How to set up virtual interviews

Contents

Before hosting an interview, we recommend that you practice hosting meetings to ensure that you are comfortable with the technology and guidance. Technical issues should be resolved before the meeting and good practice would be to have a 'test' interview session with candidates so that candidates have the opportunity to test their own IT equipment and know what to expect.

If you prefer, you may wish to think about having someone other than the chair of the interview panel doing the meeting hosting – so the panel can concentrate on the interview and not be distracted by operating the technology.

Schedule an interview using Outlook

In Outlook, click on the calendar icon at the bottom of the left hand side.
Select New Teams Meeting

Select **Private**. This will ensure that the name of the person you are sending the meeting request will not be displayed in your calendar.
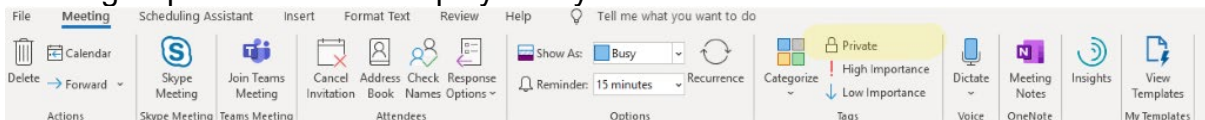
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Enter **Title** – this should be formatted as Interview – Job Title
Enter the candidate email address in the **Required** field
Complete the date, time and length of meeting as appropriate. This auto-completes to the current date and time so please make sure you edit this. We recommend you leave 15 minutes minimum between interviews to allow for over-running and comfort breaks.

You do not need to include the link to the meeting (shown below), this will be added automatically for you.

Microsoft Teams meeting

Join on your computer or mobile app
Click here to join the meeting

Learn More | Meeting options

Click **Send** in the top left corner to send the meeting request.
If the participant has Office 365, they will be able to join through their own Teams app. If they do not have Teams, they will get an email invite to be a guest through their web browser.
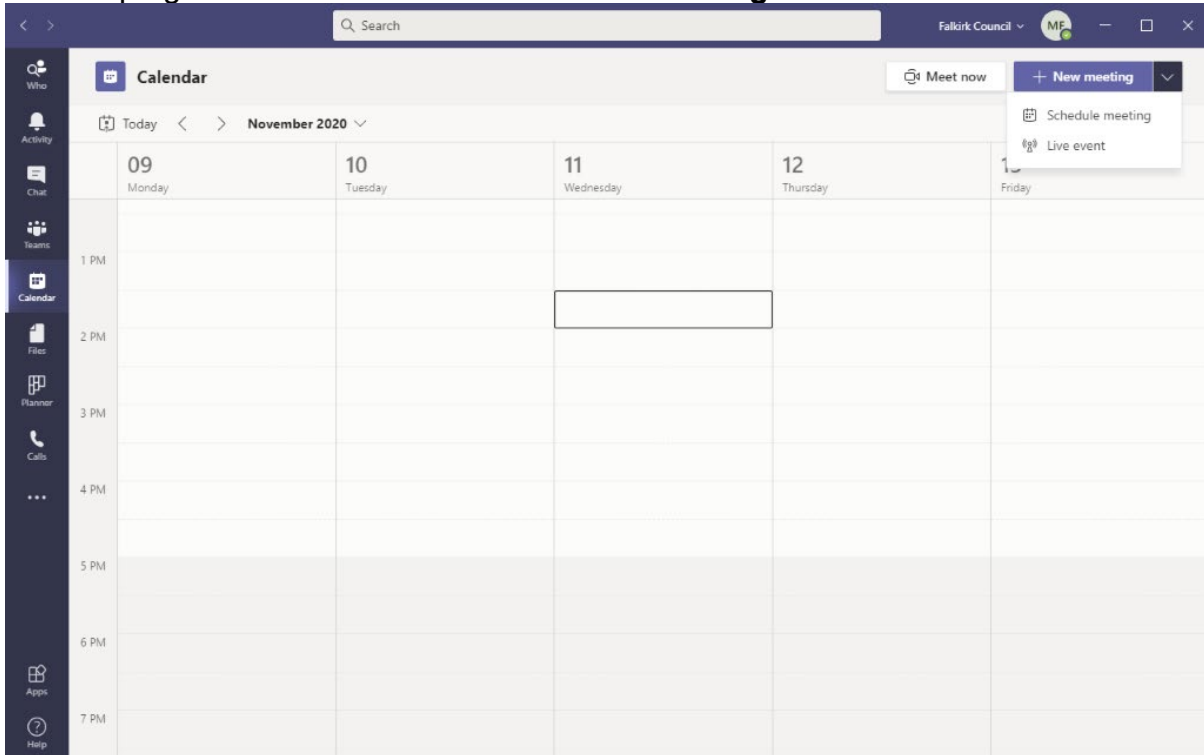
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Schedule an Interview using Teams

