

How to manage interviews in NHS Jobs user guide

This guide gives you instructions for how to manage interviews 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

To find out which roles can do this, go to the **'Roles and permissions'** link in the **'Help and information'** section of the [employer dashboard](#).

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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 the interview recruitment stage.

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

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

The screenshot shows the NHSBSA Lee UAT Dashboard. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. A toggle switch for 'Show tasks for all accounts' is set to 'off'. A beta notice states: 'BETA Your feedback will help us to improve this service.'

The main content area is titled 'NHSBSA Lee UAT Dashboard'. It features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The main table displays the following data:

Stage	Count
Draft	1
Approvals	2
Published	3
Shortlisting	14
1 Interviews	5
Ready to offer	2
Conditional offers	11

Each row in the table includes a horizontal progress bar. The 'Interviews' row is highlighted with a green bar, indicating it is the current stage.

On the right side of the dashboard, there are two sections:

- What you can do:** Contains three buttons: 'Create a job listing' (green), 'Search for a listing' (grey), and 'Search for an applicant' (grey).
- Manage the account:** Contains a list of links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'.
- Documents and templates:** Contains a list of links: 'Overview of your organisation', 'Supporting documents', 'Contract templates', and 'Offer letter templates'.

Applicants who have not responded

This page gives you instructions for how to view applicants who have not responded to an interview.

Important: You'll only see this page if an applicant has not responded to an interview. In this example, there's 1 applicant.

To view the applicants who have not responded to an interview, complete the following step:

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

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NH585A Lee UAT' with a 'Change' link. Below the NHS logo, it says 'Jobs' and 'Signed in as Lee Mapes' with a 'Sign Out' link. A 'BETA' badge is present. The main heading is 'Interviews scheduled' for 'Training & Support Officer' with reference number 'A0199-22-1524'. There are three tabs: 'Accepted (1)', 'Not responded (1)', and 'Declined (0)'. The 'Not responded' tab is selected, indicated by a yellow circle with the number '1'. Below this, under 'Applicants who have not responded', there is one applicant: 'Lee Mapes' with ID 'AR-220530-00005', marked with a yellow circle with the number '2'. On the right, a 'What you can do' section contains buttons for 'Rearrange an interview' and 'Assign an interviewee to a slot', and links for 'Add a new interview slot' and 'Lock interview schedule early'. Below that, a 'Team' section lists 'Interview lead' as 'You (Lee Mapes)' with a 'Change' link, and 'Interview panel' with a 'Change' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

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

Applicants who have declined

This page gives you instructions for how to view applicants who have declined an interview.

Important: You'll only see this page if the applicant's declined an interview and added their reason why. In this example, there's 1 applicant.

To view applicants who have declined an interview, complete the following step:

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

NHS Jobs You're viewing NHSBSA Lee UAT [Change](#)
Signed in as [Lee Mapes](#) [Sign Out](#)

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

[Go back](#)

Interviews scheduled

Training & Support Officer
Reference number: A0199-22-3905

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

Applicants who have declined

2 [Lee Mapes](#)
AR-220530-00007

Reason for declining the interview

I've accepted another role.

What you can do

[Rearrange an interview](#)

[Add a new interview slot](#)
[Lock interview schedule early](#)

Team

Interview lead
You (Lee Mapes)
[Change](#)

Interview panel
[Change](#)

