

Invited to Interview

This guide is intended to show you how you know when you are invited to interview on NHS Jobs and how you respond to the invitation.

Introduction

If you are successfully shortlisted you can be invited to an interview or an assessment event through NHS Jobs. In this document we refer to either type of event as an 'interview' for ease of reading. You can view and respond to interview invitations through your account on NHS Jobs. All interviews that you have been invited to or have in the past are listed in your account for your reference.

How you are notified of an Interview Invitation?

Email or letter

Employing organisations have a choice of how they will notify you of an interview, including email or letter. Many organisations will send an email from NHS Jobs, but you may receive an invitation by another route.

Online

All interviews invitations on NHS Jobs are available to you in the 'My Interviews' section within your account. An interview invitation that you have not responded to will also cause a 'notification' to be flagged beside your name at the top of any page once you have logged in.

SMS

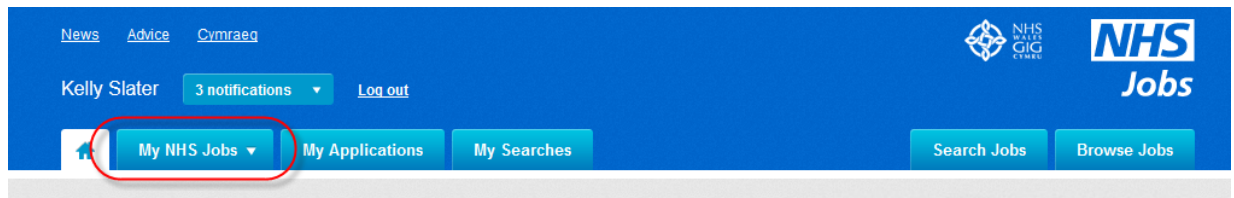
An automatic SMS text message will be sent to your mobile when you are invited to an interview, if you have provided a mobile phone number and indicated that you wish to receive SMS text notifications on your application form.

A further reminder SMS text will be sent to you 48 hours before the interview time, providing you have confirmed your attendance.

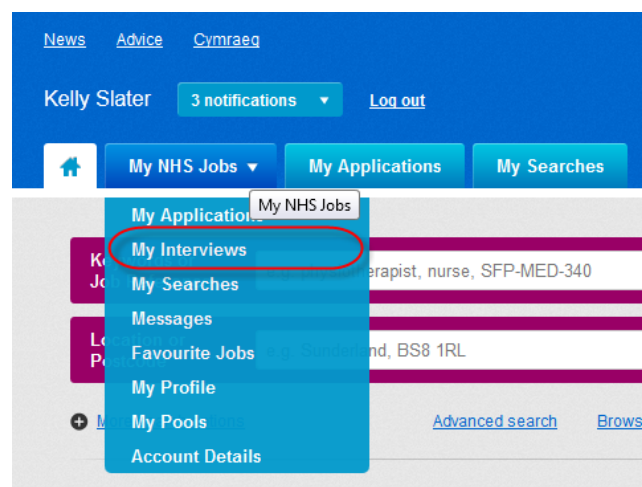
Responding to an Interview Invitation?

Where to start

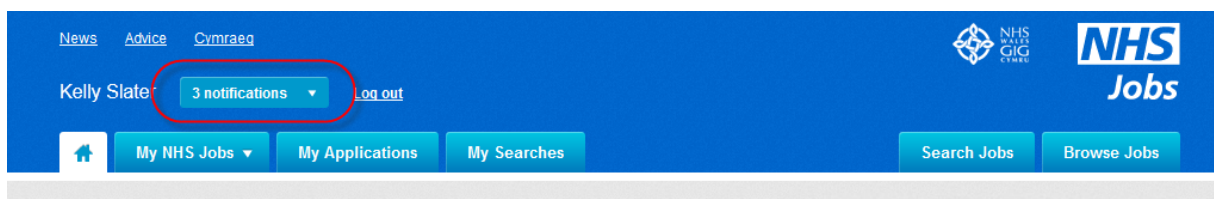
Click on the 'My NHS Jobs' selector tab at the top of the page.



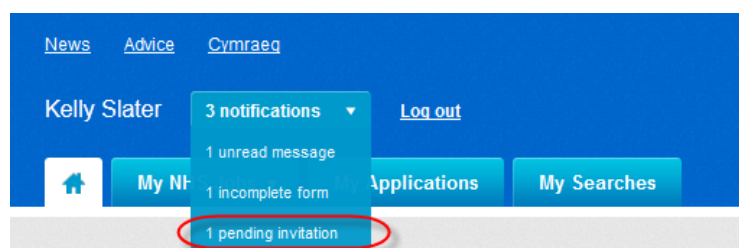
Then click on the 'My Interviews' option in the list displayed.



