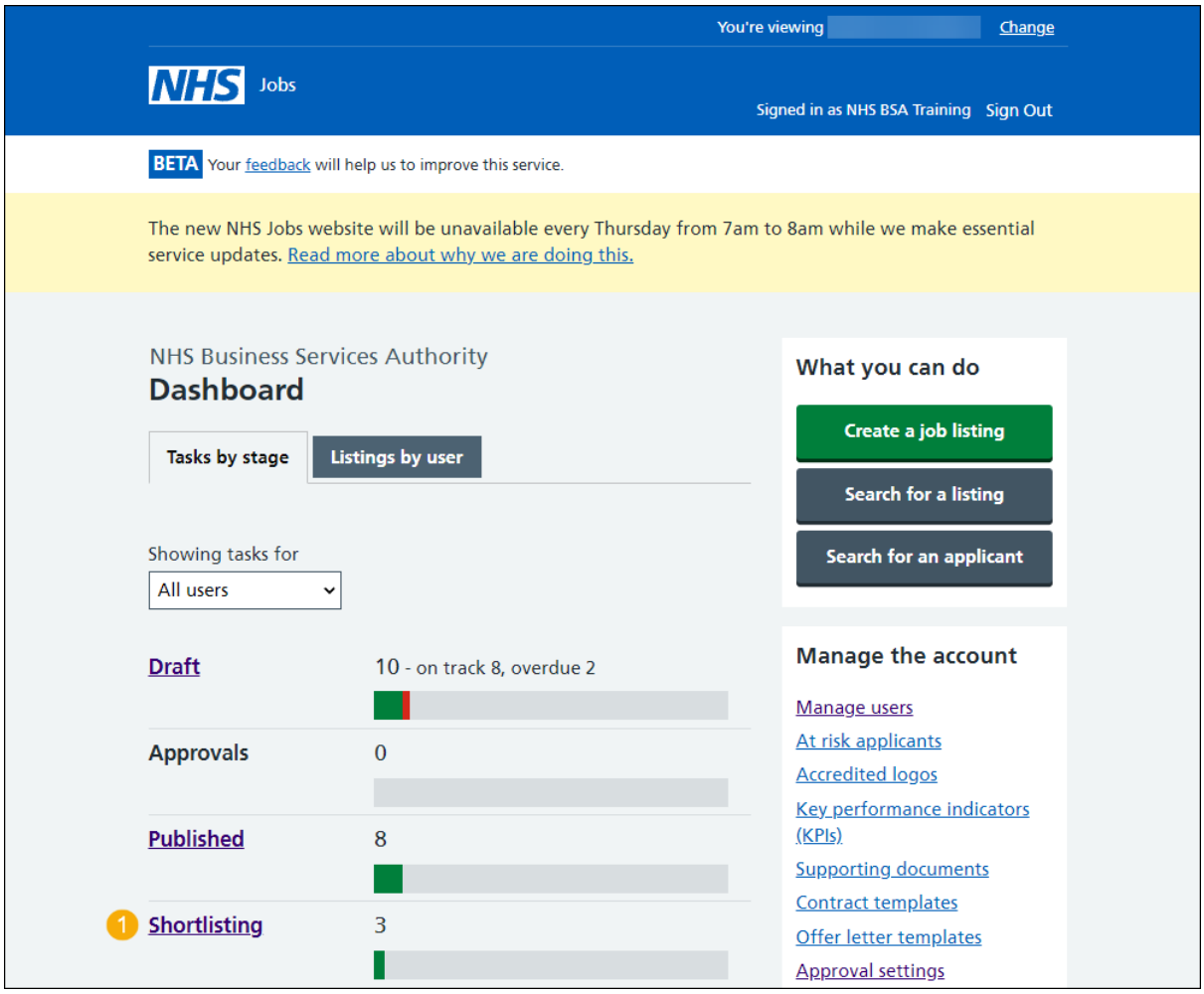
Shortlisting

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

Important: You must have a job at the shortlisting stage to select your shortlist. In this example, there's 1 job to ready for shortlisting.

To access a job at shortlisting, complete the following step:

