



GP Practices Managers Guide

Online Shortlisting and Interview

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1. WELCOME

This guide has been designed to help you, as a Practice/Recruiting manager, to implement the enhanced shortlisting facilities made available on the NHS Jobs recruitment system. These enhanced facilities have been designed to benefit applicants and recruiting managers.

If you come across any problems during the recruitment process please do not hesitate to contact the Primary Care Advertising Team at NWSSP.GPadvertis@wales.nhs.uk or phone on 01792 517875.

This guide is designed to help you begin to use the service and for future reference.

The Primary Care Advertising Team very much value your feedback about all aspects of the service they provide. Please feel free to contact us to give us your views.

NHS Jobs provides exciting opportunities to improve and streamline recruitment services – we look forward to working with you to achieve these benefits.

Kind Regards,

NWSSP Primary Care Advertising Team

2. ONLINE SHORTLISTING AND TOP TIPS

There are six steps to undertake before your Interview event takes place:

1. Review of Applications
2. Finalise Shortlist
3. Create Interview Event on NHS Jobs (optional)
4. Invite Candidates to Interview (optional)
5. Print Interview Pack (optional)

Use these Top Tips to ensure all steps of the process are completed



1. It is considered best practice for the interview panel to short list the applications. The panel should consist of a minimum of two people. Please contact Recruitment if you would like the panel to have access to the application forms via NHS Jobs to short list



2. After you have completed the Review, remember to follow the remaining four steps listed above



3. You can check at any time before the Interview date to see who has confirmed or declined



4. Print application forms the day before the interview or when all candidates have confirmed/declined

Please do not hesitate to contact the Primary Care Advertising Team should you have any queries



VERY IMPORTANT



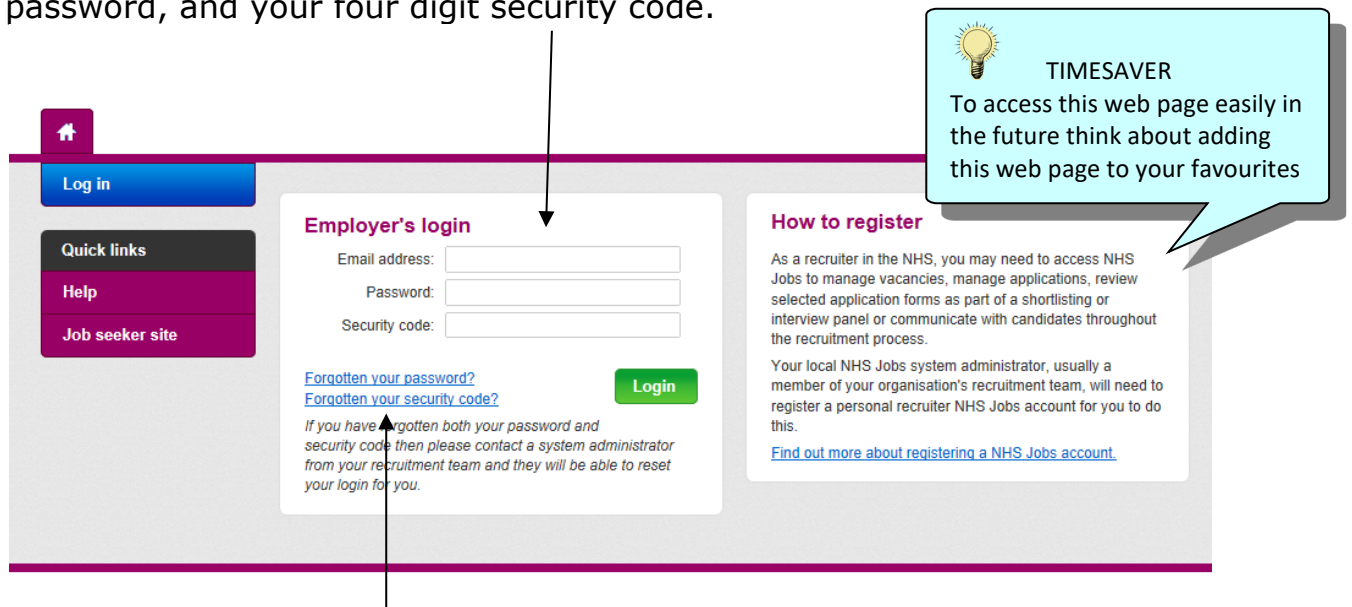
If due to unforeseen circumstances the vacancy is withdrawn at any stage the Recruitment Team can send a bulk email to the applicants. Please email NWSSP.GPadvert@wales.nhs.uk quoting the vacancy reference number with the message you wish to be sent to the applicants.

3. LOGGING INTO YOUR NHS JOBS ACCOUNT

In order to view your vacancies you will need an NHS Jobs account. This consists of a registered email address, a secure password and security code. If you do not have an account, or no longer have access to the email account for your registered email address, please contact a system administrator for further assistance. The system administrator is a member of staff in your organisation, usually a member of the Recruitment Team.

To log into NHS Jobs as a recruiter, you need to visit www.jobs.nhs.uk/employers.

You will be required to enter your registered email address, account password, and your four digit security code.



Employer's login

Email address:

Password:

Security code:

[Forgotten your password?](#) [Forgotten your security code?](#)

If you have forgotten both your password and security code then please contact a system administrator from your recruitment team and they will be able to reset your login for you.

How to register

As a recruiter in the NHS, you may need to access NHS Jobs to manage vacancies, manage applications, review selected application forms as part of a shortlisting or interview panel or communicate with candidates throughout the recruitment process.

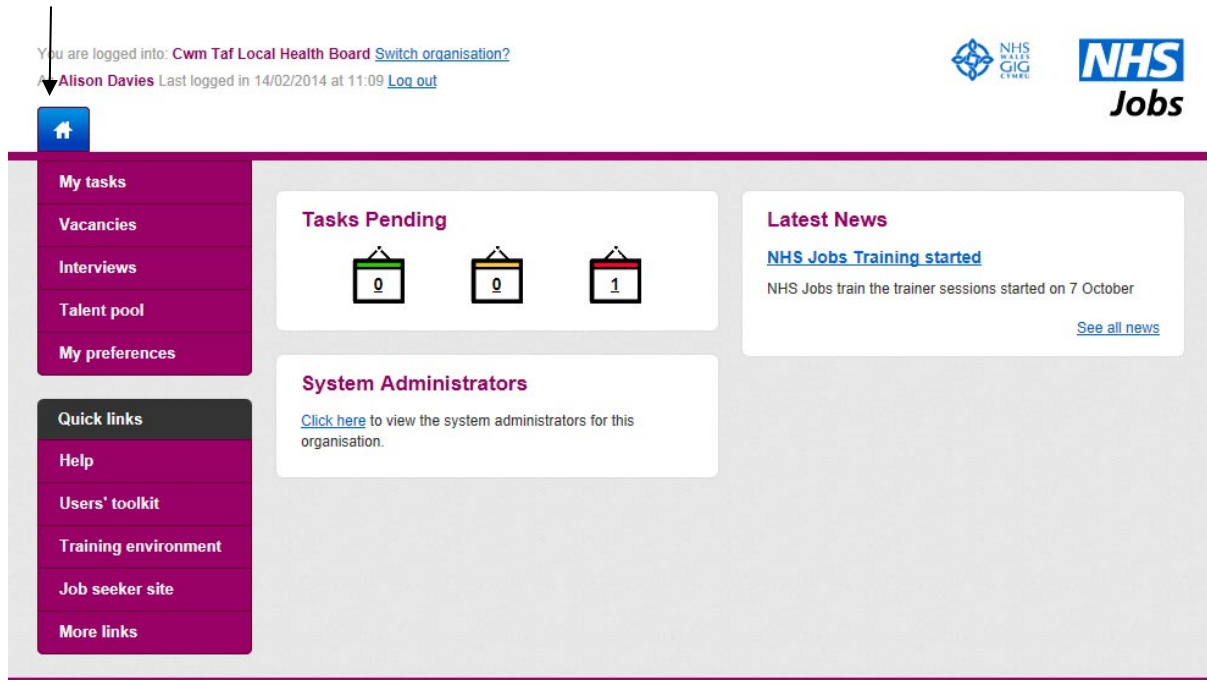
Your local NHS Jobs system administrator, usually a member of your organisation's recruitment team, will need to register a personal recruiter NHS Jobs account for you to do this.

[Find out more about registering a NHS Jobs account.](#)

TIMESAVER
To access this web page easily in the future think about adding this web page to your favourites

If you have forgotten either your account password or your security code you will be able to request a reset using the relevant links on the login page. Please note – if you forget both your account password and your security code, you must contact a system administrator from your recruitment team who will be able to reset your login for you.

Once logged into your account you will be presented with the NHS Jobs home page. From the home page you are able to access all the functions associated with your role. This is done primarily via the navigation menu buttons located down the left hand side of the pages. Wherever you are on the site, you will be able to get back to the home page by clicking the 'house' image at the top of the navigation menu.



You are logged into: **Cwm Taf Local Health Board** [Switch organisation?](#)
 Alison Davies Last logged in 14/02/2014 at 11:09 [Log out](#)

[Home](#)

- My tasks
- Vacancies
- Interviews
- Talent pool
- My preferences

Quick links

- Help
- Users' toolkit
- Training environment
- Job seeker site
- More links

Tasks Pending
 0 0 1



Latest News
[NHS Jobs Training started](#)
 NHS Jobs train the trainer sessions started on 7 October
[See all news](#)

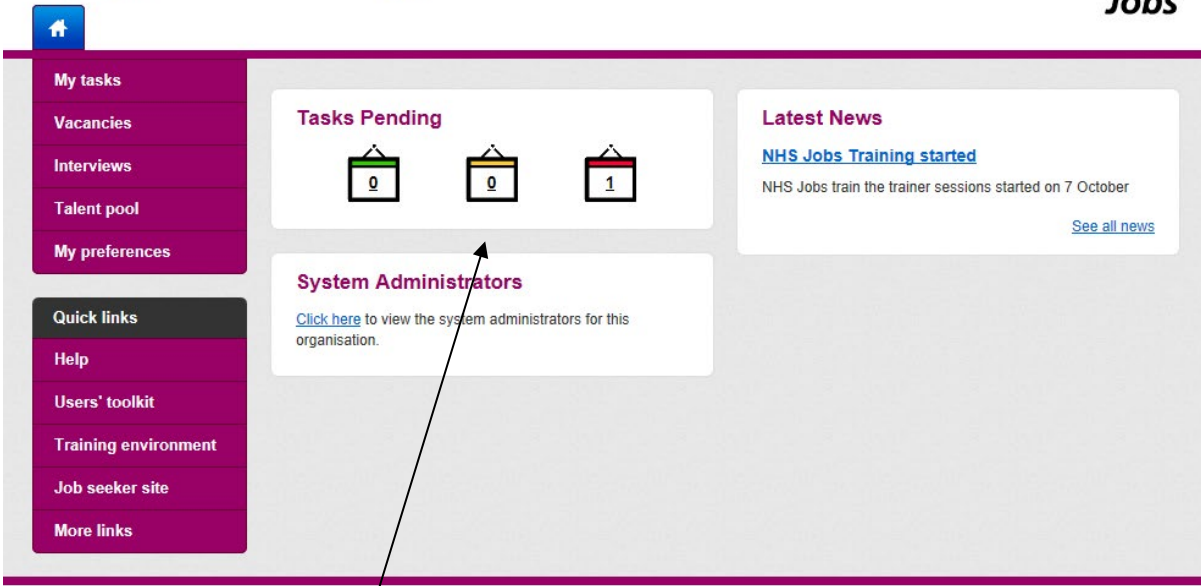
System Administrators
[Click here](#) to view the system administrators for this organisation.

