

How to respond to an invite to interview in NHS Jobs user guide

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

If you receive an invite to interview, you'll check what the employer wants you to know and the location of the interview.

To confirm your response, you'll choose one of the following options:

- choose a date and time for your interview
- I want to attend but can't make any of the dates and times provided
- decline the interview and add your reason why

The 'I want to attend but can't make any of the dates or times provided' option is only available if the employer has selected this when setting up the interview.

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Respond to interview

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

To respond to an interview, complete the following steps:

1. Select the 'View application' link (optional).
2. Select the '[Respond to interview](#)' link.

NHS Jobs Sign out

English | Cymraeg

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

Your applications

Job title	Employer	Job closing date	Application	Task
Training and Support Officer T1111-22-1713	NHS BSA Training	16 December 2022	View application 1	Respond to interview 2

▶ [Contact NHS Jobs if you need any help with your account](#)

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

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Read information about your interview before choosing a date and time

This page gives you instructions for how to read the information about your interview before choosing a date and time.

Important: You need to choose a date and time for your interview by midday on the date shown. The sooner you respond, the more choice you'll have in choosing one that's best for you.

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

1. Select the '[Choose a date and time](#)' 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 'Sign out' and language options 'English | Cymraeg' on the right. Below the header is a white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. It starts with a '< Go back' link, followed by 'Invite to interview' and the main heading 'Read information about your interview before choosing a date and time'. Below this is the section 'Location of the interview' with the address: 'Goldcrest Way, Newcastle Upon Tyne, NE15 8NY'. A blue vertical bar highlights a key message: 'You need to choose a date and time for your interview by midday on 18 January 2023. The sooner you respond, the more choice you'll have in choosing one that's best for you.' At the bottom of this section is a green button with a yellow circle containing the number '1' and the text 'Choose a date and time'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Respond to your interview

This page gives you instructions for how to respond to your interview.

Important: If you can't make any of the dates and times provided, use the employers email address to see if you can arrange another.

To respond to your interview, complete the following steps:

1. Select an answer:
 - [‘Choose a date and time for your interview’](#)
 - or
 - [‘I want to attend, but can't make any of the dates and times provided’](#)
 - [‘Decline the interview’](#)
2. Select the 'Continue' button.

The screenshot shows the NHS Jobs interface for responding to an interview. At the top, there is a blue header with the NHS logo, 'Jobs', a 'Sign out' button, and language options for 'English' and 'Cymraeg'. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area is titled 'Invite to interview' and 'Choose a date and time for your Training and Support Officer job interview'. It includes a tip: 'If you want an interview but these dates and times are not possible, contact the employer to see if you can arrange another. Email [redacted]'. The user is asked to 'Select one from the list' and is presented with three radio button options: '20 January 2023 09:30 to 10:30', '20 January 2023 10:45 to 11:45' (which is selected and marked with a '1' in a yellow circle), and 'Decline the interview'. A green 'Continue' button is marked with a '2' in a yellow circle. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

Tip: The 'I want to attend but can't make any of the dates or times provided' option is only available if the employer has selected this when setting up the interview.

Have you got any special requirements we should be aware of?

This page gives you instructions for how to confirm if you've got any special requirements for your interview.

Important: You'll only see this page if you've chosen a date and time for your interview. An example of a special requirement is a disability or any additional needs where you'd have access requirements.

To confirm if you've got any special requirements, complete the following steps:

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.

The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' label and a feedback message: 'Your feedback will help us to improve this service.' The main content area is light blue and contains a 'Go back' link, the text 'Invite to interview', and the question 'Have you got any special requirements we should be aware of?'. Below the question is an example: 'For example, a disability or any additional needs where you'd have access requirements.' There are two radio buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a yellow circle containing the number '1'. Below the radio buttons is a green 'Continue' button highlighted with a yellow circle containing the number '2'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', and a copyright notice: '© Crown copyright'.

What special requirements have you got?

This page gives you instructions for how to confirm your special requirements.

Important: You'll only see this page if you're adding a special requirement.

