

## How to manage interviews in NHS Jobs user guide

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 a slot.

You can manage interviews by:

- rearranging an interview
- manually assign an interview
- add a new interview slot
- lock the interview schedule early
- changing the interview lead
- changing the interview 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

<a href="#">How to manage interviews in NHS Jobs user guide</a>	<a href="#">1</a>
<a href="#">Interviews</a>	<a href="#">3</a>
<a href="#">Manage your interviews</a>	<a href="#">4</a>
<a href="#">Applicants who have not responded</a>	<a href="#">5</a>
<a href="#">Applicants who have accepted</a>	<a href="#">6</a>
<a href="#">Applicants who have declined</a>	<a href="#">7</a>
<a href="#">Your reserve list</a>	<a href="#">8</a>
<a href="#">Select the applicants you want to interview</a>	<a href="#">9</a>
<a href="#">Check and confirm who you want to invite to interview</a>	<a href="#">10</a>
<a href="#">Invite to interview sent</a>	<a href="#">11</a>
<a href="#">Who do you want to add as the lead interviewer?</a>	<a href="#">12</a>
<a href="#">Who will be on the interview panel?</a>	<a href="#">13</a>
<a href="#">Who do you want to add to the interview panel?</a>	<a href="#">14</a>
<a href="#">Manage who will be on the interview panel?</a>	<a href="#">15</a>
<a href="#">Are you sure you want to remove the person?</a>	<a href="#">16</a>
<a href="#">Rearrange an interview</a>	<a href="#">17</a>
<a href="#">Who are you arranging a different time and date for?</a>	<a href="#">18</a>
<a href="#">Select or add a new date and time for the applicant's interview</a>	<a href="#">19</a>
<a href="#">Add your interview dates and times</a>	<a href="#">20</a>
<a href="#">Confirm the date and time</a>	<a href="#">21</a>
<a href="#">Interview rearranged</a>	<a href="#">22</a>
<a href="#">Assign an interviewee to a slot</a>	<a href="#">23</a>
<a href="#">Who do you want to manually assign to a slot?</a>	<a href="#">24</a>
<a href="#">Select or add a new date and time for the applicant's interview</a>	<a href="#">25</a>
<a href="#">Confirm the date and time</a>	<a href="#">26</a>
<a href="#">Interview assigned</a>	<a href="#">27</a>
<a href="#">Lock interview schedule early</a>	<a href="#">28</a>
<a href="#">Are you sure you want to lock the interview schedule early?</a>	<a href="#">29</a>
<a href="#">Manage interviews in progress</a>	<a href="#">30</a>
<a href="#">Did the interview happen?</a>	<a href="#">31</a>
<a href="#">Add your interview feedback</a>	<a href="#">32</a>
<a href="#">Interviews completed</a>	<a href="#">33</a>

## Interviews

This page gives you instructions for how to access a job listing at interviews.

**Important:** You must have a listing at 'Interviews' to invite your shortlist to interview.

To access a listing at interviews, complete the following step:

1. Select the '[Interviews](#)' link.

**NHS** Jobs

You're viewing NHSBSA Lee UAT [Change](#)

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

Show tasks for all accounts

**BETA** Your [feedback](#) will help us to improve this service.

NHSBSA Lee UAT  
**Dashboard**

Tasks by stage | Listings by user

Showing tasks for  
All users

<a href="#">Draft</a>	11
<a href="#">Published</a>	2
<a href="#">Shortlisting</a>	5 - on track 0, overdue 5
<b>1</b> <a href="#">Interviews</a>	8
<a href="#">Ready to offer</a>	8 - on track 7, overdue 1
<a href="#">Conditional offers</a>	13 - on track 3, overdue 10
<a href="#">Pre-employment checks</a>	0

**What you can do**

- [Create a job listing](#)
- [Search for a listing](#)
- [Search for an applicant](#)

**Manage the account**

- [Manage users](#)
- [At risk applicants](#)
- [Accredited logos](#)
- [Key performance indicators \(KPIs\)](#)
- [Approval settings](#)
- [Departments](#)
- [Welsh listings](#)

**Documents and templates**

- [Overview of your organisation](#)
- [Supporting information library](#)
- [Contract templates](#)
- [Offer letter templates](#)

## Manage your interviews

This page gives you instructions for how to manage your interviews.

**Important:** In this example, the 'Training and Support Officer' job listing is used.

To manage your interviews, complete the following step:

1. Select the '[Manage your interviews](#)' link to view your interview responses.
2. Select the 'Job title' link to view the job details (optional).