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

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

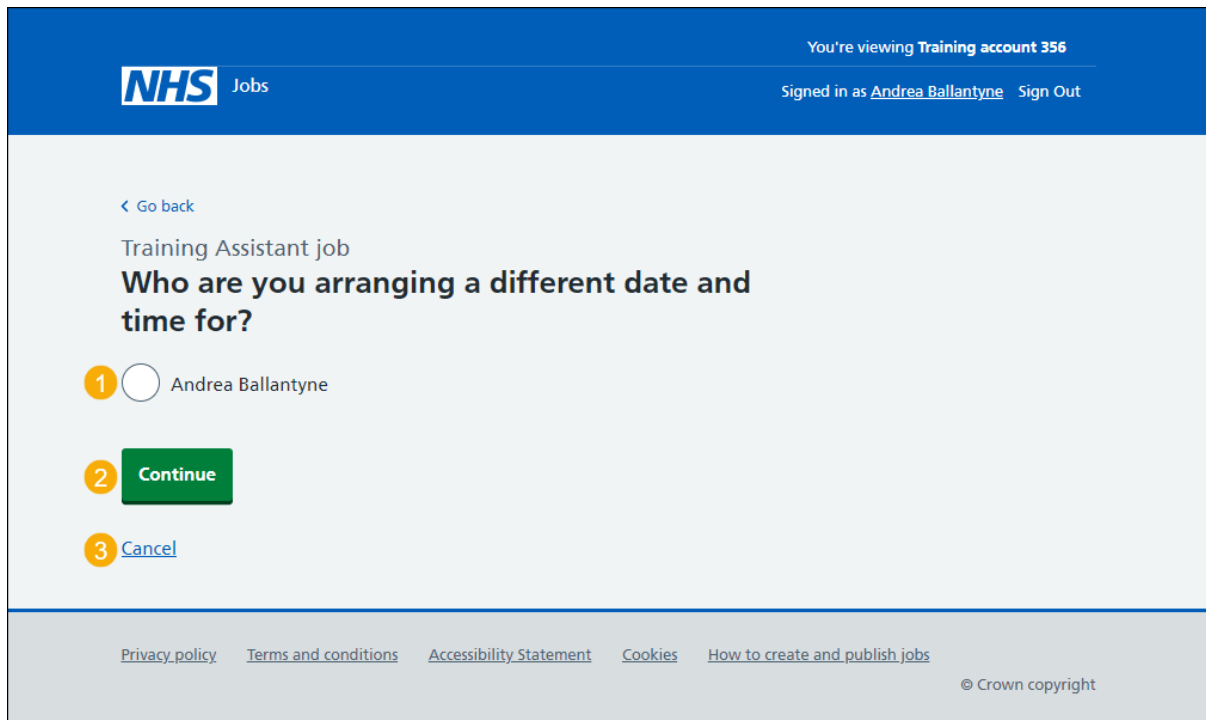
Who are you arranging a different time and date for?

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

Important: In this example, there's 1 interviewee.

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

1. Select an applicant.
2. Select the '[Continue](#)' button.
or
3. Select the '[Cancel](#)' link.



The screenshot shows the NHS Jobs interface. At the top, a blue header bar contains the NHS logo and 'Jobs' on the left, and 'You're viewing Training account 356' and 'Signed in as [Andrea Ballantyne](#) Sign Out' on the right. Below the header, the main content area has a light blue background. It starts with a '< Go back' link. The title 'Training Assistant job' is followed by the question 'Who are you arranging a different date and time for?'. Below this, there are three numbered steps: 1. A radio button next to 'Andrea Ballantyne'. 2. A green 'Continue' button. 3. A blue 'Cancel' link. At the bottom, a grey footer bar 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'.

If you've cancelled arranging a different date and time, you've reached the end of this user guide.

Select or add a new date and time for the applicant's interview

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

Important: If there isn't a suitable date and time for the applicant, you can add a new date and time. The interviewee limit and slots remaining is shown under each interview.

To select or add a new date and time for the applicant's interview, 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.

Jobs

You're viewing NHSBSA Lee UAT

[Change](#)

Signed in as Lee Mapes

[Sign Out](#)

BETA

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

< Go back

Clinical Administrator job

Select a date and time for Lee's interview

☐

12 December 2022 from 09:45 to 10:15

Interviewee limit 1, with 1 slots remaining

☐

12 December 2022 from 10:30 to 11:00

Interviewee limit 1, with 1 slots remaining

1

☒

12 December 2022 from 11:15 to 11:45

Interviewee limit 1, with 1 slots remaining

☐

12 December 2022 from 12:00 to 12:30

Interviewee limit 1, with 1 slots remaining

☐

12 December 2022 from 12:45 to 13:15

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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Add your interview dates and times

This page gives you instructions for how to add your interview dates and times.

Important: You'll only see this page if you're adding a new date and time for a rearranged interview.

To add your interview dates and times, complete the following steps:

1. In the **Interview date** box, enter the details.
2. In the **Start time** box, enter the details.
3. In the **Finish time** box, enter the details.
4. Select the '[Continue](#)' button.

Jobs

You're viewing **Training Account 365**
Signed in as [Lee Mapes](#) [Sign Out](#)

[< Go back](#)
Invite your shortlist to interview

Add your interview dates and times

You should set up at least one interview slot per interviewee.

