

How to manage interviews in NHS Jobs user guide – Manage applicants

This guide gives you instructions for how to manage applicants at the interview stage in the NHS Jobs service.

Once you've invited applicants to interview, you can view who's accepted, declined, or not responded to an invite.

In this guide you will learn about:

- viewing your applicants
- viewing your reserve list
- managing applicants on your reserve list

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the <u>employer dashboard</u>.

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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 '<u>Interviews</u>' link.

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		Show tasks for all accounts
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Dashboard		
Tasks by stage	istings by user	Create a job listing
		Search for a listing
Showing tasks for		Search for an applicant
All users 🗸		
<u>Draft</u>	11	Manage the account
		Manage users
Published	2	At risk applicants
		Accredited logos Key performance indicators
Shortlisting	5 - on track 0, overdue 5	(KPIs)
		Approval settings
Interviews	8	Departments
		<u>Welsh listings</u>
Ready to offer	8 - on track 7, overdue 1	
		Documents and templates
Conditional offers	13 - on track 3, overdue 10	
		Overview of your organisation
Pre-employment	0	Supporting information library Contract templates
checks	-	<u>contract templates</u>

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 '<u>Manage your interviews</u>' link
- 2. .Select the 'Job title' link to view the job details (optional).

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	Job title	Deadline	Invited	Accepted	Declined	Task	What needs doing next	
2	Training & Support Officer A0199-22-1524 INTERNAL	19 Oct 2022 ON TRACK	2	1	0	Interviews scheduled	Manage your interviews	
	Training <u>& Support</u> Officer A0199-22-3905 INTERNAL	19 Oct 2022 ON TRACK	2	1	1	Interviews scheduled	<u>Manage your</u> interviews	
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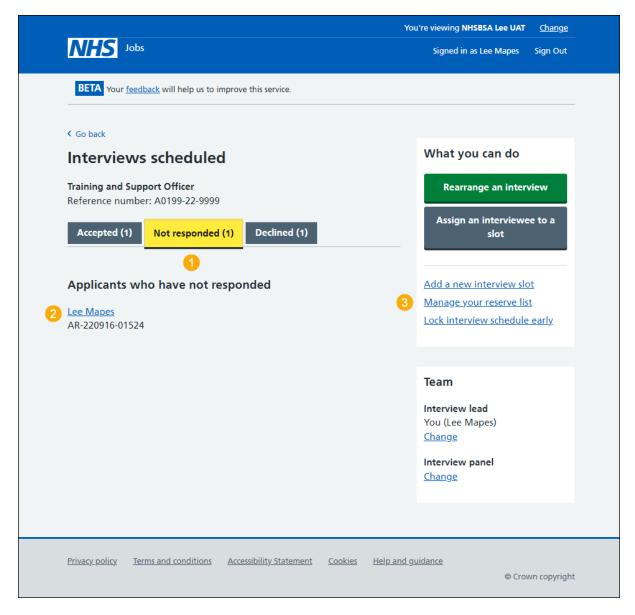
Applicants who have not responded

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 the '<u>Manage your reserve list</u>' link to manage applicants on your reserve list (optional).



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).

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Go to the 'Applicants who have declined' page.

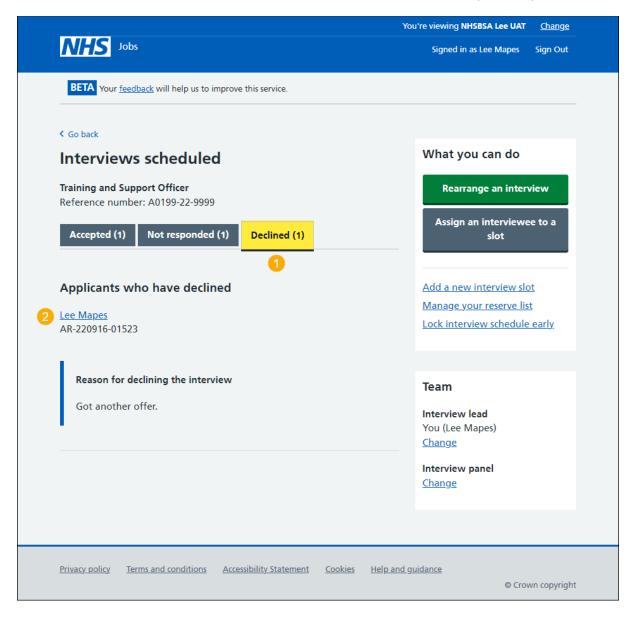
Applicants who have declined

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 has 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).



Return to the 'Manage your interviews' 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.

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	NHS Jobs		Signed in as Lee Mapes	Sign Out
	BETA Your <u>feedback</u> will help us to improve this service.			
	C Go back			
	Manage interviews			
	Your reserve list			
	These are the applicants you chose to add to your reservinvite them to interview.	re list. You can now		
	Applicant reference	Essential	Total score	
1	AR-220916-01525	1 out of 3	1 out of 3	
2	Choose who you want to interview			
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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 (optional).
- 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 '<u>Continue</u>' button. or
- 6. Select the 'Exit without changes' link to go back without selecting anyone.

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	You have 4 slot You may need [.]	e applicants you wa s available, 0 applicants have not to <u>add more slots to your intervie</u>	responded. <u>w schedule </u> b		pplicants from the	reserve list. All	
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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 '<u>Change your selection</u>' button (optional).
- 2. Select the '<u>Send interview invites</u>' button.

Jobs		You're viewing NHSBSA Lee UAT <u>Change</u> Signed in as Lee Mapes Sign Out
BETA Your feedback will help us to improve thi	is service.	
 Go back Manage interviews Check and confirm who yes to interview 	ou want to invite	What needs doing next Send interview invites
Make sure you have selected the correct ap	plicants to invite to interview.	Change your selection
Make sure you have selected the correct ap Applicant reference	plicants to invite to interview. Essential	Change your selection

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.

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NHS Jobs	Signed in as Lee Mapes Sign Out
BETA Your <u>feedback</u> will help us to improve this service.	
Invites to interview ser	nt
Training and Support Officer, NHSBSA UAT	Lee
What happens next	
The invite will tell applicants that they need to respond by midda Sunday 18 September 2022.	y on
You can still invite any other applicants on your reserve list to inte a later date.	erview at
Go to interview management	
2 Back to dashboard	
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Tip: To find out more about how to manage interviews, go to a user guide or video from the **'Invite applicants to interview'** section of the '<u>Help and support for employers</u>' webpage.

You've invited your reserve list applicant(s) to interview and have reached the end of this guide.