

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.

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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 a slot, complete the following step:

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

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](#)

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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 the job title 'Social Care Support Worker job' and the question 'Who do you want to manually assign to a slot?'. Below this, there is a list of applicants with a radio button next to 'Lee Mapes', which is marked with a '1' in a yellow circle. A green 'Continue' button is marked with a '2' in a yellow circle. A 'Cancel' link is also present. 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'.

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, the text 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A navigation link '< Go back' is present. The main heading is 'Social Care Support Worker job' followed by 'Select a date and time for Lee's interview'. Three radio button options are listed, each with a date and time range and the text 'Interviewee limit 1, with 1 slots remaining':

- 06 July 2022 from 09:00 to 09:30
- 06 July 2022 from 10:30 to 11:00 (marked with a '1' in a yellow circle)
- 06 July 2022 from 11:15 to 11:45

Below these options, a '3' in a yellow circle is followed by the text 'You can [add a new date and time](#) if needed.' A green 'Continue' button is marked with a '2' in a yellow circle, and a 'Cancel' link is below it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the 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.

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](#)
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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. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below this is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Social Care Support Worker job' followed by 'Confirm the date and time'. There are two rows of information: 'Interviewee' Lee Mapes with a 'Change' link (marked with a '1' in a yellow circle), and 'Interview slot' 06 July 2022 from 09:00 to 09:30 with a 'Change' link. Below this is a large green button labeled 'Confirm and send' (marked with a '2' in a yellow circle) and 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 the copyright notice '© Crown copyright'.

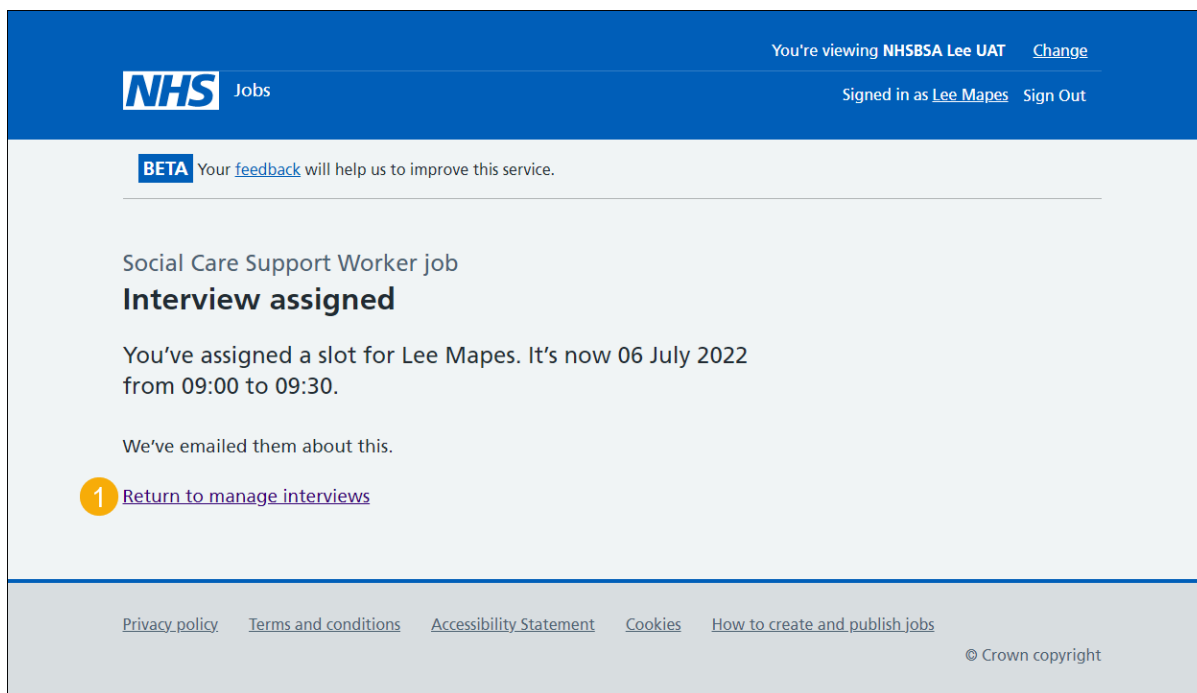
Interview assigned

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 user information 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes' on the right. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' The main content area displays 'Social Care Support Worker job' and 'Interview assigned' in bold. It confirms that a slot has been assigned for Lee Mapes on 06 July 2022 from 09:00 to 09:30. A message indicates that the applicant has been emailed about this. A prominent yellow button with a '1' icon and the text 'Return to manage interviews' is provided. 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'.

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.