**NHS** Jobs

You're viewing NHSBSA Lee UAT [Change](#)

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

Show tasks for all accounts

**BETA** Your [feedback](#) will help us to improve this service.

[Go back](#)

NHSBSA Lee UAT

### Interviews

Showing tasks for

Showing tasks

#### Interviews

Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next
<a href="#">2</a> <a href="#">Training &amp; Support Officer</a> A0199-22-1524 INTERNAL	19 Oct 2022 <b>ON TRACK</b>	2	1	0	Interviews scheduled	<a href="#">Manage your interviews</a> <b>1</b>
<a href="#">Training &amp; Support Officer</a> A0199-22-3905 INTERNAL	19 Oct 2022 <b>ON TRACK</b>	2	1	1	Interviews scheduled	<a href="#">Manage your interviews</a>

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

## Applicants who have not responded

This page gives you instructions for how to view applicants who have not responded to an interview.

**Important:** You'll only see this page if an applicant has not responded to an interview. In this example, there's 1 applicant.

To view the applicants who have not responded to an interview, complete the following step:

1. Select the 'Not responded' tab.
2. Select the 'Applicant name' link to view their application details (optional).
3. Select this '[Change](#)' link to change the interview lead (optional).
4. Select this '[Change](#)' link to change the interview panel (optional).
5. Select the '[Manage your reserve list](#)' link to manage applicants on your reserve list (optional).

You're viewing NHSBSA Lee UAT [Change](#)

NHS Jobs Signed in as Lee Mapes Sign Out

**BETA** Your [feedback](#) will help us to improve this service.

[Go back](#)

### Interviews scheduled

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

Accepted (1) **Not responded (1)** Declined (1)

1

#### Applicants who have not responded

2 [Lee Mapes](#)  
AR-220916-01524

#### What you can do

[Rearrange an interview](#)

[Assign an interviewee to a slot](#)

5 [Add a new interview slot](#)  
[Manage your reserve list](#)  
[Lock interview schedule early](#)

#### Team

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

**Interview panel**  
4 [Change](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

© Crown copyright

Go to the '[Applicants who have accepted](#)' page.

## Applicants who have accepted

This page gives you instructions for how to view applicants who have accepted an interview.

**Important:** You'll only see this page if an applicant has accepted an interview. In this example, there's 1 applicant who has added special requirements.

To view applicants who have accepted an interview, complete the following step:

1. Select the 'Accepted' tab.
2. Select the 'Interviewee name' link to view their application details (optional).
3. Select the 'View details' link to view their special requirements (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 scheduled

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

**Accepted (1)** Not responded (1) Declined (1)

**1**

#### Applicants who have accepted

20 September 2022

#### Interview times

Time	Interviewee	Special requirements
09:00 to 09:30	<a href="#">Lee Mapes</a> <b>2</b> AR-220504-00004	<a href="#">View details</a> <b>3</b>
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](#)

[Assign an interviewee to a slot](#)

[Add a new interview slot](#)  
[Manage your reserve list](#)  
[Lock interview schedule early](#)

#### Team

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

**Interview panel**  
[Change](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

© Crown copyright

Go to the [Applicants who have declined](#) page.

## Applicants who have declined

This page gives you instructions for how to view applicants who have declined an interview.

**Important:** You'll only see this page if an applicant's declined an interview and added their reason why. In this example, there's 1 applicant.

To view applicants who have declined an interview, complete the following step:

1. Select the 'Declined' tab.
2. Select the 'Applicant name' link to view their application details (optional).

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. Below that, 'NHS Jobs' is displayed, along with 'Signed in as Lee Mapes' and 'Sign Out'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main heading is 'Interviews scheduled' for the role of 'Training and Support Officer' with reference number 'A0199-22-9999'. There are three tabs: 'Accepted (1)', 'Not responded (1)', and 'Declined (1)'. The 'Declined (1)' tab is selected and highlighted in yellow, with a circled '1' below it. Underneath, the section 'Applicants who have declined' shows one applicant: 'Lee Mapes' with ID 'AR-220916-01523', marked with a circled '2'. A vertical bar on the left indicates the 'Reason for declining the interview', which is 'Got another offer.' On the right, a 'What you can do' sidebar contains buttons for 'Rearrange an interview' and 'Assign an interviewee to a slot', and links for 'Add a new interview slot', 'Manage your reserve list', and 'Lock interview schedule early'. A 'Team' section lists 'Interview lead: You (Lee Mapes)' with a 'Change' link, and 'Interview panel' with a 'Change' link. The footer includes links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Go to the '[Rearrange an interview](#)' page.


