

How to manage interviews in NHS Jobs user guide – Manage interview panel

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

You can manage the interview panel by:

- assigning or reassigning the interview lead and panel

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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Change interview lead or panel

This page gives you instructions for how to change your interview lead or panel.

Important: You will have already assigned an interview lead when sending out your interview invites.

To change the interview lead or panel, complete the following steps:

1. Select the '[Change](#)' link to change the interview lead.
2. Select the '[Change](#)' link to change the interview panel.

The screenshot shows the NHS Jobs interface for managing an interview. At the top, it indicates the user is viewing 'NHSBSA Lee UAT' and is signed in as 'Lee Mapes'. The main content area is titled 'Interviews scheduled' for a 'Training and Support Officer' position with reference number 'A0199-22-9999'. It shows a status summary: 'Accepted (1)', 'Not responded (1)', and 'Declined (1)'. Below this, there is a section for 'Applicants who have not responded', listing 'Lee Mapes' with reference number 'AR-220916-01524'. On the right side, a 'What you can do' sidebar contains buttons for 'Rearrange an interview' and 'Assign an interviewee to a slot', along with links for 'Add a new interview slot', 'Manage your reserve list', and 'Lock interview schedule early'. A 'Team' section below shows the current 'Interview lead' as 'You (Lee Mapes)' with a '1' in a yellow circle next to a '[Change](#)' link, and the 'Interview panel' with a '2' in a yellow circle next to a '[Change](#)' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

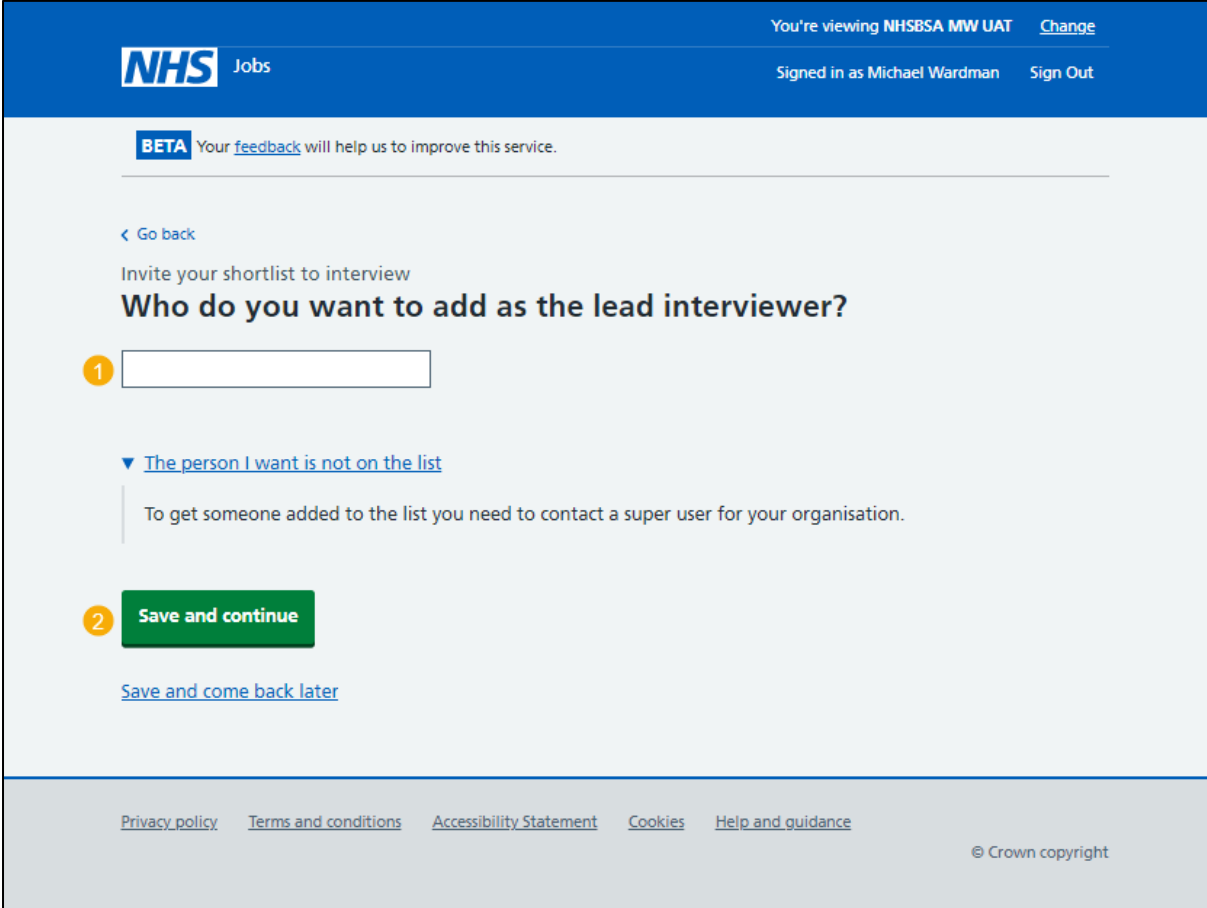
Who do you want to add as lead interviewer?

