

How to invite your shortlist to interview in NHS Jobs user guide

This guide gives you instructions for how to invite your shortlist to interview in the NHS Jobs service.

To invite your shortlist to interview, you'll:

- give details about the interview and the details of a contact person in case anyone on your shortlist has any questions about it
- set interview dates and times for your shortlist to choose from
- view the information you've given and confirm all the details are correct
- send automated invites out to your shortlist

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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Interviews

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

Important: You must have a job listing at the interview recruitment stage to invite your shortlist to interview.

To access a job listing at interview, complete the following step:

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

The screenshot shows the NHS Business Services Authority Dashboard. At the top, there is a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing [redacted] Change' and 'Signed in as NHS BSA Training Sign Out'. Below the header, there is a toggle for 'Show tasks for all accounts'. A beta message states: 'BETA Your feedback will help us to improve this service.'

The main content area is titled 'NHS Business Services Authority Dashboard'. It features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, a dropdown menu shows 'Showing tasks for All users'. The dashboard displays a list of task stages with their counts and progress bars:

Stage	Count	Progress
Draft	10 - on track 1, overdue 9	Progress bar (mostly red)
Approvals	0	Progress bar (empty)
Published	2	Progress bar (mostly green)
Shortlisting	10 - on track 7, overdue 3	Progress bar (mostly green)
1 Interviews	10 - on track 5, overdue 5	Progress bar (mostly green)

On the right side, there is a 'What you can do' section with three buttons: 'Create a job listing' (green), 'Search for a listing' (dark blue), and 'Search for an applicant' (dark blue). Below this is a 'Manage the account' section with links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'. At the bottom right, there is a 'Documents and templates' section.

Invite shortlist to interview

This page gives you instructions for how to invite your shortlist to interview.

Find the job listing and complete the following step:

1. Select the 'Job title' link to view the job listing details (optional).
2. Select the '[Invite to interview](#)' link.

You're viewing **NHS BSA Training** [Change](#)
Signed in as **NHSBSA Training** [Sign Out](#)

NHS Jobs

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

[Go back](#)

NHS BSA Training

Interviews

Showing tasks for

All users

Showing tasks

All

Interviews

Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next
1 Training and Support Lead T1111-22-3219 INTERNAL	26 Jul 2022 DUE	-	0	0	Ready to invite to interview	Invite to interview 2

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Applicants you want to invite to interview

This page gives you instructions for how to confirm the applicants you want to invite to interview.

Important: You can now invite your shortlisted applicants to interview. You can download the shortlisted applications to view and print them if you need to. In this example, the applicant's added their email address.

To confirm the applicants you want to invite to interview, complete the following steps:

1. Select the 'Name' link to view the applicant's details (optional).
2. Select the '[View reserve list applicants](#)' link (optional).
3. Select the 'Download applications' button (optional).
4. Select the '[Invite to interview](#)' button.

The screenshot shows the NHS Jobs interface for managing applicants. 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, a 'BETA' badge is followed by the text 'Your feedback will help us to improve this service.' A 'Go back' link is on the left. The main heading is 'Shortlist for interview' followed by 'Applicants you want to invite to interview'. Below this, there are two paragraphs of text explaining the functionality. A table lists the applicant details. To the right, a 'What needs doing next' box contains three buttons: 'Invite to interview' (green), 'Download applications' (dark grey), and 'View reserve list applicants' (blue link). Numbered callouts (1-4) are placed over the table row, the 'View reserve list applicants' link, the 'Download applications' button, and the 'Invite to interview' button respectively. 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'.

What needs doing next

- Invite to interview (4)
- Download applications (3)
- [View reserve list applicants](#) (2)

Applicant reference ID	Name	Email	Phone number
AR-220301-00004	Ashleigh McFadyen (1)	ashleighmcfadyen	[Redacted]

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Tip: If you download the applications, it uses a portable document format (PDF).

View applicants on your reserve list

This page gives you instructions for how to view the applicants on your reserve list.

Important: You'll only see this page if you're viewing the applicants on your reserve list. You'll be able to invite them to interview after you have invited your shortlisted applicants.

