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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

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					مه		Address Book
New New New	New Skype New	Teams Today Next 7	Day Work Week M	Month Schedule	Add Share		Entrances book
Appointment Meeting ~ Items ~	Meeting Me	eting Days	Week	View Cal	lendar 🗸 Calendar 🗸		
New	Skype Meeting Seams	Meeting Go To IS	Arrange	5 1	Manage Calendars	Groups	Find

Select **Private**. This will ensure that the name of the person you are sending the meeting request will not be displayed in your calendar.

Image: Source of the	Show As: Busy Recurrence	Categorize	Dictate	Meeting In Notes	sights View
Actions Skype Meeting Teams Meeting	Options	Tags		OneNote	Templates My Templates

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 <u>Click here to join the meeting</u>

Learn More Meeting options

Click **Send** in the top left corner to send the meeting request.

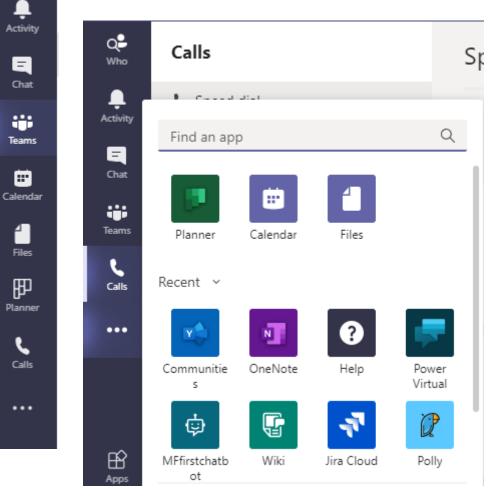
If the participant has Office 365, they will be able to join through their own Teams app. If they do not have Teams, they will get an email invite to be a guest through their web browser.

#### Schedule an Interview using Teams

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Who

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.



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**:

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This will display the new meeting form:

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tiji Teams	qq	Add required attendees + Optional			
E Calendar	ţ.	Oct 28, 2020 2:00 PM → Oct 28, 2020 2:30 PM > All day			
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(?) Help					

Enter Title - this should be formatted as Interview - Job Title

Version 1 – December 2020

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 <u>guidance to the</u> <u>candidate on how they join the meeting</u>.

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 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.

E	Calendar				Q4 Meet now	+ New meeting $~~$
٤	Today < > October 202	• •				🖾 Work week 🗸
	26 Monday	27 Tuesday	28 Wednesday	29	30 	
PM				My calendar Interview Oct 28, 2020 3:00 PM - 3:30 PM		
PM PM			Interview	Join Edit		
	i -			e Organizer		
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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.

Interview	- 🗆 ×
Choose your audio and video settings for Interview	
🅫 🔘 🌷 💽 🕷 Conexant ISST Join now	
Other join options	
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When the candidate joins the meeting, they will get a message to saying **Someone** in the meeting should let you in soon.

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.