Alternatively, you can also click on the 'notifications' indicator beside your name at the top of the page.



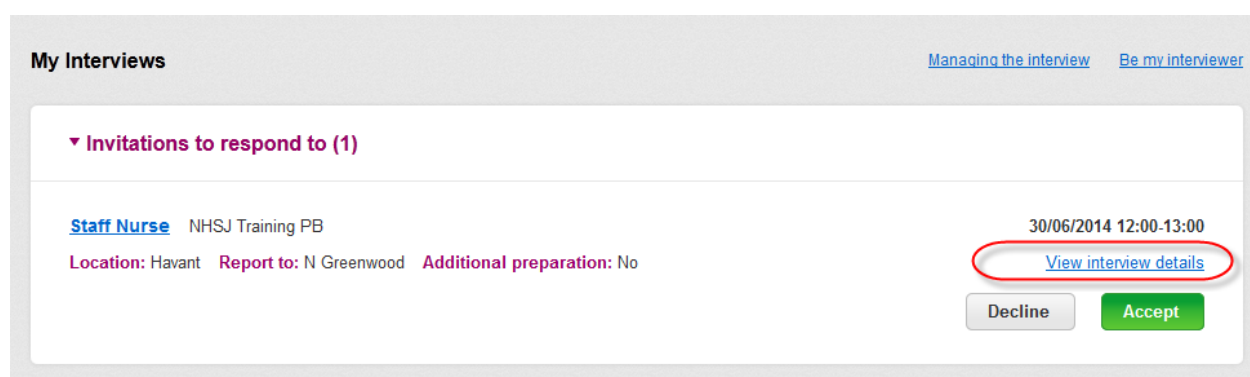
Then click on the 'pending invitation' link.



Overview

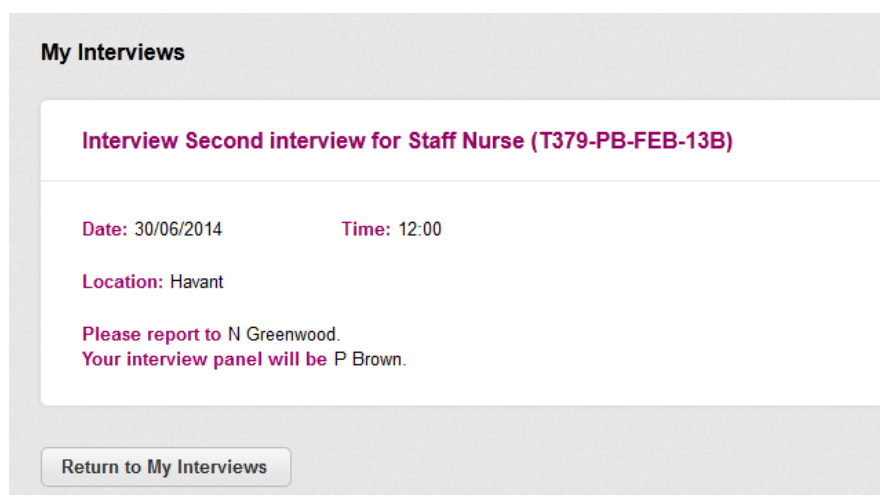
Viewing the interview details and responding to an interview invitation is simple. Interviews that you have been invited to and have not responded to are listed in the “Invitations to respond to” panel towards the top of the page. This presents information about the date and time of the interview, along with the job title, organisation name, location, who to report to and information about presentations or tests to be aware of.

You can view the interview details by clicking the ‘View interview details’ link to the right of the page.



The screenshot shows the 'My Interviews' section of the NHS Jobs portal. At the top right, there are links for 'Managing the interview' and 'Be my interviewer'. Below this is a section titled 'Invitations to respond to (1)'. The first invitation is for a 'Staff Nurse' role at 'NHSJ Training PB'. The date and time are '30/06/2014 12:00-13:00'. The location is 'Havant', and the report to is 'N Greenwood'. The additional preparation is 'No'. There is a 'View interview details' link circled in red, and 'Decline' and 'Accept' buttons.

More information about the interview is then displayed.