To view the applicants on your reserve list, complete the following steps:

1. Select the 'Applicant reference' link to view the applicant's application (optional).
2. Select the '[Go back](#)' link.

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Signed in as [NHSBSA Training](#) [Sign Out](#)

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[2](#) < Go back

Shortlist for interview

View applicants on your reserve list

You added these applicants to your reserve list. You'll be able to invite them to interview after you have invited your shortlisted applicants.

Applicant reference	Essential	Total score
1 AR-220301-00005	2 out of 2	2 out of 2

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Invite your shortlisted applicants to interview

This page gives you instructions for how to invite your shortlisted applicants to interview.

Read the information on the page and complete the following step:

1. Select the ['Continue'](#) button.

NHS Jobs

You're viewing [Change](#)

Signed in as [NHS BSA Training](#) [Sign Out](#)

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

[Go back](#)

Invite your shortlist to interview

Invite your shortlisted applicants to interview

1. Give details about the interview and the details of a contact person in case anyone on your shortlist has any questions about it.
2. Set interview dates and times for your shortlist to choose from.
3. View the information you've given and confirm all the details are correct.
4. Send automated invites out to your shortlist.

1 [Continue](#)

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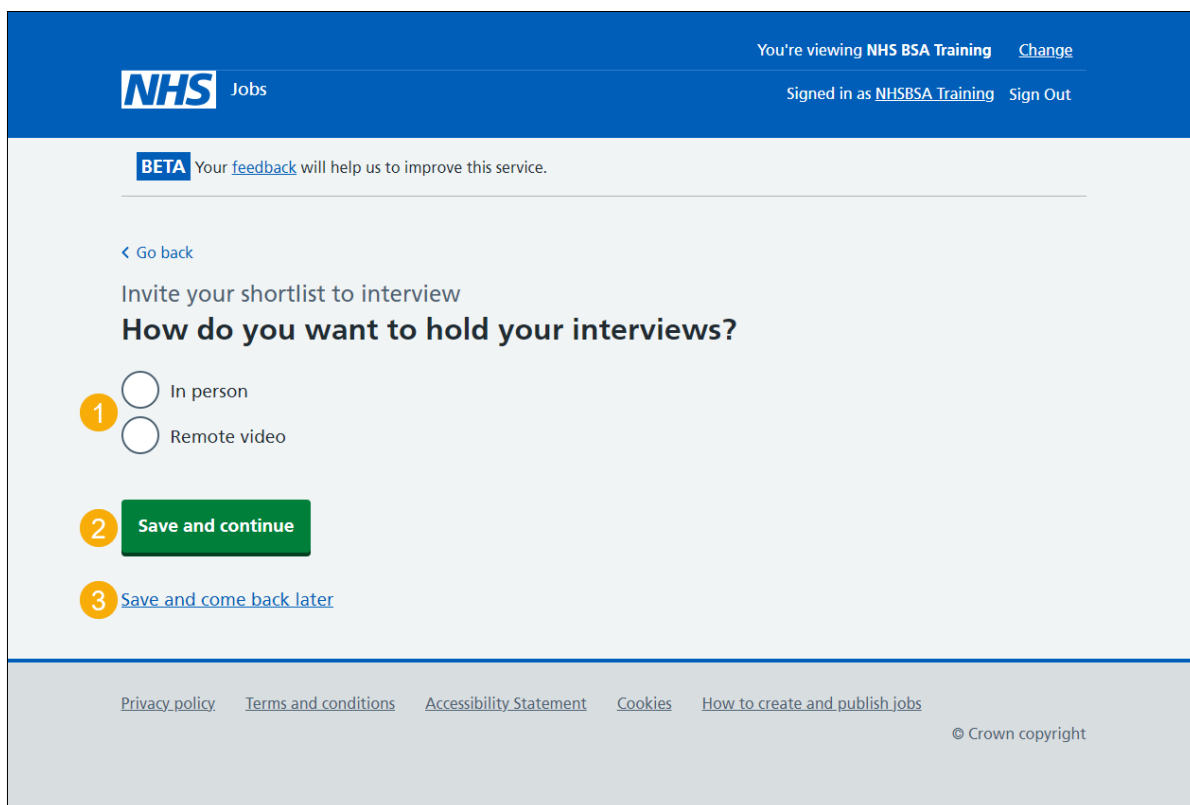
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How do you want to hold your interviews?