## Your reserve list

This page gives you instructions for how to manage applicants you've placed on your reserve list.

**Important:** This page is only shown if you've set up a reserve list when shortlisting your applicants.

To invite applicants from your reserve list to interview, complete the following steps:

1. Select the 'Applicant reference' link to view the details (optional).
2. Select the '[Choose who you want to interview](#)' button.


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

Manage interviews

## Your reserve list

These are the applicants you chose to add to your reserve list. You can now invite them to interview.

Applicant reference	Essential	Total score
<span style="background-color: #ffc107; border-radius: 50%; padding: 2px 5px; font-weight: bold; display: inline-block; width: 15px; height: 15px; line-height: 15px; vertical-align: middle;">1</span> <a href="#" style="color: #0056b3; text-decoration: none; padding-left: 5px;">AR-220916-01525</a>	1 out of 3	1 out of 3

2

Choose who you want to interview

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)

© Crown copyright



## Select the applicants you want to interview

This page gives you instructions for how to invite applicants on your reserve list to interview.

**Important:** This page is only shown if you're inviting applicants from your reserve list to interview.

To invite an applicant to interview, complete the following steps:

1. Select the 'add more slots to your interview schedule' link to add more interview slots.
2. Select the 'Applicant reference ID' link to view the details (optional).
3. Select an applicant to invite to interview.
4. Select the 'View who was on the panel' link (optional).
5. Select the [Continue](#) button.
- or
6. Select the 'Exit without changes' link to go back without selecting anyone.

You're viewing Training Account 365
Signed in as Lee Mapes [Sign Out](#)

[< Go back](#)

Manage interviews

### Select the applicants you want to interview

You have 4 slots available, 0 applicants have not responded.

You may need to [add more slots to your interview schedule](#) before you invite applicants from the reserve list. All applicants will need at least one slot to choose from.

**4** [View who was on the panel](#)

- Lead - Lee Mapes

**Select the applicants you want to interview**

Selection	Applicant reference ID	Panel	Essential	Desirable	Total score
<b>3</b> <input type="checkbox"/>	<b>2</b> <a href="#">AR-220606-00008</a>	Lead	1 out of 1	1 out of 1	2 out of 2

**5** [Continue](#)

**6** [Exit without changes](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)

© Crown copyright

## Check and confirm who you want to invite to interview

This page gives you instructions for how to confirm the invitations to interview for reserve list applicants.

**Important:** This page is only shown if you're inviting applicants from your reserve list to interview.

To check, change and send interview invites, complete the following steps:

1. Select the '[Change your selection](#)' button (optional).
2. Select the '[Send interview invites](#)' button.

You're viewing NHSBSA Lee UAT [Change](#)
NHS Jobs
Signed in as Lee Mapes [Sign Out](#)

**BETA** Your [feedback](#) will help us to improve this service.

[Go back](#)

Manage interviews

### Check and confirm who you want to invite to interview

Make sure you have selected the correct applicants to invite to interview.

**What needs doing next**

Send interview invites 2

Change your selection 1

Applicant reference	Essential	Total score
<a href="#">AR-220916-01525</a>	1 out of 3	1 out of 3

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)

© Crown copyright

## Invite to interview sent

This page shows confirmation that you've invited applicants from your reserve list to interview.

To do a task, complete the following steps:

1. Select the '[Go to interview management](#)' button.
2. Select the 'Back to dashboard' link.

The screenshot shows the NHS Jobs 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.' The main content area has a white box with the title 'Invites to interview sent' and subtitle 'Training and Support Officer, NHSBSA Lee UAT'. Below this, there is a section titled 'What happens next' with the text: 'The invite will tell applicants that they need to respond by midday on Sunday 18 September 2022. You can still invite any other applicants on your reserve list to interview at a later date.' There are two numbered steps: 1. 'Go to interview management' (a green button) and 2. 'Back to dashboard' (a blue link). At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', and a copyright notice '© Crown copyright'.

To find out how to manage your interview responses, go to the '[Manage your interviews](#)' page.

You've invited your reserve list applicants to interview and reached the end of this user guide.