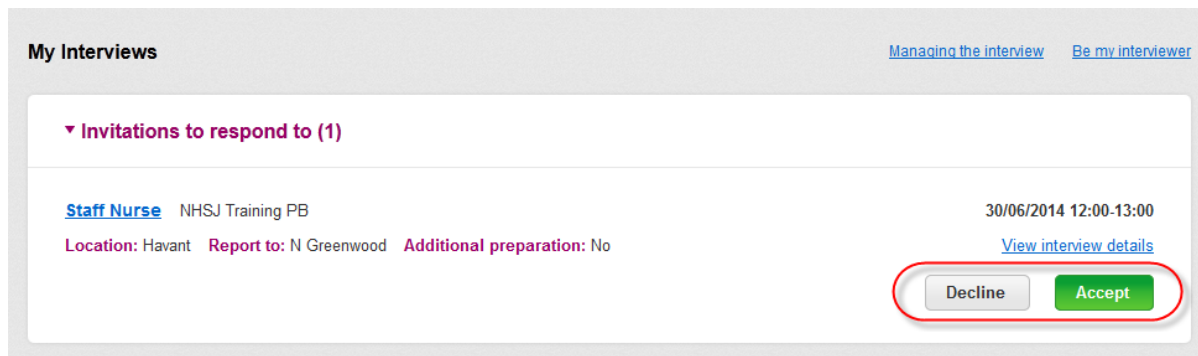
The screenshot shows the detailed view of the interview invitation. The title is 'Interview Second interview for Staff Nurse (T379-PB-FEB-13B)'. The date is '30/06/2014' and the time is '12:00'. The location is 'Havant'. The text says 'Please report to N Greenwood. Your interview panel will be P Brown.' At the bottom, there is a 'Return to My Interviews' button.

If the employing organisation has decided to let you choose the time of the interview, then the time will be missing from the displays above until you have chosen time. You will be presented with a ‘drop-down’ selector with the available times above the Decline and Accept buttons.

Accepting or declining an interview invitation is only possible up until a number of hours before the interview that is set by the employing organisation.

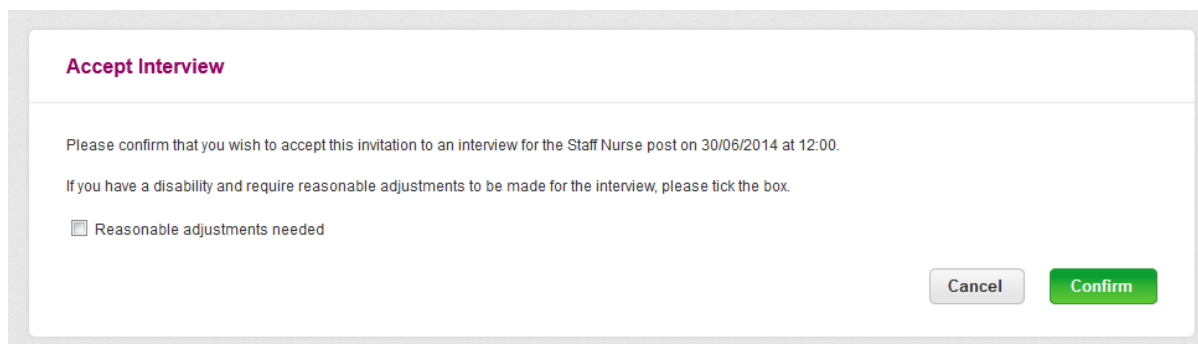
How to accept an invitation

Once you have viewed the information available, you accept the invitation by clicking on the 'Accept' button for the interview. Please note that if the employing organisation has decided to let you choose the time of the interview, then the 'Accept' button will only be displayed once you have selected a time.



The screenshot shows the 'My Interviews' section of a web application. At the top right, there are two links: 'Managing the interview' and 'Be my interviewer'. Below this is a section titled 'Invitations to respond to (1)'. The invitation details are as follows: 'Staff Nurse' (a link) for 'NHSJ Training PB' on '30/06/2014 12:00-13:00'. Below the title, it lists 'Location: Havant', 'Report to: N Greenwood', and 'Additional preparation: No'. A link 'View interview details' is on the right. At the bottom right, there are two buttons: 'Decline' and 'Accept', with the 'Accept' button highlighted by a red oval.

A confirmation message will be displayed. Click on the 'Confirm' button if you are happy to continue.