4. THE 'MY TASKS' AREA

The 'My tasks' area will provide you with a list of any vacancies or applications where you have tasks to take action on. Once you have completed your task it will be removed from your tasks list. However, you can use the other navigation tools to access these vacancies and applications and associated actions.

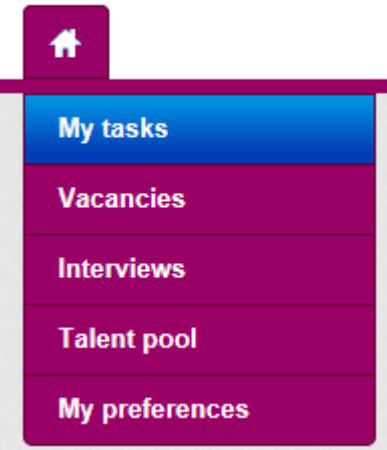
You are logged into: **Cwm Taf Local Health Board** [Switch organisation?](#)
 As **Alison Davies** Last logged in 14/02/2014 at 11:09 [Log out](#)



For ease of use, the tasks are identified with a colour coded icon based on a traffic light system as follows:

- Tasks that are within the locally defined KPI deadline will be green
- Those that are approaching the KPI deadline will be amber
- Those that have passed the KPI deadline will be red



Click on 'My Tasks' which will list the vacancies requiring action, e.g. short listing, interviews, etc.

5. REVIEWING APPLICATIONS

This user guide will take you through each screen step by step on how to review your applications; alternatively you can access this video walk through at:

http://www.jobs.nhs.uk/nhsjobs2/training/RM_review_applications_03.html

Reviewing applications involves reading the relevant information on the forms and providing a recommendation.

Please note, the applicants personal information will not be visible. Applicants are only identifiable by their unique reference number. This is to ensure that the short-listing process is as fair as possible.

Additional Reviewers

If an Additional Reviewer was provided on the Advert Request, they will receive a notification to submit their comments on NHS Jobs for each application. The Practice/Recruiting Manager can view the reviewers' comments on NHS Jobs when they are short listing.

The Disability (Two Ticks) Scheme

When reviewing applications please be aware of the Disability Symbol (Two Ticks) Scheme. The purpose of the scheme is to ensure that disabled people have access to the same opportunities as others.

The Organisation has been awarded the Disability Symbol and this means that we have agreed to interview all applicants with a disability who meet the minimum essential criteria as listed in the Person Specification for a job vacancy and to consider them on their abilities.

Therefore if a disabled applicant meets the essential criteria for your post, then you must offer them an interview.

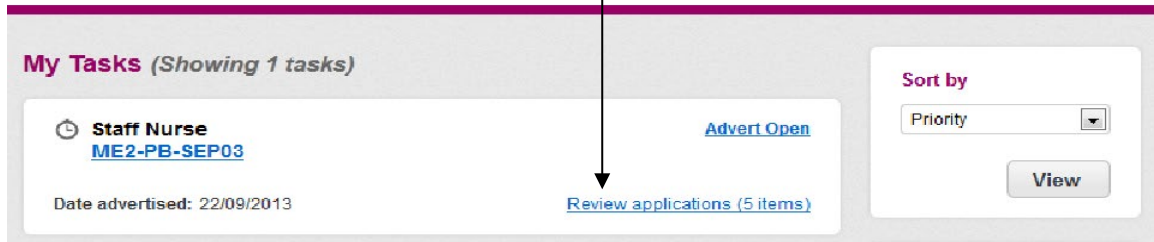
You can easily identify disabled applicants as they appear with this logo next to their application form.



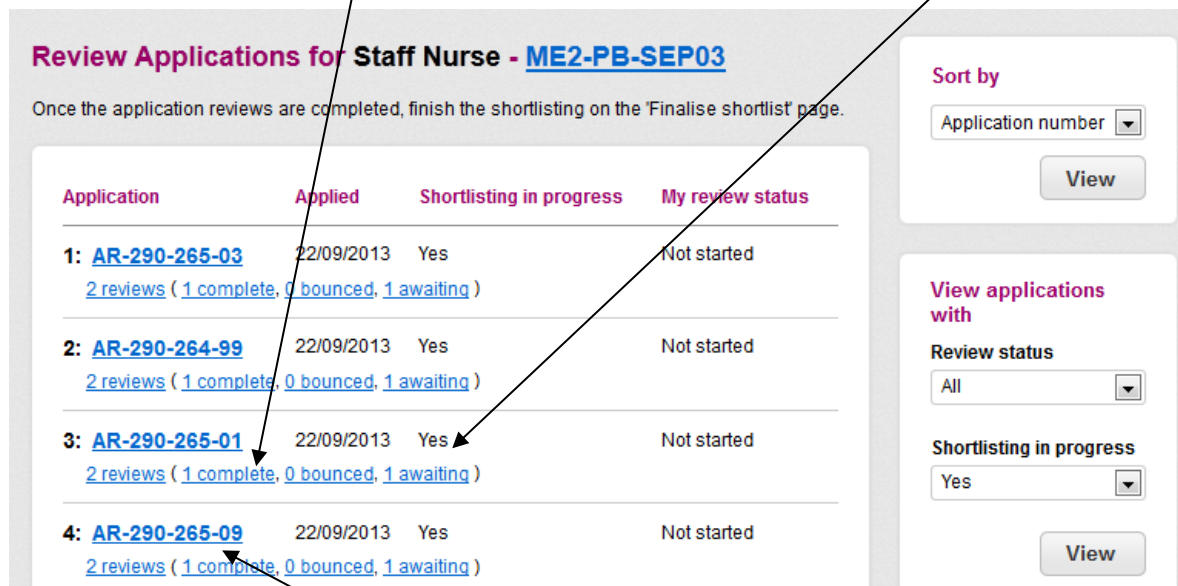
GETTING STARTED

In 'My Tasks' list, click on the 'Review applications' link beside the relevant vacancy.

If you cannot see the vacancy required, try resetting the filters on the right of the screen.



The 'Review Applications' page identifies the state of any reviews for each application, including your own reviews. In this case two reviews are required with one 'complete' on every application and one 'awaiting'. The one 'awaiting' is for the recruiting manager logged in.



Click on the application reference number link to view the application.

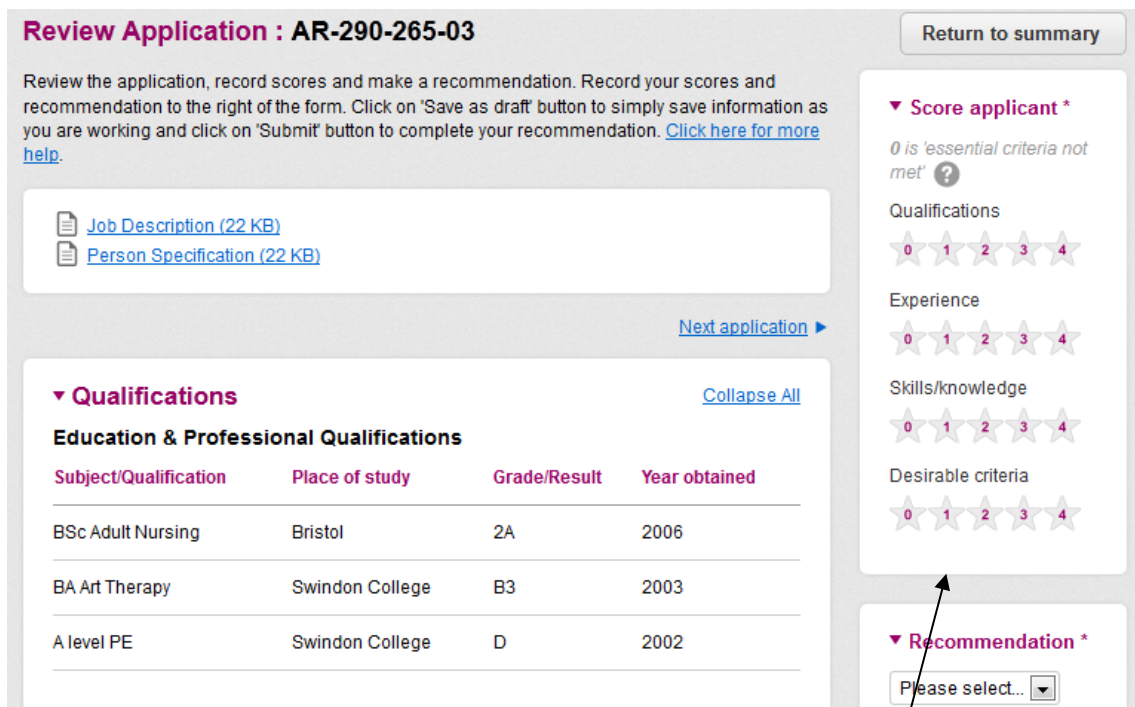
From here there are two options for reviewing applications

Option 1: Review each application one at a time

Option 2: Review the Scoring Section, e.g. Qualifications, moving between the applications

OPTION 1

The application form will be displayed, with links to the Job Description and Person Specification included at the top of the page.



Review Application : AR-290-265-03 Return to summary

Review the application, record scores and make a recommendation. Record your scores and recommendation to the right of the form. Click on 'Save as draft' button to simply save information as you are working and click on 'Submit' button to complete your recommendation. [Click here for more help.](#)

[Job Description \(22 KB\)](#)
[Person Specification \(22 KB\)](#)

[Next application](#) ▶

Qualifications [Collapse All](#)

Education & Professional Qualifications

Subject/Qualification	Place of study	Grade/Result	Year obtained
BSc Adult Nursing	Bristol	2A	2006
BA Art Therapy	Swindon College	B3	2003
A level PE	Swindon College	D	2002

Score applicant *

0 is 'essential criteria not met' ?

Qualifications
★ 0 ★ 1 ★ 2 ★ 3 ★ 4

Experience
★ 0 ★ 1 ★ 2 ★ 3 ★ 4

Skills/knowledge
★ 0 ★ 1 ★ 2 ★ 3 ★ 4

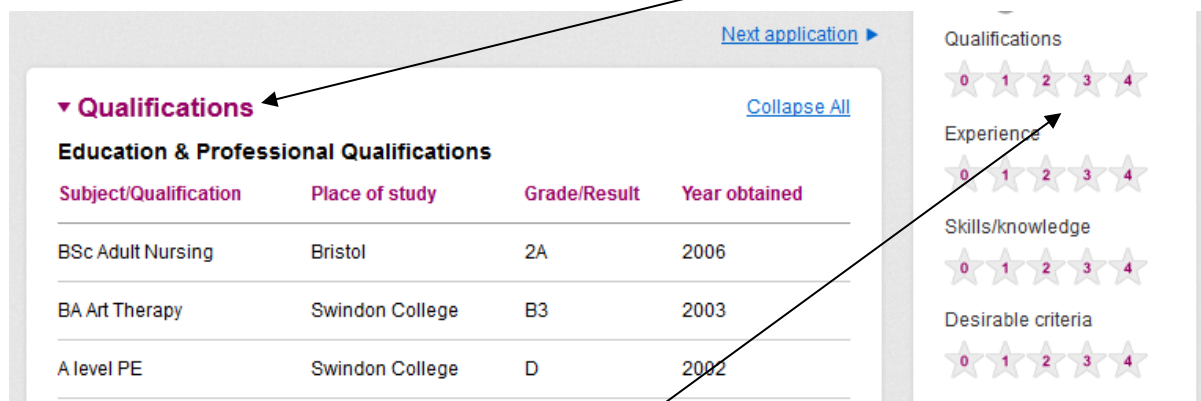
Desirable criteria
★ 0 ★ 1 ★ 2 ★ 3 ★ 4

Recommendation *

Please select... ▼

The scoring card is presented to the right of the screen.