To add your special requirements, complete the following steps:

1. In the **Special requirements** box, enter the details.
2. Select the '[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 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' On the left, there is a '< Go back' link. The main content area is light grey and contains the text 'Invite to interview' followed by the heading 'What special requirements have you got?'. Below this is the label 'Your special requirements' and a large text input box. To the left of the input box is a yellow circle with the number '1'. Below the input box is a green button with a white circle containing the number '2' and the text 'Continue'. At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© Crown copyright'.

Check your answers for an interview date and time

This page gives you instructions for how to check your answers for an interview date and time.

Important: You'll only see this page if you've chosen a date and time for your interview. In this example, you've added a special requirement.

To change, confirm and send your response, 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, there is a blue header with the NHS logo and 'Jobs' text on the left, and the user name 'Liam MA' and 'Sign out' link on the right. Below the header, there is a language selector for 'English' and 'Cymraeg'. A 'BETA' badge and a feedback message are also present. The main content area is titled 'Invite to interview' and 'Check your answers'. It contains a table with two rows: 'Interview date and time' (05 March 2022, 09:00 to 09:45) and 'Special requirements' (I need an ergonomic chair for the interview). Each row has a 'Change' link. A yellow circle with the number '1' is placed over the 'Change' link for the interview date and time. Below the table, there is a green button labeled 'Confirm and send' with a yellow circle and the number '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