This page gives you instructions for how to add the lead interviewer.

Important: Deactivated users won't appear in your search results. If the person you want is not on the list, you'll need to contact a super user for your organisation.

To add the lead interviewer, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.



The screenshot shows the NHS Jobs 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 MW UAT' with a 'Change' link, and 'Signed in as Michael Wardman' 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.' The main content area has a '< Go back' link, followed by 'Invite your shortlist to interview' and the title 'Who do you want to add as the lead interviewer?'. There is a search box with a '1' icon next to it. Below the search box, there's a dropdown menu with the text 'The person I want is not on the list'. Underneath, it says 'To get someone added to the list you need to contact a super user for your organisation.' There is a green 'Save and continue' button with a '2' icon next to it, and a blue link 'Save and come back later'. 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'.

Tip: When you start to type a name in to the search box a list of names will appear.

You've changed the interview lead and reached the end of this guide.

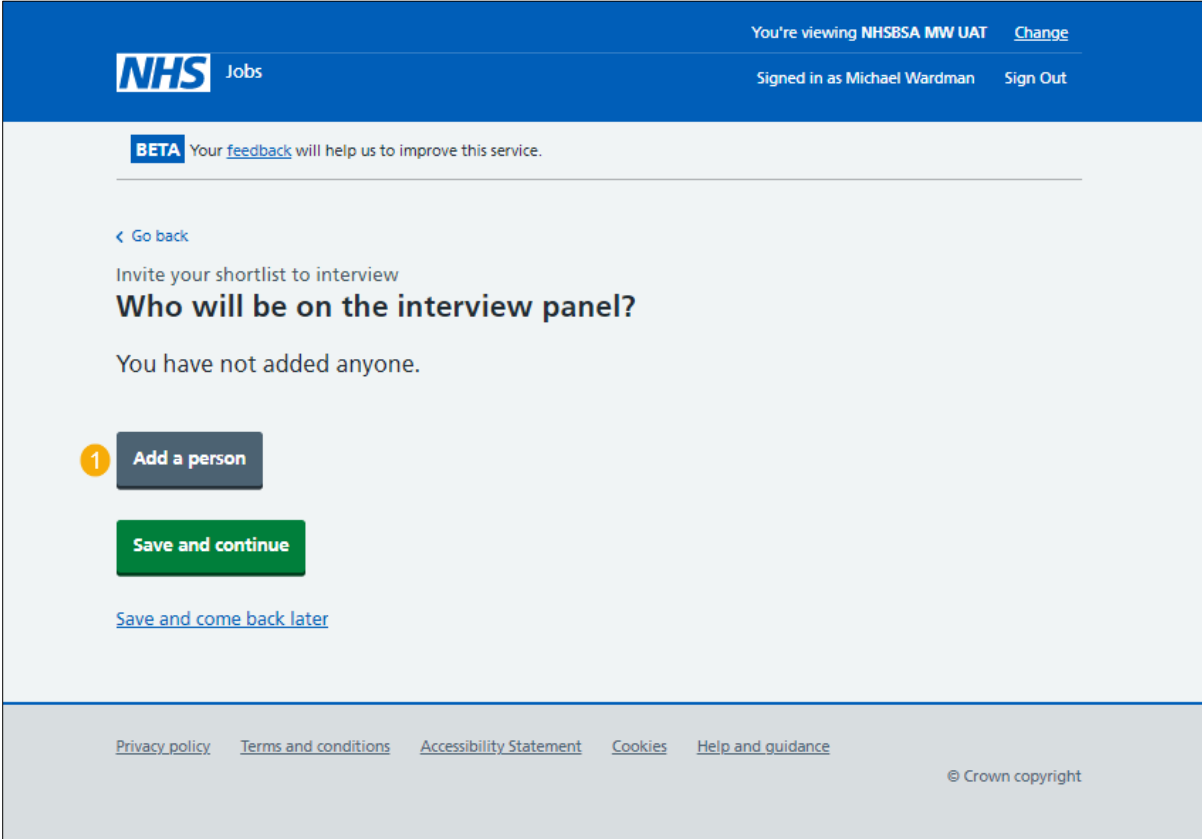
Who will be on the interview panel?

