

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 employer dashboard.

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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 '[Interviews](#)' link.

Training Account 365
Dashboard

Tasks by stage | Listings by user

Showing tasks for
All users

Draft	4	<div style="width: 100%; height: 10px; background-color: #2e8b57;"></div>
Approvals	1 - on track 0, overdue 1	<div style="width: 100%; height: 10px; background-color: #c00000;"></div>
Published	1	<div style="width: 100%; height: 10px; background-color: #2e8b57;"></div>
Shortlisting	9 - on track 5, overdue 4	<div style="width: 100%; height: 10px; background-color: #2e8b57;"></div>
1 Interviews	20 - on track 8, overdue 12	<div style="width: 100%; height: 10px; background-color: #2e8b57;"></div>
Ready to offer	9 - on track 3, overdue 6	<div style="width: 100%; height: 10px; background-color: #c00000;"></div>
Conditional offers	2	<div style="width: 100%; height: 10px; background-color: #2e8b57;"></div>

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](#)
- [Criminal convictions and cautions](#)
- [Welsh listings](#)
- [Moving applicants to other accounts](#)

Documents and 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
2. .Select the 'Job title' link to view the job details (optional).

The screenshot shows the NHS Jobs interface for managing interviews. At the top, it indicates the user is viewing 'NHSBSA Lee UAT' and is signed in as 'Lee Mapes'. A toggle switch for 'Show tasks for all accounts' is visible. A beta notice states 'Your feedback will help us to improve this service.' Below this, there are navigation links for 'Go back' and 'NHSBSA Lee UAT Interviews'. Two dropdown menus allow filtering by 'Showing tasks for' (set to 'All users') and 'Showing tasks' (set to 'All').

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 1
Training & Support Officer A0199-22-3905 INTERNAL	19 Oct 2022 ON TRACK	2	1	1	Interviews scheduled	Manage your interviews

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.

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 '[Manage your reserve list](#)' link to manage applicants on your reserve list (optional).

The screenshot shows the NHS Jobs interface for 'Interviews scheduled'. At the top, it indicates the user is viewing 'NHSBSA Lee UAT' and is signed in as 'Lee Mapes'. A 'BETA' notice is present. 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 'Not responded (1)' tab is highlighted in yellow and has a circled '1' below it. Under this tab, there is a section 'Applicants who have not responded' with one applicant listed: 'Lee Mapes' (AR-220916-01524), with a circled '2' next to the name. On the right side, there is a 'What you can do' panel with 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 circled '3' is next to the 'Manage your reserve list' link. Below this is a 'Team' section showing 'Interview lead' as 'You (Lee Mapes)' with a 'Change' link, and 'Interview panel' with a 'Change' link. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© 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	Lee Mapes 2 AR-220504-00004	View details 3
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](#)

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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).

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. Below that, 'Signed in as Lee Mapes' and 'Sign Out' are visible. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'Interviews scheduled' for a 'Training and Support Officer' position with reference number 'A0199-22-9999'. There are three tabs: 'Accepted (1)', 'Not responded (1)', and 'Declined (1)'. The 'Declined (1)' tab is highlighted with a yellow background and a circled '1'. Below the tabs, the section 'Applicants who have declined' shows one applicant: 'Lee Mapes' with reference number 'AR-220916-01523', marked with a circled '2'. A vertical bar highlights the 'Reason for declining the interview' section, which contains the text 'Got another offer.'. On the right side, there is a 'What you can do' panel with 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'. Below that is a 'Team' section with 'Interview lead' (You (Lee Mapes) with a 'Change' link) and 'Interview panel' (with a 'Change' link). The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

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.

The screenshot displays the 'Your reserve list' page on the NHS Jobs portal. At the top, there is a blue header with the NHS logo, the text 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' 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 present. The main heading is 'Manage interviews' followed by 'Your reserve list'. A sub-heading states: 'These are the applicants you chose to add to your reserve list. You can now invite them to interview.' Below this is a table with three columns: 'Applicant reference', 'Essential', and 'Total score'. The table contains one row with the applicant reference 'AR-220916-01525', '1 out of 3' essential, and '1 out of 3' total score. A green button with the text 'Choose who you want to interview' is positioned below the table. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Applicant reference	Essential	Total score
AR-220916-01525	1 out of 3	1 out of 3

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 [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
3 <input type="checkbox"/>	2 AR-220606-00008	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](#)

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

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
AR-220916-01525	1 out of 3	1 out of 3

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

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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 the role '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 of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice: '© Crown copyright'.

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 '[Help and support for employers](#)' webpage.

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