

## How to manage interviews in NHS Jobs user guide – Manage applicants

This guide gives you instructions for how to manage applicants at the interview stage in the NHS Jobs service.

Once you've invited applicants to interview, you can view who's accepted, declined, or not responded to an invite.

In this guide you will learn about:

- viewing your applicants
- viewing your reserve list
- managing applicants on your reserve list

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 'Interviews' to invite your shortlist to interview.

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

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

The screenshot shows the NHSBSA Lee UAT Dashboard. At the top, there is 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 is a toggle for 'Show tasks for all accounts'. A 'BETA' banner indicates that feedback will help improve the service. The main content area is titled 'NHSBSA Lee UAT Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main table lists various stages with their counts and progress bars. The 'Interviews' stage is highlighted with a yellow circle containing the number '1'. To the right, there are three buttons: 'Create a job listing', 'Search for a listing', and 'Search for an applicant'. Below these are sections for 'Manage the account' (with links for Manage users, At risk applicants, Accredited logos, Key performance indicators (KPIs), Approval settings, Departments, and Welsh listings) and 'Documents and templates' (with links for Overview of your organisation, Supporting information library, Contract templates, and Offer letter templates).

Stage	Count	Progress
<a href="#">Draft</a>	11	Green bar
<a href="#">Published</a>	2	Green bar
<a href="#">Shortlisting</a>	5 - on track 0, overdue 5	Red bar
<b>1</b> <a href="#">Interviews</a>	8	Green bar
<a href="#">Ready to offer</a>	8 - on track 7, overdue 1	Green bar
<a href="#">Conditional offers</a>	13 - on track 3, overdue 10	Red bar
<a href="#">Pre-employment checks</a>	0	Grey bar

## Manage your interviews

This page gives you instructions for how to manage your interviews.

**Important:** In this example, the 'Training and Support Officer' job listing is used.

To manage your interviews, complete the following step:

1. Select the '[Manage your interviews](#)' link
2. Select the 'Job title' link to view the job details (optional).

**NHS** Jobs

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

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

Show tasks for **all accounts**

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

[Go back](#)

NHSBSA Lee UAT

### Interviews

Showing tasks for

Showing tasks

Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next
<a href="#">2 Training &amp; Support Officer</a> A0199-22-1524 <b>INTERNAL</b>	19 Oct 2022 <b>ON TRACK</b>	2	1	0	Interviews scheduled	<a href="#">Manage your interviews</a> <b>1</b>
<a href="#">Training &amp; Support Officer</a> A0199-22-3905 <b>INTERNAL</b>	19 Oct 2022 <b>ON TRACK</b>	2	1	1	Interviews scheduled	<a href="#">Manage your interviews</a>

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## 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).
3. Select the '[Manage your reserve list](#)' link to manage applicants on your reserve list (optional).

The screenshot shows the NHS Jobs interface for 'Interviews scheduled'. At the top, it indicates the user is viewing 'NHSBSA Lee UAT' and is signed in as 'Lee Mapes'. A 'BETA' notice is present. The main heading is 'Interviews scheduled' for the role of 'Training and Support Officer' with reference number 'A0199-22-9999'. There are three tabs: 'Accepted (1)', 'Not responded (1)', and 'Declined (1)'. The 'Not responded' tab is highlighted in yellow and has a circled '1' below it. Underneath, the section 'Applicants who have not responded' contains one entry for 'Lee Mapes' with ID 'AR-220916-01524', marked with a circled '2'. To the right, a 'What you can do' sidebar contains buttons for 'Rearrange an interview' and 'Assign an interviewee to a slot', and links for 'Add a new interview slot', 'Manage your reserve list' (marked with a circled '3'), and 'Lock interview schedule early'. A 'Team' section below shows 'Interview lead' as 'You (Lee Mapes)' with a 'Change' link, and 'Interview panel' with a 'Change' link. The footer includes links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

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

## Applicants who have accepted

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

**Important:** You'll only see this page if an applicant has accepted an interview. In this example, there's 1 applicant who has added special requirements.

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

1. Select the 'Accepted' tab.
2. Select the 'Interviewee name' link to view their application details (optional).
3. Select the 'View details' link to view their special requirements (optional).

The screenshot shows the 'Interviews scheduled' page for a Training and Support Officer position (Reference number: A0199-22-9999). The page is divided into several sections:

- Header:** NHS Jobs logo, 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link.
- BETA:** A notice that 'Your feedback will help us to improve this service.'
- Navigation:** A 'Go back' link.
- Job Details:** 'Training and Support Officer' with reference number 'A0199-22-9999'.
- Status Tabs:** 'Accepted (1)' (highlighted in yellow), 'Not responded (1)', and 'Declined (1)'. A circled '1' is placed below the 'Accepted' tab.
- Applicants who have accepted:** '20 September 2022'.
- Interview times:** A table with columns for 'Time', 'Interviewee', and 'Special requirements'.
 