This page gives you instructions for how to add a person to the interview panel.

Important: You'll only see this page if you're adding a person to the interview panel. In this example, you haven't added anyone.

To add a person to the interview panel, complete the following steps:

1. Select the '[Add a person](#)' 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 user information 'You're viewing NHSBSA MW UAT' and 'Signed in as Michael Wardman' on the right. Below the header, a 'BETA' banner indicates that feedback will help improve the service. The main content area has a 'Go back' link and the heading 'Who will be on the interview panel?'. Below this, it states 'You have not added anyone.' There are two buttons: a grey 'Add a person' button with a yellow '1' in a circle next to it, and a green 'Save and continue' button. A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Who do you want to add to the interview panel?

This page gives you instructions for how to confirm who you want to add to the interview panel.

Important: Deactivated users won't appear in your search results. If the person you want is not on the list, you'll need to contact a super user for your organisation.

To confirm who you want to add to the interview panel, complete the following steps:

1. In the **Search** box, enter the details and select a user.
or
2. Select 'The person I want is not on the list' link if the user is not listed (optional).
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Invite your shortlist to interview' followed by 'Who do you want to add to the interview panel?'. Step 1 shows a search input box. Step 2 shows a link 'The person I want is not on the list' with a dropdown arrow, and a sub-heading 'To get someone added to the list you need to contact a super user for your organisation.' Step 3 shows a green 'Save and continue' button. Below the steps is a link 'Save and come back later'. 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 '© Crown copyright'.

Tip: When you start to type a name in to the search box a list of names will appear.

Manage who will be on the interview panel

This page gives you instructions for how to manage who will be on the interview panel.

To manage who will be on the interview panel, complete the following steps:

1. Select the [‘Remove’](#) link to remove a person (optional).
2. Select the [‘Add a person’](#) button (optional).
3. Select the [‘Save and continue’](#) button.

The screenshot shows the NHS Jobs interface for managing the interview panel. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' 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 text 'Invite your shortlist to interview'. The title is 'Who will be on the interview panel?' followed by 'You can add up to 10 people.' Below this, there is a list of people on the panel. One person, 'Andrea Ballantyne', is listed with a '1' in a yellow circle next to a 'Remove' link. Below the list are two buttons: '2 Add a person' and '3 Save and continue'. There is also a link for 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

You've added a person to the interview panel and reached the end of this guide.