You have 2 interviewees

Interview date
For example, 27 9 2019
Day Month Year
1

Start time
Enter your time in 24 hour format. For example, 09:30 or 14:00.
Hour Minute
2

Finish time
Enter your time in 24 hour format. For example, 09:30 or 14:00.
Hour Minute
3

4

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
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[How to create and publish jobs](#)
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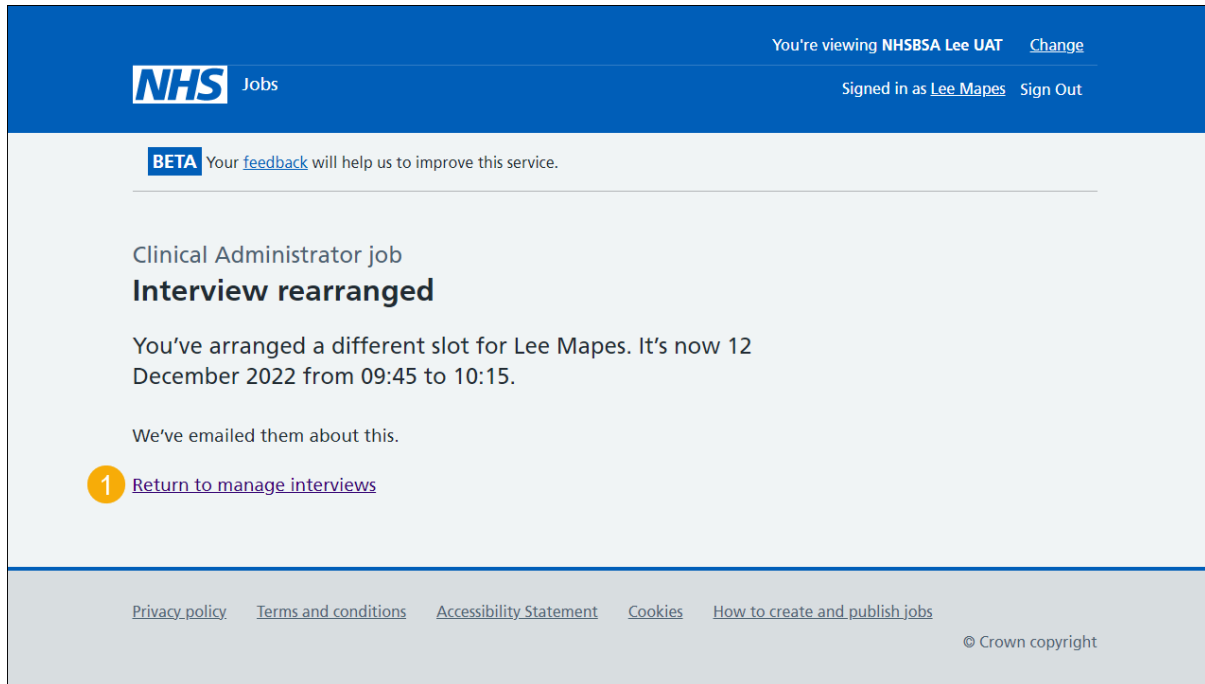
Tip: You must enter the date in the format DD-MM-YY. For example, 27 09 2019. You must enter the time in a 24 hour format. For example, 09:30 or 14:00.

Interview rearranged

This page gives shows confirmation you've arranged a different interview date and time for the applicant.

To return to manage 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 and 'Jobs' on the left, and 'You're viewing NHSBSA Lee UAT' with a 'Change' link on the right. Below this, a secondary blue bar shows 'Signed in as Lee Mapes' with a 'Sign Out' link. The main content area has a light blue background. It starts with a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this is a horizontal line. The main heading is 'Clinical Administrator job' followed by 'Interview rearranged' in bold. The text below states: 'You've arranged a different slot for Lee Mapes. It's now 12 December 2022 from 09:45 to 10:15.' This is followed by 'We've emailed them about this.' At the bottom of the main content area is a yellow circle with the number '1' and a purple link that says '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'. On the right side of the footer is the text '© Crown copyright'.

You've rearranged the applicant's interview and reached the end of this user guide.

If you need to assign an interview slot, go to [this](#) page.

Assign an interviewee to a slot

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

Important: You'll only see this page 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 interviewee to a slot](#)' button.