This page gives you instructions to confirm how you want to hold your interviews.

To confirm how you want to hold your interviews, complete the following steps:

1. Select an answer:
 - [‘In person’](#)
 - [‘Remote video’](#)
2. Select the ‘Save and continue’ button.
or
3. Select the ‘Save and come back later’ 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 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 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 'Invite your shortlist to interview' followed by 'How do you want to hold your interviews?'. There are three options: '1 In person' with a radio button, '2 Remote video' with a radio button, and '3 Save and continue' with a green button. Below that is '3 Save and come back later' with a blue 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 contains '© Crown copyright'.

If you've selected the 'Save and come back later' link, you've reached the end of this user guide.

What type of interview is this?

This page gives you instructions for how to confirm the type of interview.

To confirm the type of interview, 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, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS.BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below the header, there is a 'Go back' link. The main heading is 'Invite your shortlist to interview' followed by 'What type of interview is this?'. There are two radio button options: 'Panel interview' and 'Assessment centre'. A yellow circle with the number '1' is next to the 'Panel interview' option. Below these options is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. At the bottom of the main content area, there is a link that says '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 the copyright notice '© Crown copyright'.

Is the interview location the same as the job location?

This page gives you instructions for how to confirm if the interview location is the same as the job location.

Important: The interview location shown is the address you added when you created the job listing.

To confirm if the interview location is the same as the job location, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

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' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' and a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' Below this, there is a '< Go back' link. The main content area has the heading 'Invite your shortlist to interview' followed by the question 'Is the interview location the same as the job location?'. Below the question, there is a vertical blue bar on the left and the address: 'Stella House, Newburn Business Park, Newcastle Upon Tyne, Tyne and Wear, NE15 8NY'. Below the address, there are two radio buttons: '1 Yes' and 'No'. Below the radio buttons, there is a green button labeled '2 Save and continue'. Below the button, there is a link: 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Find the interview location address

This page gives you instructions for how to find the interview location address.

Important: You'll only see this page if the interview location isn't the same as the job location.

To find the interview location address, complete the following steps:

1. In the **Interview postcode** box, enter the details.
2. Select the ['Find the address'](#) button.

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' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A blue banner below the header says 'BETA Your feedback will help us to improve this service.' Below the banner, there is a '< Go back' link. The main heading is 'Training and Support Assistant' followed by 'Find the interview location address'. Below this, it says 'Enter the postcode to find the address.' There is a text input field labeled 'Interview postcode' with a yellow circle containing the number '1' to its left. Below the input field is a green button with a yellow circle containing the number '2' and the text 'Find the address'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© Crown copyright'.

Select the address for the interview location

This page gives you instructions for how to select the address for the interview location.

To select the address for the interview location, complete the following steps:

1. Select an answer:
 - [‘Address found’](#)
 - or
 - [‘Address not found’](#)
2. Select the ‘Continue’ button.

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NHS Jobs

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Training and Support Assistant

We found 14 results for NE15 8NY

Select the address for the interview location.

- Stannah Stairlifts, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- Belt Technologies Europe, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- North Of England Commissioning Support, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- Positive Solutions, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- Quilter Financial Planning, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- Nhs B S A, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- 1** North East Ambulance Service Nhs Trust, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- Pajunk Uk Medical Products Ltd, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- Health Education England, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- N C A R D R S, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- Nhs Property Services Ltd, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- North East Strategic Health Authority, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- North Of England Cancer Network, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY
- P H E Quality Assurance, Goldcrest Way, Newcastle Upon Tyne, NE15 8NY

or

- It's not any of these - add an address

2 Continue

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What's the interview location?

This page gives you instructions for how to confirm the interview location.

Important: You'll only see this page if you're adding a new interview location. The address line 2 and county fields are optional.

