

Applicant statuses in NHS Jobs

This document shows the different statuses for applicants in the NHS Jobs service.

Draft

This table shows the different statuses in draft.

Stage	Status shown to applicant	Trigger to show status	What happens next?
Draft	Continue application	Application started	Send application
Stopped	Application stopped	Application started	Failed pre-application questions

Published

This table shows the different statuses in published.

Stage	Status shown to applicant	Trigger to show status	What happens next?
Submitted	Application submitted	Application sent	Application not shortlisted

Shortlisted

This table shows the different statuses in shortlisted.

Stage	Status shown to applicant	Trigger to show status	What happens next?
Shortlisted	None	Applicant shortlisted	Applicant invited to interview
Unsuccessful	Unsuccessful	Applicant not shortlisted	None

Interviews

This table shows the different statuses in interviews.

Stage	Status shown to applicant	Trigger to show status	What happens next?
Reserve list	Reserve list	Applicant added to the reserve list	Applicant invited to interview Reserve list not needed (Unsuccessful)
Invited to interview	Respond to interview	Applicant invited to interview	Applicant selected an interview slot
Interview scheduled (interview confirmed)	Interview scheduled	Applicant selected an interview slot	Feedback is added
Interview complete	(Applicant has no view)	Feedback is added	Offer is sent Applicant is marked as unsuccessful at offer (Not offered)
Interview declined	Declined interview	Applicant declined an interview	None
Interview declined (system)	Unsuccessful	System declined an interview (did not respond in time)	None
Alternative slot requested	New interview time requested	Applicant selected 'I want to attend but can't make any of the dates or times provided'.	Employer manually assigns interview date and time

Conditional offers

This table shows the different statuses in conditional offers.

Stage	Status shown to applicant	Trigger to show status	What happens next?
Respond to your offer (offer received)	Respond to offer	Offer is sent	Offer is rejected or accepted
Offer accepted	Provide documents now	Offer is accepted	Provide references now Documents are provided
Offer rejected	Offer rejected	Offer is rejected	None

Provide references now (provide referees)	Finish accepting offer	Offer is accepted	References are provided
Provide documents now (pre-employment checks)	Provide documents now	References are provided	Documents are provided
Not offered	Not offered	Job not offered to all applicants or not offered to the individual	None
Offer withdrawn	Offer withdrawn	Offer is withdrawn by employer	None

Application withdrawn

This table shows the different statuses in application withdrawn.

Stage	Status shown to applicant	Trigger to show status	What happens next?
Application withdrawn	Application withdrawn	The applicant withdraws their application	None

Move applicant

This table shows the different statuses in move applicant.

Stage	Status shown to applicant	Trigger to show status	What happens next?
Request to move to another listing	None	Request to move to another listing sent	Applicant accepts or rejects request
Moved to another listing	None	Applicant accepts request to move to another listing	None
Request to move incomplete	None	Applicant accepts request to move to another listing and their application is incomplete	Applicant adds missing information
Incomplete application	None	Offline applicant is added and there is incomplete information on their application	Applicant adds missing information