Jobs

You're viewing NHSBSA Lee UAT [Change](#)
Signed in as [Lee Mapes](#) [Sign Out](#)

BETA

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

[Go back](#)

Interviews scheduled

Social Care Support Worker
Reference number: A0199-22-9578

Accepted (0)
Not responded (2)
Declined (0)

Applicants who have accepted

06 July 2022

Interview times

Time	Interviewee	Special requirements
09:00 to 09:30		
09:45 to 10:15		
10:30 to 11:00		
11:15 to 11:45		

What you can do

Assign an interviewee to a slot

[Add a new interview slot](#)
[Lock interview schedule early](#)

Team

Interview lead
You (Lee Mapes)
[Change](#)

Interview panel
[Change](#)

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

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Who do you want to manually assign to a slot?

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

Important: In this example, there's 1 interviewee.

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

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

Jobs

You're viewing NHSBSA Lee UAT [Change](#)

Signed in as [Lee Mapes](#) [Sign Out](#)

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

[< Go back](#)

Social Care Support Worker job

Who do you want to manually assign to a slot?

1

☐

Lee Mapes

2

Continue

[Cancel](#)

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

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Select or add a new date and time for the applicant's interview

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

Important: If there isn't a suitable date and time for the applicant, you can add a new date and time. The interviewee limit and slots remaining is shown under each interview.

To select or add a new date and time for the applicant's interview, 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 (optional).

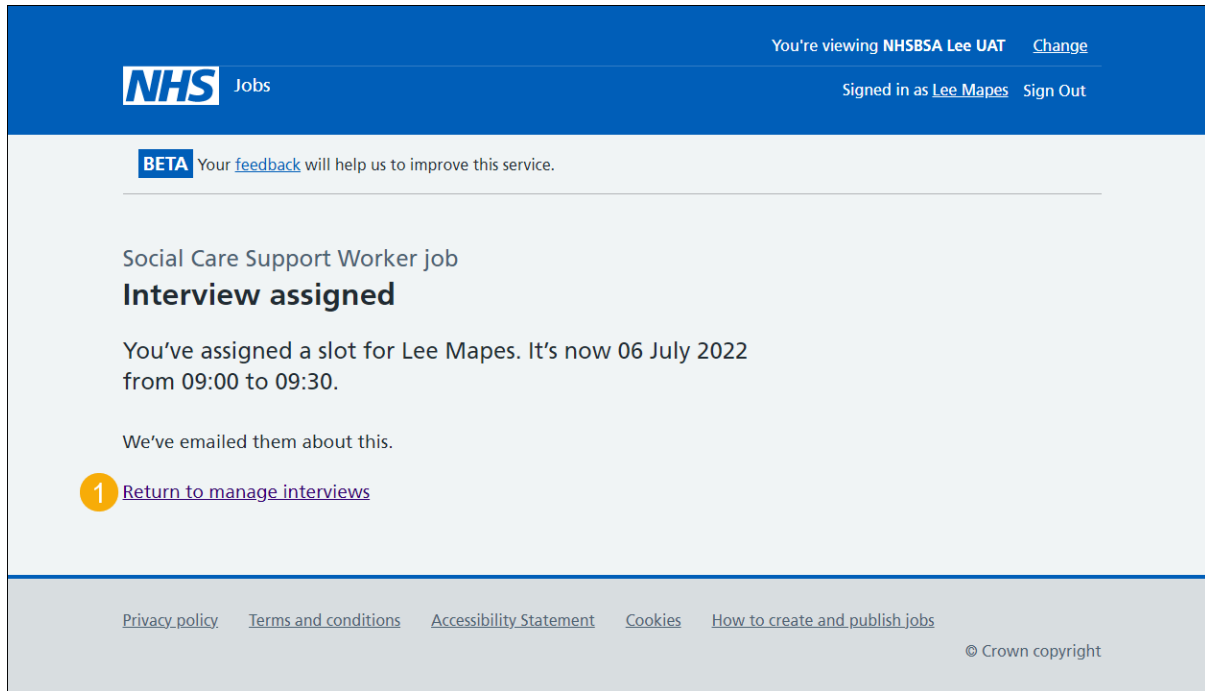
The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A link '< Go back' is present. The main heading is 'Social Care Support Worker job' followed by 'Select a date and time for Lee's interview'. There are three radio button options, each with a time slot and 'Interviewee limit 1, with 1 slots remaining':
 1. 06 July 2022 from 09:00 to 09:30
 2. 06 July 2022 from 10:30 to 11:00 (This option is selected, indicated by a yellow circle with the number 1)
 3. 06 July 2022 from 11:15 to 11:45
 Below these options, a yellow circle with the number 3 is followed by the text 'You can [add a new date and time](#) if needed.' At the bottom of the selection area, there's a yellow circle with the number 2 next to a green 'Continue' button, and a blue 'Cancel' link. 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'.

