

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.

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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.

NHS Jobs Liam MA [Sign out](#)

[English](#) | [Cymraeg](#)

BETA Your [feedback](#) will help us to improve this service.

Your applications

Job title	Employer	Job closing date	Application	Task
IT Trainer T0111-22-5186	NHS Training and Support	23 February 2022	View application 1	Respond to interview 2

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.

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 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link. The title is 'Invite to interview' followed by 'Read information about your interview before choosing a date and time'. Below this, there is a section titled 'What the employer wants you to know' with two paragraphs: 'You'll give a 10 minute presentation on how you plan and deliver successful training session.' and 'There's a lot of available parking on site.' The next section is 'Location of the interview' with the address: 'Goldcrest Way, Newcastle Upon Tyne, NE158NY'. A callout box contains the text: 'You need to choose a date and time for your interview by midday on 03 March 2022. The sooner you respond, the more choice you'll have in choosing one that's best for you.' At the bottom of the callout box is a green button with a yellow circle containing the number '1' and the text 'Choose a date and time'. The 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'.

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’](#)
 - or
 - [‘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 Liam MA Sign out

English | Cymraeg

BETA Your [feedback](#) will help us to improve this service.

[Go back](#)

Invite to interview

Choose a date and time for your IT Trainer 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 joe.bloggs@nhs.net

Select one from the list

Choose a date and time for your IT Trainer job interview

05 March 2022
09:00 to 09:45

05 March 2022
10:00 to 10:45

1 or

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

Decline the interview

2 [Continue](#)

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

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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.

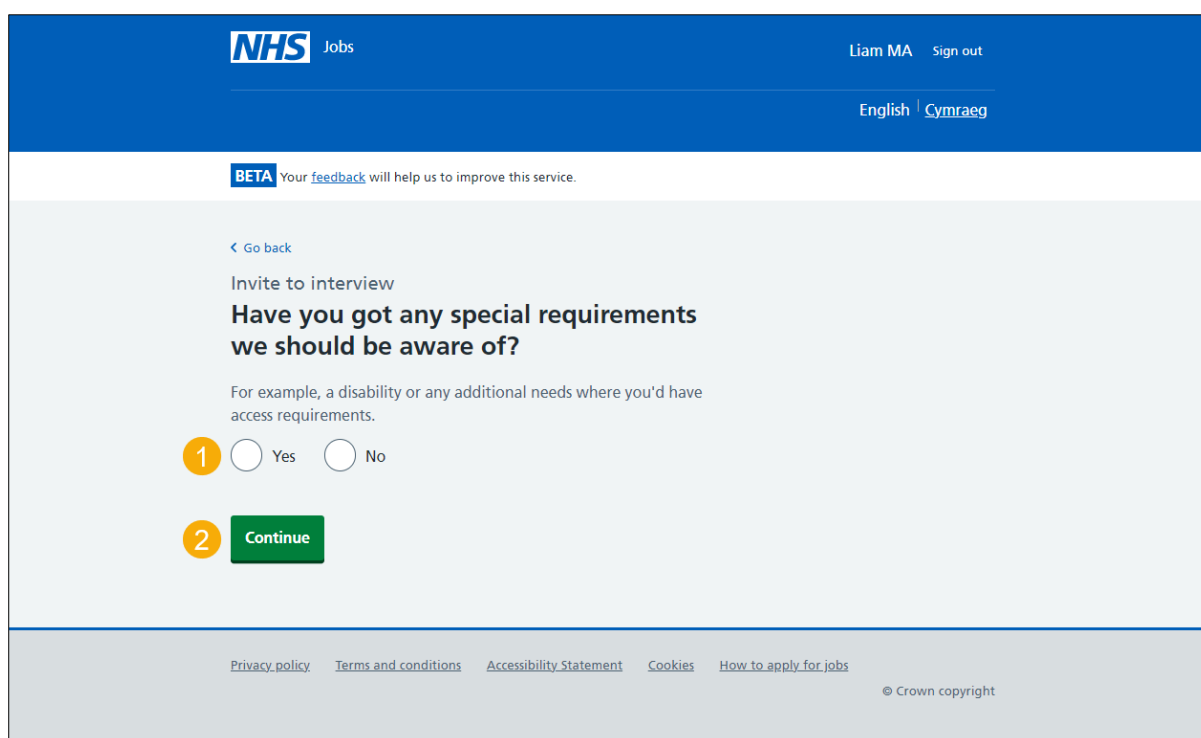
Have you got any special requirements we should be aware of?

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.