Scroll down to view the whole application form. Each section can be hidden or collapsed by clicking on the section heading



[Next application](#) ▶

Qualifications [Collapse All](#)

Education & Professional Qualifications

Subject/Qualification	Place of study	Grade/Result	Year obtained
BSc Adult Nursing	Bristol	2A	2006
BA Art Therapy	Swindon College	B3	2003
A level PE	Swindon College	D	2002

Qualifications
★ 0 ★ 1 ★ 2 ★ 3 ★ 4

Experience
★ 0 ★ 1 ★ 2 ★ 3 ★ 4

Skills/knowledge
★ 0 ★ 1 ★ 2 ★ 3 ★ 4

Desirable criteria
★ 0 ★ 1 ★ 2 ★ 3 ★ 4

Applications can be scored one application at a time, scrolling through the sections and recording scores.

Click on the relevant star icon for the score required. There are four categories of criteria.

Having recorded the appropriate scores, you then need to select your preliminary 'Recommendation' for this application.

The 'Recommendation' options available are 'Shortlist' or 'Reject'.

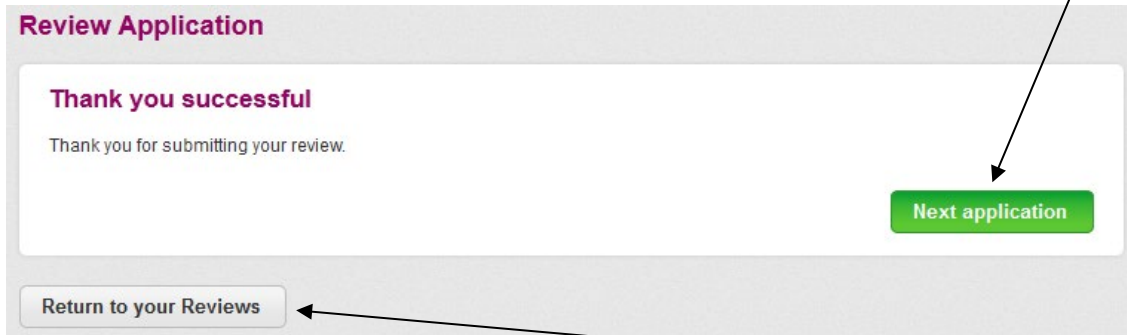
When 'Reject' is selected, you must tick the reason for rejection.

Before pressing 'Submit' have you taking into account applicants meeting the Two Tick criteria.

Select the 'Submit' button to complete the review for this application.

Please DO NOT USE the 'Reserve' option as this is not best practice due to the candidates challenging your decision, as they either meet the criteria to be shortlisted or don't meet the criteria to be shortlisted.

After reviewing each application, you see confirmation that your review was successful. If you have more applications to review, click on next application.



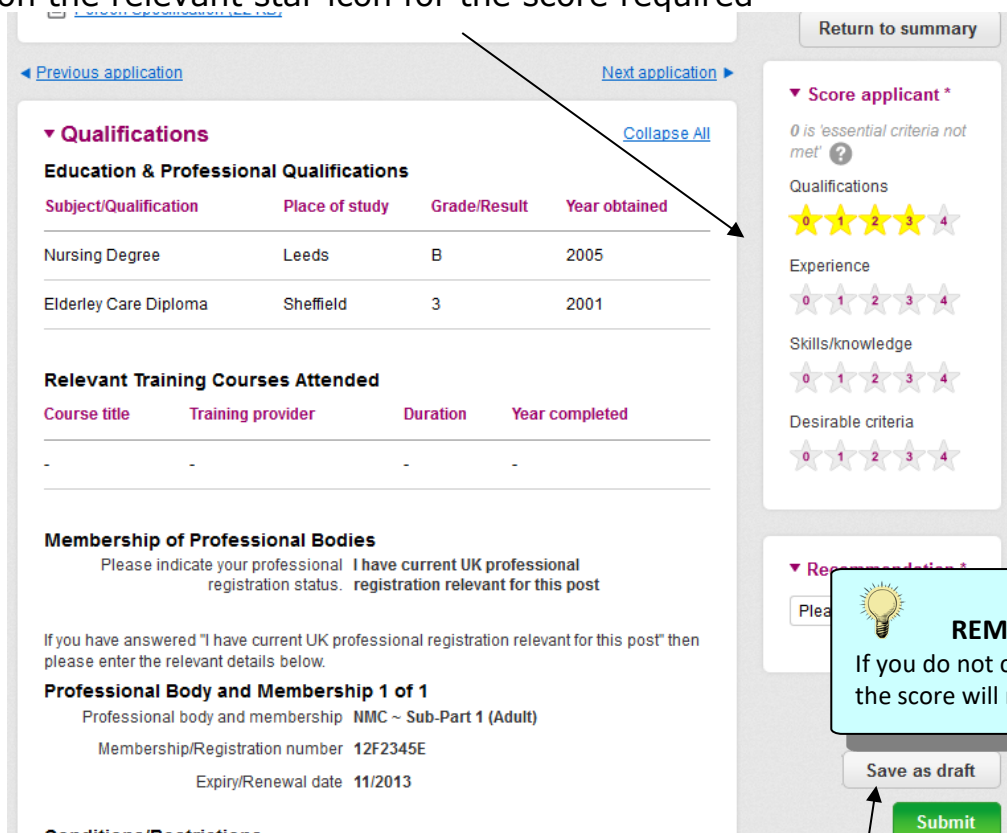
Once all applications have been reviewed, click on 'Return to your Reviews' and proceed to the next step, Finalising the Short List.

Click [here](#) to skip to next step

OPTION 2

Alternatively, applications can be scored by considering one section at a time and moving between the applications.

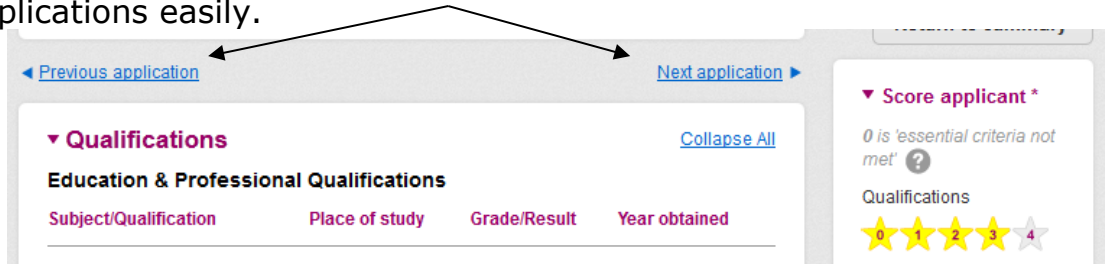
Click on the relevant star icon for the score required



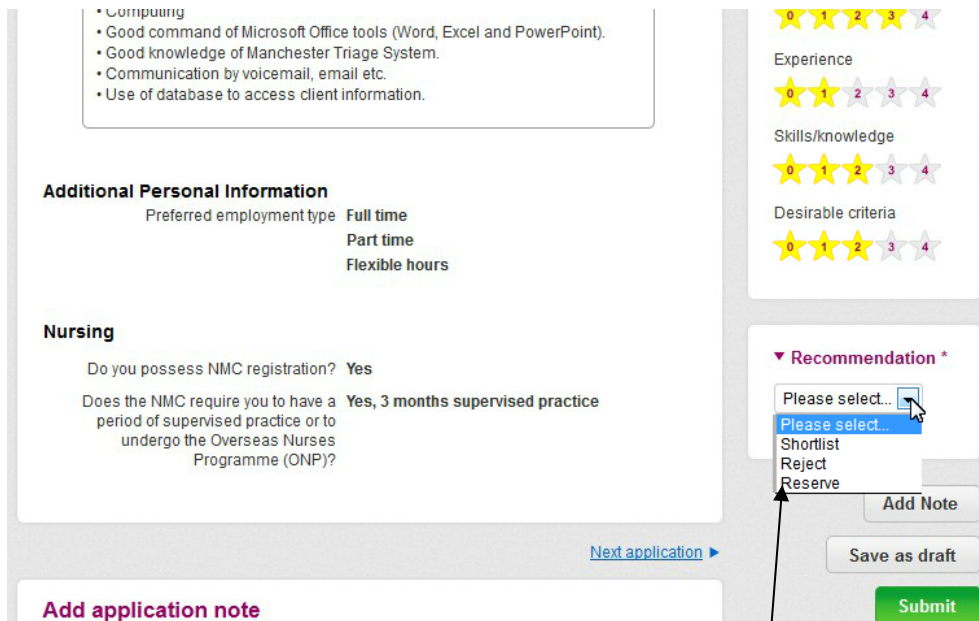
Subject/Qualification	Place of study	Grade/Result	Year obtained
Nursing Degree	Leeds	B	2005
Elderley Care Diploma	Sheffield	3	2001

Then click on 'Save as draft' to save the score as you work

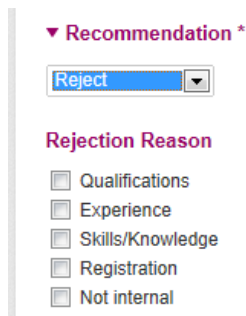
Links to the 'Next Application' and 'Previous Application' are visible above each section in the application form, enabling you to move between the applications easily.



When you come to score the **last criteria** you will need to complete your preliminary 'Recommendation' for each applicant.



The 'Recommendation' options available are 'Shortlist' or 'Reject'.



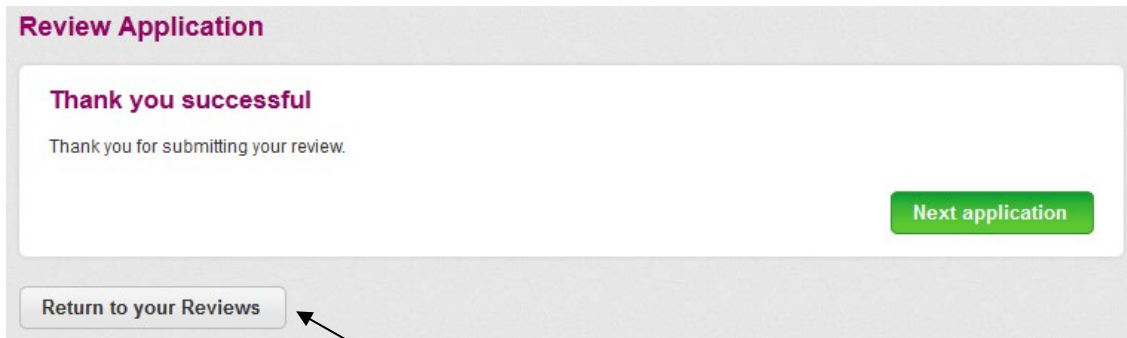
When 'Reject' is selected, you must tick the reason for rejection.

Before pressing 'Submit' have you taking into account applicants meeting the Two Tick criteria.

Select the 'Submit' button to complete the review for this application.

Please DO NOT USE the 'Reserve' option as this is not best practice due to the candidates challenging your decision, as they either meet the criteria to be shortlisted or don't meet the criteria to be shortlisted.

