NHS Jobs

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.

Contents

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.
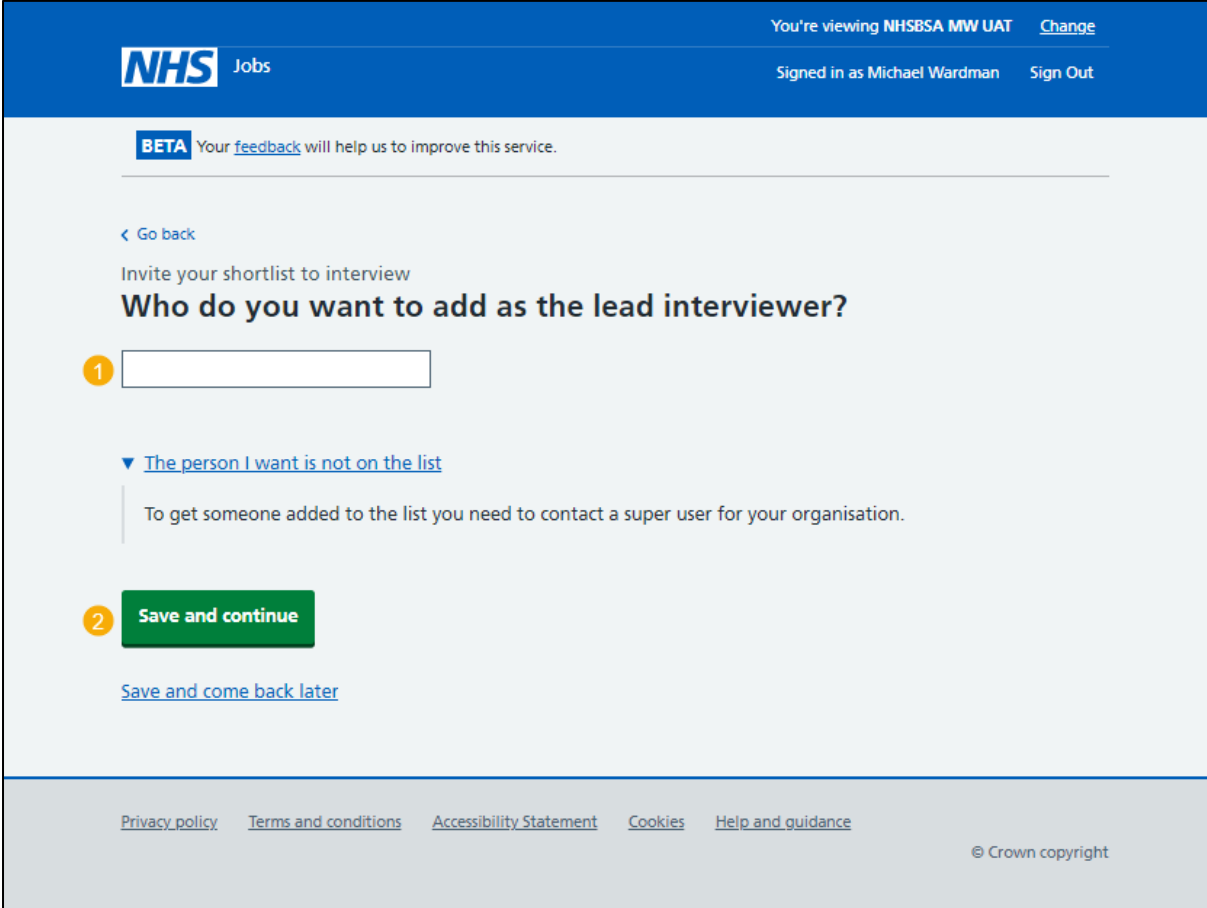2. Select the 'Change' link to change the interview panel.

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.