Interview assigned

This page gives shows confirmation you've assigned an interview date and time for the applicant.

To return to manage interviews, complete the following step:

1. Select the 'Return to manage interviews' link.



The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text on the left, and user information on the right: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and contains the following text: 'Social Care Support Worker job', 'Interview assigned' (in bold), 'You've assigned a slot for Lee Mapes. It's now 06 July 2022 from 09:00 to 09:30.', and 'We've emailed them about this.' Below this is a yellow circle with the number '1' followed by a blue link 'Return to manage interviews'. At the bottom, there's a grey 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'.

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

If you need to change the interview lead, go to [this](#) 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.

Jobs

You're viewing **NHSBSA Lee UAT**
[Change](#)

Signed in as **Lee Mapes**
[Sign Out](#)

BETA

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

[Go back](#)

Interviews scheduled

Social Care Support Worker
Reference number: A0199-22-9578

Accepted (2)
Not responded (0)
Declined (0)

Applicants who have accepted

06 July 2022

Interview times

Time	Interviewee	Special requirements
09:00 to 09:30	Lee Mapes AR-220606-00002	
09:45 to 10:15	Lee Mapes AR-220606-00001	
10:30 to 11:00		
11:15 to 11:45		

What you can do

Rearrange an interview

[Add a new interview slot](#)
[Lock interview schedule early](#)

Team

Interview lead
You (Lee Mapes)
[Change](#)

Interview panel
[Change](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[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.
- or
3. Select 'The person I want is not on the list' link if the user is not listed.

[Go back](#)
 Invite your shortlist to interview
Who do you want to add as the lead interviewer?
 1
 3 [The person I want is not on the list](#)
 2 **Save and continue**
[Save and come back later](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)
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You've changed the interview lead and reached the end of this user guide.

If you need to lock the interview schedule early, go to [this](#) 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](#)' link.

Jobs

You're viewing NHSBSA Lee UAT
Change

Signed in as Lee Mapes
Sign Out

BETA

Your feedback will help us to improve this service.

[Go back](#)

Interviews scheduled

Clinical Administrator
Reference number: A0199-22-5865

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

Applicants who have accepted

12 December 2022

Interview times

Time	Interviewee	Special requirements
09:00 to 09:30	Lee Mapes AR-220504-00004	View details
09:45 to 10:15		
10:30 to 11:00		
11:15 to 11:45		
12:00 to 12:30		
12:45 to 13:15		

What you can do

Rearrange an interview

[Add a new interview slot](#)
[Lock interview schedule early](#)

Team

Interview lead
You (Lee Mapes)
[Change](#)

Interview panel
[Change](#)

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

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

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

Important: 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.

To confirm if you're sure you want to lock the interview schedule early, complete the following steps:

1. Select an answer:
 - [Yes](#)
 - 'No'
2. Select the 'Save and continue' button.

The screenshot shows the NHS Jobs user interface. At the top, a blue header bar contains the NHS logo, the word 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, a grey banner displays 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 includes a '< Go back' link. The title 'Are you sure you want to lock the interview schedule early?' is prominently displayed. Below the title, explanatory text states: '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.' Two radio button options are shown: '1 Yes' (selected) and 'No'. Below these, a green button labeled '2 Save and continue' is visible. The footer of the page contains several links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© Crown copyright'.

If you don't want to lock the interview schedule early, you've reached the end of this user guide.

Manage interviews in progress

This page gives you instructions for how to manage your interviews in progress

Important: You'll only see this page if you've locked your interview schedule early or have reached the scheduled interview dates.

To manage your interviews in progress, complete the following steps:

1. Select the 'Download interview schedule and applications' button (optional).
2. Select the 'Download individual applications' button (optional).
3. Select the '[Add feedback](#)' link.

