NHS Jobs

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.

Contents

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.

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.

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Are you sure you want to lock the interview schedule early?

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.

1 ⚪ Yes   ⚪ No

2 Save and continue

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Interviews in progress

This page gives you instructions for how to manage your interviews in progress

<mark>Important:</mark> 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).
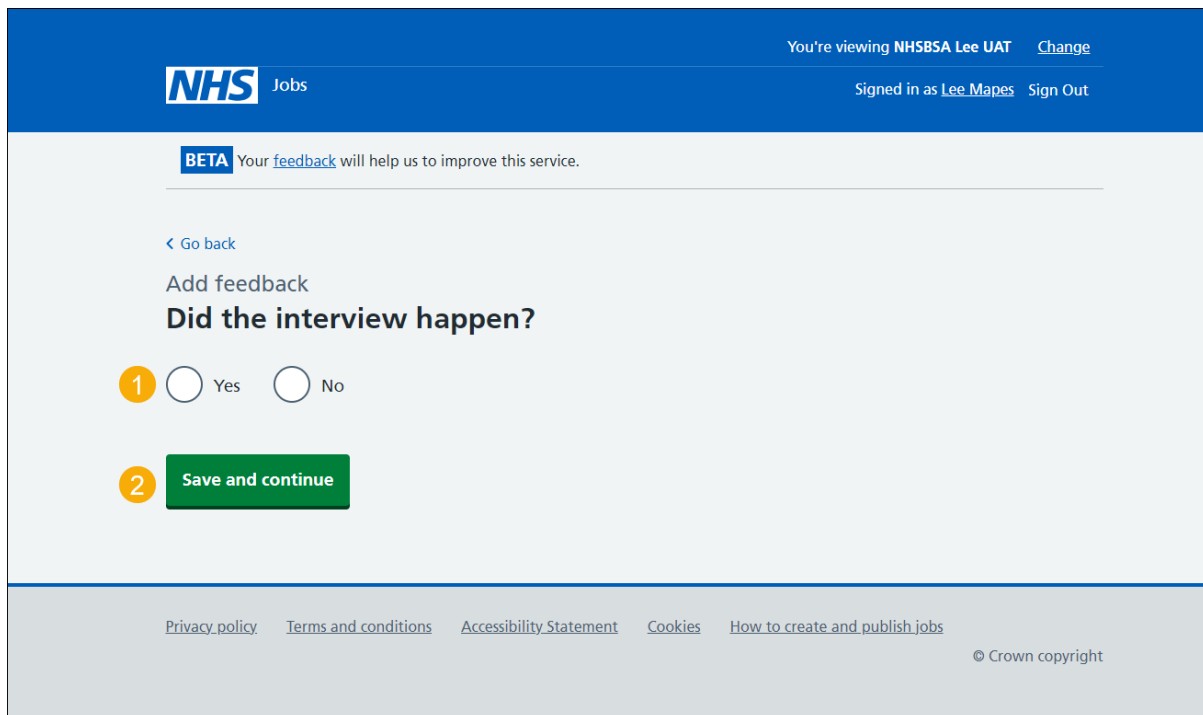3. Select the '<u>Add feedback</u>' link.

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.

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Add feedback

Did the interview happen?

1 ◯ Yes   ◯ No

2 Save and continue

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If you've answered 'no' to this question, you've reached the end of this user guide.

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

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Add feedback

Add your interview feedback

Notes for internal use could be requested as feedback by the applicant.

1

2 Save and continue

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Interviews completed

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

<mark>Important:</mark> 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).

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.