NHS
Jobs

How to manage interviews in NHS Jobs user guide – Assign an interviewee to a slot

This guide gives you instructions for how to assign an interviewee to a slot.

When assigning an interview slot, you can:

- select the interviewee to manually assign to a slot
- select or add a new date and time for an interview

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.

Delivered by the NHS Business Services Authority

Contents

Assign an interviewee to a slot

This page gives you instructions for how to assign an interviewee to a slot.

Important: In this example, no applicants have responded to an invite.

To assign an interviewee to a slot, complete the following step:

1. Select the 'Assign an interviewee to a slot' button.

Who do you want to manually assign to a slot?

This page gives you instructions for how to confirm who you want to manually assign to a slot to.

Important: In this example, there's 1 interviewee.

To confirm who you want to manually assign to a slot, complete the following steps:

1. Select an applicant.
2. Select the 'Continue' button.

Select a date and time for the applicant's interview

This page gives you instructions for how to select or add a new date and time for the applicant's interview.

Important: If there isn't a suitable date and time for the applicant, you can add a new date and time. The interviewee limit and slots remaining is shown under each interview.

To select or add a new date and time, complete the following steps:

1. Select a date and time.
2. Select the 'Continue' button
   or
3. Select the 'add a new date and time' link.

You're viewing **NHSBSA Lee UAT**   Change
Signed in as Lee Mapes   Sign Out

NHS Jobs

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Social Care Support Worker job
Select a date and time for Lee's interview

◯ 06 July 2022 from 09:00 to 09:30
Interviewee limit 1, with 1 slots remaining

1 ◯ 06 July 2022 from 10:30 to 11:00
Interviewee limit 1, with 1 slots remaining

◯ 06 July 2022 from 11:15 to 11:45
Interviewee limit 1, with 1 slots remaining

3
You can add a new date and time if needed.

2 Continue

Cancel

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Add your interview dates and times

This page gives you instructions for how to add your interview dates and times.

Important: You'll only see this page if you're adding a new date and time for the interview.

To add your interview dates and times, complete the following steps:

1. In the **Interview date** boxes, enter the details.
2. In the **Start time** boxes, enter the details.
3. In the **Finish time** boxes, enter the details.
4. Select the 'Continue' button.

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

Confirm the date and time

This page gives you instructions for how to confirm the interview date and time.

To check, change and confirm the interview date and time, complete the following steps:

1. Select a 'Change' link (optional).
2. Select the 'Confirm and send' button.

You're viewing **NHSBSA Lee UAT**   Change
Signed in as Lee Mapes   Sign Out

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Social Care Support Worker job
Confirm the date and time

| Interviewee | Lee Mapes | Change |
| Interview slot | 06 July 2022 from 09:00 to 09:30 | Change |

Confirm and send

Cancel

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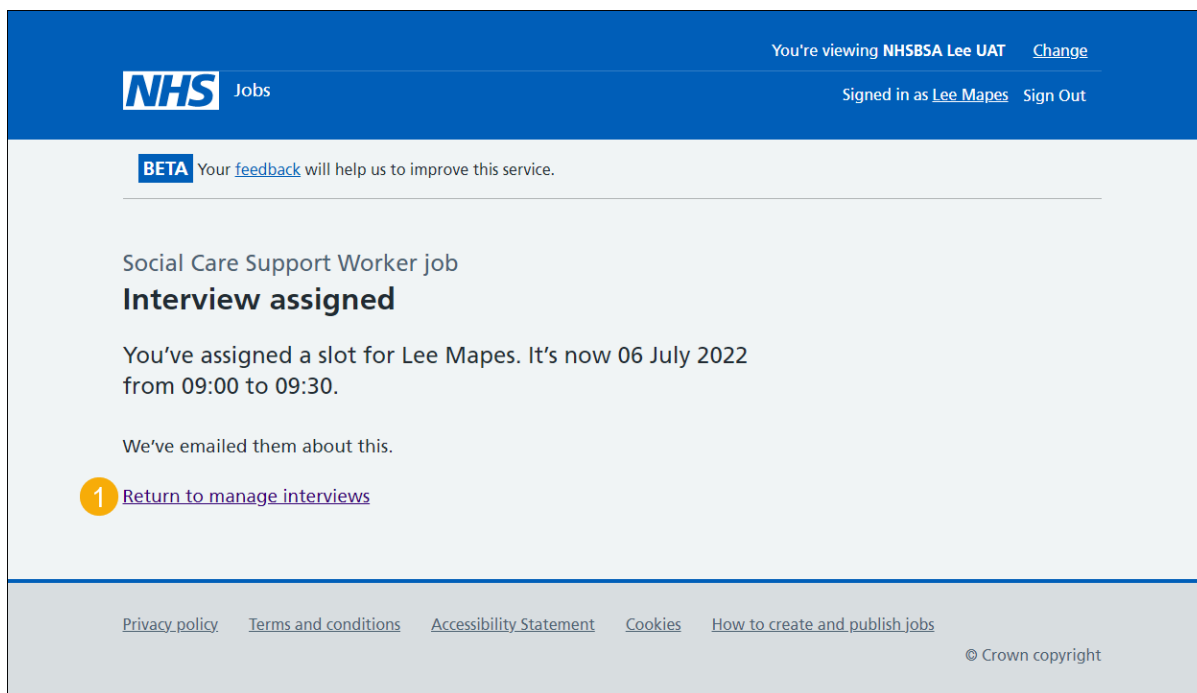© Crown copyright

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Interview assigned

This page shows confirmation you've assigned an interview date and time for the applicant.

Important: The applicant will receive an email confirming their assigned interview date and time.

To return to manage interviews, complete the following step:

1. Select the '<u>Return to manage interviews</u>' link.

You're viewing **NHSBSA Lee UAT**   Change

NHS Jobs

Signed in as <u>Lee Mapes</u> Sign Out

BETA Your <u>feedback</u> will help us to improve this service.

Social Care Support Worker job
Interview assigned

You've assigned a slot for Lee Mapes. It's now 06 July 2022 from 09:00 to 09:30.

We've emailed them about this.

1 <u>Return to manage interviews</u>

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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 assigned an interviewee to a slot and reached the end of this user guide.