Jobs

You're viewing NHSBSA Lee UAT [Change](#)
Signed in as [Lee Mapes](#) [Sign Out](#)

BETA

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

[Go back](#)

Interviews in progress

Training & Support Officer
Reference number: A0199-22-0365

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

Applicants who have accepted

05 June 2022

Interview times

Time	Interviewee	What you can do
09:00 to 09:30	Lee Mapes AR-220601-00003	3 Add feedback
09:45 to 10:15		
10:30 to 11:00		
11:15 to 11:45		
12:00 to 12:30		
12:45 to 13:15		

What you can do

Download interview schedule and applications

Download individual applications

[Add a new interview slot](#)
[Assign an interviewee to a slot](#)

Team

Interview lead
You (Lee Mapes)
[Change](#)

Interview panel
[Change](#)

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

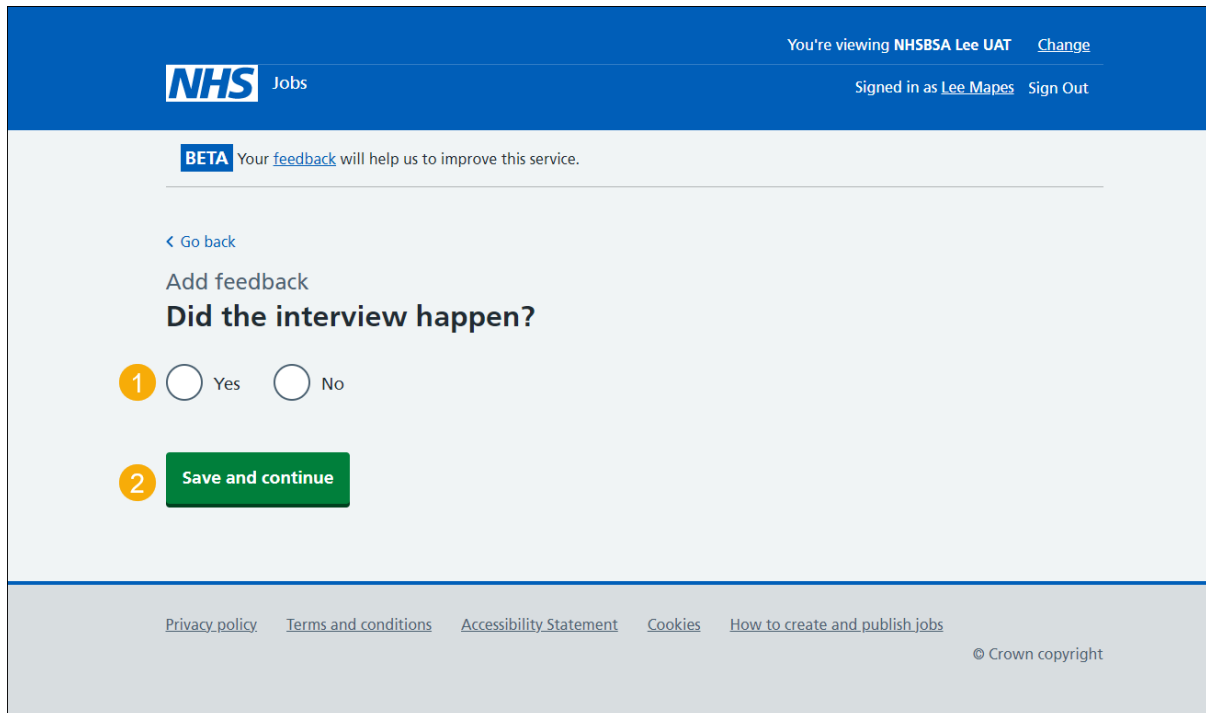
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Did the interview happen?

This page gives you instructions for how to confirm if the interview happened.

To confirm if the interview happened, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - ‘No’
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. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is present. The main heading is 'Add feedback' followed by 'Did the interview happen?'. There are two radio button options: '1 Yes' and 'No'. Below these is a green button labeled '2 Save and continue'. 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', along with a copyright notice '© Crown copyright'.

If the interview didn't happen, you've reached the end of this user guide.

Add your interview feedback

This page gives you instructions for how to add your interview feedback.

Important: Notes for internal use could be requested as feedback by the applicant.

To add your interview feedback, complete the following steps:

1. In the **Interview feedback** box, enter the details.
2. Select the Save and continue button.

NHS Jobs

You're viewing **NHSBSA Lee UAT** [Change](#)

Signed in as **Lee Mapes** [Sign Out](#)

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

[Go back](#)

Add feedback

Add your interview feedback

Notes for internal use could be requested as feedback by the applicant.

1

2 **Save and continue**

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

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Tip: To find out how to make a job offer, go to the '**How to make a job offer in NHS Jobs**' user guide or video from the '**Make a job offer**' section of the '[Help and support for employers](#)' webpage.

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