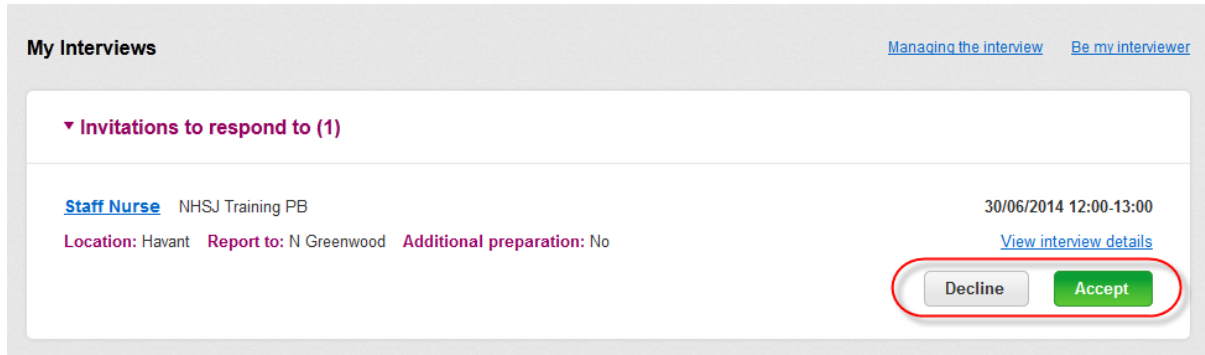


The screenshot shows a confirmation dialog box titled 'Accept Interview'. The text inside reads: 'Please confirm that you wish to accept this invitation to an interview for the Staff Nurse post on 30/06/2014 at 12:00.' Below this, it says: 'If you have a disability and require reasonable adjustments to be made for the interview, please tick the box.' There is a checkbox labeled 'Reasonable adjustments needed' which is currently unchecked. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'.

As indicated on the confirmation message, if you have a disability and require reasonable adjustments to be made by the organisation for you at the interview you should tick the box for 'Reasonable adjustments needed' and then enter the relevant information in the box that is then presented.

How to decline an invitation

Once you have viewed the information available, you decline the invitation by clicking on the 'Decline' button for the interview.



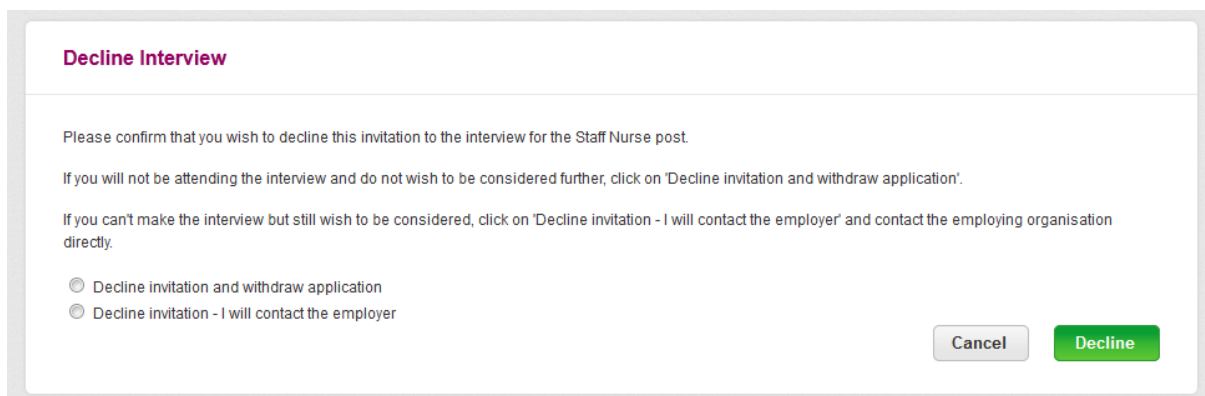
My Interviews [Managing the interview](#) [Be my interviewer](#)

▼ **Invitations to respond to (1)**

[Staff Nurse](#) NHSJ Training PB 30/06/2014 12:00-13:00
[View interview details](#)

Location: Havant Report to: N Greenwood Additional preparation: No

A confirmation message will be displayed. Click on the appropriate circle and then on the 'Decline' button if you are happy to continue.



Decline Interview

Please confirm that you wish to decline this invitation to the interview for the Staff Nurse post.

If you will not be attending the interview and do not wish to be considered further, click on 'Decline invitation and withdraw application'.

If you can't make the interview but still wish to be considered, click on 'Decline invitation - I will contact the employer' and contact the employing organisation directly.