1. Select the 'Shortlisting' link.



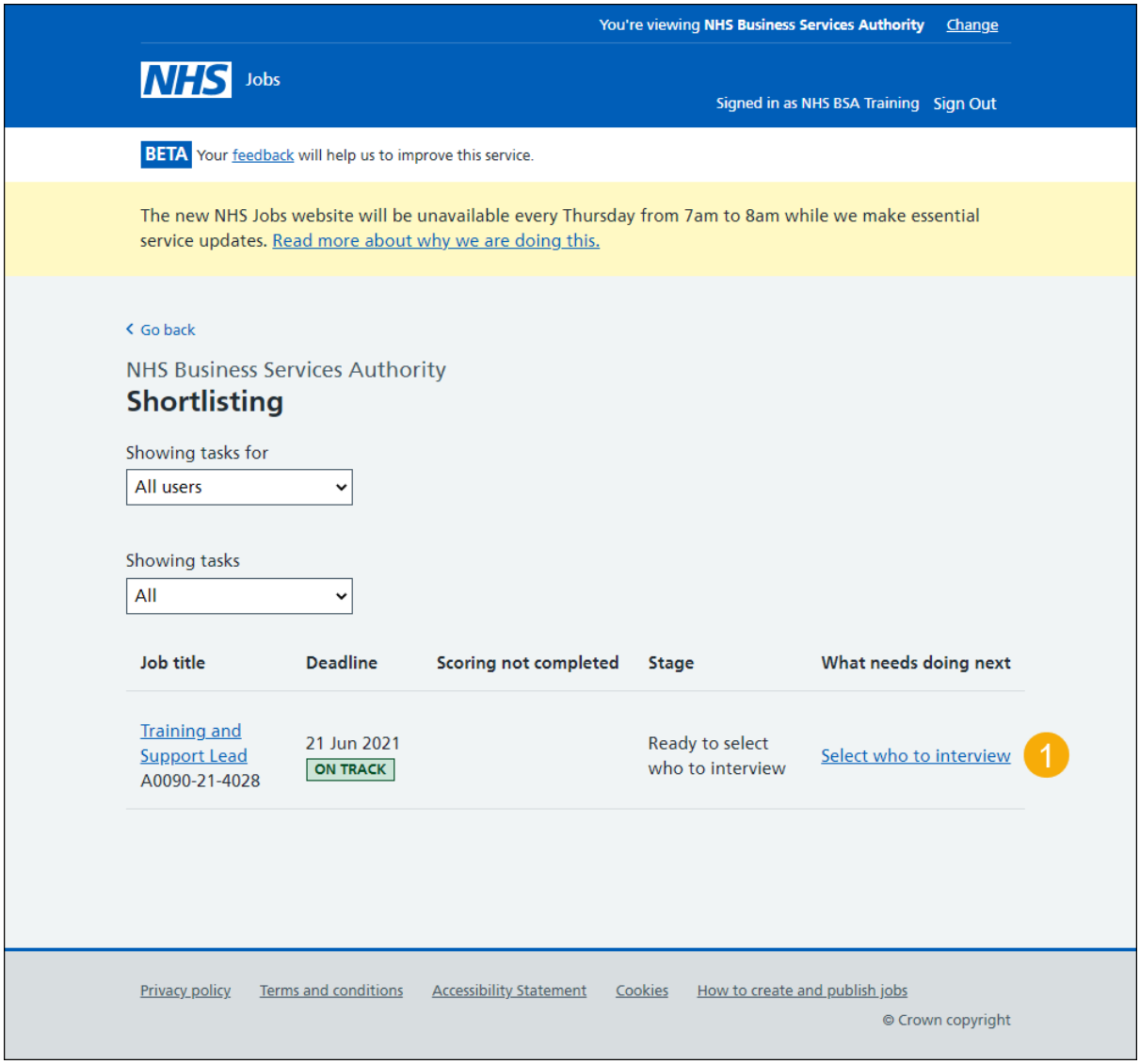
Copyright: © NHS Jobs

Select who to interview

This page gives you instructions for how to select who to interview.

To select who to interview, complete the following step:

1. Select the '[Select who to interview]' link.



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

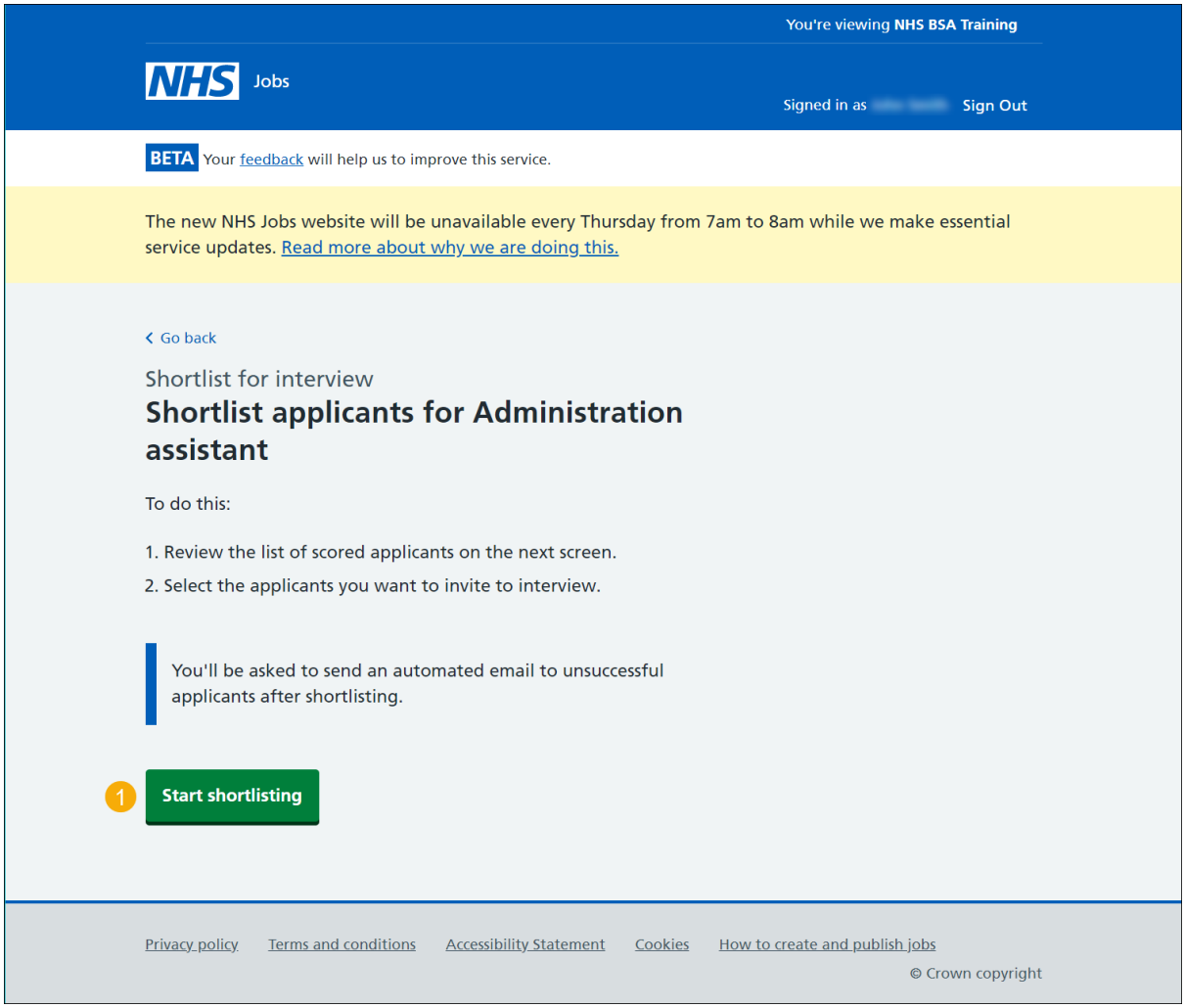
Copyright: © NHS Jobs

Start shortlisting

This page gives you instructions for how to start shortlisting.

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

1. Select the ‘Start shortlisting’ button.



Tip: You’ll be asked to send an automated email to unsuccessful applicants after shortlisting. You can also add an email address for applicant feedback.