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

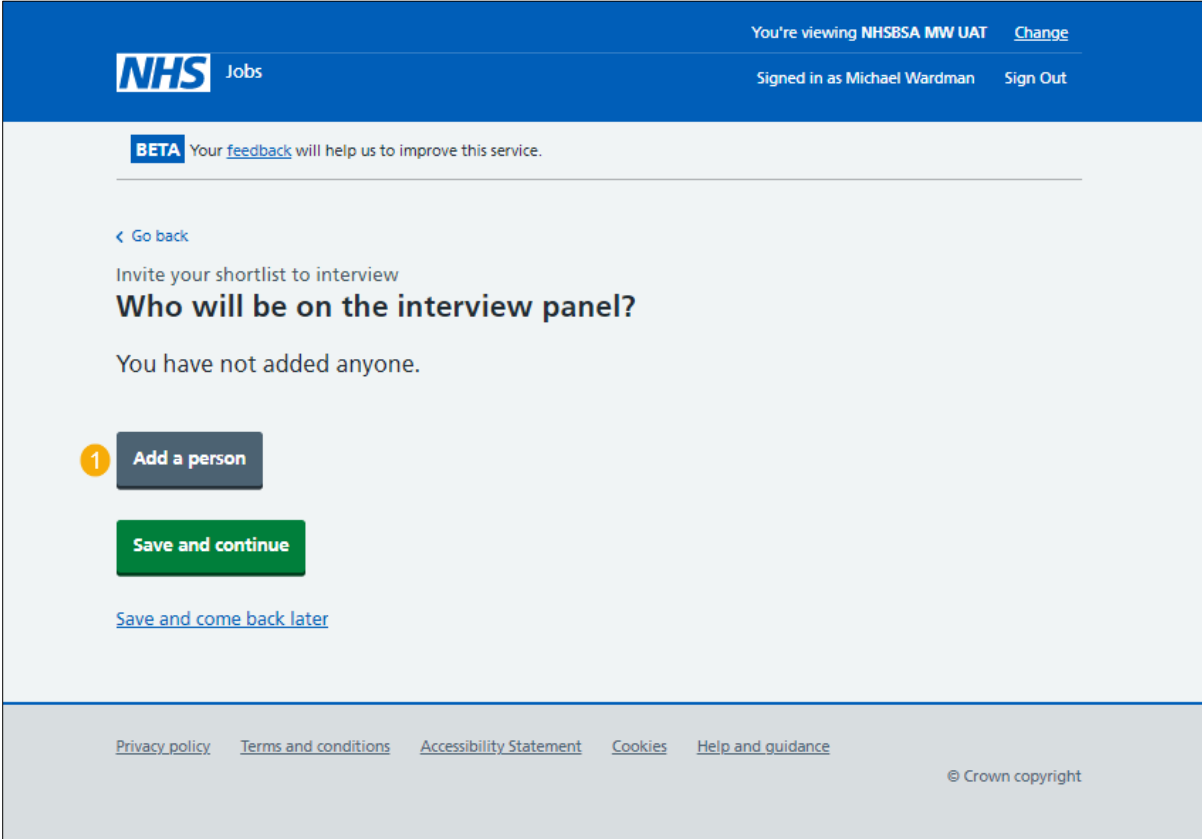You've changed the interview lead and reached the end of this guide.

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 '<u>Add a person</u>' button.

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 '<u>Save and continue</u>' button.

You're viewing **NHS BSA Training**   Change
Signed in as <u>NHSBSA Training</u> Sign Out

NHS Jobs

BETA Your <u>feedback</u> will help us to improve this service.

< Go back

Invite your shortlist to interview
Who do you want to add to the interview panel?

1

2 ▼ <u>The person I want is not on the list</u>

To get someone added to the list you need to contact a super user for your organisation.

3 Save and continue

Save and come back later

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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.

You've added a person to the interview panel and reached the end of this guide.
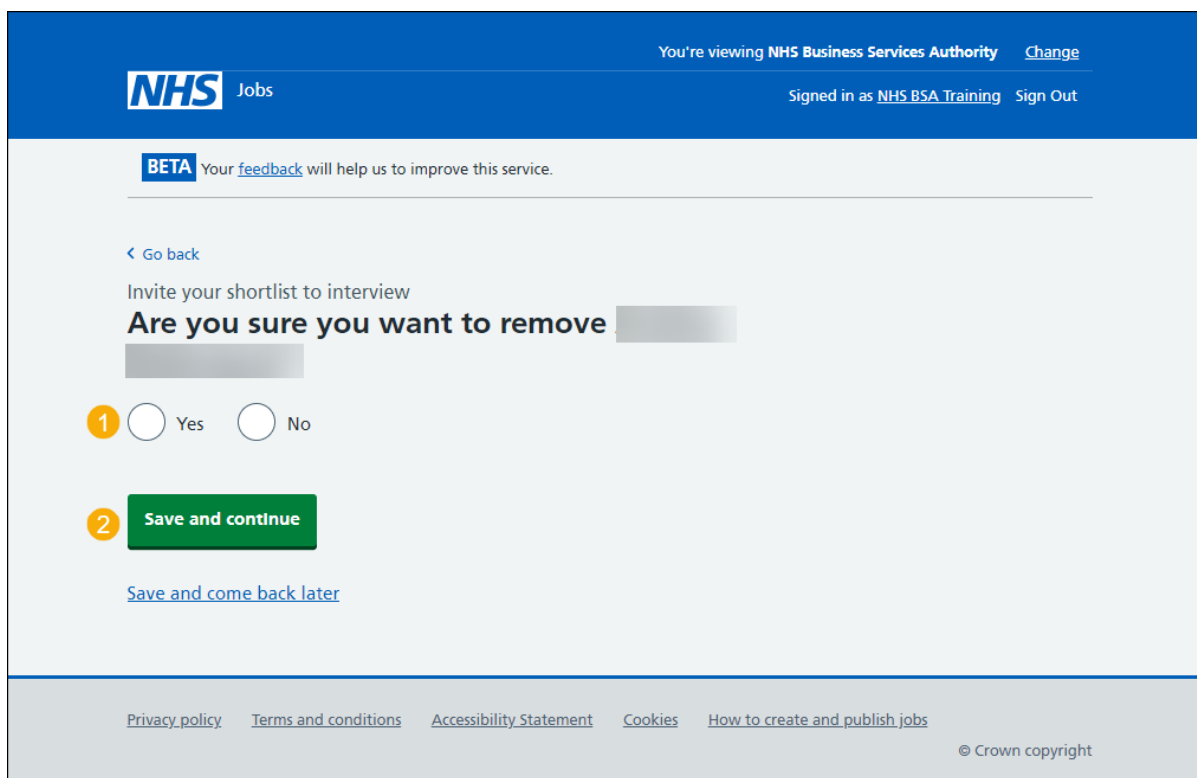
Are you sure you want to remove the person?

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

<mark>Important:</mark> 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.

<mark>Tip:</mark> 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.