Decline invitation and withdraw application
 Decline invitation - I will contact the employer

As indicated on the confirmation message, you have two options when declining:

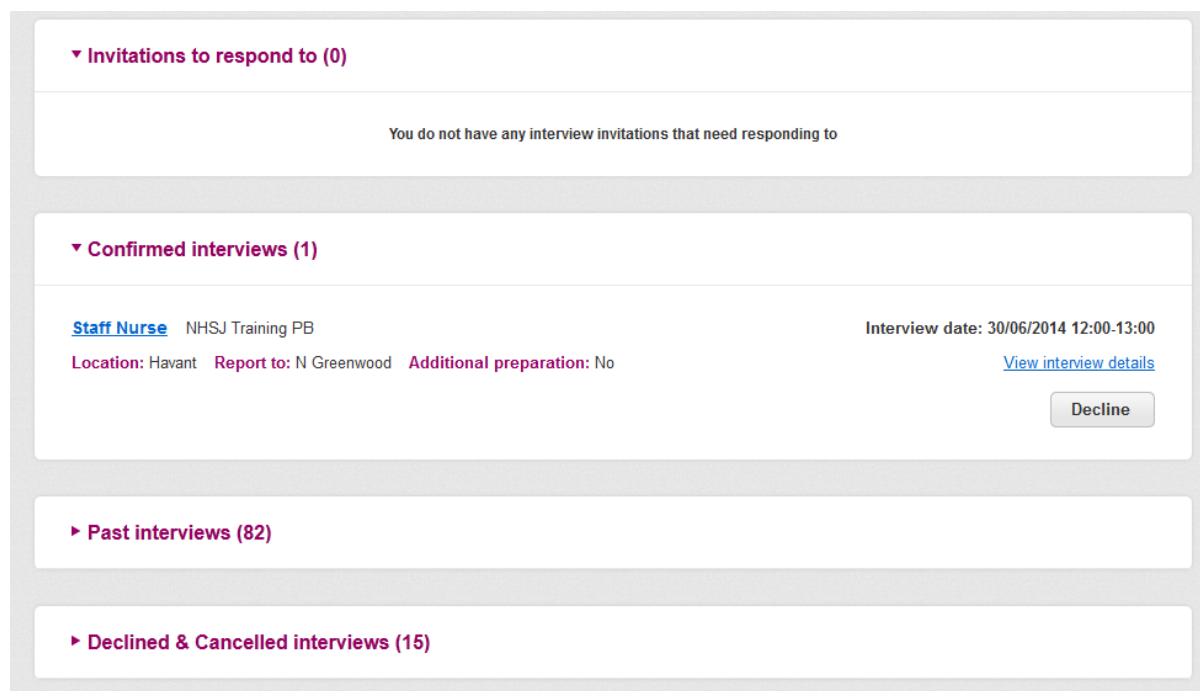
If you are declining and are no longer interested in this job, the click on the circle for "Decline invitation and withdraw application".

However, if you are declining because you cannot make the interview time indicated but you are still interested in the job, then click on the circle for "Decline invitation – I will contact the employer". Please then contact the employer's recruitment team to see if they can accommodate you.

Viewing current and previous interviews

When you have accepted an interview invitation, the interview will move into the “Confirmed interviews” panel on the page. Your application status will also change to ‘Interview booked’.

When you have declined an interview invitation, the interview will move into the “Declined & Cancelled interviews” panel on the page. Your application status will remain at ‘Invited to interview’ if you have simply declined and will change to ‘Withdrawn’ if you have declined and withdrawn.



The screenshot displays a user interface for managing interviews, organized into four distinct panels:

- Invitations to respond to (0):** A panel with a downward arrow icon and the text "You do not have any interview invitations that need responding to".
- Confirmed interviews (1):** A panel with a downward arrow icon containing one interview entry:
 - Job Title:** [Staff Nurse](#) NHSJ Training PB
 - Location:** Havant
 - Report to:** N Greenwood
 - Additional preparation:** No
 - Interview date:** 30/06/2014 12:00-13:00
 - Action:** [View interview details](#) and a **Decline** button.
- Past interviews (82):** A panel with a rightward arrow icon.
- Declined & Cancelled interviews (15):** A panel with a rightward arrow icon.

Interviews that you have accepted the invitations for and which are still in the future are listed in the “Confirmed interviews” panel, while those that are now in the past are listed in the “Past interviews” panel.

It is possible to withdraw yourself from an interview that you have already booked, by clicking on the ‘Decline’ button beside it in the “Confirmed interviews” panel.