Copyright: © NHS Jobs

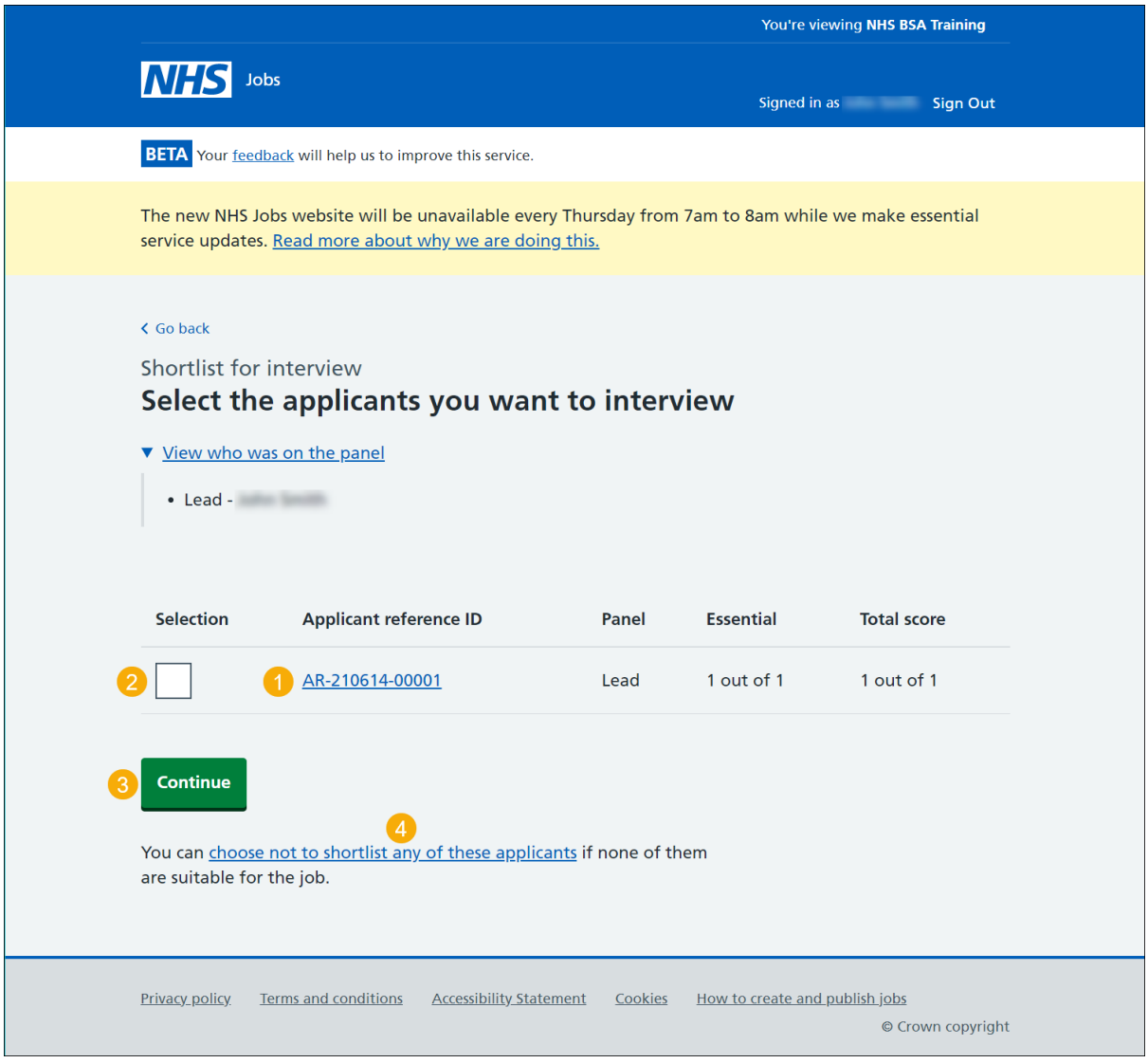
Select the applicants you want to interview

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

Important: You can choose not to shortlist any of these applicants if none of them are suitable for the job. In this example, there's 1 applicant to choose from.

To select the applicants you want to interview, complete the following steps:

1. Select the 'Applicant reference ID' link to view the application details (optional).
2. Select a box to choose the applicants you want to interview.
3. Select the 'Continue' button.
   or
4. Select the 'choose not to shortlist any of these applicants' link.



Tip: You can select the 'View who was on the panel' link to veiw the interview panel.