In Microsoft Teams, click on your **calendar** on the navigation bar on the left. If the calendar icon is not visible, click on the … to open the Find an App dialog and your calendar should be listed in the top section.
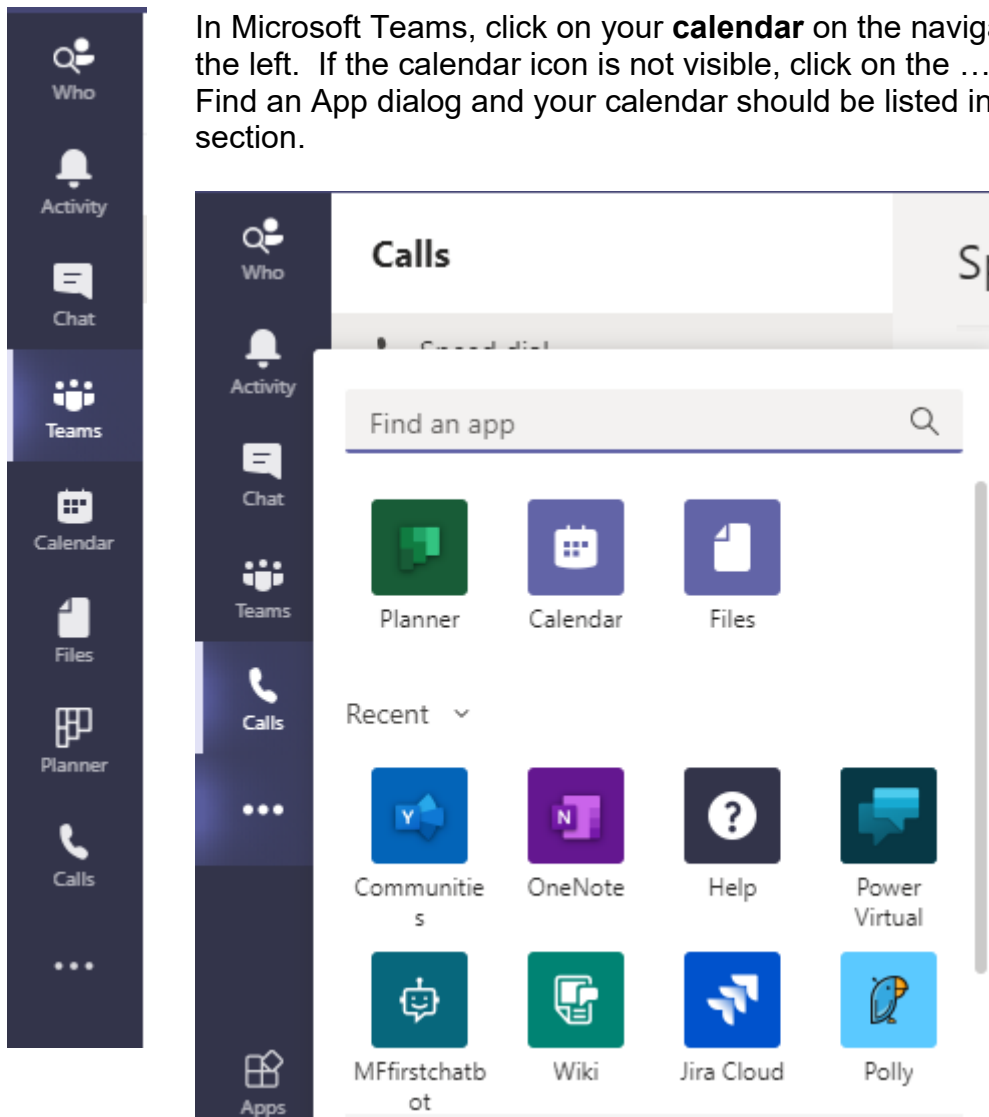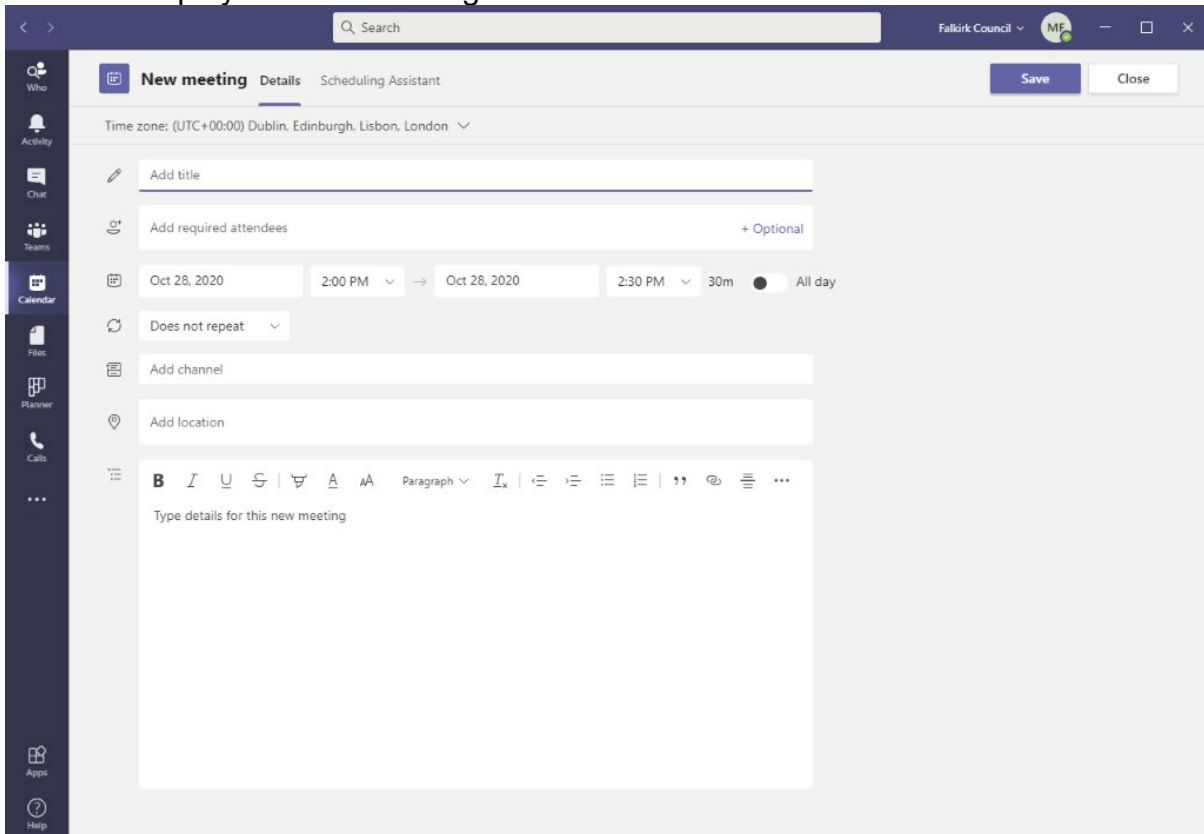
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Your calendar will be displayed. Click on the arrow next to the **New meeting** button in the top right corner and click on **Schedule meeting**:

This will display the new meeting form:

Enter **Title** – this should be formatted as Interview – Job Title

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Enter the candidates email address in the **Add required attendees** box
Please note, for internal Falkirk Council email addresses, as you type the email, a search will automatically be performed of all Falkirk Council email addresses available in Office 365, when the correct email is displayed you can simply click on the email address for it to be added. For external candidates, you will need to type their full email address. No search will be performed.

Complete the date, time and length of meeting as appropriate. This auto-completes to the current date and time so please make sure you edit this. We recommend you leave 15 minutes minimum between interviews to allow for over-running and comfort breaks. In the **Type details for this meeting** box, attach the guidance to the candidate on how they join the meeting.

You do not need to include the link to the meeting (shown below), this will be added automatically for you.

Microsoft Teams meeting

Join on your computer or mobile app
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Click **Send** in the top right corner to send the meeting request.
If the participant has Office 365, they will be able to join through their own Teams app.
If they do not have Teams, they will get an email invite to be a guest through their web browser.

Join an interview
To join an interview, click on the Calendar tab, find the meeting in the diary you wish to join and click **Join**.
We recommend you start the meeting 10 minutes before the scheduled time so you are there before the candidate joins.
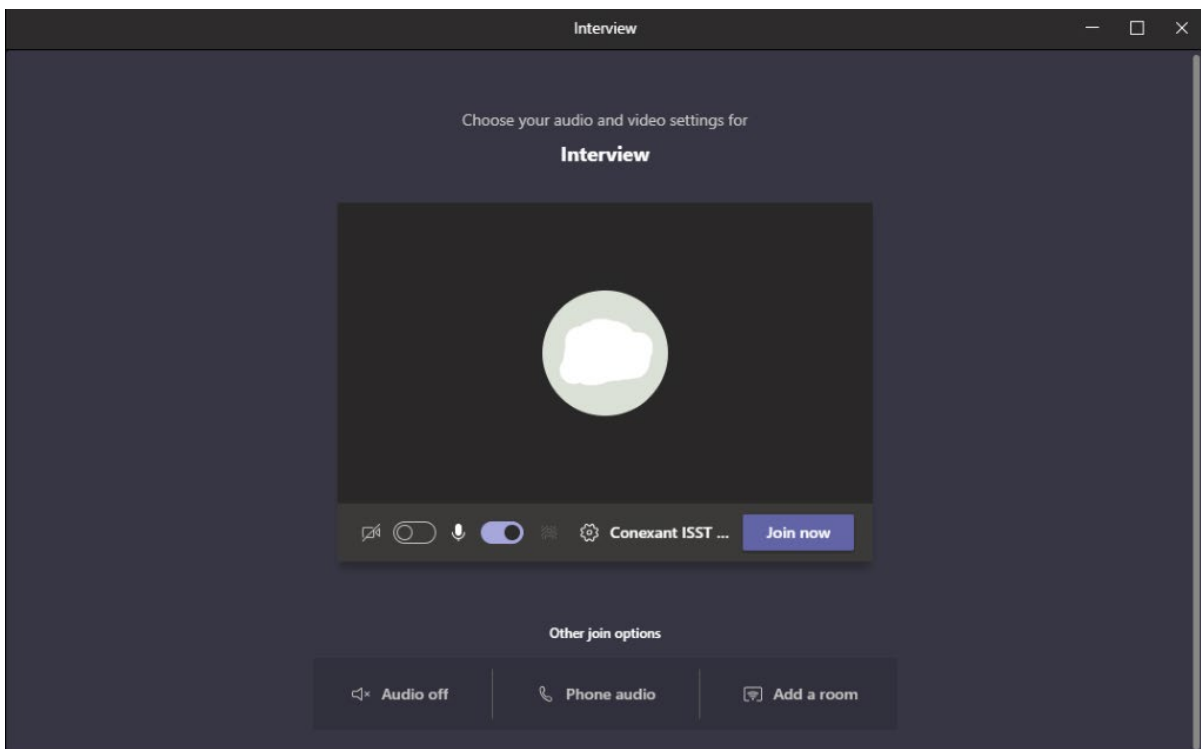
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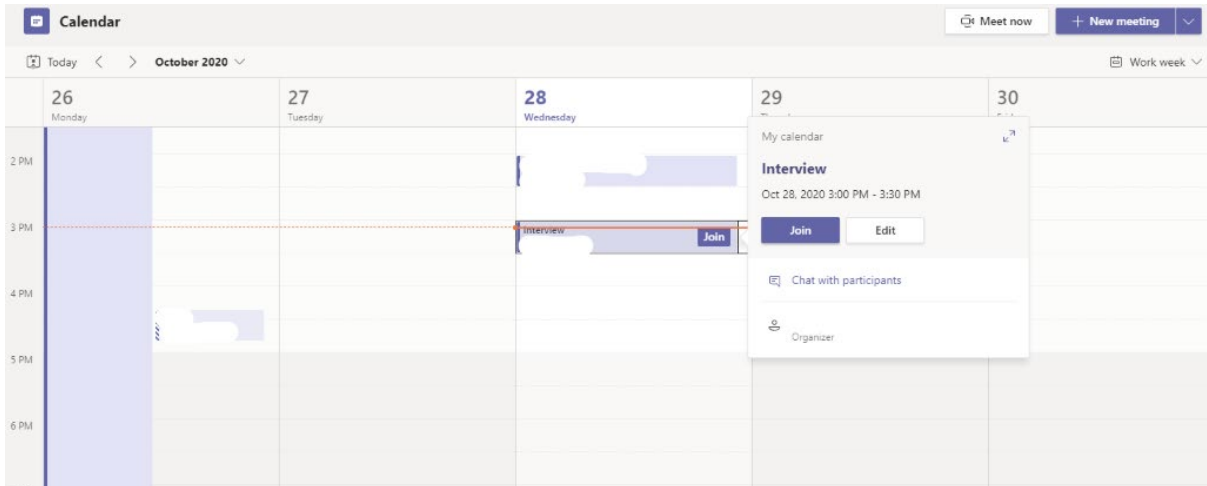
Ensure your video and microphone options are switched on and click **Join now**.
You may also wish at this point to blur your background so that there are fewer distractions. To do this, click on the ellipses in the task bar:


And select **Apply background effect** from the menu and choose **Blur** from the background menu options.
Please do not use any other background effect.

When the candidate joins the meeting, they will get a message to saying **Someone in the meeting should let you in soon**.

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On your screen you will be prompted that the candidate is waiting in the lobby:
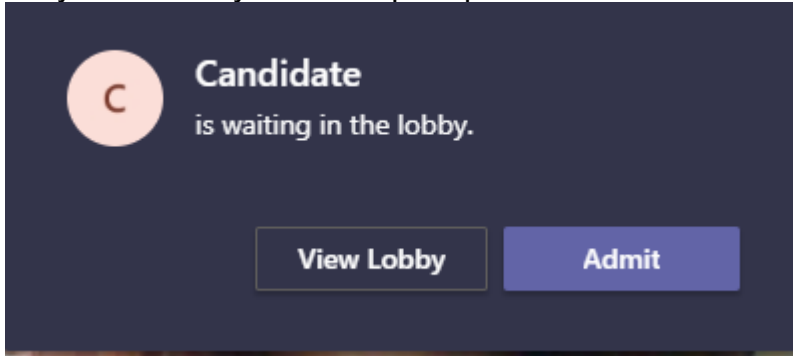
Click on the **Admit** button.
Please note – the above box will display the name the candidate entered when they joined the meeting and not 'Candidate'.
Do not record the meeting.

When the interview is over, click on the red **Leave** button on the task bar to end the meeting.