

## How to manage interviews in NHS Jobs user guide – Assign an interviewee to a slot

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

When assigning an interview slot, you can:

- select the interviewee to manually assign to a slot
- select or add a new date and time for an interview

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](#).

## Contents

<a href="#">How to manage interviews in NHS Jobs user guide – Assign an interviewee to a slot .....</a>	<a href="#">1</a>
<a href="#">Assign an interviewee to a slot .....</a>	<a href="#">3</a>
<a href="#">Who do you want to manually assign to a slot? .....</a>	<a href="#">4</a>
<a href="#">Select a date and time for the applicant's interview .....</a>	<a href="#">5</a>
<a href="#">Add your interview dates and times .....</a>	<a href="#">6</a>
<a href="#">Confirm the date and time .....</a>	<a href="#">7</a>
<a href="#">Interview assigned .....</a>	<a href="#">8</a>

## Assign an interviewee to a slot

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

**Important:** In this example, no applicants have responded to an invite.

To assign an interviewee to an slot, complete the following step:

1. Select the '[Assign an interviewee to a slot](#)' 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](#)

### 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** 1

[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](#)

© Crown copyright

## Who do you want to manually assign to a slot?

This page gives you instructions for how to confirm who you want to manually assign to a slot to.

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

To confirm who you want to manually assign to a slot, complete the following steps:

1. Select an applicant.
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 right side of the header, 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 is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main content area displays 'Social Care Support Worker job' and the heading 'Who do you want to manually assign to a slot?'. Below this, there is a list of applicants: '1' next to a radio button and 'Lee Mapes'. Below the radio button is a green 'Continue' button. At the bottom of the main content area is a 'Cancel' 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'.

## Select a 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, 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.

The screenshot shows the NHS Jobs interface for selecting an interview date and time. 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 NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the job title 'Social Care Support Worker job'. The title of the section is 'Select a date and time for Lee's interview'. There are three radio button options for interview slots on 06 July 2022, each with an 'Interviewee limit 1, with 1 slots remaining' note. The first slot (09:00 to 09:30) is unselected. The second slot (10:30 to 11:00) is selected, indicated by a yellow circle with the number '1'. The third slot (11:15 to 11:45) is unselected. Below the slots, there is a yellow circle with the number '3' and a link to 'add a new date and time' if needed. At the bottom of the selection area, there is a yellow circle with the number '2' and a green 'Continue' button. A 'Cancel' link 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 a copyright notice: '© Crown copyright'.


## 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 the interview.

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

1. In the **Interview date** boxes, enter the details.
2. In the **Start time** boxes, enter the details.
3. In the **Finish time** boxes, 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](#)   [Cookies](#)   [How to create and publish jobs](#)

© Crown copyright

**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.

## Confirm the date and time

This page gives you instructions for how to confirm the interview date and time.

To check, change and confirm the interview date and time, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Confirm and send](#)' button.

The screenshot shows the NHS Jobs interface for a 'Social Care Support Worker job'. At the top, it indicates the user is viewing NHSBSA Lee UAT and is signed in as Lee Mapes. A BETA banner mentions feedback. The main heading is 'Confirm the date and time'. Below this, there are two rows of information: 'Interviewee' (Lee Mapes) and 'Interview slot' (06 July 2022 from 09:00 to 09:30). Each row has a 'Change' link next to it, with a yellow circle containing the number '1' next to the second 'Change' link. Below the information is a green button labeled 'Confirm and send' with a yellow circle containing the number '2' next to it. A 'Cancel' link 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 a copyright notice for Crown copyright.

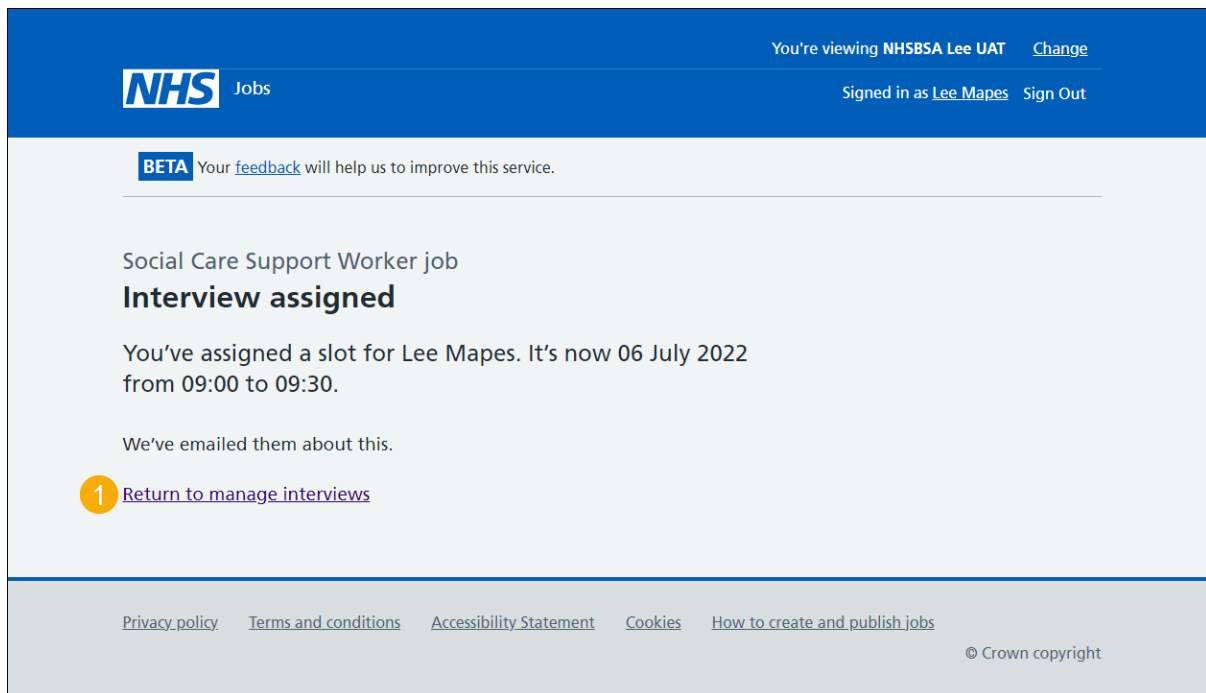
## Interview assigned

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

**Important:** The applicant will receive an email confirming their assigned interview date and time.

To return to manage interviews, complete the following step:

1. Select the '[Return to manage interviews](#)' link.



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 'You're viewing NHSBSA Lee UAT' with a 'Change' link on the right. Below the header, it says 'Signed in as Lee Mapes' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area has the title 'Social Care Support Worker job' and 'Interview assigned' in bold. Below this, it states '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.' A yellow circle with the number '1' is next to the link 'Return to manage interviews'. 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 the copyright notice '© Crown copyright'.

**Tip:** To find out more about how to manage interviews, go to a user guide or video from the 'Invite applicants to interview' section of the '[Help and support for employers](#)' webpage.

You've assigned an interviewee to a slot and reached the end of this user guide.