To add the new interview location, complete the following steps:

1. In the **Address line 1** box, enter the details.
2. In the **Address line 2** box, enter the details (optional).
3. In the **Town or city** box, enter the details.
4. In the **County** box, enter the details (optional).
5. In the **Postcode** box, enter the details.
6. Select the '[Save and continue](#)' button.

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Invite your shortlist to interview

What's the interview location?

Address line 1

1

Address line 2 (optional)

2

Town or city

3

County (optional)

4

Postcode

5

6

[Save and come back later](#)

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Will interviewees need to do a presentation or test?

This page gives you instructions for how to confirm if interviewees need to do a presentation or test.

To confirm if interviewees need to do a presentation or test, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

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, it says 'You're viewing [redacted] Change' and 'Signed in as NHS BSA Training Sign Out'. 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 'Invite your shortlist to interview' and contains the question 'Will interviewees need to do a presentation or a test?'. Below the question, there are two radio button options: '1 Yes' and '2 No'. A green button labeled '2 Save and continue' is highlighted. Below the button is a link: 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

What information about their interview can you give them?

This page gives you instructions for how to give applicants information about their interview.

Important: You'll only see this page if interviewees need to do a presentation or test. For example, the topic of their presentation, what the test will be about, the duration, the format, or what equipment will be available to them.

To give applicants information about their interview, complete the following steps:

1. In the **Interview information** box, enter the details.
2. Select the **'Save and continue'** button.

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 NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' 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 has the heading 'Invite your shortlist to interview' followed by the title 'What information about their presentation or test can you give them?'. Below the title, there is a sub-heading: 'For example, the topic of their presentation, what the test will be about, the duration, the format, or what equipment will be available to them.' A large empty text box is provided for input, with a yellow circle containing the number '1' next to it. Below the text box, there is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. A link 'Save and come back later' is also present. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer also includes the text '© Crown copyright'.

Who's the contact person for any questions about the interview?

This page gives you instructions for how to confirm who's the contact person for any questions about the interview.

To add the contact person for any questions about the interview, complete the following steps:

1. Select an answer:
 - ['Organisation contact'](#)
 - ['Point of contact'](#)or
 - ['None of the above'](#)
2. Select the 'Save and 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, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below the header, there is a 'Go back' link. The main heading is 'Invite your shortlist to interview' followed by the question 'Who's the contact person for any questions about the interview?'. There are three radio button options: 'Organisation contact', 'Point of contact on job advert' (which is selected and has a '1' in a yellow circle next to it), and 'None of the above'. Below these options is a green 'Save and continue' button with a '2' in a yellow circle next to it. At the bottom of the form area, there is a 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 the text '© Crown copyright'.

What's the person's contact details?

This page gives you instructions for how to confirm the person's contact details.

Important: You'll only see this page if you're adding the person's contact details.

To add the person's contact details, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. In the **Email address** box, enter the details.
4. In the **Telephone number** box, enter the details.
5. Select the '[Save and continue](#)' button.

You're viewing [Change](#)

NHS Jobs Signed in as [NHS BSA Training](#) [Sign Out](#)

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[< Go back](#)

Invite your shortlist to interview

What's the person's contact details?

First name
1

Last name
2

Email address
3

Telephone number
4

5

[Save and come back later](#)

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What else might applicants need to know?

This page gives you instructions for how to confirm what else applicants might need to know.

Important: For example, logistic information such as parking availability, public transport, who to report to, or which floor the office is located on.

To add what else applicants might need to know, complete the following steps:

1. In the **Applicants need to know** box, enter the details.
2. Select the **'Save and continue'** button.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing' followed by a dropdown menu and a 'Change' link on the right. Below the header, there is a 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' banner with the text 'Your feedback will help us to improve this service.' is visible. The main content area has a 'Go back' link and the heading 'Invite your shortlist to interview' followed by 'What else might interviewees need to know?'. Below this, there is explanatory text: 'For example, logistic information such as parking availability, public transport, who to report to, or which floor the office is located on.' A large empty text box is provided for input, with a yellow circle containing the number '1' to its left. Below the text box is a green button with a yellow circle containing the number '2' and the text 'Save and continue'. A link 'Save and come back later' is located below the button. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

Your interview slots

This page gives you instructions for how to confirm your interview slots.