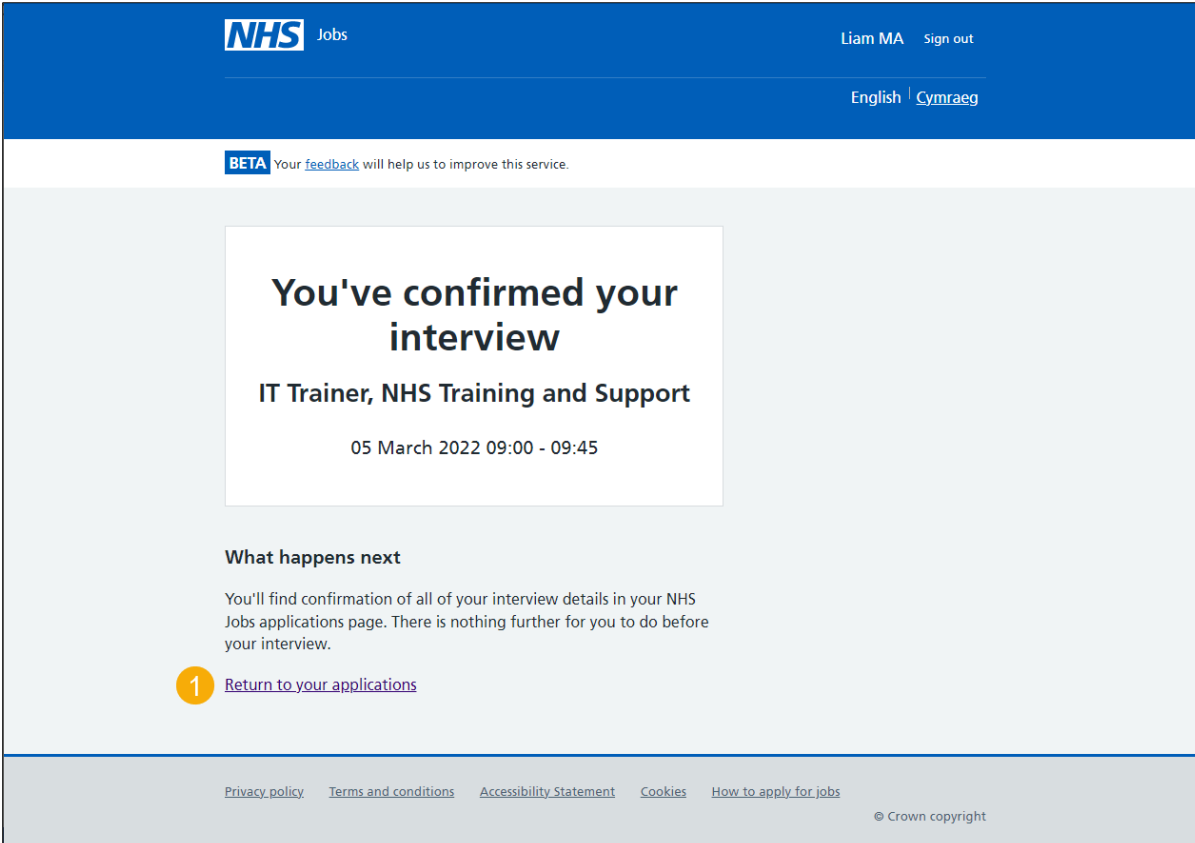
You've confirmed your interview

This page shows you've confirmed your interview.

Important: You'll find confirmation of your interview details on your NHS Jobs application page.

To return to your applications, complete the following step:

1. Select the 'Return to your applications' 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 user information 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area is light grey and contains a white box with the heading 'You've confirmed your interview' and the job title 'IT Trainer, NHS Training and Support'. Below this, the interview time '05 March 2022 09:00 - 09:45' is displayed. A section titled 'What happens next' explains that confirmation details are in the user's NHS Jobs applications page. A numbered step '1' points to a link 'Return to your applications'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

If your interview is successful and you receive a conditional job offer, go to the **'How to respond to a job offer in NHS Jobs'** user guide or video from the **'Respond to a job offer'** section of the ['Help and support for applicants'](#) webpage.

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

Check your answers for an alternative time requested

This page gives you instructions for how to check your answers for an alternative time requested.

Important: You'll only see this page if you've requested an alternative interview time. The employer will be notified of this. They may contact you to arrange a time that can work for both you and the employer.

To change, confirm and send your response, complete the following steps:

1. Select the '[Change](#)' link (optional).
2. Select the '[Confirm and send](#)' 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 'Liam MA Sign out' on the right. Below the header, there is a language selector showing 'English' and 'Cymraeg'. A beta notice reads: 'BETA Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Invite to interview' followed by 'Check your answers'. There are two tabs: 'Interview date and time' and 'Alternative time requested'. The 'Alternative time requested' tab is active, and a 'Change' link with a circled '1' is next to it. Below the tabs, a message states: 'The employer will be notified of this. They may contact you to arrange a time that can work for both you and the employer.' At the bottom of this section is a green button labeled 'Confirm and send' with a circled '2' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice: '© Crown copyright'.

