

## Video Interviews via Teams Meeting – Advice for Candidates

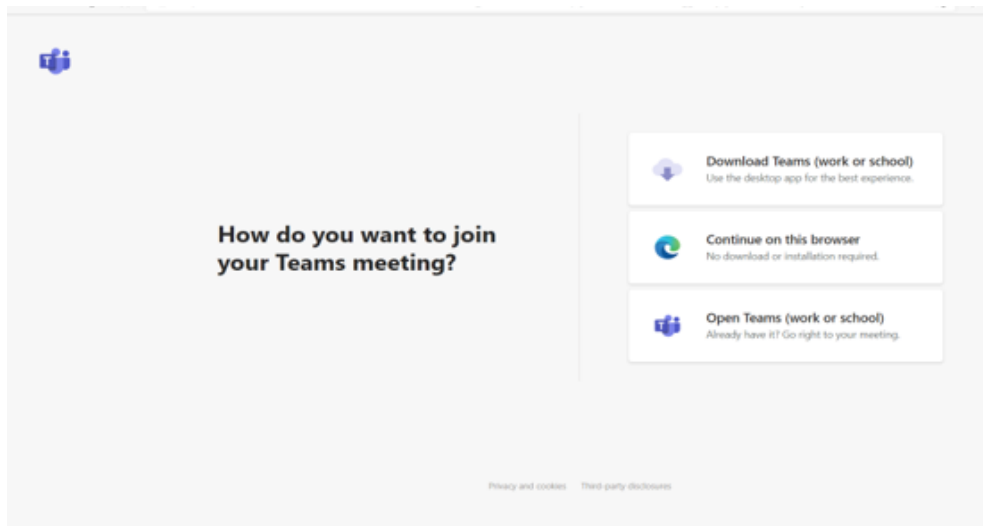
Your interview will be conducted as a live video call using MS Teams Meeting. It is your responsibility to ensure that you can access MS Teams Meeting and are familiar with this platform prior to your interview. It is important that you read this document and follow the instructions.

### What you should do now

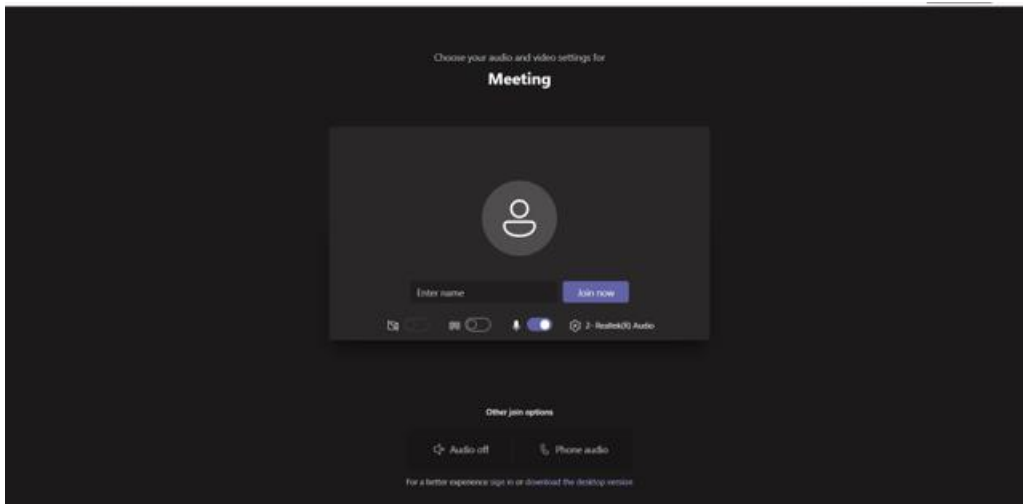
1. In advance of your interview, it is your responsibility to ensure that you have tested that you can access MS Teams Meeting and that your webcam, microphone, and speakers are functioning and are set to a satisfactory setting.