Copyright: © NHS Jobs

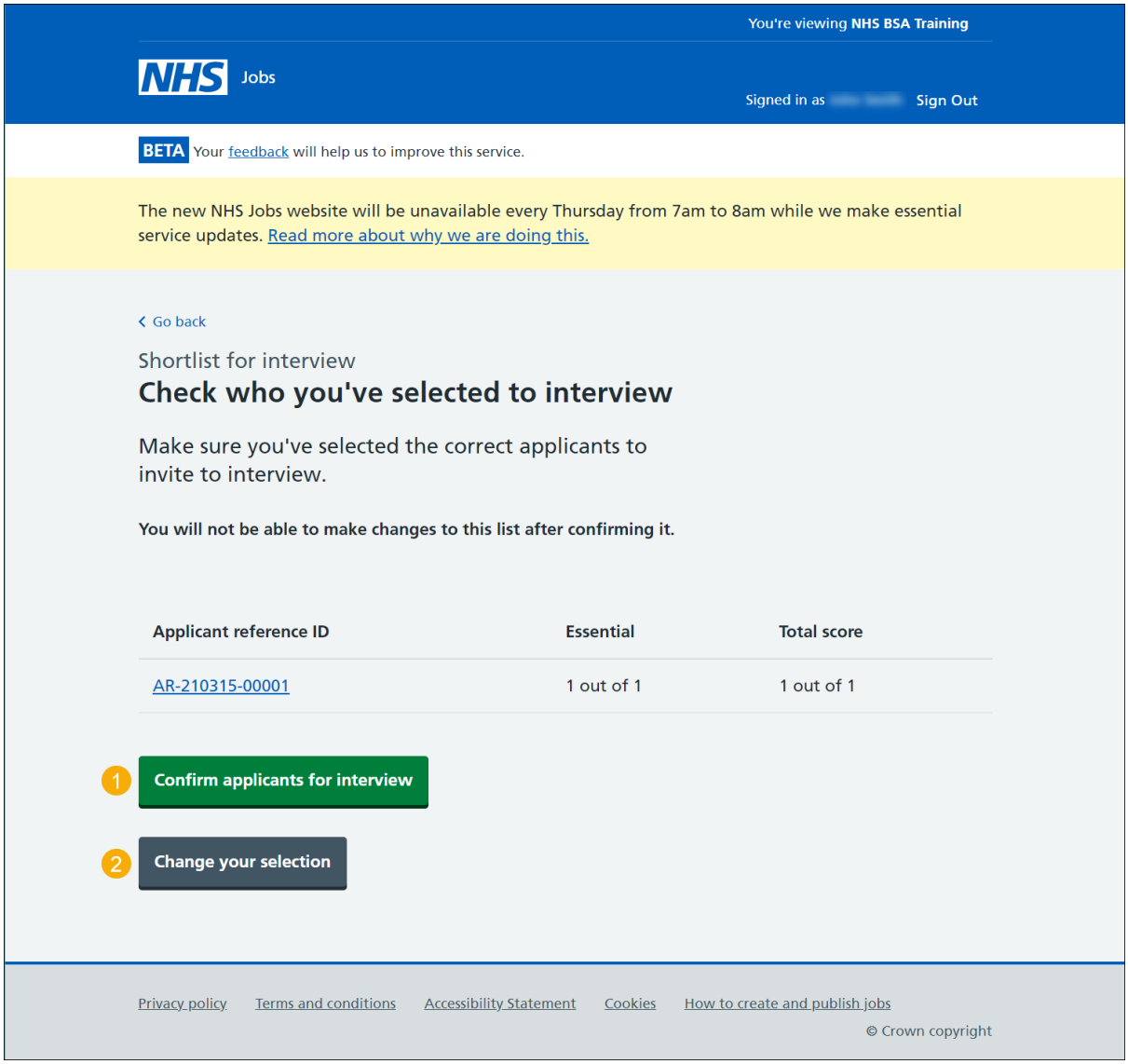
Check who you've selected to interview

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

Important: This page is only shown if you've selected applicants for interview. You must check you've selected the correct applicants for interview as this decision can't be changed.

To confirm or change your applicants for interview, complete the following steps:

1. Select the 'Confirm applicants for interview' button.
   or
2. Select the 'Change your selection' button (optional).



Tip: You can select the 'Applicant reference ID' link to view the applicant details.

Copyright: © NHS Jobs

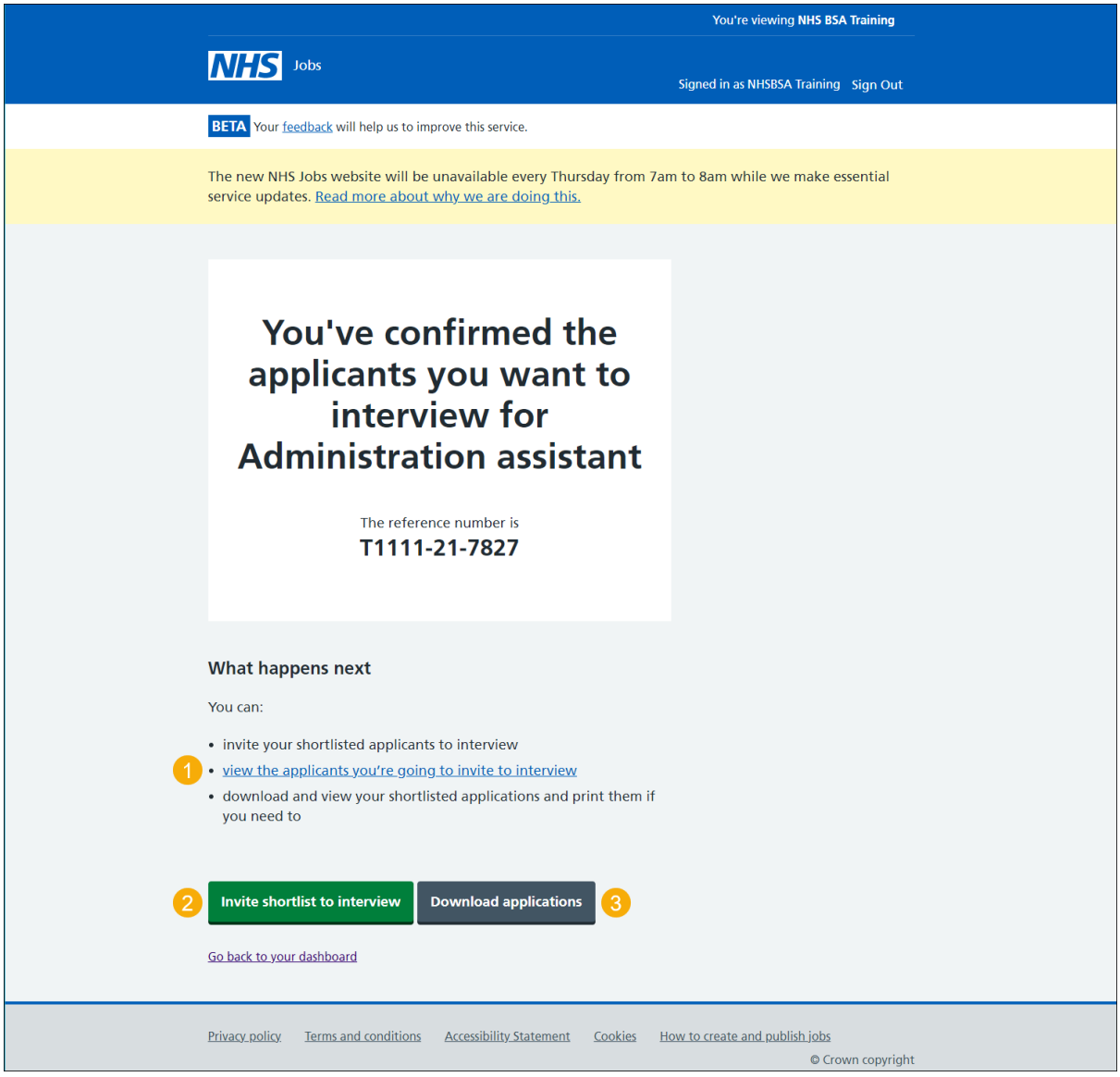
You've confirmed the applicants you want to interview

This page shows confirmation you've selected the applicants you want to interview.

Important: If you download applications, they'll be viewed and saved in a PDF format.