Important: In this example, you have 2 interviewees. You can add slots one by one, or multiple slots to fill a day.

To add your interview slots, complete the following steps:

1. Select the [‘Add one slot’](#) button.
or
2. Select the [‘Add multiple slots’](#) button.
3. Select the [‘Save and continue’](#) button.

NHS Jobs

You're viewing [Change](#)

Signed in as [NHS BSA Training](#) [Sign Out](#)

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Invite your shortlist to interview

Your interview slots

You have 2 interviewees

You have not added any interview slots yet. Depending on your number of interviewees and how you want to arrange your interview days, you can add slots one by one or multiple slots to fill a day.

1 [Add one slot](#) [Add multiple slots](#) **2**

3 [Save and continue](#)

[Save and come back later](#)

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Add an interview slot

This page gives you instructions for how to add an interview slot.

Important: You'll only see this page if you're adding an interview slot. For example, you can choose separate dates and times for each, or you could allow more than 1 interviewee to choose one, if it's an assessment.

To add an interview slot, 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.

The screenshot shows the NHS Jobs interface for adding an interview slot. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A 'BETA' notice 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 'Add your interview dates and times'. The instruction reads: 'Set your interview slots to fit the type of interview you need to create. For example, you can choose separate dates and times for each, or you could allow more than 1 interviewee to choose one, if it's an assessment.' A vertical bar indicates 'You have 2 interviewees'. The form fields are: 'Interview date' (For example, 27 9 2019) with sub-fields for Day, Month, and Year; 'Start time' (Enter your time in 24 hour format. For example, 09:30 or 14:00.) with sub-fields for Hour and Minute; and 'Finish time' (Enter your time in 24 hour format. For example, 09:30 or 14:00.) with sub-fields for Hour and Minute. A green 'Continue' button is at the bottom. 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: You must enter the date in the DD-MM-YYYY format. For example, 27 09 2019. You must add the time in a 24-hour format. For example, 09:30 and 14:00.

Add multiple interview slots

This page gives you instructions for how to add multiple interview slots.

Important: You'll only see this page if you're adding multiple interview slots.

To add multiple interview slots, complete the following steps:

1. In the **Interview date** box, enter the details.
2. In the **Start time of your first interview** box, enter the details.
3. In the **Number of interview slots for this day** box, enter the details.
4. In the **Duration of each interview** box, enter the details.
5. In the **Duration of break between interviews** box, enter the details.
6. In the **Start time of lunch** box, enter the details (optional).
7. In the **Duration of lunch break** box, enter the details (optional).
8. Select the **'Continue'** button.

NHS Jobs You're viewing [Change](#)

Signed in as **NHS.BSA.Training** [Sign Out](#)

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

[Go back](#)

Invite your shortlist to interview
Add multiple interview slots

Interview date
For example, 27 9 2019

Day Month Year

1

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

Hour Minute

2

Number of interview slots for this day

3

Duration of each interview
For example, 45 minutes

Hour Minute

4

Duration of break between interviews
For example, 15 minutes

Hour Minute

5

Start time of lunch (optional)
Enter your time in 24 hour format. For example, 09:30 or 14:00.

Hour Minute

6

Duration of lunch break (optional)
For example, 45 minutes

Hour Minute

7

8

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Tip: You must enter the date in the DD-MM-YYYY format. For example, 27 09 2019. You must add the time in a 24-hour format. For example, 09:30 and 14:00.

Manage an interview slot

This page gives you instructions for how to manage an interview slot.

Important: You'll only see this page if you've added an interview slot. In this example, you've added two interview slots. If you delete an interview slot, you'll not be able to recover the details.

To manage an interview slot, complete the following steps:

1. Select a '[Change](#)' link (optional).
2. Select a '[Delete](#)' link (optional).
3. Select the '[Add one slot](#)' button (optional).
or
4. Select the '[Add multiple slots](#)' button (optional).
5. Select the '[Save and continue](#)' button.