### On the day of your Interview

1. At least 10-15 minutes before your interview start time, open the email containing the hyperlink for your interview.
2. Click on the 'Click Here to Join Meeting' link.
3. The following screen will open in a new window:



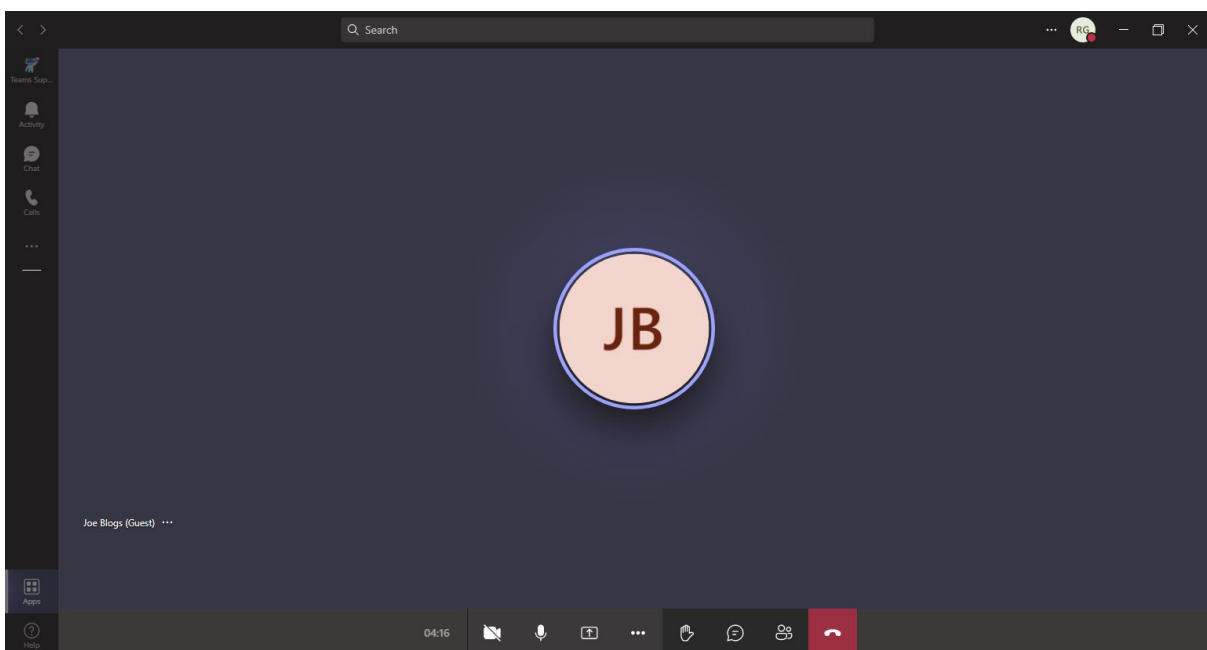
4. If you have already installed MS Teams Meeting on your device, select 'Open Teams (work or School)'
5. Alternatively, select 'Continue on this browser'. You will then be presented with the following screen:



6. Once the above screen has loaded, enter your full name and click 'join now'.

You will be the only participant until the interview board joins the meeting at the scheduled interview start time. In the unlikely event of a technical issue, please be mindful to have your mobile phone to hand for any notification from a member of the Recruitment Unit Team.

7. Both joining options will take you to the following screen which defaults to use MS Teams Meeting (full audio and video experience):



8. You must activate your video and microphone. You can do this either before or after joining the meeting by selecting the video and microphone icons as seen on the bottom of the screen in the above screenshot.
9. The Chairperson will go through the introduction and the format of the interview.

10. You will be requested to hold your photographic I.D. up to the camera –the board will have already received your application form with the photograph attached when you confirmed your attendance.
11. At the end of the interview, leave the interview by selecting the red telephone icon as seen on the above screen.