

Accessing Your Interview Packs

Log in to your NHS Jobs Account and locate your vacancy

You are logged into **NHS Blood and Transplant (NHSBT)**
As **Rachel Marriott** Last logged in 05/04/2017 at 13:42 [Log out](#)

NHS Jobs

Vacancies (Showing 1 - 2 of 2)

Estates and Facilities Administrator [918-TA1088A](#) **Advert Closed** !

Specialty/Function: Manufacturing and Logistics Department: Logistics
Added: 29 Dec 2016 Advert closes: 12 Jan 2017 Views: 1
CV allowed: No [Applications: 1](#) [Interviews: 1](#) [Questions: None](#) **Actions**

Healthcare Technical Officer [918-PM5001](#) **Advert Closed** !

Specialty/Function: Blood Supply/ Patient Services Department: Hospital Services
Added: 23 Jun 2016 Advert closes: 07 Jul 2016 Views: 4
CV allowed: No [Applications: 0](#) [Interviews: 0](#) [Questions: View](#) **Actions**

Click on interviews under the vacancy reference number

Interviews

The 'Interviews' list is currently filtered to show interviews for only 1 posting. Use the option 'Return to full list' if you want to view more interviews.

Estates and Facilities Administrator [918-TA1088A](#) **Add Interview**

Dates: 14/04/2017 Interview: Estates and Facilities Administrator 918-TA1088A
Location: NHSBT, Newcastle Blood Centre, Holland Drive, Barrack Road, Newcastle-Upon-Tyne, NE2 4NQ
Lead interviewer: Jon Smith - Estates and Facilities Manager
Mode: Applicant picks any available slot [Tests: ✓](#) Presentation: N/A
[Hide Interview Slots and Notes \(1 booking, no notes\)](#)

Date and time	Application	Booked	Confirmed
14/04/2017 09:30 - 10:30	1: AR-290-510-45	Charlie Crabtree	✓ Confirmed

You can see an overview of which candidates have confirmed attendance by clicking "show interview slots and notes"

To create an interview pack click on 'Actions'

Appointment Actions for Estates and Facilities Administrator - 918-TA1088A

Actions for interview 'Estates and Facilities Administrator 918-TA1088A'

- Edit interview details
- Invite to interview & manage schedule
- Delete this interview
You may not delete this interview because there are invitations outstanding
- Download/print documents
- Record interview outcomes
No applications are currently awaiting the results of interview

Cancel Action

Click download/print documents Then click 'Action'

The interview pack will automatically include the schedule, application forms for confirmed candidates and the shortlisting information.

Interview pack for Estates and Facilities Administrator

Download interview pack PDF

Include these sections:

- Interview schedule
- Application forms
- Shortlisting information
- Interview notes
- Reviewers' notes

Download interview Pack

Back to interviews

Download documents

Vacancy Documents

- [Facilities Administrator Recruitment Profile.doc](#) (372 kB)
Job Description & Person Specification
- [Facilities Administrator Benefits information.doc](#) (351 kB)
Additional Information

Click on 'Download interview Pack' to create the PDF document which can then be saved or printed.

You can also download your Recruitment documentation (Recruitment Profile and Benefits/ JD and PS) by clicking the links.

The first page of the interview pack is the schedule showing confirmed candidates

The following pages include the candidate's application forms (including references section).

The last page of the pack is a summary of the shortlisting and individual shortlisting scores (if a score card has been used).