

make it happen

council of the future

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Congratulations on being successful in progressing to the interview stage of our recruitment process. We have invited you to attend using Microsoft Teams (MS Teams). To help you prepare we have provided you with some guidance to assist you before your interview and some hints and tips to make sure your interview goes as smoothly as possible.

Before the interview

Check that your interview timeslot will allow you access to a quiet and uninterrupted space, consider childcare arrangements if appropriate.

Choose what device you will use during your interview and take into consideration its battery life.

- Prepare a charging point
- Check your microphone and camera work
- Test your internet connection (If you live in a household with others, restrict others using the internet at the same time as this will help your bandwidth and remove delay and other video issues)
- If possible, have an additional device ready should you experience technical glitches

Guidance for candidates on joining interviews on MS Teams

- Consider a suitable room for your interview, which will be on view and try to minimise distractions. You will have an option to blur the background on MS Teams – use the 3 dots icon for more options and choose show background options.
- Prepare your device by downloading the applicable app or using the recommended web browser
 - Use Google Chrome for your browser, Microsoft Edge/Edge Chromium are also supported.
 - If the link in the email opens in Internet Explorer, copy the URL, open one of the recommended browsers and paste the link into the recommended browser.
- If you intend to use a Smart Phone or Tablet, install the Microsoft Teams app on your device. You can find it by searching 'Microsoft Teams' on your app/play store.
- You can test the link at any time prior to the meeting by clicking on the 'Click here to join the meeting'. We recommend you do this before the day of the interview.

Prepare for your interview using the advert and job profile. Think about any questions you want to ask and if you have been asked to submit a presentation, make sure this is submitted by the deadline.

Decide what you will wear for your interview – remember that although this will be conducted online, you should treat this the same as you would an "in person" interview.

Identification and qualifications

Make sure you have suitable forms of identification and your qualifications (if needed) ready to show on the call. You can check what information we need by using the relevant recruitment checklist below:

- Internal candidates (excl SSSC Registered Posts)
- External candidates (and internal SSSC Registered Posts)

On the day of the interview

- Check your device is working and has an internet connection
- Ensure you are on Wi-Fi to avoid additional data charges
- Turn off notifications to make sure you are not interrupted or distracted during your interview
- Adjust your volume to an appropriate setting prior to joining the call. Check that you are not on mute.
- If you have been asked to do a presentation, open this up
- If you have any issues, contact the Recruiting manager in your email as soon as possible.

Guidance for candidates on joining interviews on MS Teams

- Take time between each statement or response – there may a time lag during the discussion
- Make sure you have some water beside you and don't panic!

Joining a call on Microsoft Teams from a Laptop/PC (External User)

- Launch Chrome Browser or Microsoft Edge/Edge Chromium.
- Log in to your email for the address your invite was sent to and open the email named Interview Invite (MS TEAMS) Job title
- Click on the [Click here to join the meeting](#) link in the email.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

Using Teams app on Laptop/PC

- If your laptop or PC has the Microsoft Teams App installed, a pop-up box will appear – Click 'Open Microsoft Teams'

Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

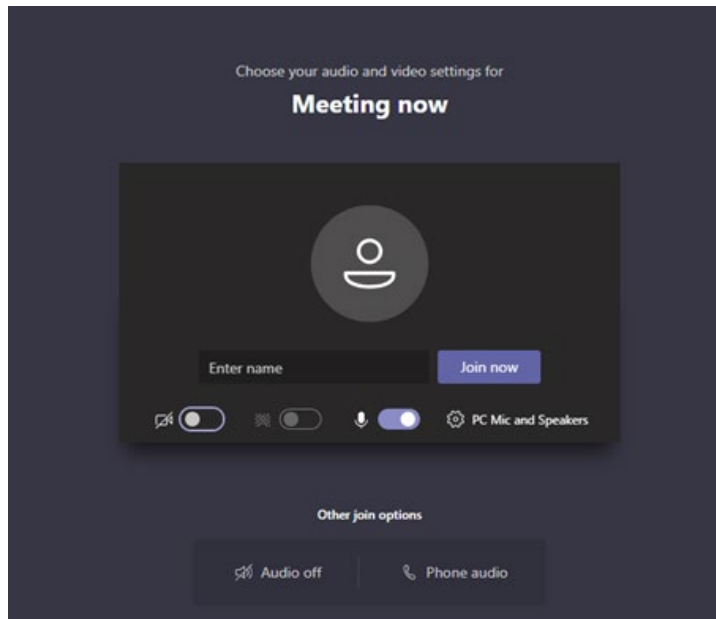
Always allow teams.microsoft.com to open links of this type in the associated app

