

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.

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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.

The screenshot shows the NHS Business Services Authority Jobs Dashboard. At the top, there's a blue header with the NHS logo and 'Jobs' text. Below the header, there's a 'BETA' notice and a message about service updates. The main content area is titled 'NHS Business Services Authority Dashboard' and features two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays a list of tasks with progress bars:

Task Stage	Count	Details
Draft	10	- on track 8, overdue 2
Approvals	0	
Published	8	
Shortlisting	3	

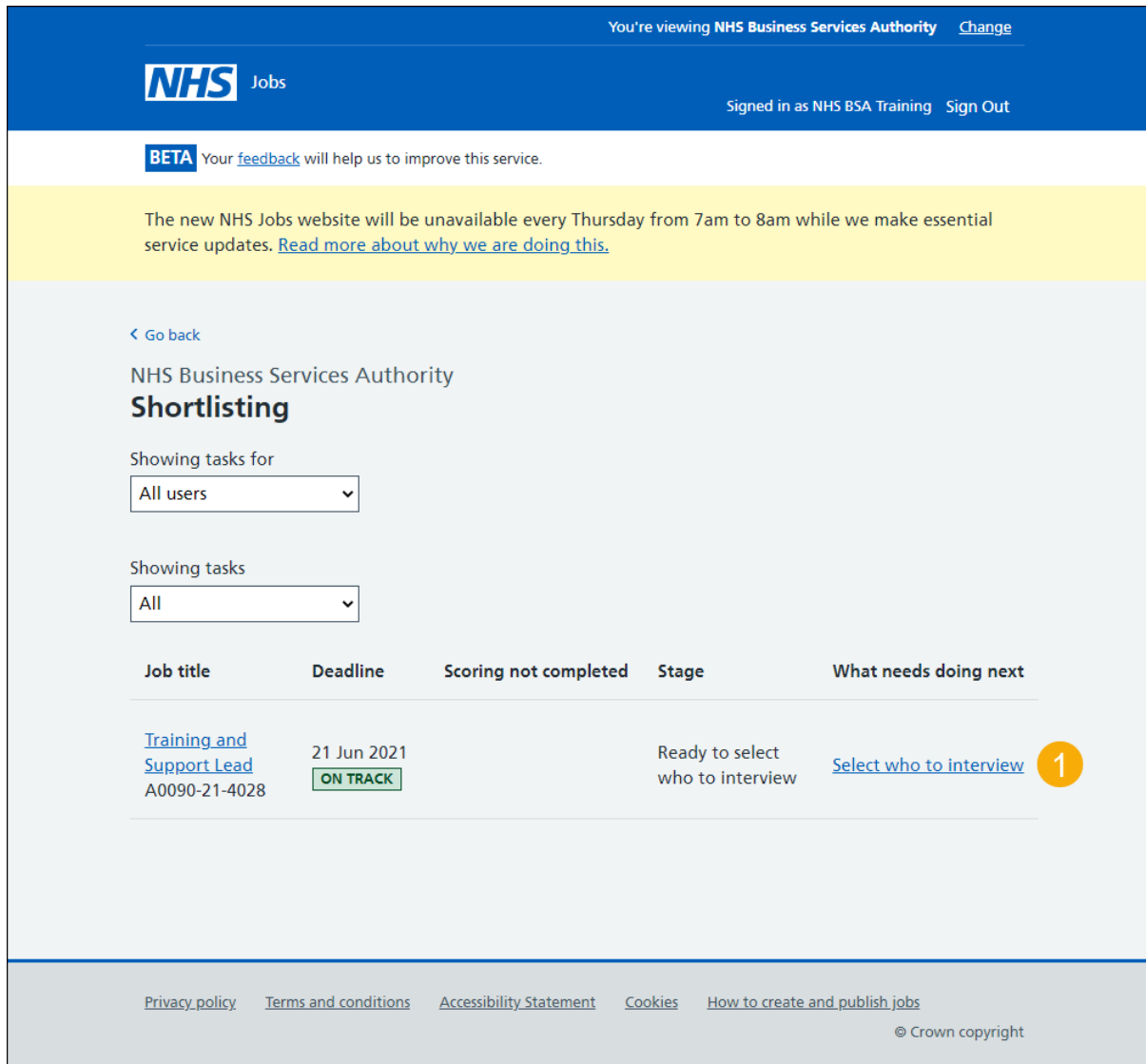
The 'Shortlisting' task is highlighted with a red circle and a '1' in a yellow circle. To the right, there's a 'What you can do' section with three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below that is a 'Manage the account' section with several links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', and 'Approval settings'.