Time	Interviewee	Special requirements
09:00 to 09:30	<a href="#">Lee Mapes</a> <span>2</span> AR-220504-00004	<a href="#">View details</a> <span>3</span>
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:** A sidebar with buttons for 'Rearrange an interview' and 'Assign an interviewee to a slot', and links for 'Add a new interview slot', 'Manage your reserve list', and 'Lock interview schedule early'.
- Team:** 'Interview lead' (You (Lee Mapes) with a 'Change' link) and 'Interview panel' (with a 'Change' link).
- Footer:** Links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. Copyright notice: '© Crown copyright'.

Go to the ['Applicants who have declined'](#) 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 an applicant has 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 (optional).

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. Below that, 'Signed in as Lee Mapes' and 'Sign Out' are visible. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Interviews scheduled' for a 'Training and Support Officer' position with reference number 'A0199-22-9999'. There are three tabs: 'Accepted (1)', 'Not responded (1)', and 'Declined (1)'. The 'Declined (1)' tab is highlighted with a yellow background and a circled '1'. Below the tabs, under 'Applicants who have declined', there is one applicant: 'Lee Mapes' with reference number 'AR-220916-01523'. A circled '2' is next to the name. A vertical bar highlights the 'Reason for declining the interview' section, which contains the text 'Got another offer.'. On the right side, there is a 'What you can do' section with buttons for 'Rearrange an interview' and 'Assign an interviewee to a slot', and links for 'Add a new interview slot', 'Manage your reserve list', and 'Lock interview schedule early'. Below that is a 'Team' section with 'Interview lead' (You (Lee Mapes) with a 'Change' link) and 'Interview panel' (with a 'Change' link). At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Return to the ['Manage your interviews'](#) page.

## Your reserve list

This page gives you instructions for how to manage applicants you've placed on your reserve list.

**Important:** This page is only shown if you've set up a reserve list when shortlisting your applicants.

To invite applicants from your reserve list to interview, complete the following steps:

1. Select the 'Applicant reference' link to view the details (optional).
2. Select the '[Choose who you want to interview](#)' 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](#)

### Manage interviews

## Your reserve list

These are the applicants you chose to add to your reserve list. You can now invite them to interview.

Applicant reference	Essential	Total score
<a href="#">1 AR-220916-01525</a>	1 out of 3	1 out of 3

**2 Choose who you want to interview**

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## Select the applicants you want to interview

This page gives you instructions for how to invite applicants on your reserve list to interview.

**Important:** This page is only shown if you're inviting applicants from your reserve list to interview.

To invite an applicant to interview, complete the following steps:

1. Select the 'add more slots to your interview schedule' link to add more interview slots (optional).
2. Select the 'Applicant reference ID' link to view the details (optional).
3. Select an applicant to invite to interview.
4. Select the 'View who was on the panel' link (optional).
5. Select the [Continue](#) button.
- or
6. Select the [Exit without changes](#) link to go back without selecting anyone.

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

[< Go back](#)

Manage interviews

### Select the applicants you want to interview

You have 4 slots available, 0 applicants have not responded.

You may need to [add more slots to your interview schedule](#) before you invite applicants from the reserve list. All applicants will need at least one slot to choose from.

**4** [View who was on the panel](#)

- Lead - Lee Mapes

**Select the applicants you want to interview**

Selection	Applicant reference ID	Panel	Essential	Desirable	Total score
<b>3</b> <input type="checkbox"/>	<b>2</b> <a href="#">AR-220606-00008</a>	Lead	1 out of 1	1 out of 1	2 out of 2

**5** [Continue](#)

**6** [Exit without changes](#)

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[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)

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## Check and confirm who you want to invite to interview

This page gives you instructions for how to confirm the invitations to interview for reserve list applicants.

**Important:** This page is only shown if you're inviting applicants from your reserve list to interview.

To check, change and send interview invites, complete the following steps:

1. Select the '[Change your selection](#)' button (optional).
2. Select the '[Send interview invites](#)' 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](#)

### Manage interviews

## Check and confirm who you want to invite to interview

Make sure you have selected the correct applicants to invite to interview.

**What needs doing next**

- [Send interview invites](#) 2
- [Change your selection](#) 1

Applicant reference	Essential	Total score
<a href="#">AR-220916-01525</a>	1 out of 3	1 out of 3

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## Invite to interview sent

This page shows confirmation that you've invited applicants from your reserve list to interview.

To do a task, complete the following steps:

1. Select the '[Go to interview management](#)' button.
2. Select the 'Back to dashboard' link.

The screenshot shows the NHS Jobs 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.' The main content area has a white box with the title 'Invites to interview sent' and subtitle 'Training and Support Officer, NHSBSA Lee UAT'. Below this, there is a section titled 'What happens next' with the text: 'The invite will tell applicants that they need to respond by midday on Sunday 18 September 2022. You can still invite any other applicants on your reserve list to interview at a later date.' There are two numbered steps: 1. 'Go to interview management' (a green button) and 2. 'Back to dashboard' (a blue link). At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', and a 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 invited your reserve list applicant(s) to interview and have reached the end of this guide.