

How to manage interviews in NHS Jobs user guide – Manage interview panel

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

You can manage the interview panel by:

- assigning or reassigning the interview lead and panel

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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Change interview lead or panel

This page gives you instructions for how to change your interview lead or panel.

Important: You will have already assigned an interview lead when sending out your interview invites.

To change the interview lead or panel, complete the following steps:

1. Select the '[Change](#)' link to change the interview lead.
2. Select the '[Change](#)' link to change the interview panel.

The screenshot shows the NHS Jobs interface. At the top, there is a blue navigation bar with the NHS logo and 'Jobs' text. On the right side of the bar, 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 navigation bar, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area is titled 'Interviews scheduled' and includes a 'Go back' link. Below the title, it says 'Training and Support Officer' and 'Reference number: A0199-22-9999'. There are three buttons: 'Accepted (1)', 'Not responded (1)', and 'Declined (1)'. Below this, it says 'Applicants who have not responded' and lists 'Lee Mapes' with reference number 'AR-220916-01524'. On the right side, there is a 'What you can do' sidebar 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)) and a '1 Change' link, and 'Interview panel' and a '2 Change' link. At the bottom, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', and a copyright notice '© Crown copyright'.

Who do you want to add as lead interviewer?

This page gives you instructions for how to add the lead interviewer.

Important: Deactivated users won't appear in your search results. If the person you want is not on the list, you'll need to contact a super user for your organisation.

To add the lead interviewer, complete the following steps:

1. In the **Search** box, enter the details and select a user.
2. Select the '[Save and continue](#)' button.

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 right side of the header, it says 'You're viewing NHSBSA MW UAT' with a 'Change' link, and 'Signed in as Michael Wardman' 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 '< Go back' link and the text 'Invite your shortlist to interview'. The title of the page is 'Who do you want to add as the lead interviewer?'. Below the title is a search box with a '1' in a yellow circle next to it. Underneath the search box is a dropdown menu with the text 'The person I want is not on the list'. Below this, there is a message: 'To get someone added to the list you need to contact a super user for your organisation.' At the bottom of the main content area, there is a green button with the text 'Save and continue' and a '2' in a yellow circle next to it. Below the button is a link: 'Save and come back later'. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. On the right side of the footer, it says '© Crown copyright'.

Tip: When you start to type a name in to the search box a list of names will appear.

You've changed the interview lead and reached the end of this guide.

Who will be on the interview panel?

This page gives you instructions for how to add a person to the interview panel.

Important: You'll only see this page if you're adding a person to the interview panel. In this example, you haven't added anyone.

To add a person to the interview panel, complete the following steps:

1. Select the '[Add a person](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA MW UAT' and 'Signed in as Michael Wardman' on the right. Below the header, a 'BETA' banner states 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link, the text 'Invite your shortlist to interview', and the title 'Who will be on the interview panel?'. Below the title, it says 'You have not added anyone.' There are two buttons: a grey 'Add a person' button with a yellow '1' in a circle to its left, and a green 'Save and continue' button. A link 'Save and come back later' is also present. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

Who do you want to add to the interview panel?

This page gives you instructions for how to confirm who you want to add to the interview panel.

Important: Deactivated users won't appear in your search results. If the person you want is not on the list, you'll need to contact a super user for your organisation.

To confirm who you want to add to the interview panel, complete the following steps:

1. In the **Search** box, enter the details and select a user.
or
2. Select 'The person I want is not on the list' link if the user is not listed (optional).
3. Select the '[Save and continue](#)' button.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as NHSBSA Training' with a 'Sign Out' link. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is present. The main heading is 'Invite your shortlist to interview' followed by 'Who do you want to add to the interview panel?'. Step 1 shows a search box. Step 2 shows a link 'The person I want is not on the list' with a sub-note: 'To get someone added to the list you need to contact a super user for your organisation.' Step 3 shows a green 'Save and continue' button and a blue link 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

Tip: When you start to type a name in to the search box a list of names will appear.

Manage who will be on the interview panel

This page gives you instructions for how to manage who will be on the interview panel.

To manage who will be on the interview panel, complete the following steps:

1. Select the [Remove](#) link to remove a person (optional).
2. Select the [Add a person](#) button (optional).
3. Select the [Save and continue](#) button.