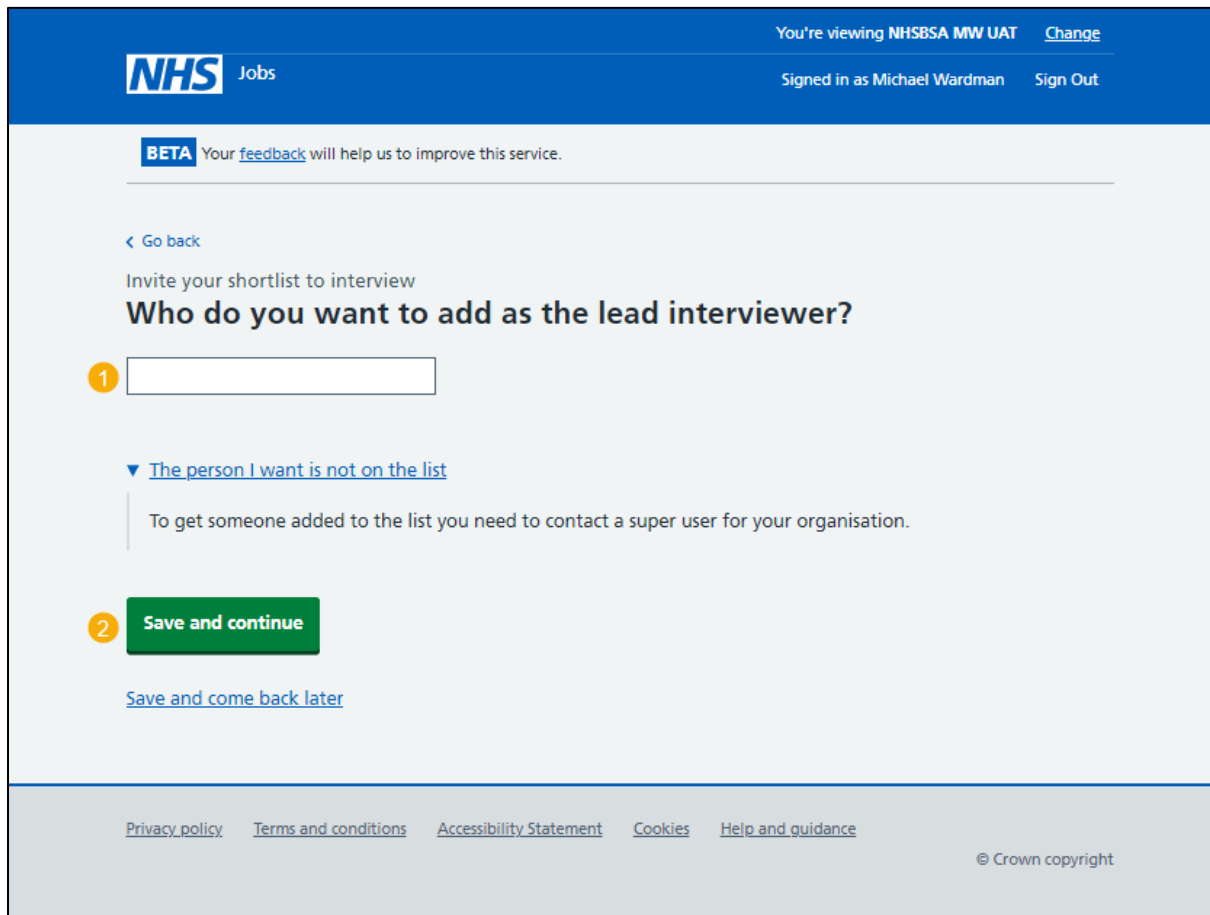
## Who do you want to add as the lead interviewer?

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.

## 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' notice states 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link, the text 'Invite your shortlist to interview', and the title 'Who will be on the interview panel?'. Below the title, it says 'You have not added anyone.' There are three main interactive elements: a grey button labeled 'Add a person' with a yellow circle containing the number '1' to its left, a green button labeled 'Save and continue', and a blue link labeled 'Save and come back later'. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© 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 present. 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 box. Step 2 shows a link 'The person I want is not on the list' with a sub-note: '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 and a blue link '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'.

**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. On 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, a BETA banner reads 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Who will be on the interview panel?' with the subtext 'Invite your shortlist to interview' and 'You can add up to 10 people.' A list of panel members is shown, with 'Andrea Ballantyne' listed and a '1 Remove' link next to her name. Below the list are three numbered buttons: '2 Add a person' (grey), '3 Save and continue' (green), and a 'Save and come back later' link (blue). 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.