To view applicants, download applications and invite your shortlist to interview, complete the following steps:

1. Select the link to view the applicants you're going to invite to interview.
2. Select the 'Invite shortlist to interview' button.
3. Select the 'Download applications' button (optional).



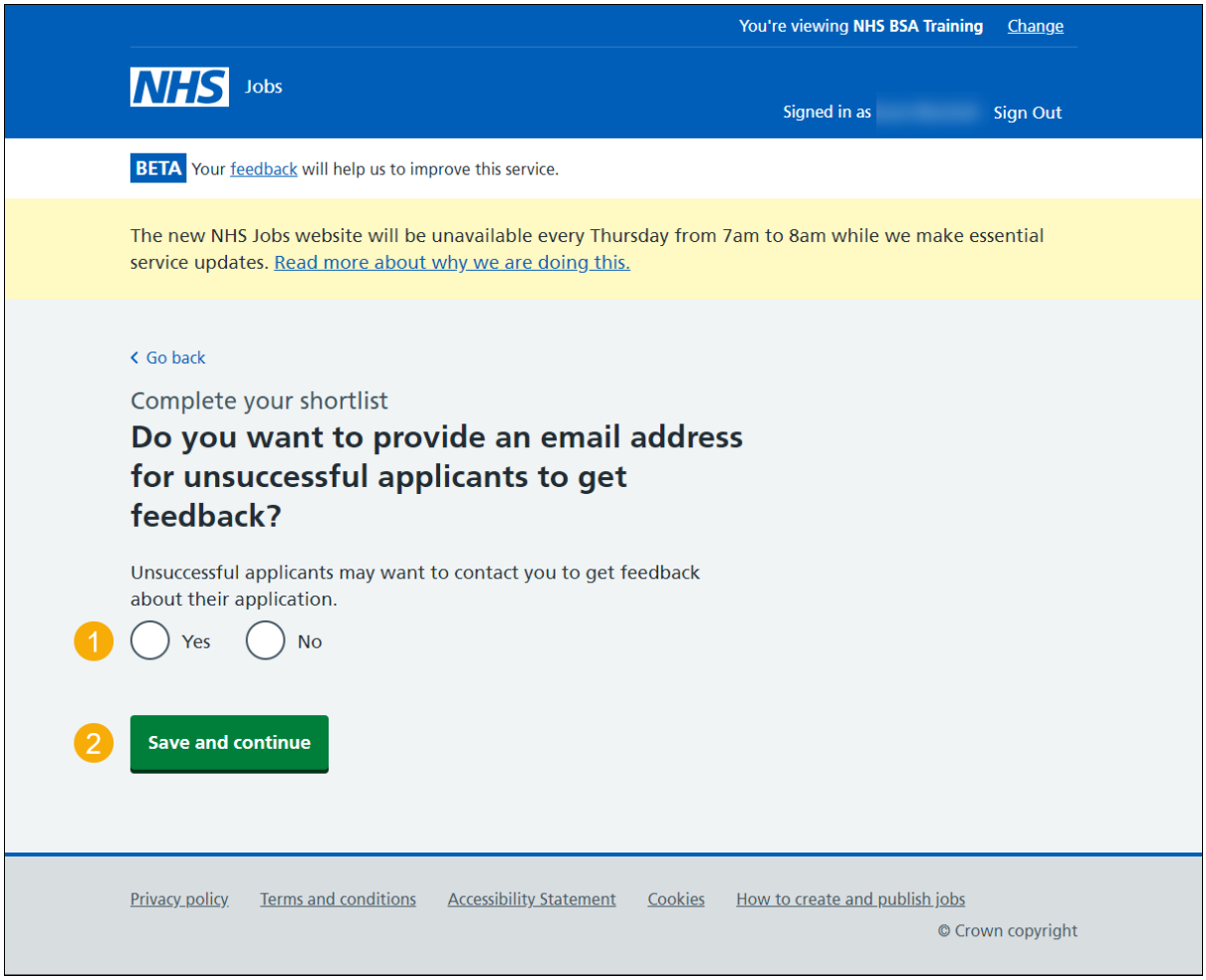
Copyright: © NHS Jobs

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

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

To confirm if you want to add an email address for feedback, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.



Copyright: © NHS Jobs

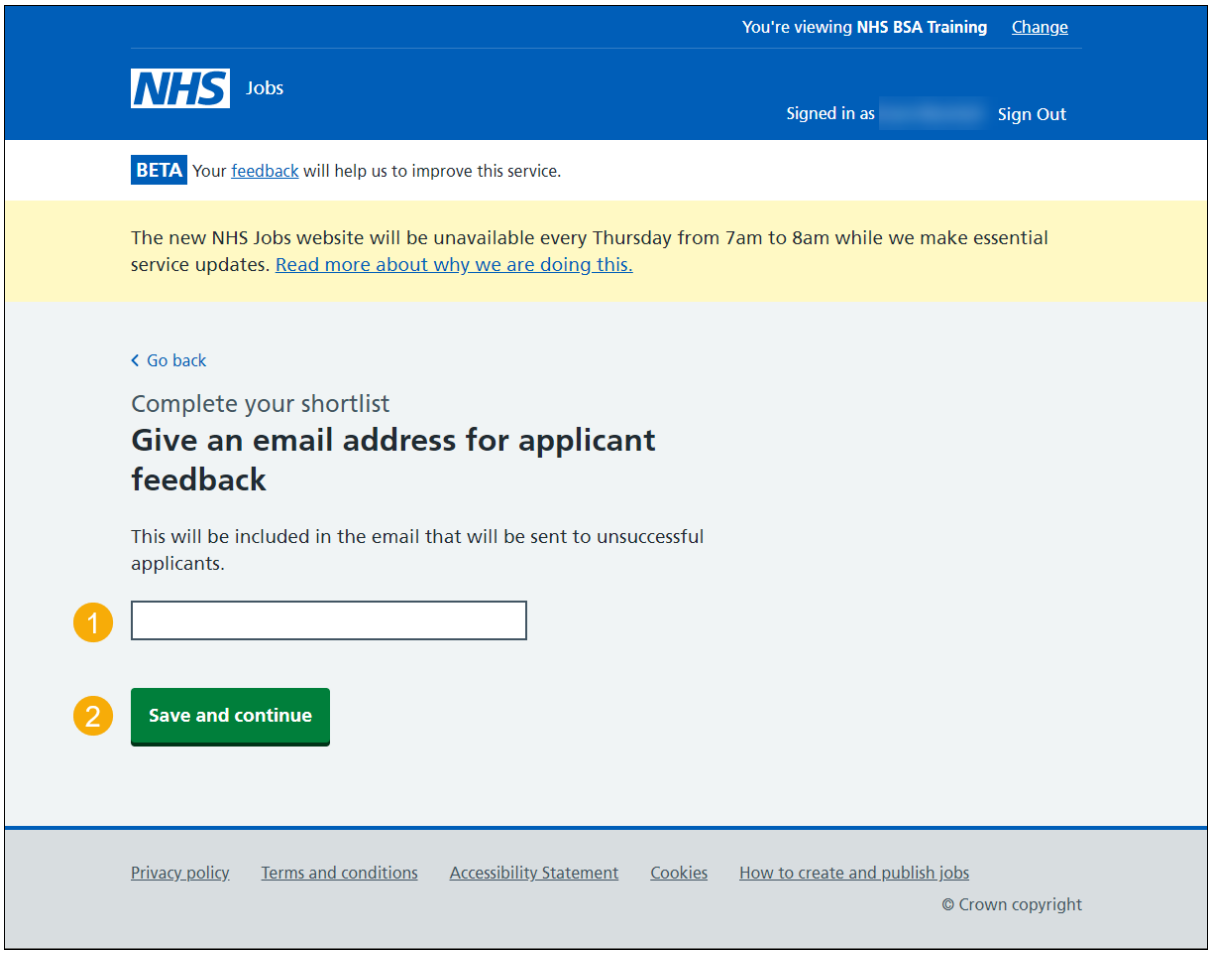
Give an email address for applicant feedback