Open Microsoft Teams

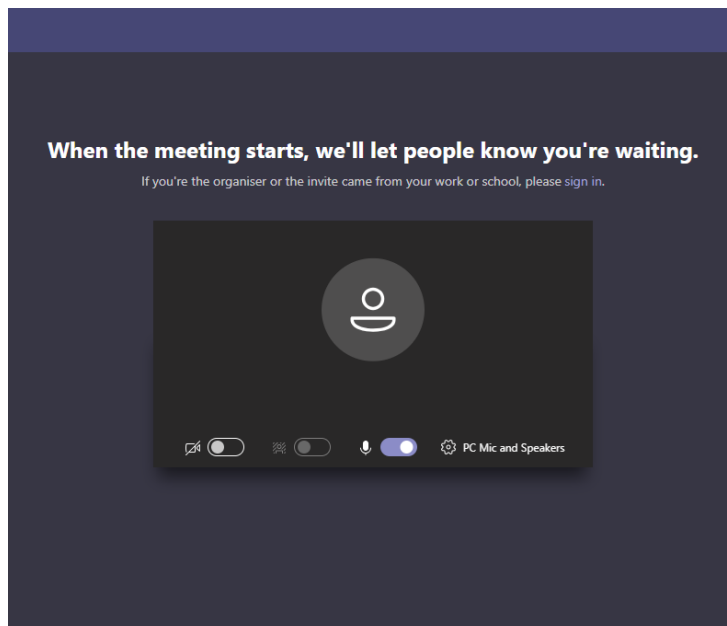
Cancel

- Teams will be launched, enter your name, and click on 'Join Now'.

Guidance for candidates on joining interviews on MS Teams




- You will be held in the Lobby until someone in the interview grants you access



- Ensure the toggle for microphone and audio are switched on.

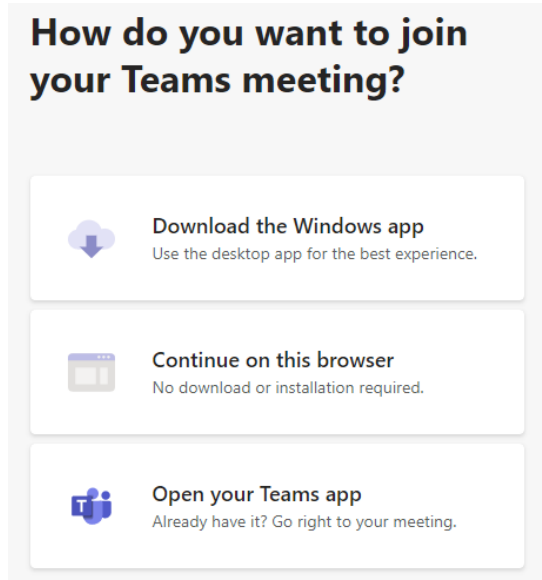


- You can blur your background to minimise distractions, click on the three dots , and select 'Start video with blur'

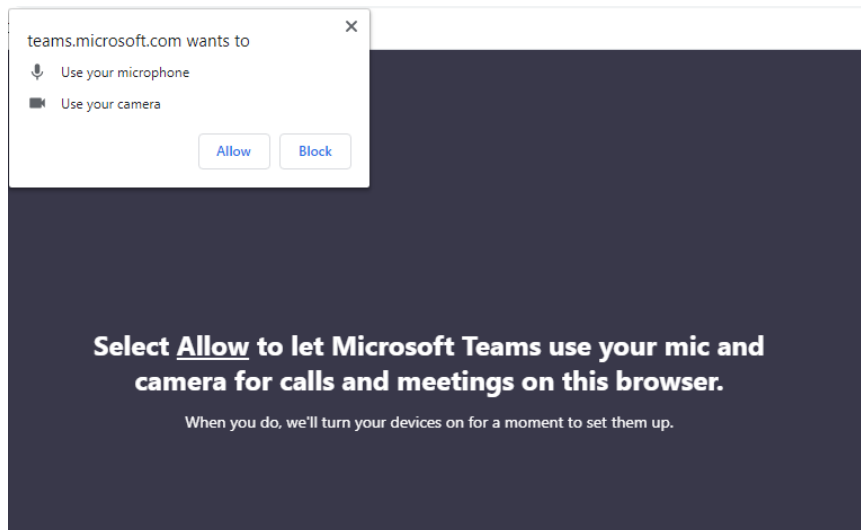
Guidance for candidates on joining interviews on MS Teams

Using Browser version of Teams

- If you do not have the Microsoft Teams App installed on your PC or laptop, click on the 'Continue on this browser'