The screenshot shows the NHS Jobs interface for managing the interview panel. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHS Business Services Authority' with a 'Change' link, and 'Signed in as NHS BSA Training' with a 'Sign Out' link. Below the header, a BETA banner reads 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the heading 'Who will be on the interview panel?'. Below the heading, it says 'You can add up to 10 people.' A list of people on the panel is shown, with 'Andrea Ballantyne' listed. To the right of her name is a '1 Remove' link. Below the list are three buttons: '2 Add a person', '3 Save and continue', and 'Save and come back later'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with '© Crown copyright'.

You've added a person to the interview panel and reached the end of this guide.

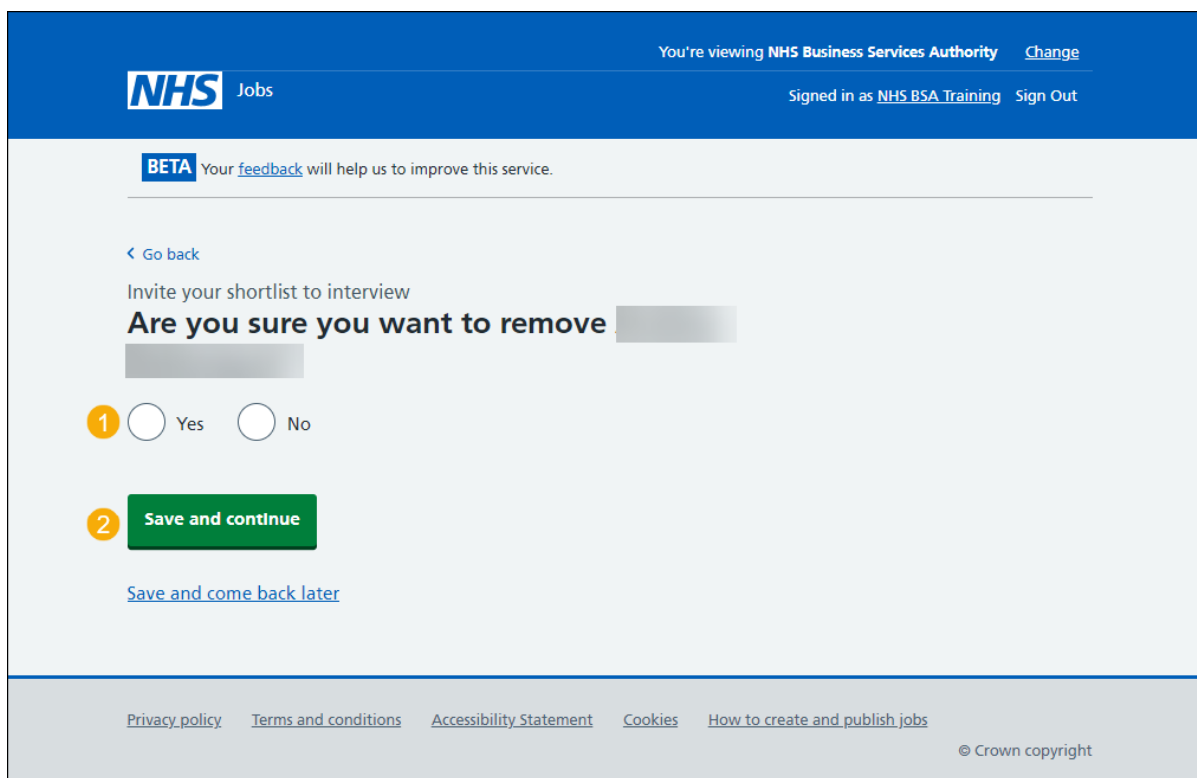
Are you sure you want to remove the person?

This page gives you instructions for how to confirm if you're sure you want to remove the person from the interview panel.

Important: You'll only see this page if you're removing a person from the interview panel.

To confirm if you're sure you want to remove the person from the interview panel, complete the following steps:

1. Select an answer.
2. Select the '[Save and continue](#)' button.



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS Business Services Authority" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as NHS BSA Training" with a "Sign Out" link is on the right. A "BETA" banner states "Your feedback will help us to improve this service." Below this is a "Go back" link. The main heading is "Invite your shortlist to interview" followed by "Are you sure you want to remove" and a blurred name. There are two radio buttons: "1 Yes" and "No". A green button labeled "2 Save and continue" is highlighted. A link "Save and come back later" is below. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with "© 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 removed a person from your interview panel and reached the end of this guide.