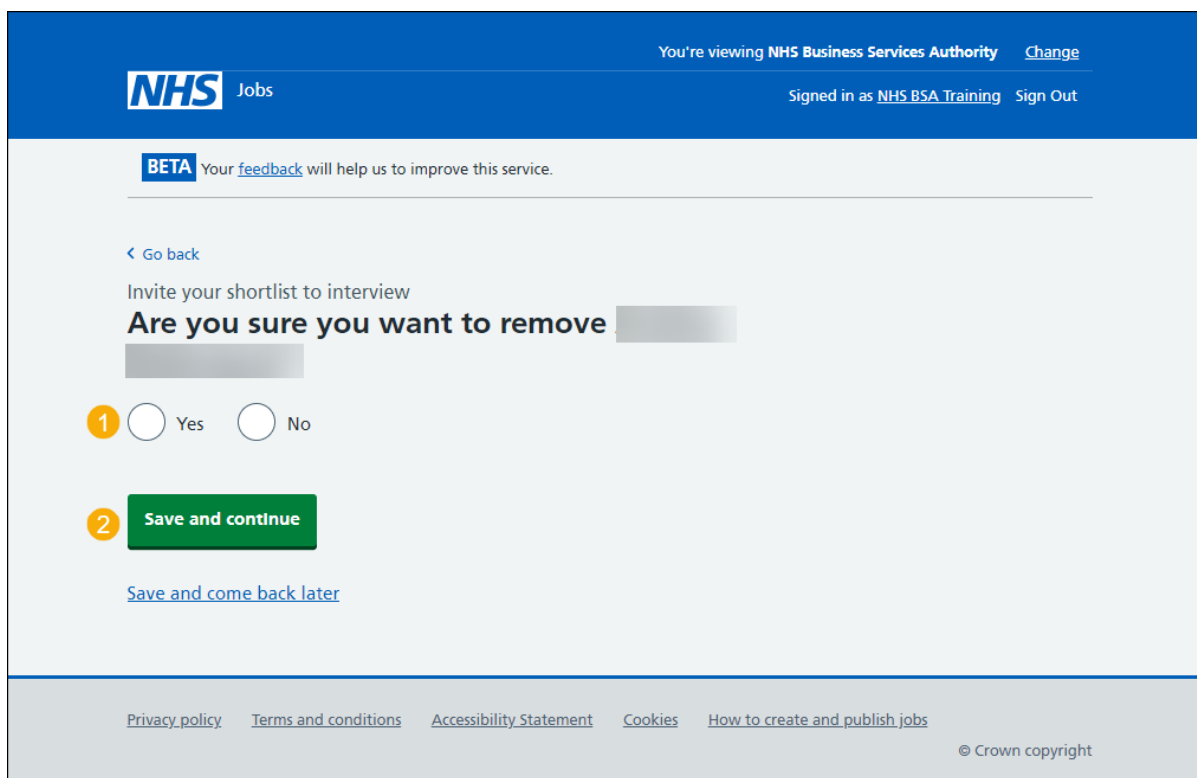
Are you sure you want to remove the person?

This page gives you instructions for how to confirm if you're sure you want to remove the person from the interview panel.

Important: You'll only see this page if you're removing a person from the interview panel.

To confirm if you're sure you want to remove the person from the interview panel, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS Business Services Authority" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as NHS BSA Training" with a "Sign Out" link is on the right. A "BETA" banner indicates that feedback will help improve the service. Below this, there is a "Go back" link. The main heading is "Invite your shortlist to interview" followed by "Are you sure you want to remove" and a blurred name. There are two radio buttons: "Yes" (selected) and "No". A green "Save and continue" button is highlighted with a "2" in a yellow circle. A link "Save and come back later" is below the button. At the bottom, there are links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs". The footer says "© 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 removed a person from your interview panel and reached the end of this guide.