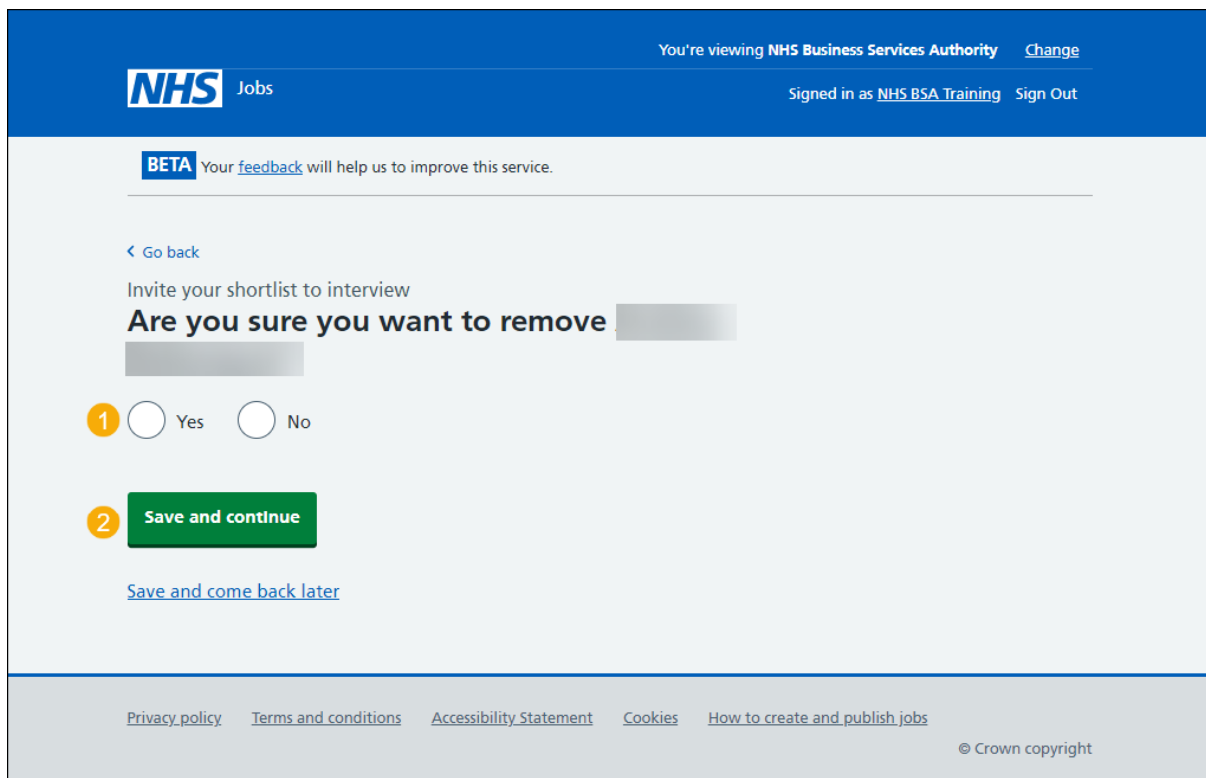
## Are you sure you want to remove the person?

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 Sign Out" 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 "Invite your shortlist to interview" followed by "Are you sure you want to remove [redacted]". 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 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 removed a person from your interview panel.



## Rearrange an interview

This page gives you instructions for how to rearrange an interview.

To rearrange an interview, complete the following steps:

1. Select the '[Rearrange an interview](#)' button.

You're viewing [NHSBSA Lee UAT](#) [Change](#)
Signed in as [Lee Mapes](#) [Sign Out](#)

**NHS** Jobs

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	<a href="#">Lee Mapes</a> AR-220504-00004	<a href="#">View details</a>
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
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](#)

© Crown copyright

## Who are you arranging a different date and time for?

This page gives you instructions for how to arrange a different time and date.

**Important:** In this example, there's 1 interviewee.

To arrange a different time and date, complete the following steps:

1. Select an applicant.
2. Select the ['Continue'](#) button.  
or
3. Select the ['Cancel'](#) link.

The screenshot shows the NHS Jobs 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 Training account 356' and 'Signed in as Andrea Ballantyne Sign Out'. Below the header, there is a light blue section with a '< Go back' link. The main heading is 'Training Assistant job' followed by the question 'Who are you arranging a different date and time for?'. Below this, there is a list of applicants with a radio button next to 'Andrea Ballantyne'. There are three numbered options: '1' with a radio button, '2' with a green 'Continue' button, and '3' with a blue 'Cancel' link. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

If you've cancelled arranging a different date and time, you've reached the end of this user guide.