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

Important: This page is only shown if you're adding an email address for applicant feedback. The email address is included in the email sent to unsuccessful applicants.

To add an email address, complete the following steps:

1. In the **Email address** box, enter the details.
2. Select the 'Save and continue' button.



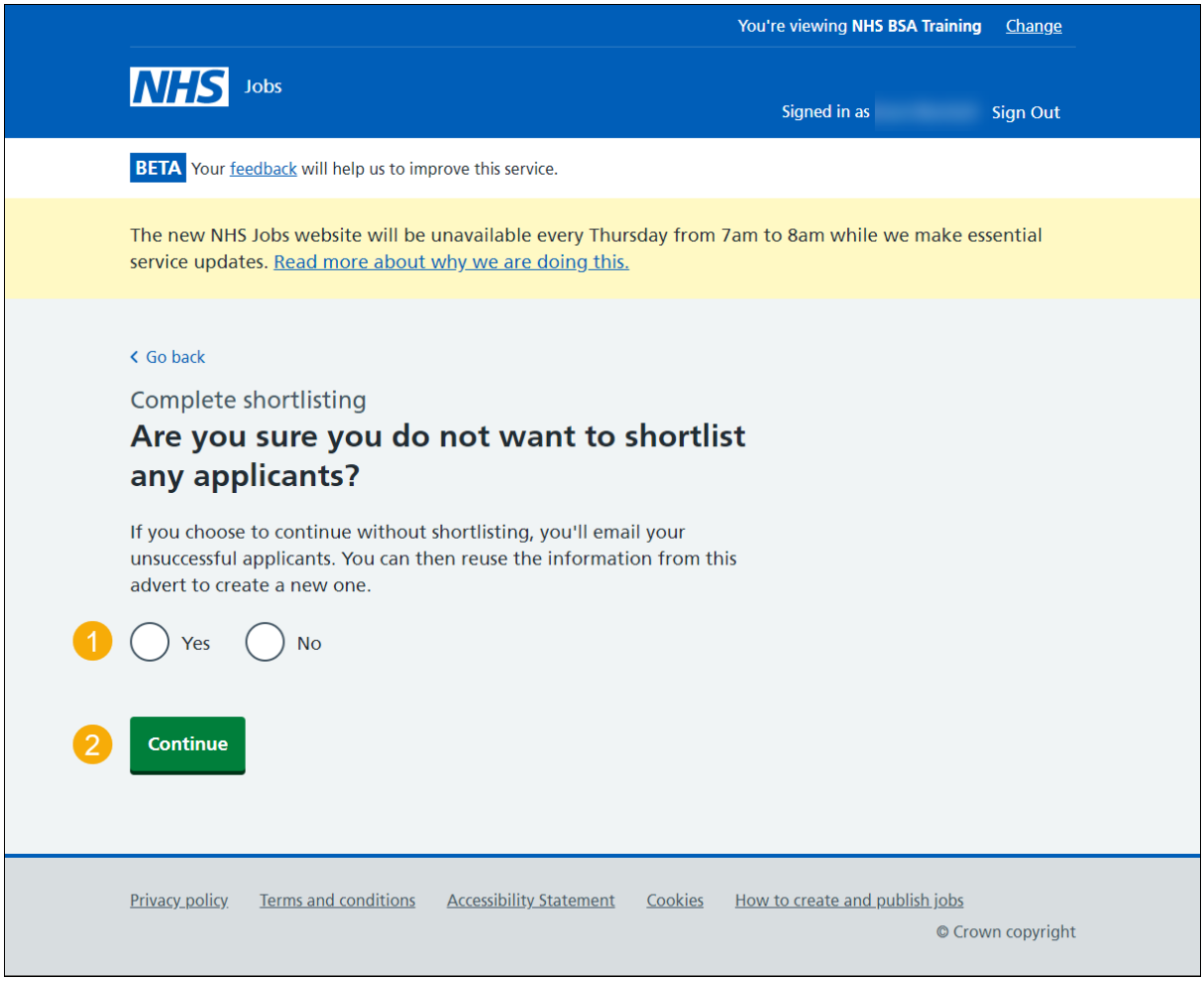
Copyright: © NHS Jobs

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

This page gives you instructions for how to confirm you don't want to shortlist any applicants.

Important: This page is only shown if you don't want to shortlist any applicants for interview.

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.



Tip: 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.