The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Liam MA Sign out' on the right. Below the header, there is a navigation bar with 'English | Cymraeg' on the right. A blue banner below the navigation bar contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light blue and contains a 'Go back' link, the text 'Invite to interview', and the heading 'Have you got any special requirements we should be aware of?'. Below the heading, there is a sub-heading 'For example, a disability or any additional needs where you'd have access requirements.' and two radio button options: '1 Yes' and 'No'. Below the radio buttons, there is a green 'Continue' button with a '2' in a yellow circle to its left. 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'.

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.

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 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' On the left side of the main content area, there is a '< Go back' link. The main heading is 'Invite to interview' followed by 'What special requirements have you got?'. Below this, there is a label 'Your special requirements' and a large text input box. A yellow circle with the number '1' is positioned to the left of the input box. Below the input box, there is a green button with a white circle containing the number '2' and the text 'Continue'. 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', followed by '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' and a 'Go back' link. The main content area is light blue and contains the text 'Invite to interview' and 'Check your answers'. Below this, there is a table with two rows: 'Interview date and time' (05 March 2022, 09:00 to 09:45) and 'Special requirements' (I need an ergonomic chair for the interview.). Each row has a 'Change' link to its right. A yellow circle with the number '1' is placed over the 'Change' link for the 'Interview date and time' row. Below the table, there is a green button with a white circle containing the number '2' and the text 'Confirm and send'. 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'.

Interview date and time	05 March 2022 09:00 to 09:45	Change
Special requirements	I need an ergonomic chair for the interview.	Change

2 [Confirm and send](#)

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

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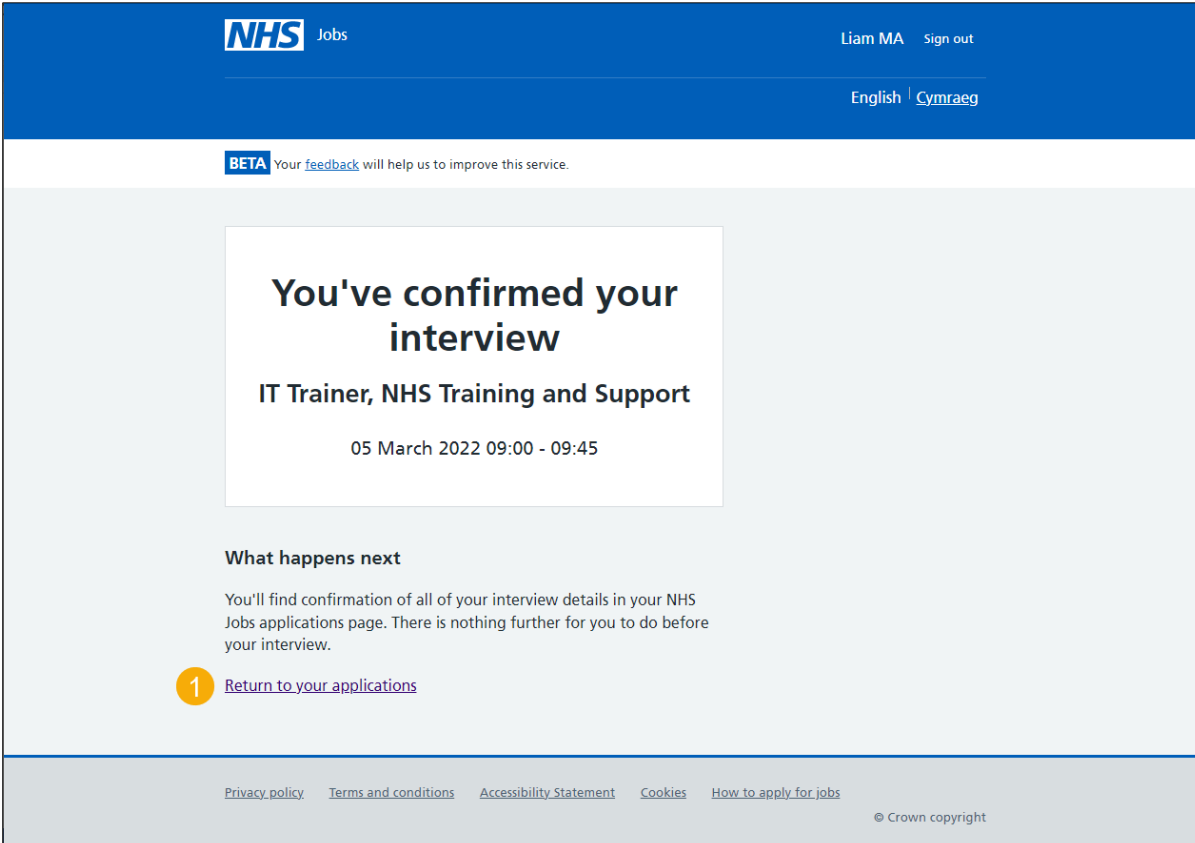
You've confirmed your interview

This page shows you've confirmed your interview.