## Select or add a new 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 for the applicant's interview, 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.


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](#)

Clinical Administrator job

### Select a date and time for Lee's interview

12 December 2022 from 09:45 to 10:15  
Interviewee limit 1, with 1 slots remaining

12 December 2022 from 10:30 to 11:00  
Interviewee limit 1, with 1 slots remaining

**1**  12 December 2022 from 11:15 to 11:45  
Interviewee limit 1, with 1 slots remaining

12 December 2022 from 12:00 to 12:30  
Interviewee limit 1, with 1 slots remaining

12 December 2022 from 12:45 to 13:15  
Interviewee limit 1, with 1 slots remaining

**3**  
You can [add a new date and time](#) if needed.

**2**

[Cancel](#)

[Privacy policy](#)   [Terms and conditions](#)   [Accessibility Statement](#)   [Cookies](#)   [How to create and publish jobs](#)

© 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 a rearranged interview.

To add your interview dates and times, complete the following steps:

1. In the **Interview date** box, enter the details.
2. In the **Start time** box, enter the details.
3. In the **Finish time** box, 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 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>

Start time  
Enter your time in 24 hour format. For example, 09:30 or 14:00.

Hour	Minute
2 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>

Finish time  
Enter your time in 24 hour format. For example, 09:30 or 14:00.

Hour	Minute
3 <input style="width: 40px; height: 25px;" type="text"/>	<input style="width: 40px; height: 25px;" type="text"/>

4 Continue

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)
© Crown copyright

**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 date and time.

To check, change and confirm the date and time, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the '[Confirm and send](#)' button.

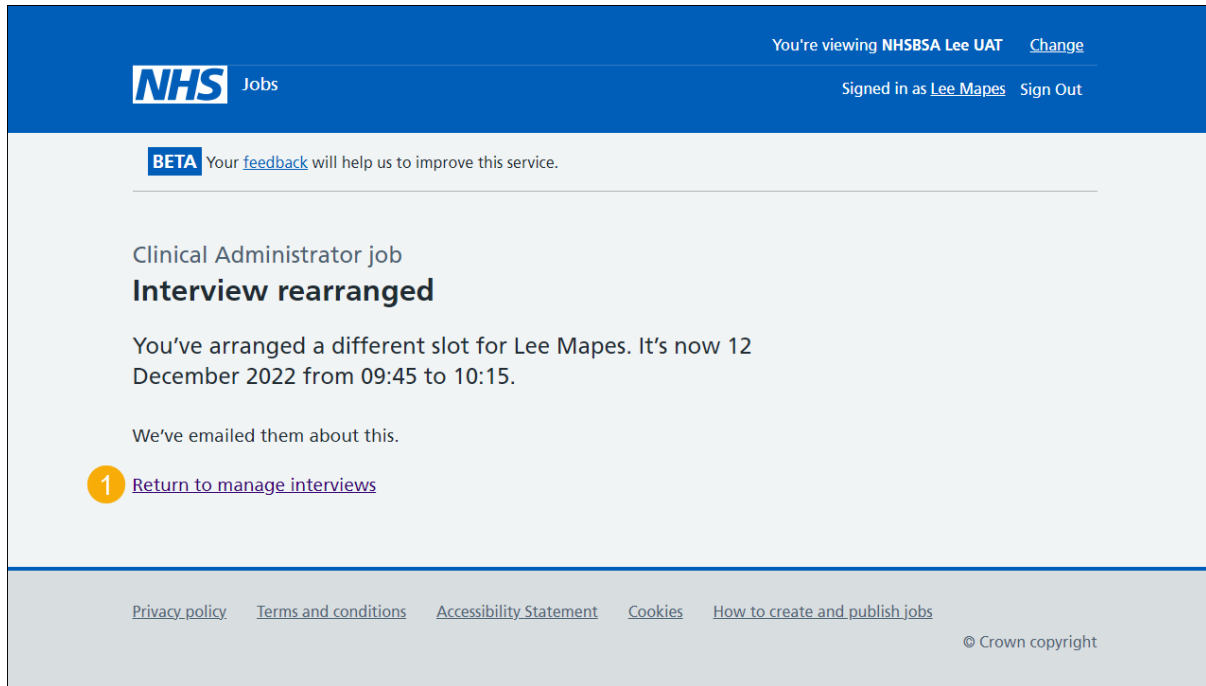
The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. Below that, it says 'Signed in as Lee Mapes' with a 'Sign Out' link. The NHS logo and 'Jobs' are on the left. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Clinical Administrator 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' (12 December 2022 from 09:45 to 10:15) with a 'Change' link (marked with a '1' in a yellow circle). Below this is a large green button labeled 'Confirm and send' (marked with a '2' in a yellow circle) and a 'Cancel' link. 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'.