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.



You're viewing NHS Business Services Authority [Change](#)

NHS Jobs

Signed in as NHS BSA Training [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](#)

NHS Business Services Authority
Shortlisting

Showing tasks for
All users

Showing tasks
All

Job title	Deadline	Scoring not completed	Stage	What needs doing next
Training and Support Lead A0090-21-4028	21 Jun 2021 ON TRACK		Ready to select who to interview	Select who to interview 1

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

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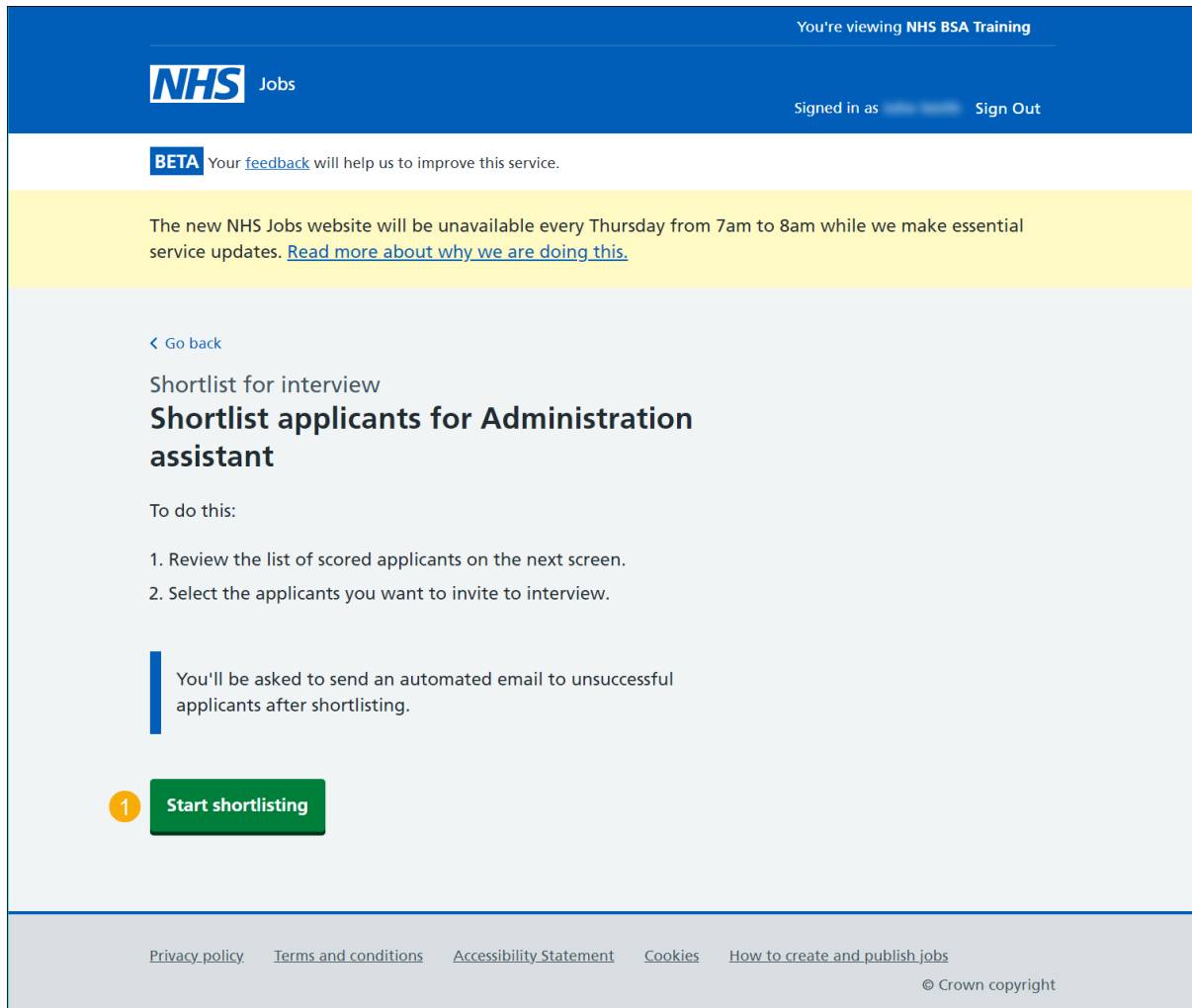
Tip: You can select the 'Job title' link to view the job listing details.

