How to respond to an invite to interview in NHS Jobs user guide

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

If you receive an invite to interview, you’ll check what the employer wants you to know and the location of the interview.

To confirm your response, you’ll choose one of the following options:

- Choose a date and time for your interview.
- I want to attend but can’t make any of the dates and times provided.
- Decline the interview and add your reason why.

The 'I want to attend but can’t make any of the dates or times provided' option is only available if the employer has selected this when setting up the interview.
Contents

How to respond to an invite to interview in NHS Jobs user guide .................................................. 1

Respond to interview .......................................................................................................................... 3

Read information about your interview before choosing a date and time ................................ 4

Respond to your interview .............................................................................................................. 5

Have you got any special requirements we should be aware of? ................................................. 6

What special requirements have you got? ..................................................................................... 7

Check your answers for an interview date and time .................................................................... 8

You’ve confirmed your interview .................................................................................................. 9

Check your answers for an alternative time requested ............................................................... 10

You’ve requested a different date and time .................................................................................. 11

Why have you declined the interview? .......................................................................................... 12

Check your answers for a declined interview ............................................................................. 13

You’ve declined your interview .................................................................................................... 14
**Respond to interview**

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

To respond to an interview, complete the following steps:

1. Select the ‘View application’ link (optional).
2. Select the ‘Respond to interview’ link.

---

<table>
<thead>
<tr>
<th>Job title</th>
<th>Employer</th>
<th>Job closing date</th>
<th>Application</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Trainer</td>
<td>NHS Training and</td>
<td>23 February 2022</td>
<td>View</td>
<td>Respond to</td>
</tr>
<tr>
<td>T0111-22-5186</td>
<td>Support</td>
<td></td>
<td>application</td>
<td>interview</td>
</tr>
</tbody>
</table>
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 need to choose a date and time for your interview by midday on the date shown. The sooner you respond, the more choice you'll have in choosing one that's best for you.

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

1. Select the ‘Choose a date and time’ button.
Respond to your interview
This page gives you instructions for how to respond to your interview.

**Important:** If you can't make any of the dates and times provided, use the employers email address to see if you can arrange another.

To respond to your interview, complete the following steps:

1. Select an answer:
   - ‘Choose a date and time for your interview’
   - ‘I want to attend, but can’t make any of the dates and times provided’
   - ‘Decline the interview’
2. Select the ‘Continue’ button.

**Tip:** The ‘I want to attend but can’t make any of the dates or times provided’ option is only available if the employer has selected this when setting up the interview.
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:** You’ll only see this page if you’ve chosen a date and time for your interview. An example of a special requirement is a disability or any additional needs where you’d have access requirements.

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

1. Select an answer:
   - ‘Yes’
   - ‘No’

2. Select the ‘Continue’ button.
**What special requirements have you got?**

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

**Important:** You’ll only see this page if you’re adding a special requirement.

To add your special requirements, complete the following steps:

1. In the **Special requirements** box, enter the details.
2. Select the ‘**Continue**’ button.
Check your answers for an interview date and time
This page gives you instructions for how to check your answers for an interview date and time.

**Important:** You’ll only see this page if you’ve chosen a date and time for your interview. In this example, you’ve added a special requirement.

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

1. Select a ‘Change’ link (optional).
2. Select the ‘Confirm and send’ button.
You've confirmed your interview
This page shows you've confirmed your interview.

**Important:** You’ll find confirmation of your interview details on your NHS Jobs application page.

To return to your applications, complete the following step:

1. Select the ‘Return to your applications’ link.

If your interview is successful and you receive a conditional job offer, go to the ‘**How to respond to a job offer in NHS Jobs**’ user guide or video from the ‘**Respond to a job offer**’ section of the ‘**Help and support for applicants**’ webpage.

You’ve confirmed your interview and reached the end of this user guide.
Check your answers for an alternative time requested
This page gives you instructions for how to check your answers for an alternative time requested.

Important: You’ll only see this page if you’ve requested an alternative interview time. The employer will be notified of this. They may contact you to arrange a time that can work for both you and the employer.

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

1. Select the ‘Change’ link (optional).
2. Select the ‘Confirm and send’ button.
You've requested a different date and time
This page shows confirmation you've requested a different date and time.

**Important:** 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.

To return to your applications, complete the following step:

1. Select the ‘Return to your applications’ link.

Once the hiring manager has responded, you'll need to select or decline an interview on the [Respond to your interview](#) page.
Why have you declined the interview?
This page gives you instructions for how to confirm why you’ve declined the interview.

**Important:** You’ll only see this page if you’re declining an interview. For example, you are not interested in the job anymore.

To add why you’ve declined the interview, complete the following steps:

1. In the **Decline reason** box, enter the details.
2. Select the ‘**Continue**’ button.
Check your answers for a declined interview
This page gives you instructions for how to check your answers for a declined interview.

**Important:** You’ll only see this page if you’re declining an interview.

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

1. Select a ‘Change’ link (optional).
2. Select the ‘Confirm and send’ button.
You've declined your interview
This page shows confirmation you've declined your interview.

Important: 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.

To return to your applications, complete the following step:

1. Select the ‘Return to your applications’ link.

You've declined your interview and reached the end of this user guide.