## Interview rearranged

This page shows confirmation you've arranged a different interview date and time for the applicant.

To return to manage interviews, complete the following step:

1. Select the 'Return to manage interviews' link.



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHSBSA Lee UAT' with a 'Change' link on the right. Below the header, it says 'Signed in as Lee Mapes' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area displays 'Clinical Administrator job' followed by the heading 'Interview rearranged'. Below this, it states: 'You've arranged a different slot for Lee Mapes. It's now 12 December 2022 from 09:45 to 10:15.' A note says 'We've emailed them about this.' At the bottom of the main content area, there is a yellow circle with the number '1' and a link that says 'Return to manage interviews'. 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'.

You've rearranged the applicant's interview and reached the end of this user guide.

If you need to assign an interview slot, go to the '[Assign an interviewee to a slot](#)' page.

## Assign an interviewee to a slot

This page gives you instructions for how to assign an interviewee to a slot.

**Important:** You'll only see this page if you're assigning an interview slot on behalf of the applicant.

To assign an interviewee to an interview slot, complete the following steps:

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](#)
© Crown copyright

## Who do you want to manually assign to a slot?

This page gives you instructions for how to manually assign an interviewee to a slot.

**Important:** In this example, there's 1 interviewee.

To manually assign an interviewee 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 left, and 'You're viewing NHSBSA Lee UAT' with a 'Change' link on the right. Below the header, it says 'Signed in as Lee Mapes' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area displays 'Social Care Support Worker job' and the title 'Who do you want to manually assign to a slot?'. There is a single applicant listed: 'Lee Mapes' with a radio button next to it, which is the first step in a numbered list. Below the applicant list is a green 'Continue' button, which is the second step. A 'Cancel' link is also visible. 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 contains the text '© Crown copyright'.



## Select or add a new 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 for the applicant's interview, 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 (optional).

You're viewing NHSBSA Lee UAT [Change](#)
Signed in as [Lee Mapes](#) [Sign Out](#)

NHS Jobs

BETA Your [feedback](#) will help us to improve this service.

[< Go back](#)

Social Care Support Worker job

### Select a date and time for Lee's interview

06 July 2022 from 09:00 to 09:30  
 Interviewee limit 1, with 1 slots remaining

1
 06 July 2022 from 10:30 to 11:00  
 Interviewee limit 1, with 1 slots remaining

06 July 2022 from 11:15 to 11:45  
 Interviewee limit 1, with 1 slots remaining

3
 You can [add a new date and time](#) if needed.

2
Continue

[Cancel](#)

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[How to create and publish jobs](#)

© Crown copyright

## 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 for a job titled 'Social Care Support Worker job'. The page is titled 'Confirm the date and time'. At the top, it indicates the user is viewing 'NHSBSA Lee UAT' and is signed in as 'Lee Mapes'. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this, there is a 'Go back' link. The job details are as follows:

Interviewee	Lee Mapes	<a href="#">Change</a>
Interview slot	06 July 2022 from 09:00 to 09:30	<a href="#">Change</a>