Upon completing your reviews, you will see confirmation that your review was successful



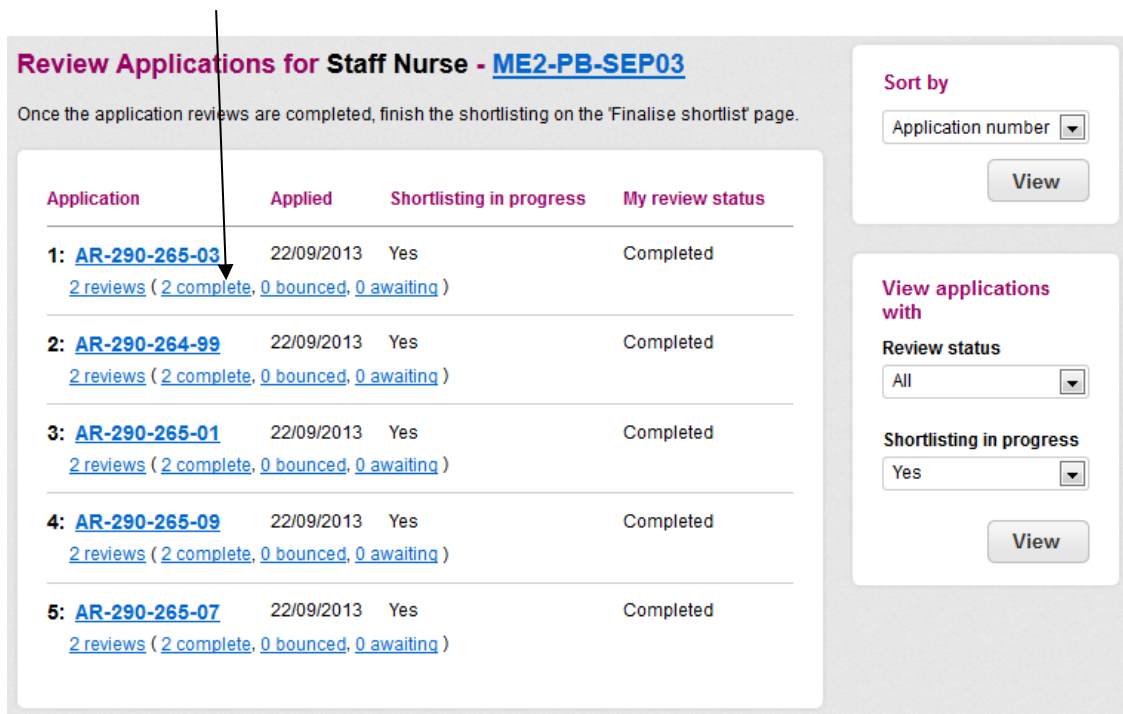
Next, click on 'Return to your Reviews' and proceed to the next step, Finalising the Short List.

6. FINALISING THE SHORT LIST

You can follow the screen shots below or access the video walk through via:

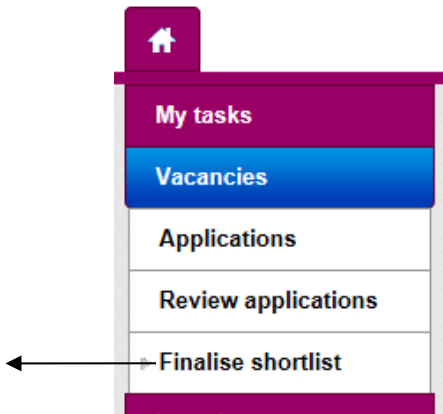
http://www.jobs.nhs.uk/nhsjobs2/training/RM_Shortlisting_Applications_02.html

The following screen shows you the number of reviews completed, bounced or awaiting review.



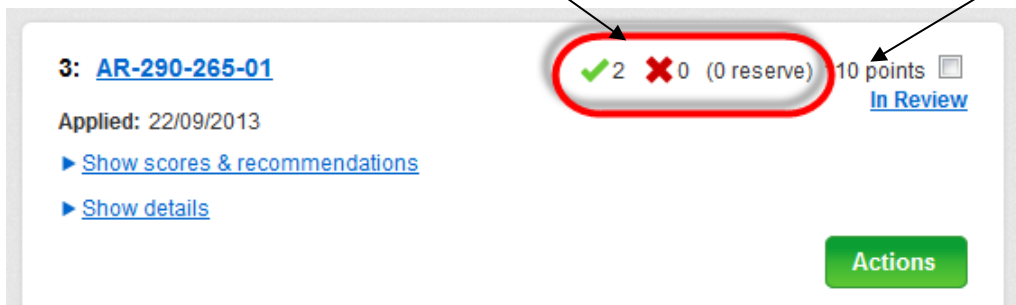
Application	Applied	Shortlisting in progress	My review status
1: AR-290-265-03 2 reviews (2 complete, 0 bounced, 0 awaiting)	22/09/2013	Yes	Completed
2: AR-290-264-99 2 reviews (2 complete, 0 bounced, 0 awaiting)	22/09/2013	Yes	Completed
3: AR-290-265-01 2 reviews (2 complete, 0 bounced, 0 awaiting)	22/09/2013	Yes	Completed
4: AR-290-265-09 2 reviews (2 complete, 0 bounced, 0 awaiting)	22/09/2013	Yes	Completed
5: AR-290-265-07 2 reviews (2 complete, 0 bounced, 0 awaiting)	22/09/2013	Yes	Completed

When you are sure that all reviews are complete...

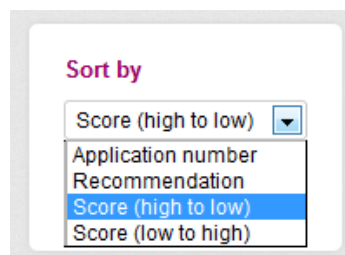


Click on 'Finalise shortlist'

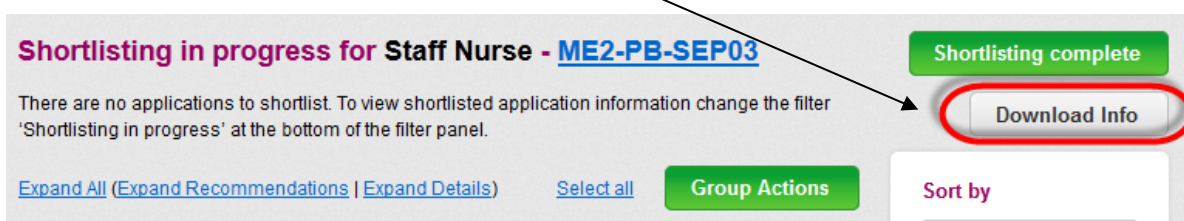
This page shows you a summary of the recommendations from each reviewer, with a ✓ for shortlist and an X for reject and the average total scores from the reviewers



You can use the 'Sort by' selection on the right to change the order the list is presented in.



For your assistance, you can download a CSV file (Excel spreadsheet) containing the score detail and recommendation for all applications from all reviews, by clicking 'Download Info' in the top right corner.



The scores and recommendations for each application can be viewed by clicking on 'Expand All'

Shortlisting in progress for Staff Nurse - [ME2-PB-SEP03](#)

There are no applications to shortlist. To view shortlisted application information change the filter 'Shortlisting in progress' at the bottom of the filter panel.

[Expand All](#) ([Expand Recommendations](#) | [Expand Details](#)) [Select all](#) [Group Actions](#)

3: [AR-290-265-01](#) ✓ 2 ✗ 0 (0 reserve) 110 points [In Review](#)

Applied: 22/09/2013

▶ [Show scores & recommendations](#)

You now need to review the Recommendation for each applicant and decide whether you wish to short list.

5: [AR-290-265-07](#) ✓ 1 ✗ 1 (0 reserve) 55 points [In Review](#)

Applied: 22/09/2013

▼ [Hide scores & recommendations](#)

Reviewer	Recommendation	Score	Rank
RM ▶	Shortlist	70 points	4
R1 ▶	Reject ▶	40 points	5

▶ [Show details](#) [Actions](#)


4: [AR-290-265-09](#) ✓ 0 ✗ 2 (0 reserve) 30 points [In Review](#)

Applied: 22/09/2013

▼ [Hide scores & recommendations](#)



Reviewer	Recommendation	Score	Rank
RM ▶	Reject ▶	10 points	5
R1 ▶	Reject ▶	50 points	4

▶ [Show details](#) [Actions](#)

The recommendation and score from each reviewer is listed. The identity of the reviewer can be seen by hovering over the  icon. The rank number identifies where in the list of applications this particular application came for the reviewer.

The score for each category in the score card is presented in the grid. In the example above the standard score card had been used, therefore the four default categories are listed (Qualifications, Experience, Skills and Knowledge and Desirable). The score shown in each category is the value selected on the score card multiplied by 10.




5: [AR-290-265-07](#)

 1
  1 (0 reserve) 55 points

[In Review](#)

Applied: 22/09/2013



[Hide scores & recommendations](#)

Reviewer	Recommendation	Score	Rank
RM 	Shortlist	70 points	4
R1 	Reject 	40 points	5

[Show details](#)

[Actions](#)





4: [AR-290-265-09](#)

 0
  2 (0 reserve) 30 points

[In Review](#)

Applied: 22/09/2013

[Hide scores & recommendations](#)

Reviewer	Recommendation	Score	Rank
RM 	Reject 	10 points	5
R1 	Reject 	50 points	4

[Show details](#)

[Actions](#)

There are now two options to record your decision for the applications

- Option 1**: Record your decision individually for each application
- Option 2**: Select a number of applications and submit a 'group action'

Note: When selecting 'Reject' the system will combine and store the rejection reasons recorded during the reviews, so it is not necessary to enter a reason at this stage.

Option 1 – Individual Application

5: [AR-290-265-07](#) ✔ 1 ✘ 1 (0 reserve) 55 points [In Review](#)

Applied: 22/09/2013

▼ [Hide scores & recommendations](#)

Reviewer	Recommendation	Score	Rank
RM ▶	Shortlist	70 points	4
R1 ▶	Reject ▶	40 points	5

▶ [Show details](#)

Actions

4: [AR-290-265-09](#) ✔ 0 ✘ 2 (0 reserve) 30 points [In Review](#)

Applied: 22/09/2013

▼ [Hide scores & recommendations](#)

Reviewer	Recommendation	Score	Rank
RM ▶	Reject ▶	10 points	5
R1 ▶	Reject ▶	50 points	4

▶ [Show details](#)

Actions

Click on 'Actions'

Next, select the action you wish to take for this application from the options listed and click 'Action'

Actions

Application status: In Review

Actions

- Add to Shortlist
- Reject
- Hold as shortlist reserve
- Revert application to 'New'

Repeat this procedure for every application.

Click [here](#) to skip to next step

Option 2 – Group Action

With this option, you can shortlist the required application in one action and reject applications in another action.

Sort the applications in your preferred order using the options in 'Sort by'

Select the applications you wish to shortlist or reject by clicking here

Shortlisting in progress for Staff Nurse - ME2-PB-SEP03

There are no applications to shortlist. To view shortlisted application information change the filter 'Shortlisting in progress' at the bottom of the filter panel.

[Expand All](#) ([Expand Recommendations](#) | [Expand Details](#))

Rank	Application ID	Score	Reserve	Points	Status
3	AR-290-265-01	✓ 2	✗ 0 (0 reserve)	110 points	<input type="checkbox"/> In Review
2	AR-290-264-99	✓ 2	✗ 0 (0 reserve)	80 points	<input type="checkbox"/> In Review
1	AR-290-265-03	✓ 2	✗ 0 (0 reserve)	80 points	<input type="checkbox"/> In Review

Group Actions

Sort by
 Score (high to low)

View applications
 You have 1 filter applied
[Reset](#) [View](#)

Status

- In Review
- Shortlisted
- Shortlist Reserve
- Rejection Pending

Applicant attributes

- Internal

Then click on 'Group Actions'

Select the required action and click 'Action'. Please do not use 'Reserve'.

Actions

3 'In Review' applications selected

Actions

- Add to Shortlist
- Reject
- Hold as shortlist reserve

[Cancel](#) [Action](#)

After submitting your 'Action', you will now need to check that all applications have either been shortlisted or rejected as appropriate.