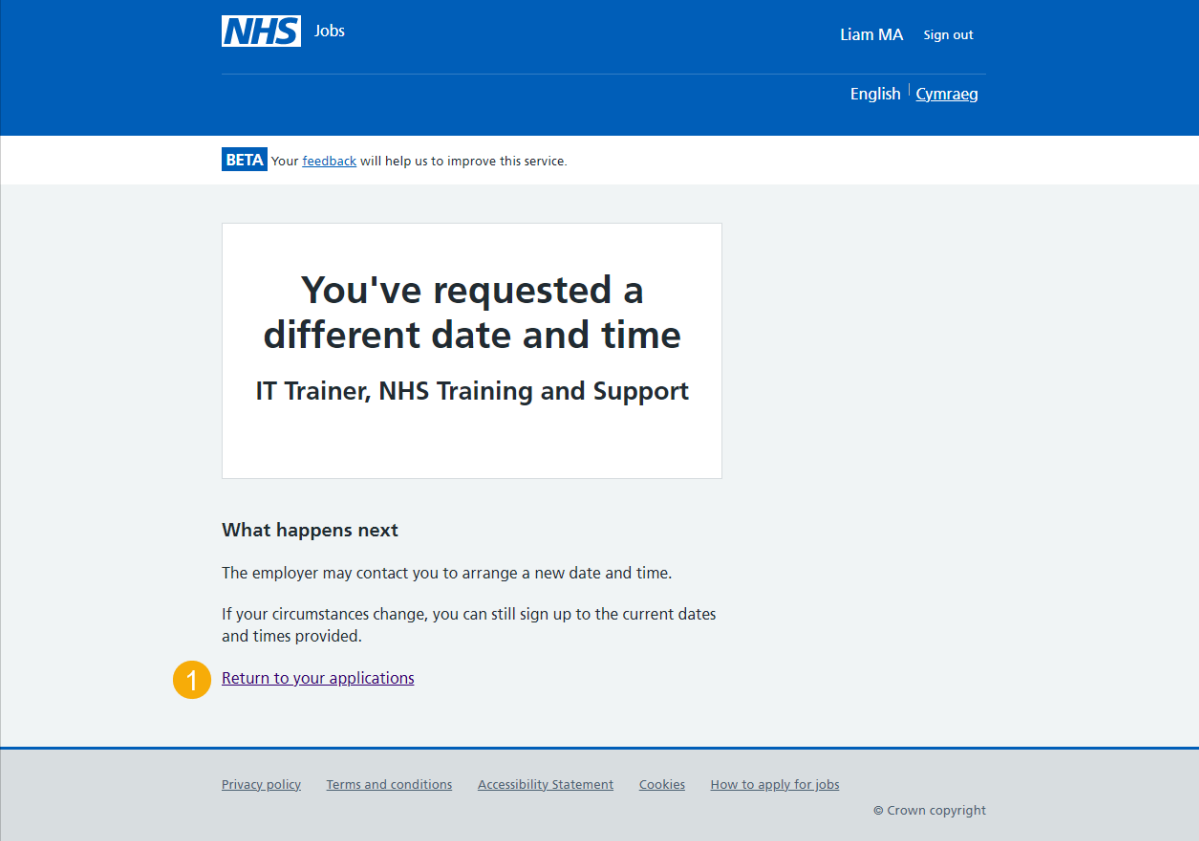
You've requested a different date and time

This page shows confirmation you've requested a different date and time.

Important: The employer may contact you to arrange a new date and time. If your circumstances change, you can still sign up to the current dates and times provided.

To return to your applications, complete the following step:

1. Select the 'Return to your applications' 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 user information 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. In the center, there is a white box with the heading 'You've requested a different date and time' and the job title 'IT Trainer, NHS Training and Support'. Below this, under the heading 'What happens next', there is explanatory text: 'The employer may contact you to arrange a new date and time. If your circumstances change, you can still sign up to the current dates and times provided.' A numbered step '1' is followed by a link 'Return to your applications'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

Once the hiring manager has responded, you'll need to select or decline an interview on the ['Respond to your interview'](#) page.

Why have you declined the interview?

This page gives you instructions for how to confirm why you've declined the interview.

Important: You'll only see this page if you're declining an interview. For example, you are not interested in the job anymore.

To add why you've declined the interview, complete the following steps:

1. In the **Decline reason** box, enter the details.
2. Select the [Continue](#) button.

NHS Jobs

Liam MA Sign out

English | Cymraeg

BETA Your feedback will help us to improve this service.

[Go back](#)

Invite to interview

Why have you declined the interview?

For example, you are not interested in the job anymore.

1

2 [Continue](#)

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

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Check your answers for a declined interview

This page gives you instructions for how to check your answers for a declined interview.

Important: You'll only see this page if you're declining an interview.

To change, confirm and send your response, 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, there is a blue header with the NHS logo and 'Jobs' text on the left, and 'Liam MA Sign out' on the right. Below the header, there is a white bar with 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a breadcrumb trail: '< Go back', 'Invite to interview', and 'Check your answers'. Below this, it states 'You've chosen to decline the interview'. A table shows the reason for declining: 'Reason' is 'I'm not interested in the job anymore.' To the right of the reason is a 'Change' link with a yellow circle containing the number '1'. Below the table is a green button with a yellow circle containing the number '2' and the text 'Confirm and send'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', followed by '© Crown copyright'.