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.



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 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' On the main page, a white box contains the text: 'You've confirmed your interview', 'IT Trainer, NHS Training and Support', and '05 March 2022 09:00 - 09:45'. 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.' A yellow circle with the number '1' is next to a link that says 'Return to your applications'. 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 the text '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'Liam MA 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, there is a 'Go back' link. The main content area is titled 'Invite to interview' and 'Check your answers'. It features a table with two columns: 'Interview date and time' and 'Alternative time requested'. The 'Alternative time requested' column contains a 'Change' link with a yellow circle containing the number '1'. Below the table, there is a paragraph of text: '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 labeled 'Confirm and send' with a yellow circle containing the number '2'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with the text '© Crown copyright'.

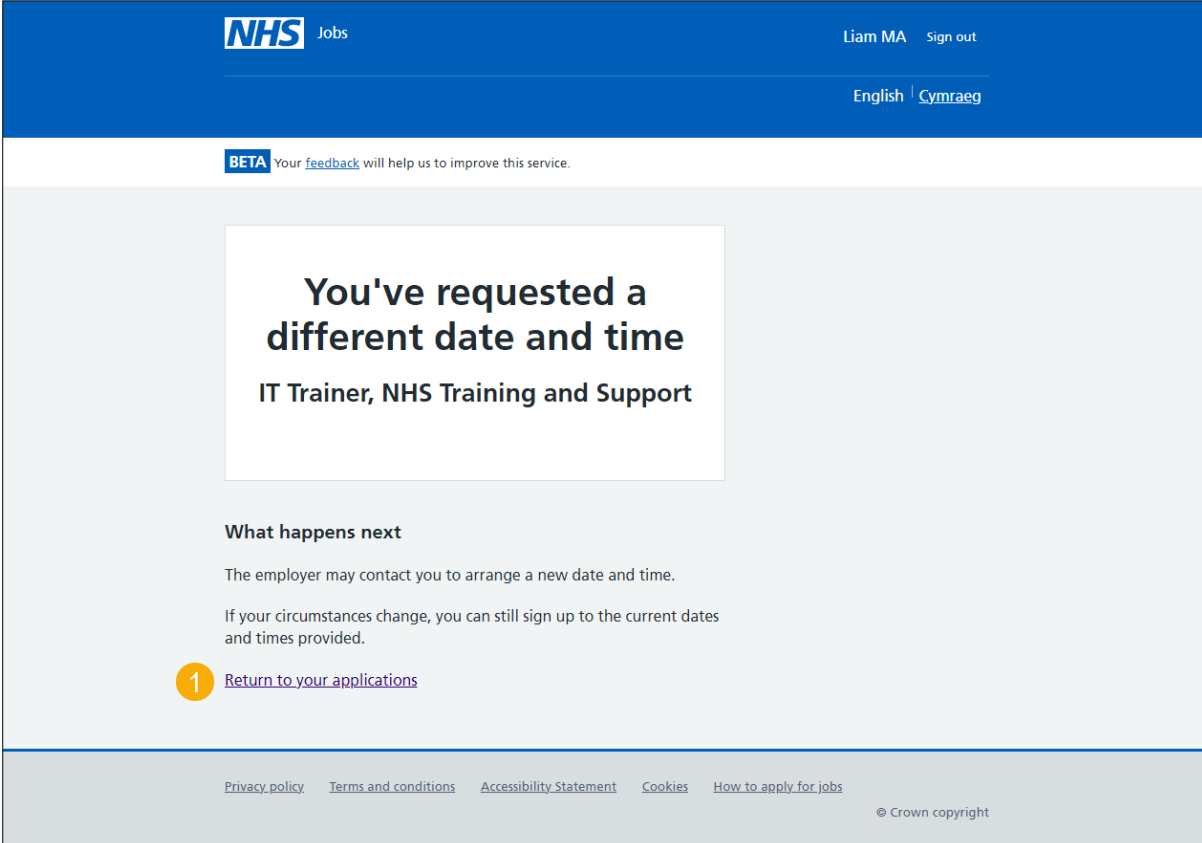
You've requested a different date and time

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.



The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'Liam MA 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.' The main content area has a light blue background and features a white box with the heading 'You've requested a different date and time' and the job title 'IT Trainer, NHS Training and Support'. Below this, a section titled 'What happens next' explains that the employer may contact the user for a new date and time, and that the user can still sign up to the current dates and times provided. A numbered step '1' is followed by a link 'Return to your applications'. At the bottom, 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'.