2: [AR-290-264-99](#) ✓ 2 ✗ 0 (0 reserve) 80 points [Shortlisted](#)
 Applied: 22/09/2013
[▶ Show scores & recommendations](#)
[▶ Show details](#)
 Actions

1: [AR-290-265-03](#) ✓ 2 ✗ 0 (0 reserve) 80 points [Shortlisted](#)
 Applied: 22/09/2013
[▶ Show scores & recommendations](#)
[▶ Show details](#)
 Actions

5: [AR-290-265-07](#) ✓ 1 ✗ 1 (0 reserve) 55 points [In Review](#)
 Applied: 22/09/2013
[▶ Show scores & recommendations](#)

If you wish to change a shortlisted or rejected applicant, it must be undertaken before selecting 'Shortlist Complete', by clicking on 'Actions' for the application concerned. Then selecting 'Revert application to 'In Review'' then 'Action'.

Actions

Application status: **Rejection Pending**

Actions
 Revert application to 'In Review'

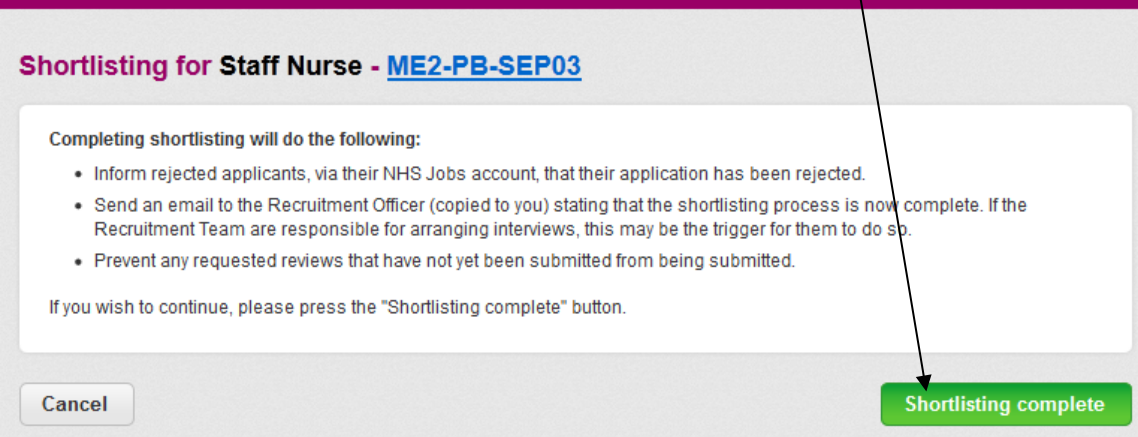
Cancel Action

This will allow you to select the correct option for this application.

Once all the applications have been identified as 'shortlisted' or 'rejected' (rejected applications will show as 'Rejection Pending') and you are satisfied with the outcome, click on the 'Shortlisting complete' button in the top right corner to indicate that the activity is completed.

Shortlisting complete

You will then receive this notice, click on 'Shortlisting complete'



Shortlisting for Staff Nurse - [ME2-PB-SEP03](#)

Completing shortlisting will do the following:

- Inform rejected applicants, via their NHS Jobs account, that their application has been rejected.
- Send an email to the Recruitment Officer (copied to you) stating that the shortlisting process is now complete. If the Recruitment Team are responsible for arranging interviews, this may be the trigger for them to do so.
- Prevent any requested reviews that have not yet been submitted from being submitted.

If you wish to continue, please press the "Shortlisting complete" button.

You will then see the following:



Shortlisting for Consultant - [110-SMF-110](#)

You have completed shortlisting for this vacancy.

Click on 'Return to Application and proceed to the next section, Creating an Interview

THESE REMAINING STEPS ARE OPTIONAL

The next steps explain how to create an interview event and send interview invites

7. CREATING AN INTERVIEW

This guide will show you screen shots and guide you through the steps, however there is also a video walk through available at:

http://www.jobs.nhs.uk/nhsjobs2/training/RM_Create_Interview_03.html

From this stage onwards, you will be able to view certain Personal Information of your shortlisted applicants, i.e. name and address by clicking on the Application Reference.

Applications for Consultant - 110-SMF-110 (Showing 1 - 4 of 4)

Group Actions

1: AR-290-339-71 Jones, Nerys Shortlisted ⌚

Applied: 21/02/2014

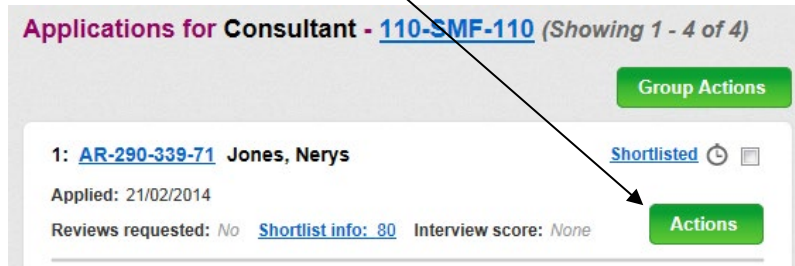
Reviews requested: No Shortlist info: 80 Interview score: None Actions

To return to your list of Applications, click on 'Return to Applications' in the top right corner.

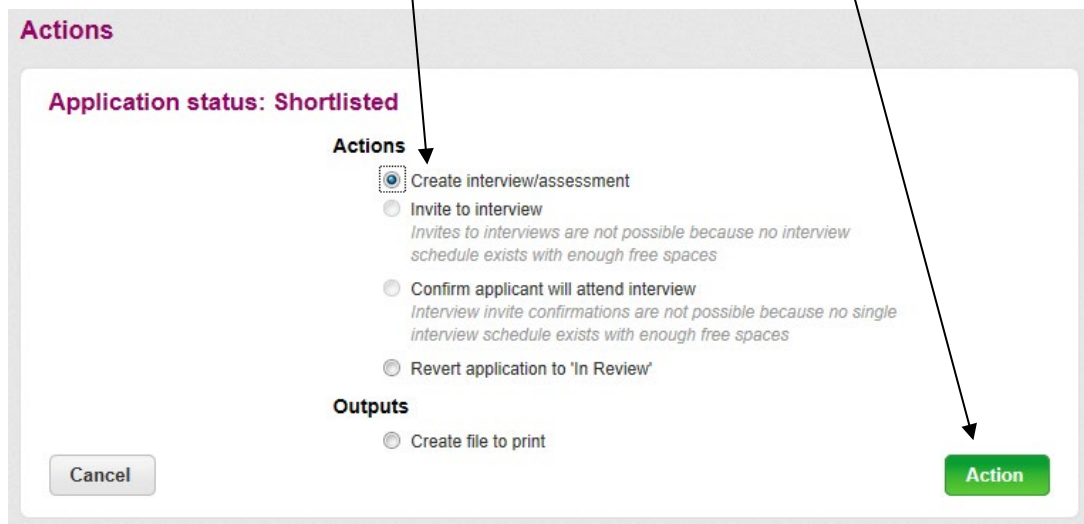
Before proceeding to the next step, you will need to make a note of the number of applications you have shortlisted as a reminder for you to schedule the right number of interview slots in the next section of the system.

Number of Applications Shortlisted?	
-------------------------------------	--

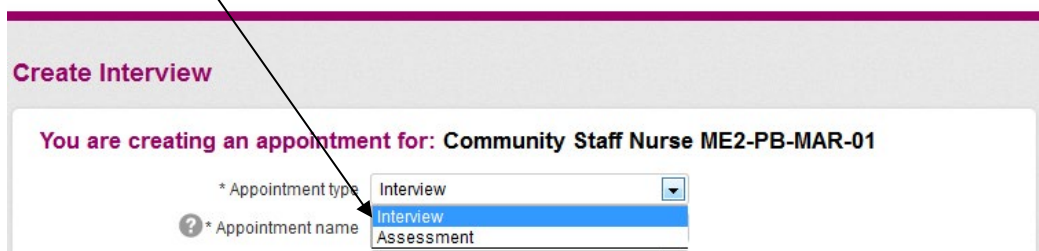
To create an interview, click on 'Actions' for the first applicant



Then select 'Create interview/assessment' and then 'Action'.



Select 'Interview' (If you require a multiple interviews to take place at the same time, please contact Recruitment for further information).



Enter a name for the event, e.g. 'NMR134 18/07/14', 'HCSW Day1 Interviews' or 'HCSW Day 2 Interviews'.

Create Interview

You are creating an appointment for: **Community Staff Nurse ME2-PB-MAR-01**

* Appointment type: Interview

? * Appointment name: []

* Scheduling mode: Please choose...

* Location: []

Select the 'Scheduling mode' from the options listed.


Create Interview

You are creating an appointment for: **Community Staff Nurse ME**

* Appointment type: Interview

? * Appointment name: First interview

* Scheduling mode: Please choose...
 Please choose...
 Applicant confirms next available slot
 Applicant picks any available slot
 Recruiter picks slot

 **RECOMMENDATION**
 We recommend the use of 'Applicant confirms next available slot' OR 'Recruiter picks slot'

* Appointment type: Interview

? * Appointment name: First interview

* Scheduling mode: Applicant confirms next available slot

* Location: []

* Report to: []

* Lead Interviewer: []

? Interview Panel: []

Presentation required?

Test required?

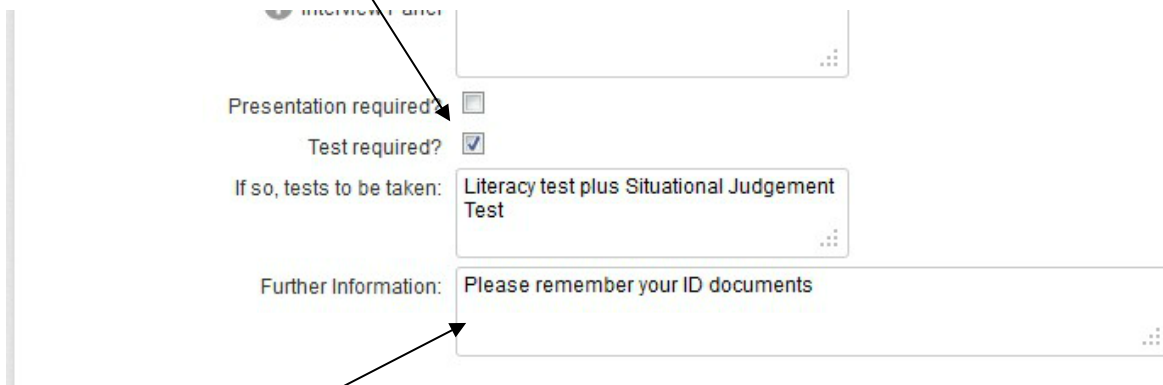
'Location' - please give **full address and post code** (no abbreviations)

'Report to' - e.g. Reception, contact name

'Lead Interviewer' - Name of Recruiting Manager

'Interview panel' - Full names and job titles

Identify if a test or presentation is required. If either are required, enter the title of test or the presentation required.