NHS Jobs

You're viewing [Change](#)

Signed in as [Sign Out](#)

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

[Go back](#)

Invite your shortlist to interview

Your interview slots

You have 3 interviewees

Depending on your number of interviewees and how you want to arrange your interview days, you can add slots one by one or multiple slots to fill a day.

6 June 2022

Interview times

Slot	Time	What you can do
1	10:00 to 11:00	Change or Delete
2	11:15 to 12:15	1 Change or Delete 2

3 [Add one slot](#) [Add multiple slots](#) **4**

5 [Save and continue](#)

[Save and come back later](#)

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

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Manage multiple interview slots

This page gives you instructions for how to manage multiple interviews slots.

Important: You'll only see this page if you've added multiple interview slots. In this example, you've added 2 interview slots and have included a lunch break. If you delete an interview slot, you'll not be able to recover the details.

To manage multiple interview slots, complete the following step:

1. Select the ['Change'](#) link (optional).
2. Select the ['Delete'](#) link (optional).
3. Select the ['Add one slot'](#) button (optional).
or
4. Select the ['Add multiple slots'](#) button (optional).
5. Select the ['Save and continue'](#) button.

NHS Jobs

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

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Invite your shortlist to interview

Your interview slots

You have 3 interviewees

Depending on your number of interviewees and how you want to arrange your interview days, you can add slots one by one or multiple slots to fill a day.

6 June 2022

Interview times

Slot	Time	What you can do
1	11:00 to 11:45	Change or Delete
2	11:15 to 12:15	1 Change or Delete 2
Lunch	12:00 to 12:30	Change or Delete

3 [Add one slot](#) [Add multiple slots](#) **4**

5 [Save and continue](#)

[Save and come back later](#)

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Do you want your interviewees to be able to ask for a different date and time for their interview slot?

This page gives you instructions for how to confirm if you want your interviewees to be able to ask for a different date and time for their interview slot.

Important: If you select 'Yes', the option is included in the invite to interview email sent to applicants.

To confirm if interviewees can ask for a different date and time for their interview slot, 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, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' and a 'Sign Out' link. A blue banner below the header says 'BETA Your feedback will help us to improve this service.' Below the banner, there is a '< Go back' link. The main heading is 'Invite your shortlist to interview' followed by the question 'Do you want your interviewees to be able to ask for a different date and time for their interview slot?'. There are two radio button options: 'Yes, include the option in their invite to interview' (marked with a yellow '1') and 'No'. Below the options is a green 'Save and continue' button (marked with a yellow '2') and a blue link 'Save and come back later'. 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', followed by '© Crown copyright'.

Will the shortlisting lead be the interview lead?

This page gives you instructions for how to confirm if the shortlisting lead is the interview lead.

To confirm if the shortlisting lead is the interview lead, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, it says 'Signed in as NHS BSA Training' with a 'Sign Out' link. A 'BETA' badge indicates that feedback will help improve the service. The main content area has a 'Go back' link and the heading 'Invite your shortlist to interview'. The question is 'Will NHS BSA Training be the interview lead?'. Below the question, it states 'They were the shortlisting lead for this listing.' and provides two radio button options: 'Yes' and 'No'. A green 'Save and continue' button is highlighted with a '2' in a yellow circle. A 'Save and come back later' link is also present. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Who do you want to add as the lead interviewer?

This page gives you instructions for how to confirm the lead interviewer.

Important: You'll only see this page if you're adding a lead interviewer. Once you start entering a name, the results are shown for you to select a user. 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. or
3. Select the 'The person I want is not on the list' link.
4. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. 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 'Invite your shortlist to interview' followed by 'Who do you want to add as the lead interviewer?'. There are three numbered steps: 1. A search input field. 2. A link 'The person I want is not on the list' with a dropdown arrow, followed by the text 'To get someone added to the list you need to contact a super user for your organisation.' 3. A green 'Save and continue' button. Below the button is a link 'Save and come back later'. 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'.

Do you want to add more people to the interview panel?

This page gives you instructions for how to confirm if you want to add more people to the interview panel.