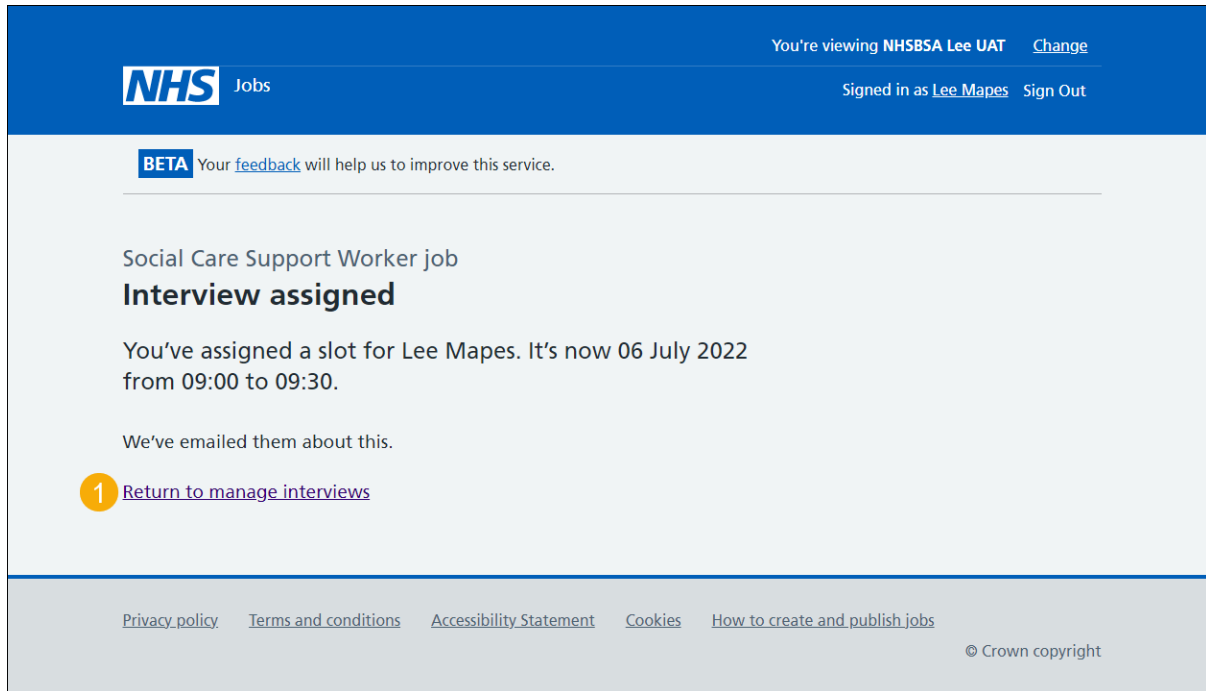
There are two numbered callouts: a '1' in a yellow circle next to the 'Change' link for the interview slot, and a '2' in a yellow circle next to the 'Confirm and send' button. Below the button is a 'Cancel' link. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

## Interview assigned

This page gives shows confirmation you've assigned an interview date and time for the applicant.

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 'You're viewing NHSBSA Lee UAT' with a 'Change' link on the right. Below the header, it says 'Signed in as Lee Mapes' with a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area has a light blue background and displays 'Social Care Support Worker job' followed by 'Interview assigned' in bold. Below this, it states 'You've assigned a slot for Lee Mapes. It's now 06 July 2022 from 09:00 to 09:30.' and 'We've emailed them about this.' A yellow circle with the number '1' highlights a link that says 'Return to manage interviews'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

You've assigned the applicant an interview and reached the end of this user guide.

## 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	<a href="#">Lee Mapes</a> AR-220504-00004	<a href="#">View details</a>
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](#)

© Crown copyright

## 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 user 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 heading is 'Are you sure you want to lock the interview schedule early?'. Below this, there is explanatory text: '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 button options: '1 Yes' and 'No'. A green button labeled '2 Save and continue' is positioned below the radio buttons. 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'. A copyright notice '© Crown copyright' is also present.

If you don't want to lock the interview schedule early, you've reached the end of this user guide.

## Manage 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.

You're viewing NHSBSA Lee UAT [Change](#)

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

**BETA** Your [feedback](#) will help us to improve this service.

[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	<a href="#">Lee Mapes</a> AR-220601-00003	<b>3</b> <a href="#">Add feedback</a>
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

**1** [Download interview schedule and applications](#)

**2** [Download individual applications](#)

[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](#)

© Crown copyright

## 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 the NHS Jobs user 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.' There is a '< Go back' link. Below that, it says 'Add feedback' and 'Did the interview happen?'. There are two radio buttons: '1 Yes' and 'No'. Below the radio buttons, there is a green button labeled '2 Save and continue'. 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'. In the bottom right corner, it says '© Crown copyright'.

If the interview didn't happen, 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

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](#)

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](#)

© Crown copyright

**Tip:** To find out how to make a job offer, go to the '**How to make a job offer in NHS Jobs**' user guide or video from the '**Make a job offer**' section of the '[Help and support for employers](#)' webpage.



## 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 of 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	<a href="#">Lee Mapes</a> <span style="margin-left: 20px;">2 <a href="#">View feedback</a></span> 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 how to make a job offer, go to the '**How to make a job offer in NHS Jobs**' user guide or video from the '**Make a job offer**' section of the '[Help and support for employers](#)' webpage.

You've added your interview feedback and reached the end of this user guide.