**Candidate Information – Remote Guidance**

## Introduction

Congratulations on being shortlisted!

You have been invited to attend an online interview. The good news is that virtual interviews are easy to set up and this guidance provides you with a step-by-step guide on everything that is needed to successfully attend your online interview.

### **Technology and documentation**

To attend an online interview you will need an email address and one of the following devices; a PC, laptop, tablet or smartphone.

### **Invite to Interview**

1. You will receive a meeting invitation which will be sent to the email address provided in your application form. The email will invite you to an online interview.
2. You should accept this invitation as if you do not, you will not be able to access the online interview.
3. When you accept this invitation, the interview meeting will appear in the calendar attached to your email account.

### **Joining the Interview**

1. The emailed invitation will contain a link to the virtual interview meeting which will be conducted using Microsoft Teams. Once the interview meeting has been accepted, you will be able to join the interview, simply by clicking the link in the calendar entry.
2. If you are early for your interview or the recruitment panel are not quite ready for your interview to begin, you may receive a notification that you are “waiting in the lobby”. The host of the meeting will let you into the meeting when the interview panel are ready for your interview to start.

### **Prior to the Interview**

1. If you have never used Microsoft Teams before and are using a smart phone or a tablet to access your interview, you may be prompted to download and install the Microsoft Teams app when you click on the link in the calendar entry. You will need to do this in order to attend the meeting. You are able to download the Microsoft Teams app well in advance of your interview.
2. It is advisable to “arrive on-line early” – about 15 minutes in advance of your interview in order to allow time to resolve any technical issues.
3. Candidates are advised to:
   1. Ensure your device’s camera is switched on for the duration of the interview
   2. Dress accordingly as you would for physical interviews
   3. Sit in a room with a good source of lighting (in front of you, not behind so that you can be clearly seen).

* 1. Ensure any TVs, radios, music devices and mobile phones (not being used for the interview) are switched off or on silent. Place your (unused) mobile phone away from any connected speakers to limit audio interference
  2. Keep your laptop/ device at least arm’s length away to ensure that you can be clearly seen on screen by the other interview participants and those watching online
  3. Ensure that the volume on your device is turned up high enough for you to hear the other participants in the interview.
  4. The interview must not be recorded by anyone present. Notes will be taken by either the panel or a notetaker which will be the record of the interview.

### **Loss of Connection**

1. If you lose connection during the interview, try to reconnect immediately – simply go back into the diary entry in your email calendar and repeat the process.
2. If there are continuing technology/ connection issues, please contact the recruiting manager on the telephone number provided in the invite email.

### **Presentations**

1. For some interviews, candidate’s are asked to present a power point presentation on a topic that will be provided in advance. If this applies to your interview, details will be provided in your invite to interview email.
   1. When conducting a presentation on a laptop or PC, it is possible to “share screen” meaning that all panel members will be able to view your presentation and you will have control over the slides.
   2. Alternatively, you are able to send a document or attachment directly to the recruiting manager in advance of the meeting, or over the chat facility available in Microsoft teams.
   3. The recruitment panel will be able to support you if you experience any difficulties with sharing your presentation.

### **Additional Information**

1. The interview meeting will be set to “private” meaning that the interview meeting details will be confidential and your details will not be visible to anyone other than those attending the interview.
2. We want to make sure our interview process is as accessible as possible so if you have any concerns about attending an interview remotely, for example due to lack of technology, then please contact the recruiting manager as soon as possible, who will explore what other options may be available.

We hope you have found this guidance helpful, but if you do have any questions, please do not hesitate to contact the recruiting manager prior to the interview.

Good luck and we look forward to meeting you.