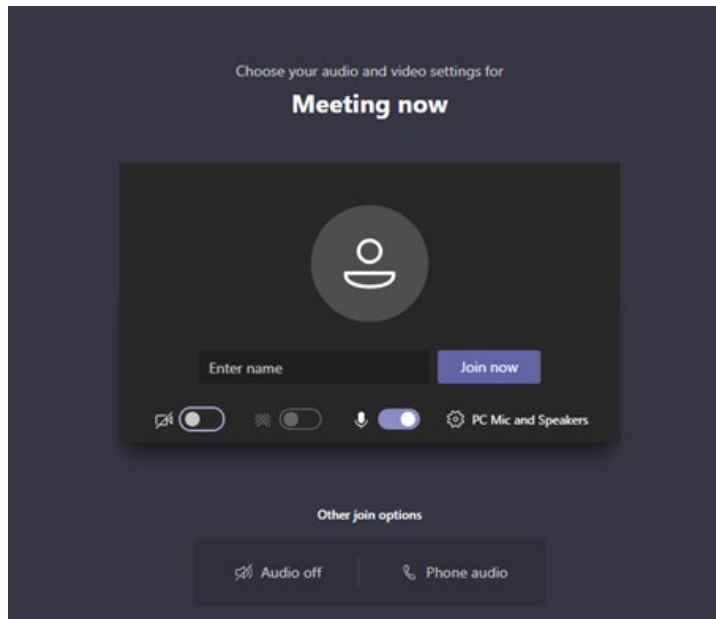


- You may be asked to allow Microsoft Teams to use your mic and camera – Click 'Allow'

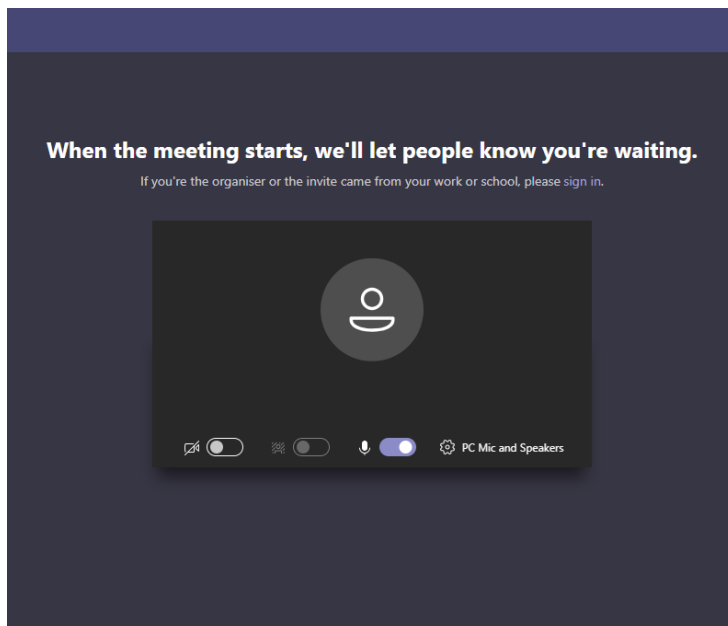


- Enter your name when prompted and click 'Join now'

Guidance for candidates on joining interviews on MS Teams




- You will be held in the Lobby until someone in the interview grants you access



- Ensure the toggle for microphone and audio are switched on.



- You can blur your background to minimise distractions, click on the three dots , and select 'Start video with blur'

Guidance for candidates on joining interviews on MS Teams

Joining a call on Microsoft Teams from a Smart Phone/Tablet (External User)

- Install the Microsoft Teams App on your device if you have not already done so. You can find it by searching 'Microsoft Teams' on your app/play store.
- and open the email named Interview Invite (MS TEAMS) Job title
- Click on the [Click here to join the meeting](#) link in the email.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

- The Microsoft Teams app on your device will launch.
- Click 'Join as a guest'

Microsoft Teams



Meeting time!
How would you like to join?

Join as a guest

[Sign in and join](#)

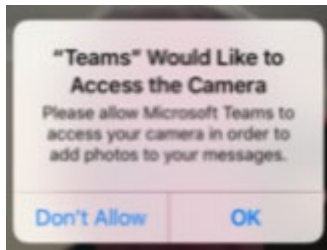
- Enter your name when prompted and click 'Join Meeting'

Guidance for candidates on joining interviews on MS Teams

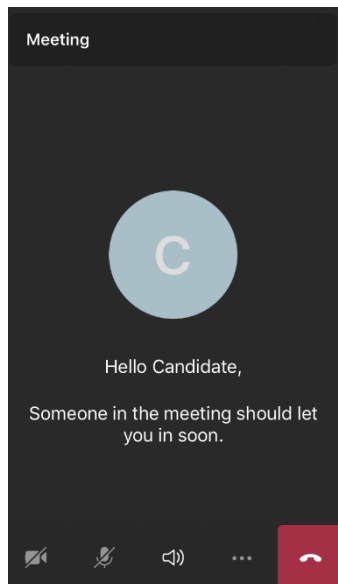


Type your name, then select Join meeting.

- You may be asked to allow Microsoft Teams to use your mic and camera – Click 'OK'

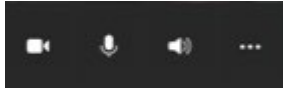


- The following will be displayed. You will be in the lobby until someone in the meeting admits you.



- Once you have been admitted into the meeting, ensure the toggle for video and microphone are on.

Guidance for candidates on joining interviews on MS Teams



- You can blur your background to minimise distractions, click on the three dots



, and select 'Start video with blur'

Please Note: We assure you that your interview will NOT be recorded. However, if you choose to use the chat function this will be retained for auditing purposes.