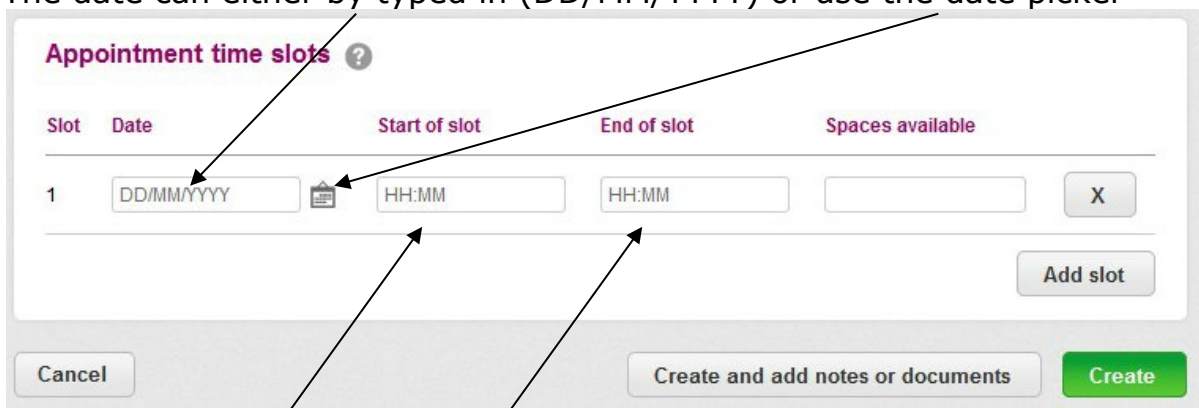


Presentation required?
 Test required?
 If so, tests to be taken: Literacy test plus Situational Judgement Test
 Further Information: Please remember your ID documents

If there are extra requirements they can be included in 'Further information.'

Next, confirm the date of interview.

The date can either be typed in (DD/MM/YYYY) or use the date picker



Slot	Date	Start of slot	End of slot	Spaces available
1	DD/MM/YYYY	HH:MM	HH:MM	

Buttons: Cancel, Create and add notes or documents, Create

Now enter the start and finish time for each interview (in 24 hour clock format HH:MM).

Please Note: Unless you are holding an assessment event, you should only enter 1 space available per slot, i.e. if you have shortlisted 3 applications, you should enter '1' in spaces available then add an additional 2 slots.

Click on 'Add slot' and repeat until you have the required amount of interview slots.

Slot	Date	Start of slot	End of slot	Spaces available
1	28/02/2014	09:00	10:00	1
2	28/02/2014	10:00	11:00	1
3	28/02/2014	11:15	12:15	1

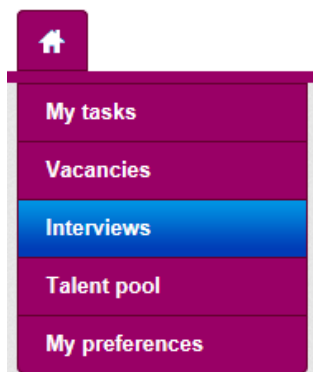
Add slot

Remember to factor in breaks where required, as shown above.

Now select 'Create' to save and set up the event.

Editing Interview Details

If you need to edit the Interview event after you've clicked on 'Create', go to 'Interviews'



Select **Actions** for the Vacancy you wish to edit

Appointment Actions for Consultant - 110-SMF-110

Actions for interview 'Day 1'

- Edit interview details
- Invite to interview & manage schedule
- Delete this interview
- Download/print documents

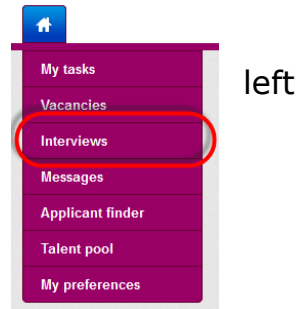
Cancel **Action**

Select 'Edit interview details' and click on 'Action' which will take you back into the 'Edit Interview' screen.

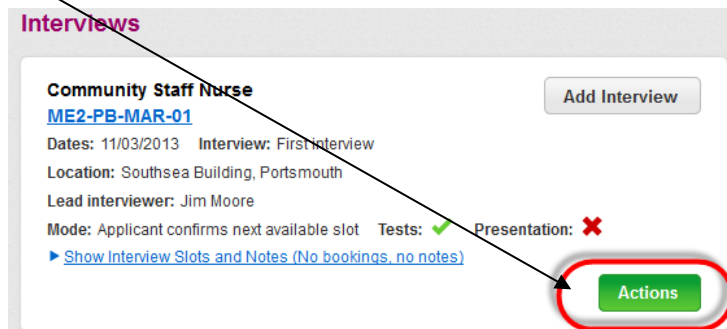
8. INVITING APPLICANTS TO INTERVIEW

To invite applicants to an interview:

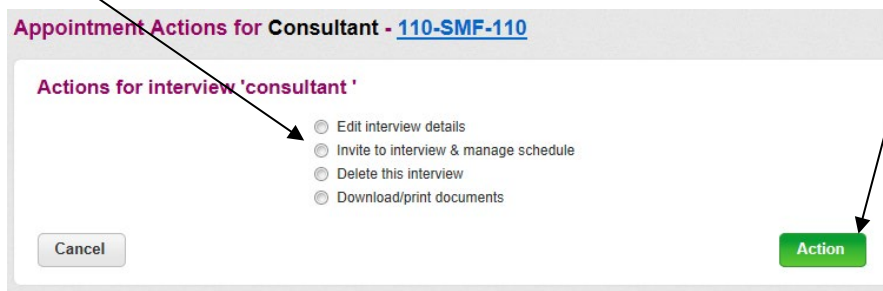
- Select 'Interviews' on the navigation on the



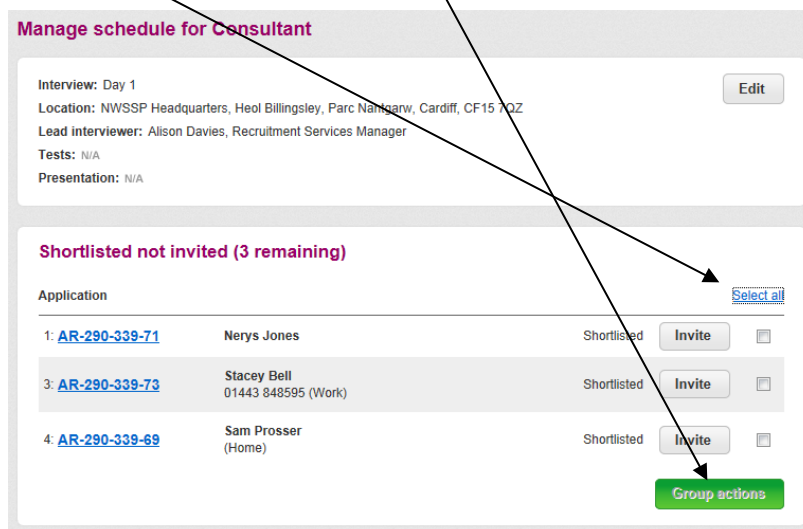
Find the job reference number with the interview information in the list, select the 'Actions' button beside the interview.



Click on: Invite to interview & manage schedule and then press 'Action'



Next click on 'Select All' then 'Group Actions'



Click on 'Invite to Interview xxxx' and then click 'Action'

The selected applicants are displayed for confirmation. You should select the type of invitation, as required, then 'Continue'.

The options are: an email from the NHS Jobs service; a letter produced for opening and printing in Word; or a CSV file to download and use in a mail-merge locally.

Additional information can be included in the email at this stage, by entering it in the 'Additional text' area, if it had not been added when the interview event was set up. The 'Additional text' appears as the last paragraph(s) in the invitation email or letter and is limited to 400 characters.

It is also possible to attach a document or file to the email sent out to the selected applicants. To do so, select the file from your local computer or network and select '**Attach**' in the 'Upload a new document' section. The maximum file size is 1MB.

Having selected the email invitation, you must now preview the email by clicking on the 'Preview' button. You will be presented with a preview of the invitation similar to below.

Send invitations by email

Email preview:

Our Reference Number: ME2-PB-JUL02
Date: 2nd Sep 2013

Dear Susan

Position of: Senior Staff Nurse, NHS Jobs Training

Thank you for your application in respect of the above position. We are pleased to invite you to attend an interview.

The interview panel will include: Jim Moore, Steve Cameron

On arrival, please report to: Ann Smith

The NHS follows strict guidelines on the checks we need to undertake before we can confirm any offer of employment. As part of these NHS employment checks, we need to verify your identity and qualifications. To assist us with this, please bring the following items with you to your interview:

- * Evidence of any essential qualifications as identified in the person specification (e.g. RSA diploma, professional registration details)
- * Three forms of valid, current and original identification, at least one of which should be photographic (e.g. a current passport; photocard driving licence (with counterpart); UK ID card - non EEA foreign nationals; EU national identity card - EU only) and at least one should confirm your current address (e.g. utility bill or bank/building society statement dated within the last 3 months)

If you are unable to, or have difficulty in, providing this evidence, please contact us using the contact details below.

As part of the NHS employment checks you will also be required, where applicable, to complete a Disclosure and Barring Service (formerly known as CRB) Disclosure. Further instruction regarding these checks will be provided if appropriate.

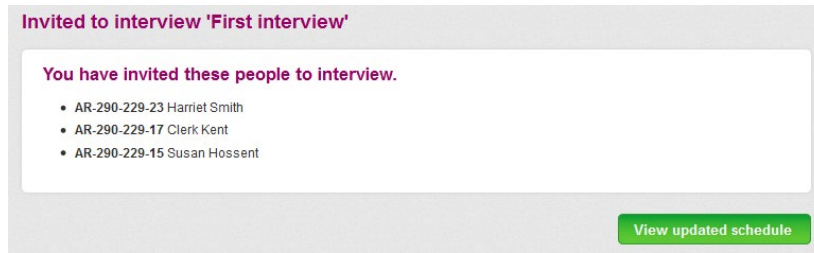
If you would like to discuss these interview arrangements or have any specific requirements that we should know about for the interview, please contact us as soon as possible.

Please use the south entrance.

We look forward to meeting you.

Yours sincerely

When ready click on the '**Invite**' button at the bottom of the screen to send the invitations. The system will confirm the applicants invited to interview.



Email invitations are sent out from the system immediately.

An interview invitation notification will also be presented at the top of the screen in the applicants' account and the interview invitation listed in their 'My Interviews' list.

If the applicants have provided UK mobile phone numbers and indicated that they wish to receive SMS notifications, NHS Jobs will automatically send an SMS message to the applicants to notify them of an interview invitation. The wording of the SMS message will be like this example:

'You have been invited to an interview event on 30th September at 14.30. Please log into your NHS Jobs account for details.'

NHS Jobs will also send an automated reminder SMS message the day before the event, like this example:

'REMINDER: you have an interview event on 30th September at 14.30. Please log into your NHS Jobs account for details.'

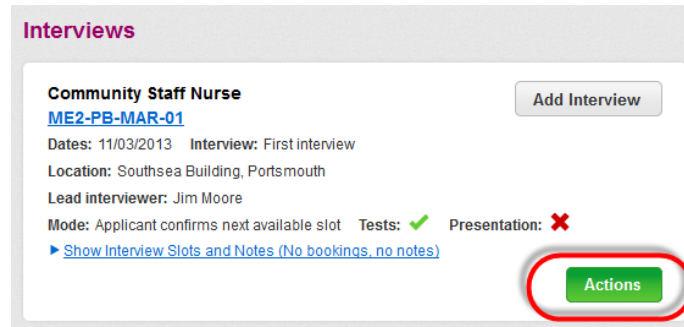
9. VIEWING INTERVIEW DETAILS

You can view the details of the interview schedule along with any applicants shortlisted, invited to or booked into any of the time slots.

Where to start

To view the details and the schedule for an interview:

- Select 'Interviews' on the navigation on the left, find the interview in the list, select the 'Actions' button beside the interview.



- Select 'Invite to interview & manage schedule' and select the 'Action' button.

Actions for interview 'First interview'

- Edit interview details
- Invite to interview & manage schedule
- Delete this interview
You may not delete this interview because there are invites outstanding
- Download/print documents

Overview

You will be able to see the applicants that have been shortlisted but not yet invited to the interview/event, the applicants that have been invited to interview but have not yet confirmed their attendance and the applicants that are booked into the slots available.