Important: An interview panel can be a maximum of 10 people, or it can be the interview lead only.

1. Select an answer:
 - 'Yes'
 - 'No'
2. Select the 'Save and continue' button.

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 right side of the header, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below the header, there is a 'Go back' link. The main content area is titled 'Invite your shortlist to interview' and 'Do you want to add more people to the interview panel?'. Below this, it says 'An interview panel can be a maximum of 10 people, or it could be the interview lead only.' There are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons, there is a green button labeled 'Save and continue' and a blue link labeled 'Save and come back later'. 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 is '© Crown copyright'.

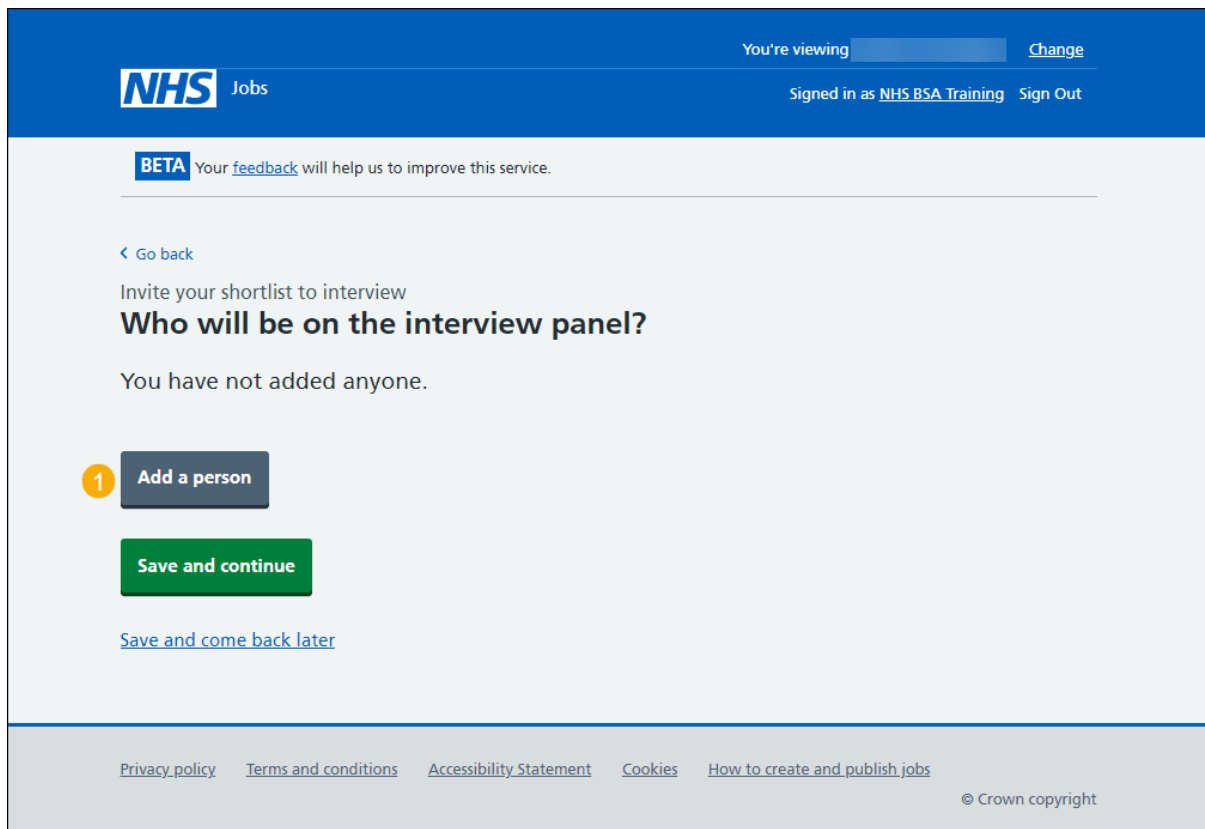
Who will be on the interview panel?