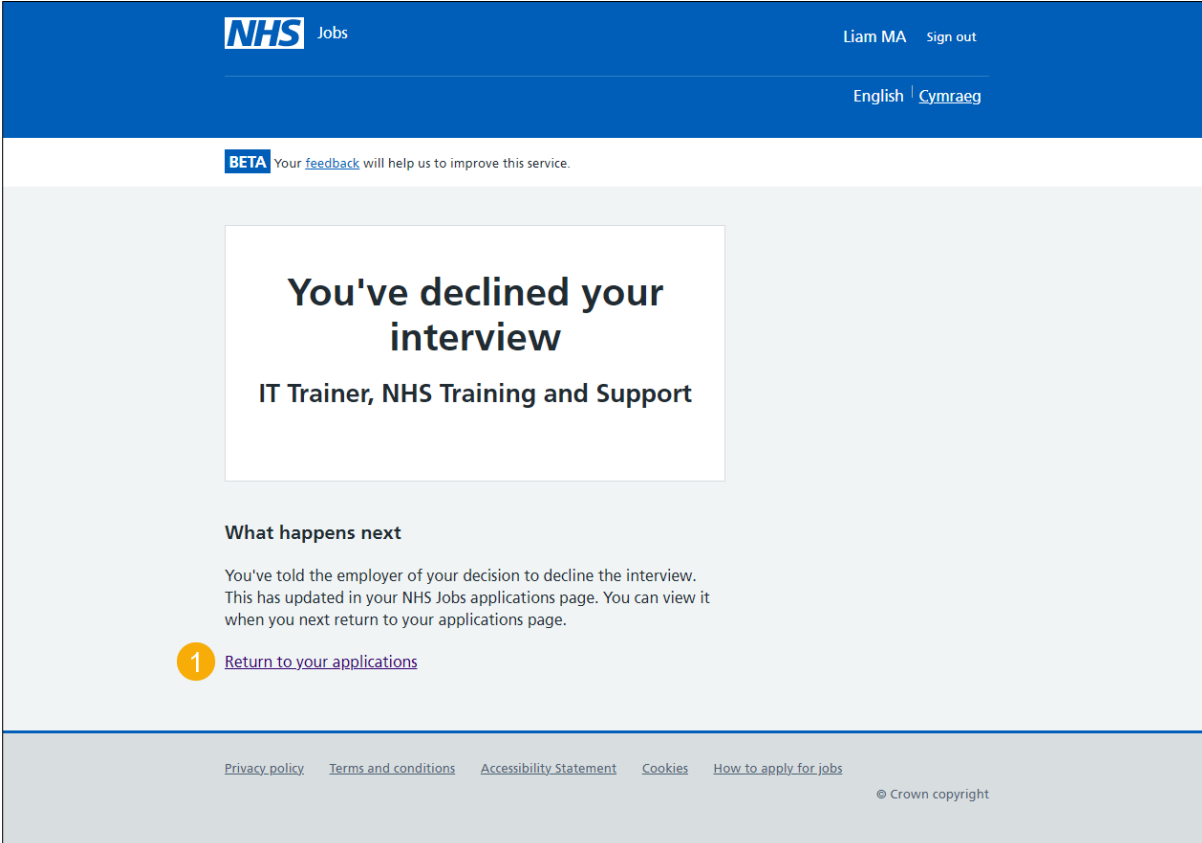
You've declined your interview

This page shows confirmation you've declined your interview.

Important: You've told the employer of your decision to decline the interview. This has updated in your NHS Jobs application page. You can view it when you next return to your application page.

To return to your applications, complete the following step:

1. Select the 'Return to your applications' 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 user information 'Liam MA Sign out' on the right. Below the header, there is a white bar with a 'BETA' label and the text 'Your feedback will help us to improve this service.' The main content area has a light blue background. In the center, a white box contains the heading 'You've declined your interview' and the job title 'IT Trainer, NHS Training and Support'. Below this, a section titled 'What happens next' explains that the decision has been updated in the user's NHS Jobs applications page. A numbered step '1' is followed by a link 'Return to your applications'. At the bottom, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to apply for jobs', along with a copyright notice '© Crown copyright'.

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