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' The main content area is light blue and contains a '< Go back' link, the text 'Invite to interview', and the heading 'Why have you declined the interview?'. Below the heading is the example text 'For example, you are not interested in the job anymore.' and a large white text input box. To the left of the input box is a yellow circle with the number '1'. Below the input box is a green 'Continue' button with a yellow circle containing the number '2' to its left. 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 the text '© Crown copyright'.

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.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and user information 'Liam MA Sign out' on the right. Below the header, there is a language selector 'English | Cymraeg'. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. The main content area has a light blue background and contains a breadcrumb '< Go back', the heading 'Invite to interview', and the sub-heading 'Check your answers'. Below this, it states 'You've chosen to decline the interview'. A table shows the reason for declining: 'Reason' is 'I'm not interested in the job anymore.' and there is a 'Change' link with a circled '1' next to it. At the bottom of the main content area, there is a green button labeled 'Confirm and send' with a circled '2' next to it. The 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'.

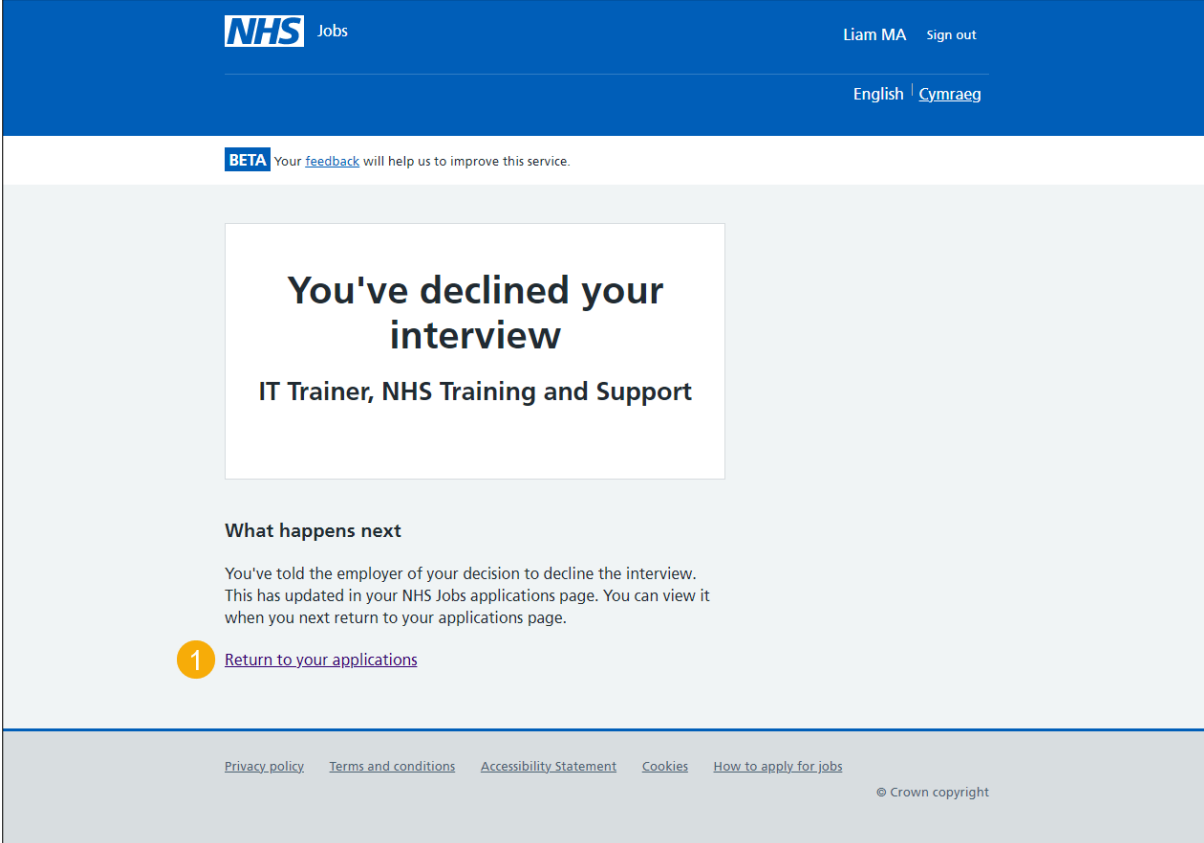
You've declined your interview

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.



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 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' 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 letters, followed by 'IT Trainer, NHS Training and Support' in smaller bold letters. Below this, the section 'What happens next' contains the text: '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 yellow circle with the number '1' is next to a blue link that says 'Return to your applications'. 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', followed by '© Crown copyright'.

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