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' text. On the right side of the header, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below that, it says 'Signed in as NHS BSA Training' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below the header, there is a 'Go back' link. The main heading is 'Invite your shortlist to interview' followed by 'Who will be on the interview panel?'. Below this, it says 'You have not added anyone.' There are two buttons: a grey 'Add a person' button with a yellow circle containing the number '1' to its left, and a green 'Save and continue' button. Below the buttons is a link that says 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right of the footer, it says '© 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: You'll only see this page if you're adding a person to the interview panel. Once you start entering a name, the results are shown for you to select a user. 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.
3. Select the '[Save and continue](#)' button.

You're viewing [NHS BSA Training](#) [Change](#)
Signed in as [NHSBSA Training](#) [Sign Out](#)

BETA Your [feedback](#) 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 [The person I want is not on the list](#)

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](#)

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

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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 left, and 'You're viewing NHS Business Services Authority' with a 'Change' link on the right. Below the header, a 'BETA' badge is followed by the text '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.' Below this, a list shows 'Andrea Ballantyne' with a '1 Remove' link. At the bottom of the list, there are two buttons: '2 Add a person' and '3 Save and continue'. A 'Save and come back later' link is also present. 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'.

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.

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, 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, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, 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, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Invite your shortlist to interview'. The main heading is 'Are you sure you want to remove' followed by a greyed-out name. Below this, there are two radio buttons: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' option. Below the radio buttons, there is a green button labeled 'Save and continue' with a '2' in a yellow circle next to it. At the bottom of the main content area, there is a link that says '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 the copyright notice '© Crown copyright'.

Check your interview details

This page gives you instructions for how to check your interview details.

Important: You'll send interview invites to your shortlist. They'll choose a date and time from your list. You'll be able to view who selected which interview slots as well as those who did not select one.

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

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

NHS Jobs
You're viewing NHS BSA Training [Change](#)

Signed in as NHSBSA.Training
[Sign Out](#)

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

[Go back](#)

Invite your shortlist to interview

Check your interview details

reviewing your answers

How the interview will be held	In person	Change
Interview type	Panel interview	Change
Interview location	Goldcrest Way Newcastle Upon Tyne NE15 8NY	Change
Contact	Joe Bloggs joe.bloggs@gmail.com 0777777777	Change
Information	For example, logistic information such as parking availability, public transport, who to report to, or which floor the office is located on.	Change
Presentation	Yes	Change 1
Presentation details	For example, the topic of their presentation, what the test will be about, the duration, the format, or what equipment will be available to them.	Change

Interview slots [Change](#)

30 March 2022

Interview slots

1	09:30 to 10:00
2	10:15 to 10:45

Interview selection

Alternative dates and times	You have selected YES to allow candidates to request an alternative date and time for an interview.	Change
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Interview panel

Interview lead	NHSBSA Training Practice Manager	Change
Additional people on the interview panel?	No	Change
Additional interviewers		Change

You'll send interview invites to your shortlist. They'll choose a date and time from your list. You'll be able to see who selected which interview slot as well as those who did not select one.

2
Send interview invites

[Save and come back later](#)

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

This page shows confirmation you've sent the invite to interview to shortlisted applicants.

Important: The invite will tell applicants that they need to respond by midday, 2 days before the first interview.

To do a task, complete the following step:

1. Select the 'give your feedback to improve the service' link (optional).
2. Select the 'Back to dashboard' link (optional).
3. Select the 'Go to interview management' button.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The user is signed in as 'NHSBSA Training' and can 'Sign Out'. A 'BETA' notice states 'Your feedback will help us to improve this service.' The main heading is 'Invites to interview sent' for the 'Training and Support Lead, NHS BSA Training' role. Under 'What happens next', it explains that applicants will be notified to respond by midday 2 days before the first interview, and that the user must email remote joining details once an interview slot is chosen. A section titled 'Want to help us make NHS Jobs better?' offers a feedback link (1), a 'Go to interview management' button (3), and a 'Back to dashboard' link (2). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a '© Crown copyright' notice.

To find out how to manage your interview responses, go to the '**How to manage your interview responses in NHS Jobs**' user guide or video from the '**Invite to interview**' section of the '[Help and support for employers](#)' webpage.

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