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.



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' and 'Signed in as [user] Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a 'Go back' link and the title 'Shortlist for interview' followed by 'Shortlist applicants for Administration assistant'. Underneath, it says 'To do this:' followed by two numbered steps: '1. Review the list of scored applicants on the next screen.' and '2. Select the applicants you want to invite to interview.' Below the steps, there is a blue vertical bar with the text: 'You'll be asked to send an automated email to unsuccessful applicants after shortlisting.' At the bottom of this section, there is a green button with a yellow circle containing the number '1' and the text 'Start shortlisting'. At the very bottom of the page, there is a footer 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'.

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.

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.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as [redacted] Sign Out'. Below that is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 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 is titled 'Shortlist for interview' and 'Select the applicants you want to interview'. There is a link 'View who was on the panel'. Below that, a list shows one applicant: 'Lead - [redacted]'. A table follows with the following data:

Selection	Applicant reference ID	Panel	Essential	Total score
<input type="checkbox"/>	AR-210614-00001	Lead	1 out of 1	1 out of 1

Below the table is a green 'Continue' button. At the bottom, a tip says: 'You can [choose not to shortlist any of these applicants](#) if none of them are suitable for the job.'

At the very bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer also includes '© Crown copyright'.

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

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).

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' and 'Signed in as [user] Sign Out'. Below the header, there's a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below that, 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 breadcrumb '< Go back' and the title 'Shortlist for interview'. The main heading is 'Check who you've selected to interview'. Below this, it says 'Make sure you've selected the correct applicants to invite to interview.' and 'You will not be able to make changes to this list after confirming it.'

Applicant reference ID	Essential	Total score
AR-210315-00001	1 out of 1	1 out of 1

Below the table, there are two numbered buttons: '1 Confirm applicants for interview' (green) and '2 Change your selection' (dark grey).

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

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

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).

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' and 'Signed in as NHSBSA Training Sign Out'. Below the header, there is a yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, a message 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 features a large white box with the text: 'You've confirmed the applicants you want to interview for Administration assistant' and 'The reference number is T1111-21-7827'. Below this, a section titled 'What happens next' lists actions: 'You can: • invite your shortlisted applicants to interview'. A numbered list follows: '1 • [view the applicants you're going to invite to interview](#)' and '• download and view your shortlisted applications and print them if you need to'. At the bottom of this section, there are two buttons: '2 Invite shortlist to interview' (green) and 'Download applications' (dark blue) with a '3' next to it. A link 'Go back to your dashboard' is also present. 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'.

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.

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.](#)

[< Go back](#)

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](#)

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

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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.

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](#)

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](#)

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

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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.

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' section with a 'Sign Out' link. A yellow banner below the header contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, a yellow 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. The title is 'Complete shortlisting' followed by the question 'Are you sure you do not want to shortlist any applicants?'. Below the question, there is explanatory text: '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.' There are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons is a green 'Continue' button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© Crown copyright'.

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.

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.

You're viewing NHS BSA Training

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.](#)

You've decided not to interview any applicants for Administration assistant

The reference number is
T1111-21-6831

What happens next

You'll now be asked to email unsuccessful applicants to let them know they have not been invited to interview.

1 [Continue](#)

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

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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.

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 yellow banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a '< Go back' link and the heading 'Complete your shortlist' followed by 'Email your 1 unsuccessful applicants'. The main content area shows a preview of an email template with the following text: '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 preview area, there is a green button with a yellow circle containing the number '1' and the text 'Send rejections'. At the very bottom of the page, there is a 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'.

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.

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 'You're viewing NHS BSA Training' on the right. Below the header, there is a 'Signed in as' section with a profile picture and a 'Sign Out' link. A yellow banner below the header contains a 'BETA' label and the text: 'Your feedback will help us to improve this service.' Below the banner, a yellow 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 features a large white box with the heading 'You've emailed your unsuccessful applicants for Administration assistant' and the reference number 'T1111-21-6916'. Below this, there are three numbered steps: 1. 'What happens next' with a link to 'create and publish a new listing'; 2. 'Return to your job listings'; 3. 'How could we improve NHS Jobs service?' with a link to 'Give feedback'. 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', along with a copyright notice '© Crown copyright'.

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