Manage schedule for Community Staff Nurse

Interview: First interview
 Location: Southsea Building, Portsmouth
 Lead interviewer: Jim Moore
 Tests: Tests to take: Literacy test plus Situational Judgement Test
 Presentation:

Shortlisted not invited (0 remaining)
 No applications have been shortlisted and not invited

Invited not confirmed (3 remaining)

Application [Select all](#)

AR-290-229-15 <input type="checkbox"/> Susan Hossent	<input type="button" value="Actions"/>	<input type="checkbox"/>
AR-290-229-17 <input type="checkbox"/> Clerk Kent	<input type="button" value="Actions"/>	<input type="checkbox"/>
AR-290-229-23 <input type="checkbox"/> Harriet Smith	<input type="button" value="Actions"/>	<input type="checkbox"/>

Interview slots (3/3 spaces remain)

Slot time and date	Invitations	Confirmed
11/03/2013 10:00 - 11:00	(1/1 spaces available)	
11/03/2013 11:00 - 12:00	(1/1 spaces available)	
11/03/2013 13:00 - 14:00	(1/1 spaces available)	

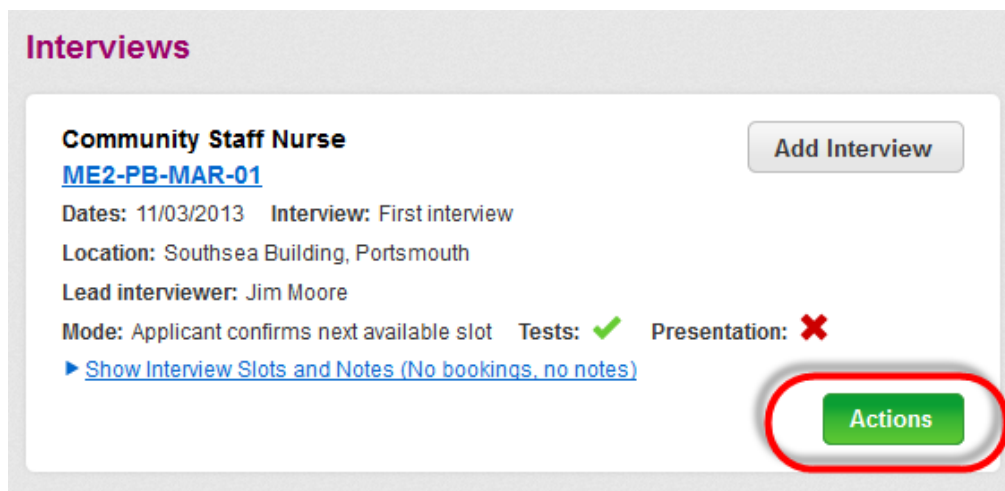
10. CONFIRMING OR DECLINING AN INTERVIEW INVITE

You can enter an applicant's acceptance or declination of the interview invitation, should the applicant contact you directly rather than responding to the invitation on their NHS Jobs account.

Where to start

To manage the details or schedule for an interview:

- Select 'Interviews' on the navigation on the left, find the interview in the list, select the 'Actions' button beside the interview.



Interviews

Community Staff Nurse Add Interview

[ME2-PB-MAR-01](#)

Dates: 11/03/2013 Interview: First interview

Location: Southsea Building, Portsmouth

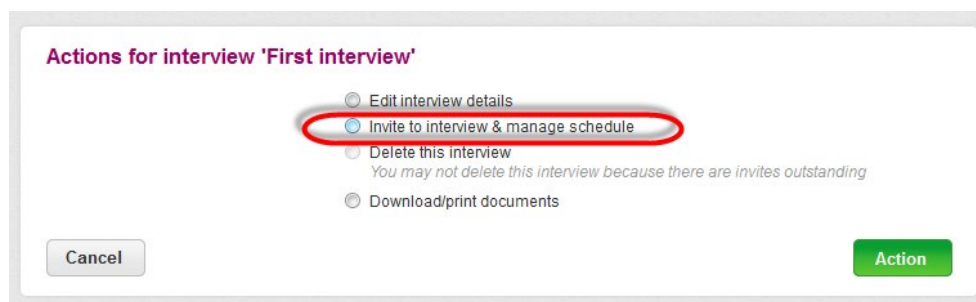
Lead interviewer: Jim Moore

Mode: Applicant confirms next available slot Tests: ✓ Presentation: ✗

[▶ Show Interview Slots and Notes \(No bookings, no notes\)](#)

Actions

- Select 'Invite to interview & manage schedule' and select the 'Action' button.



Actions for interview 'First interview'

Edit interview details
 Invite to interview & manage schedule
 Delete this interview
You may not delete this interview because there are invites outstanding
 Download/print documents

Cancel Action

Overview

You will see the interview schedule, including the applicants that have been invited and have not yet accepted their invitations. From here you can accept or decline the invitation on their behalf.

Manage schedule for Community Staff Nurse

Interview: First interview Edit
Location: Southsea Building, Portsmouth
Lead interviewer: Jim Moore
Tests: ✔ **Tests to take:** Literacy test plus Situational Judgement Test
Presentation: ✘

Shortlisted not invited (0 remaining)

No applications have been shortlisted and not invited

Invited not confirmed (2 remaining)

Application [Select all](#)

AR-290-229-17 <input type="checkbox"/> Clerk Kent	Actions <input type="checkbox"/>
AR-290-229-23 <input type="checkbox"/> Harriet Smith	Actions <input type="checkbox"/>

Group actions

How to confirm an applicant's acceptance for an interview

The applicants that are invited but have not yet accepted their invitations are displayed on the Manage schedule form. Select the 'Actions' button beside the relevant applicant.

Manage schedule for Community Staff Nurse

Interview: First interview Edit
Location: Southsea Building, Portsmouth
Lead interviewer: Jim Moore
Tests: ✔ **Tests to take:** Literacy test plus Situational Judgement Test
Presentation: ✘

Shortlisted not invited (0 remaining)

No applications have been shortlisted and not invited

Invited not confirmed (2 remaining)

Application [Select all](#)

AR-290-229-17 <input type="checkbox"/> Clerk Kent	Actions <input type="checkbox"/>
AR-290-229-23 <input type="checkbox"/> Harriet Smith	Actions <input type="checkbox"/>

Group actions

Select the 'Confirm applicant will attend interview xxxxxxxxxx' (where xxxxxxxxxx is the appointment name) and select the 'Action' button.

Actions

Application status: Invited to Interview/Assessment

Actions

- Re-send invitation
- Confirm applicant will attend interview **First interview**
- Applicant has declined the invitation

Where the scheduling mode for the interview required the applicant to choose a slot (either the next available slot or any slot), then you will need to select a slot for the applicant to complete the confirmation or booking. Select 'Book' when a slot has been selected.

Confirm booking for interview 'First interview'

For: ME2-PB-MAR-01 Community Staff Nurse

Location: Southsea Building, Portsmouth

Lead interviewer: Jim Moore

Please select a time slot:

AR-290-229-23 Harriet Smith

Pick slot..

11/03/2013 11:00 - 12:00 (1/1 spaces free)

11/03/2013 13:00 - 14:00 (1/1 spaces free)

(Don't confirm this applicant)

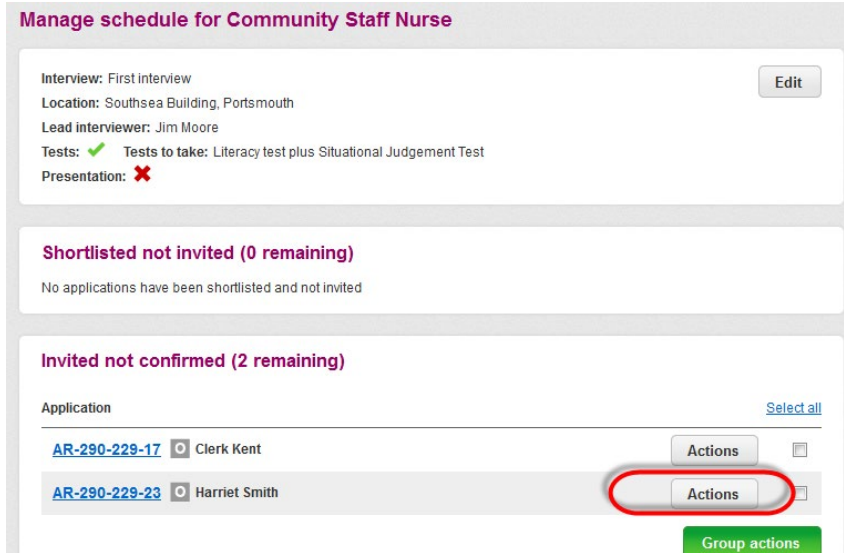
The interview schedule now updates to show this applicant as confirmed into the selected slot.

Interview slots (1/3 spaces remain)

Slot time and date	Invitations	Confirmed	Select all
11/03/2013 10:00 - 11:00	No spaces remaining		
	1: AR-290-229-15 Susan Hossent	✓	<input type="button" value="Actions"/> <input type="checkbox"/>
11/03/2013 11:00 - 12:00	No spaces remaining		
	5: AR-290-229-23 Harriet Smith	✓	<input type="button" value="Actions"/> <input type="checkbox"/>
11/03/2013 13:00 - 14:00	(1/1 spaces available)		

How to record an applicant declining an interview

The applicants that are invited but have not yet accepted or declined their invitations are displayed on the Manage schedule form.



Manage schedule for Community Staff Nurse

Interview: First interview Edit
 Location: Southsea Building, Portsmouth
 Lead interviewer: Jim Moore
 Tests: Tests to take: Literacy test plus Situational Judgement Test
 Presentation:

Shortlisted not invited (0 remaining)
No applications have been shortlisted and not invited

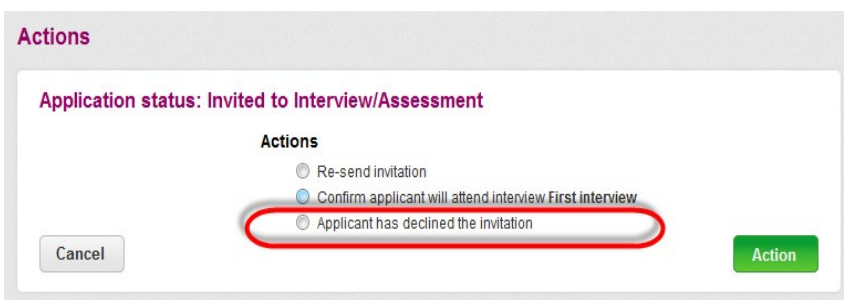
Invited not confirmed (2 remaining)

Application Select all

AR-290-229-17 <input type="checkbox"/> Clerk Kent	Actions <input type="checkbox"/>
AR-290-229-23 <input type="checkbox"/> Harriet Smith	Actions <input type="checkbox"/>

Group actions

Select the 'Actions' button beside the relevant applicant



Actions

Application status: Invited to Interview/Assessment

Actions

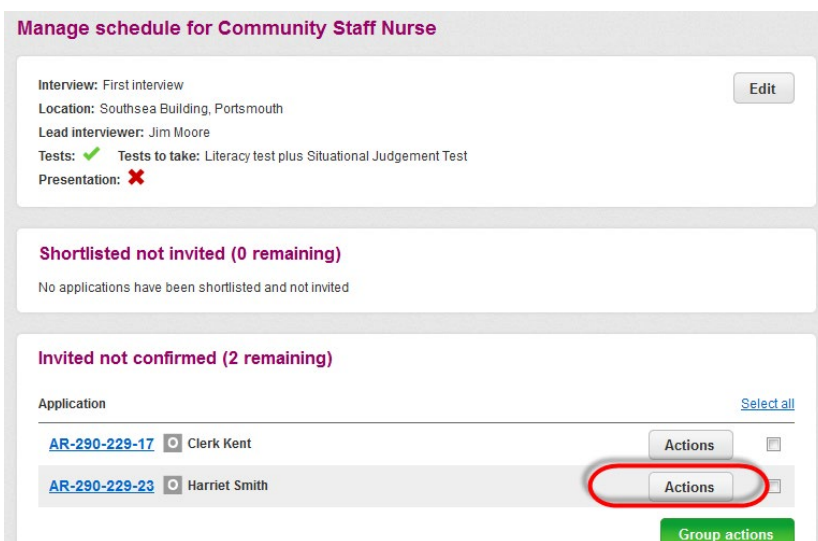
- Re-send invitation
- Confirm applicant will attend interview First interview
- Applicant has declined the invitation

Cancel Action

Select the 'Applicant has declined the invitation' option and select the 'Action' button.