Copyright: © NHS Jobs

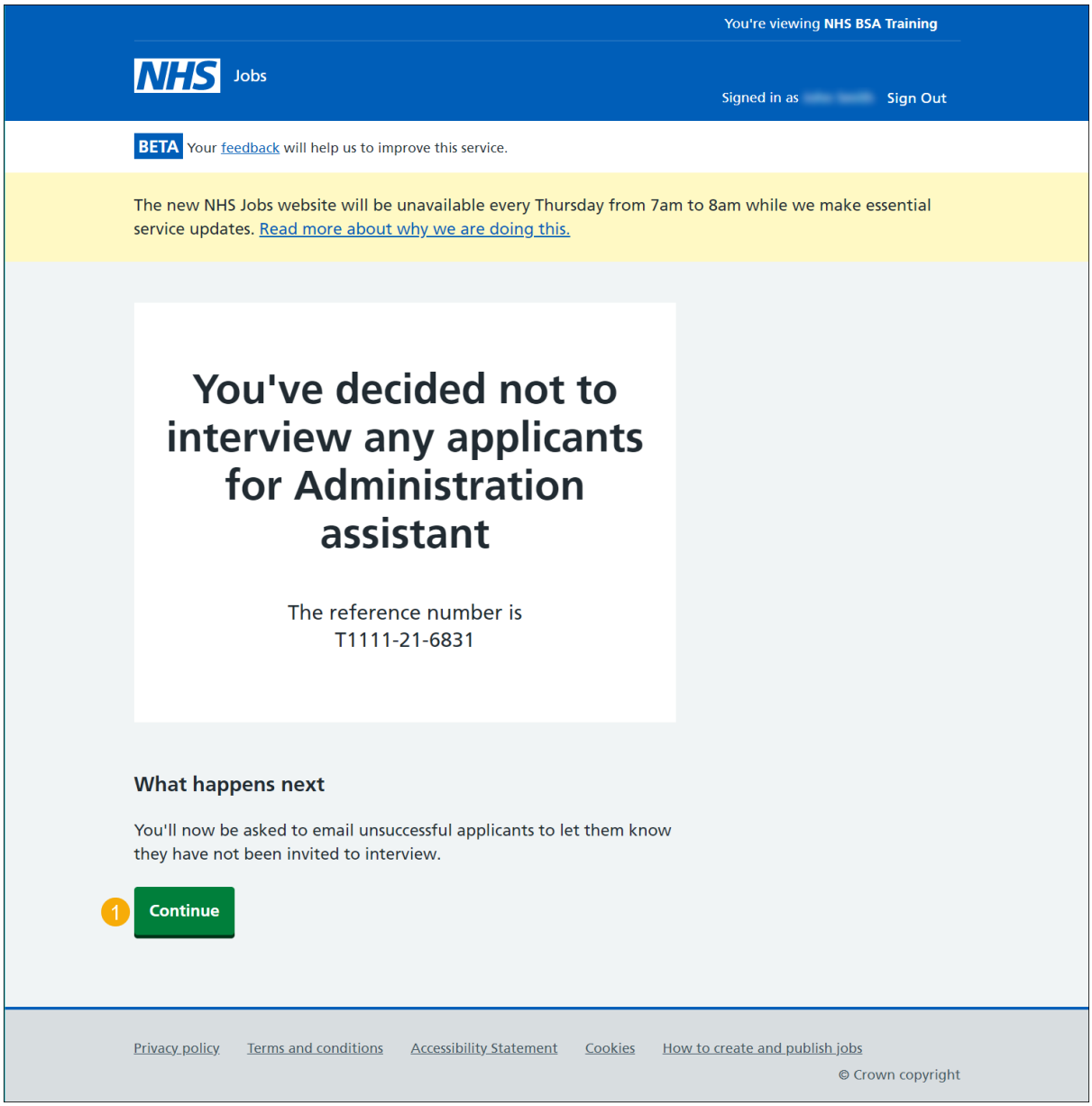
You've decided not to interview any applicants

This page shows confirmation you've decided not to interview any applicants.

Important: This page is only shown if you haven't shortlisted any applicants for interview.

To email your unsuccessful applicants, complete the following step:

1. Select the 'Continue' button.



Copyright: © NHS Jobs

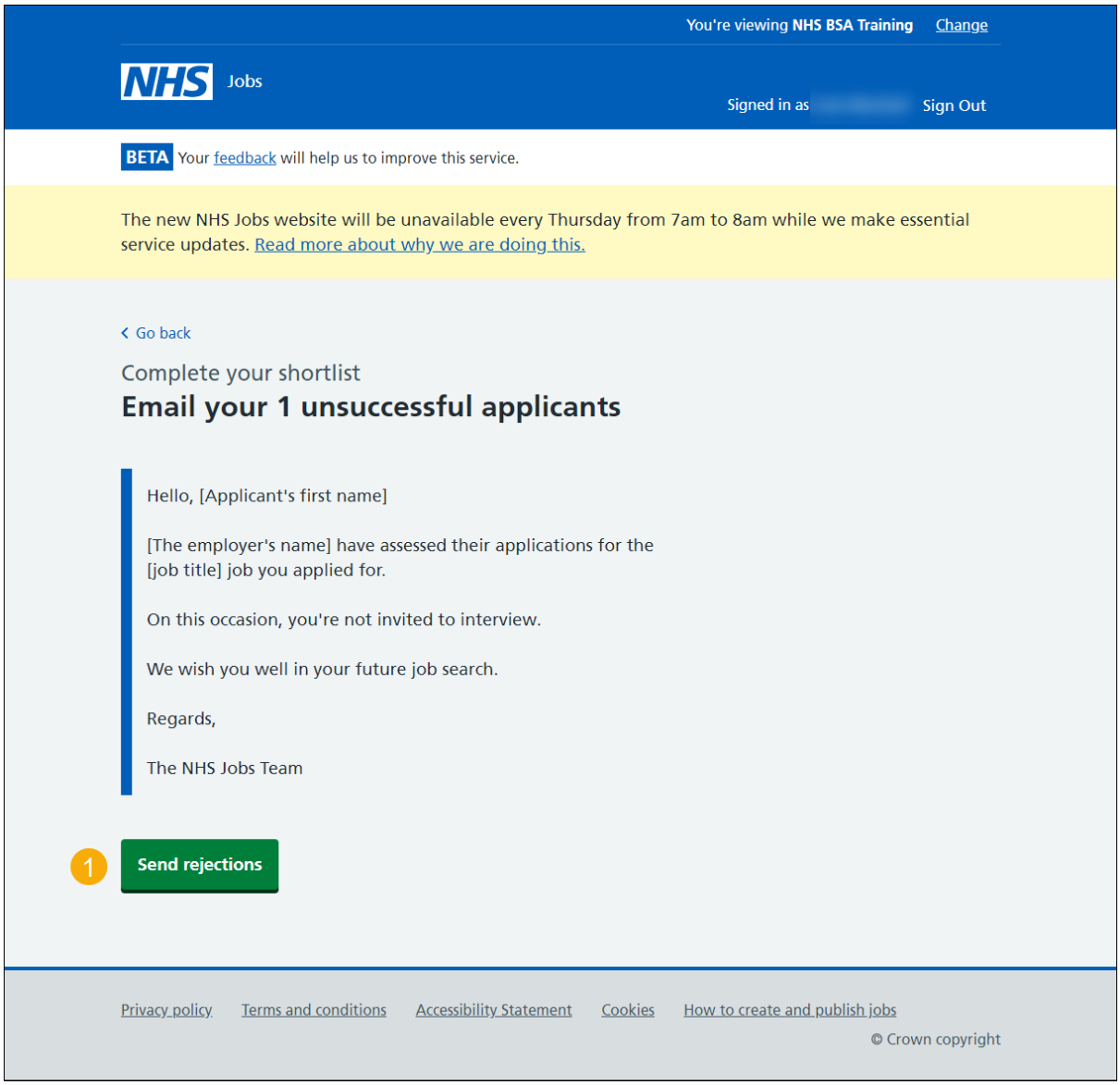
Email your unsuccessful applicants

This page gives you instructions for how to email your unsuccessful applicants.

Important: The applicant's first name, employer's name, and job title are added to the email template automatically. In this example, there's 1 unsuccessful applicant.

To email your unsuccessful applicants, complete the following steps:

1. Select the 'Send rejections' button.



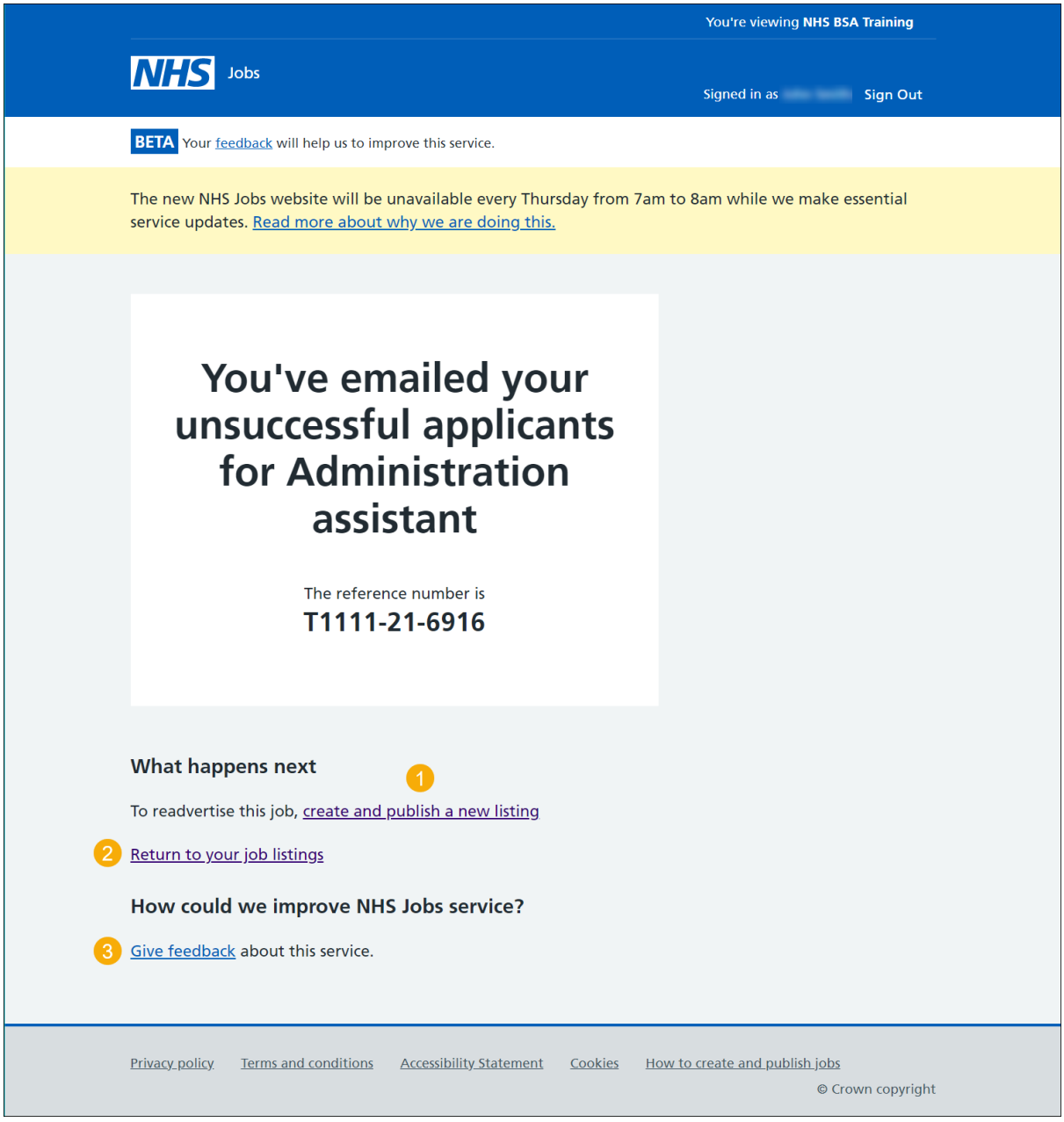
Copyright: © NHS Jobs

You've emailed your unsuccessful applicants

This page shows confirmation you've emailed your unsuccessful applicants.

To do another task or return to your job listings, complete the following steps:

1. Select the 'create and publish a new listing' link (optional).
2. Select the 'Give feedback' link (optional).
3. Select the 'Return to your job listings' link.



You've reached the end of this user guide as you've shortlisted applicants for interview.

Copyright: © NHS Jobs