

How to manage interviews in NHS Jobs user guide – Manage interviews in progress

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 an invitation.

You can manage interviews by:

- locking the interview schedule early
- downloading the interview schedule and applications
- adding feedback on interviews that have happened
- offering the job to successful applicants

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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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.

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](#) 1

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 UAT interface. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as Lee Mapes' with a 'Sign Out' link is on the right. A 'BETA' banner states 'Your feedback will help us to improve this service.' Below this is a '< Go back' link. The main heading is 'Are you sure you want to lock the interview schedule early?'. The explanatory text is: '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.' There are two radio buttons: '1 Yes' (selected) and 'No'. Below the radio buttons is a green button labeled '2 Save and continue'. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text is '© Crown copyright'.

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.

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

NHS Jobs

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[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](#) 1

[Download individual applications](#) 2

[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](#)

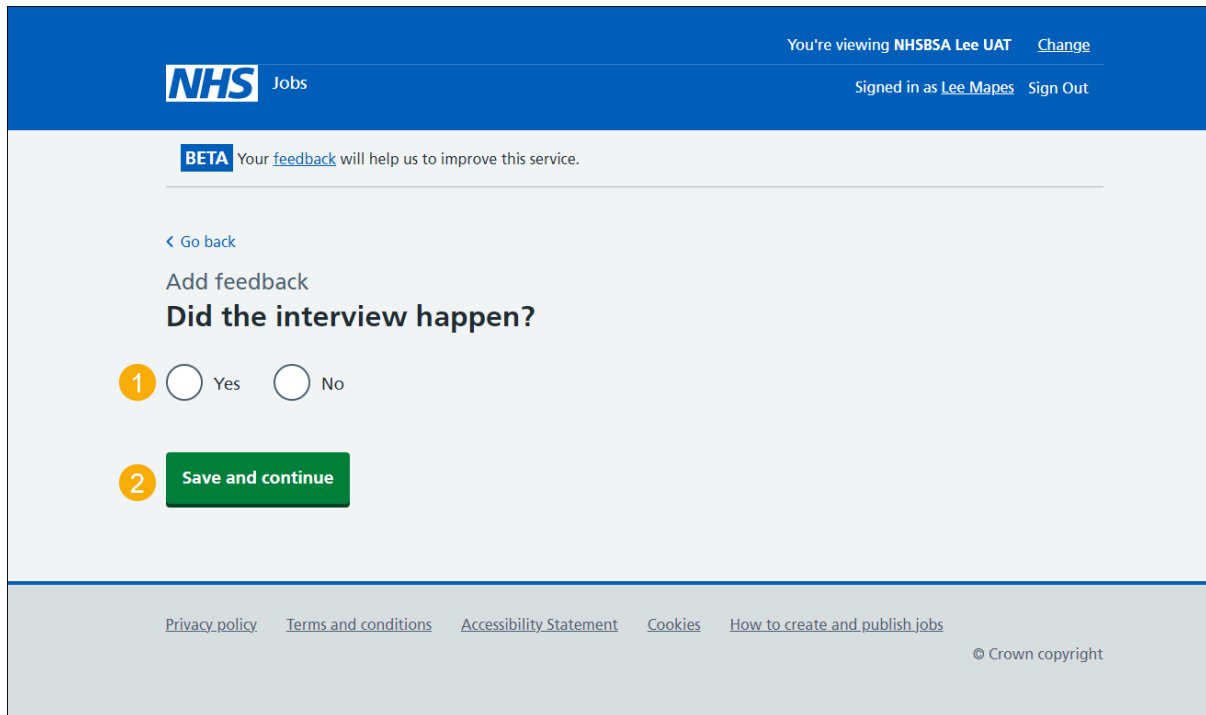
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Did the interview happen?

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 a web interface for NHS Jobs. 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 is titled 'Add feedback' and 'Did the interview happen?'. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a yellow circle with the number '1' next to it. Below the radio buttons is a green button labeled 'Save and continue', with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

If you've answered 'no' to this question, 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

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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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Interviews completed

This page gives you instructions for how to offer the job to applicants.

Important: You will only have the option to offer the job once you've added feedback for all your interviews.

To offer the job to applicants, complete the following steps:

1. Select the 'Offer the job' button to offer the job to the successful applicants.
2. Select the 'View feedback' link to view your interview feedback (optional).

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 completed

Training and Support Officer
Reference number: A0199-22-9999

All feedback has been added. You can now offer the job.

Accepted (1) Not responded (2) Declined (1)

Applicants who have accepted

20 September 2022

Interview times

Time	Interviewee
09:00 to 09:30	Lee Mapes 2 View feedback
	AR-220916-01522

What you can do

[Offer the job](#) 1

[Add a new interview slot](#)

[Assign an interviewee to a slot](#)

Team

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

Interview panel
[Change](#)

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 completed the interview process and reached the end of this user guide.