How to resend an invitation to an applicant

The applicants that are invited but have not yet accepted or declined their invitations are displayed on the



Manage schedule for Community Staff Nurse

Interview: First interview Edit
 Location: Southsea Building, Portsmouth
 Lead interviewer: Jim Moore
 Tests: Tests to take: Literacy test plus Situational Judgement Test
 Presentation:

Shortlisted not invited (0 remaining)
No applications have been shortlisted and not invited

Invited not confirmed (2 remaining)

Application Select all

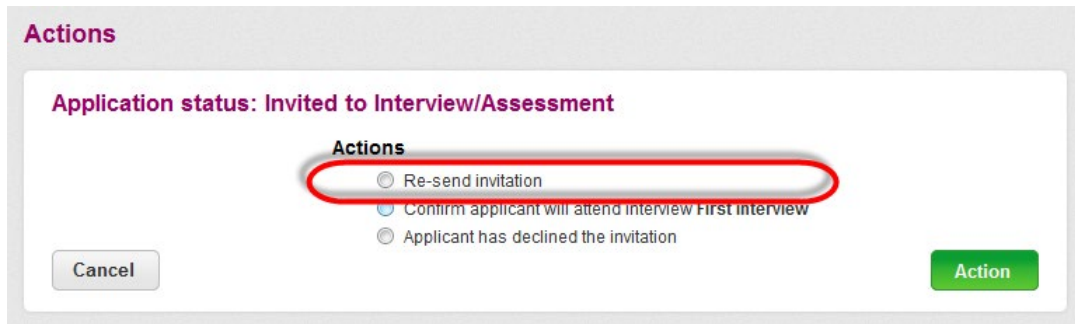
AR-290-229-17 <input type="checkbox"/> Clerk Kent	Actions <input type="checkbox"/>
AR-290-229-23 <input type="checkbox"/> Harriet Smith	Actions <input type="checkbox"/>

Group actions

Manage schedule form.

Select the 'Actions' button beside the relevant applicant

Select the 'Re-send invitation' option and select the 'Action' button.



Actions

Application status: Invited to Interview/Assessment

Actions

- Re-send invitation
- Confirm applicant will attend interview **First interview**
- Applicant has declined the invitation

Cancel Action

Select the invitation type, then preview and send the invitation following the same steps as the original invitation.

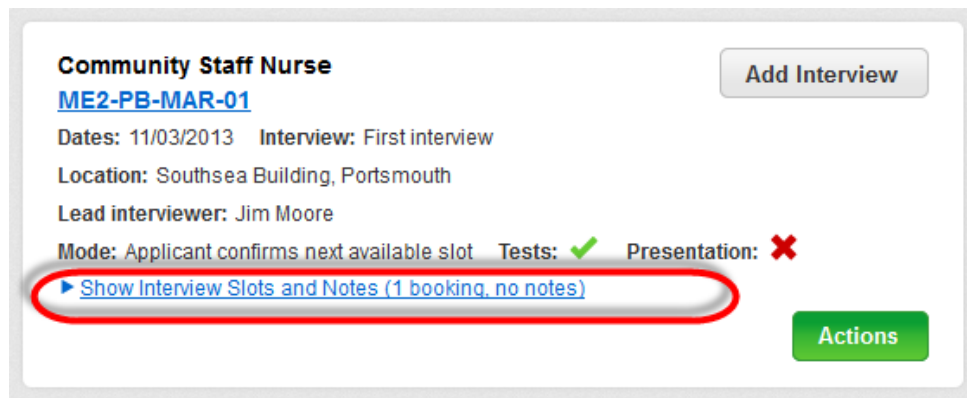
11. VIEWING INTERVIEW SLOTS AND NOTES

You can view a summary of the interview slots available, with any applicants invited to or booked into any of the slots.

Where to start

To view a summary of an interview:

- Select 'Interviews' on the navigation on the left, find the interview in the list, select the 'Show Interview Slots and Notes' below the interview.



Community Staff Nurse Add Interview

ME2-PB-MAR-01

Dates: 11/03/2013 Interview: First interview

Location: Southsea Building, Portsmouth

Lead interviewer: Jim Moore

Mode: Applicant confirms next available slot Tests: ✓ Presentation: ✗

[▶ Show Interview Slots and Notes \(1 booking, no notes\)](#) Actions

Overview

You will be able to see the interview dates and times, application references and names of those booked into the slots, and whether they've confirmed attendance.

Community Staff Nurse Add Interview
ME2-PB-MAR-01
 Dates: 11/03/2013 Interview: First interview
 Location: Southsea Building, Portsmouth
 Lead interviewer: Jim Moore
 Mode: Applicant confirms next available slot Tests: ✓ Presentation: ✗
 ▾ Hide Interview Slots and Notes (1 booking, no notes)

Date and time	Application	Booked	Confirmed
11/03/2013 10:00 - 11:00	1: AR-290-229-15	Susan Hossent	✓
11/03/2013 11:00 - 12:00	-	-	
11/03/2013 13:00 - 14:00	-	-	

Actions

To add an interview note, select the green 'Actions' button and complete the 'Add a note to this interview' section.

Reasonable Adjustments

When your applicant confirms attendance they can request reasonable adjustments.

If a candidate requests reasonable adjustments the symbol below will appear after their name.

Interview slots (2/3 spaces remain)

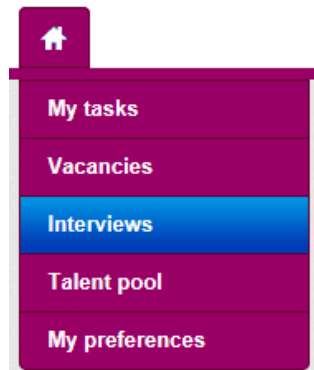
Slot time and date	Invitations	Confirmed	Select all
28/02/2014 09:00 - 10:00	No spaces remaining		
	1: AR-290-339-71 Nerys Jones	✓	Actions

Reasonable adjustments required: I will need a ramp

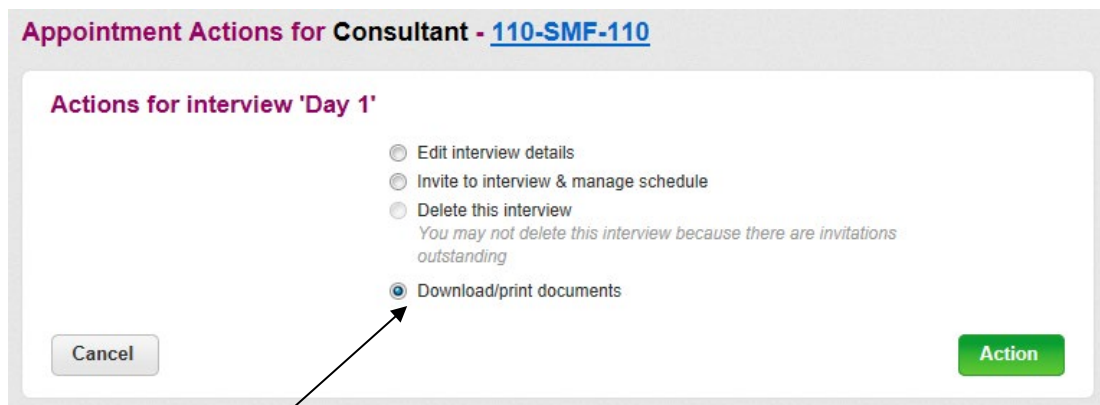
Clicking on the symbol will display the requirements.

12. PRINTING APPLICATIONS AND INTERVIEW SCHEDULE

Log into your NHS Jobs account and go to 'Interviews'

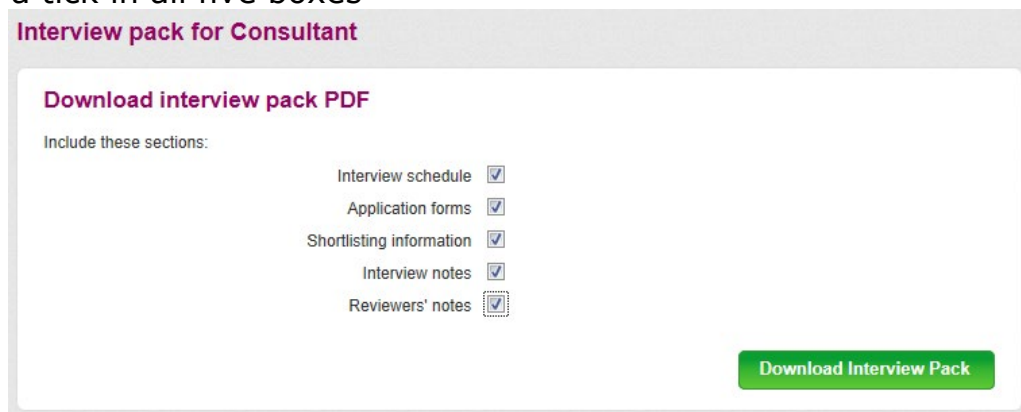


Select **Actions** for the relevant Vacancy



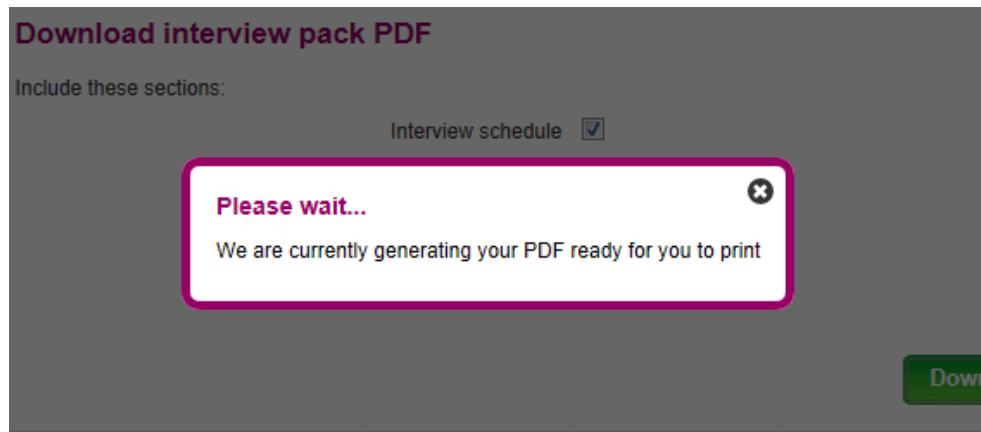
Select 'Download/print documents' and then 'Action'

Place a tick in all five boxes



Then click on 'Download Interview Pack'

You will now see the following notice:



When this or a similar notice appears, click 'Open'



Your Interview Pack will then open in Adobe pdf format, which can then be printed and saved if required. If saved, they should only be retained for 12 months, then permanently deleted.

The Interview Pack will contain the following:

- Interview Schedule
- Application forms for all confirmed candidates
- Shortlisting information (if applicable)
- Interview Notes (if applicable)
- Reviewers Notes (if applicable)