Tips for Virtual Interviews – Microsoft Teams

PREPARING FOR YOUR UPCOMING VIRTUAL INTERVIEW:

- Download the TEAMS App to your computer/mobile device via the Microsoft TEAMS App link.
- If you are unable to install TEAMS, there is an option to open TEAMS in your web browser; however, we recommend using the TEAMS App as this ensures that you have access to all the features.
- Please note the preferred browsers are Microsoft Edge and Google Chrome.
- Test that the TEAMS App is working.
- You will receive an email with a Microsoft TEAMS meeting ID# prior to your interview.
- Confirm that your webcam and microphone are working properly in your chosen browser.
- Test your internet connection to ensure it is strong and working.
- If using headphones, make sure they are connected and selected prior to the start of your interview.
- If you need any accommodations or are concerned about Microsoft TEAMS not being fully accessible for you, please discuss your accessibility request with your Recruiter.

ON THE DAY OF YOUR INTERVIEW:

- If you are using a laptop, mobile device, or tablet, ensure your device is fully charged prior to the interview.
- Conduct your interview in a well-lit and quiet environment that is as free of any distractions as possible.
  - With many of us having to work from home while taking care of our families, we understand that quiet space can be challenging to find, for you as well as for the interviewers.
  - While we encourage you to find a space where you can focus and not be interrupted, do not be too stressed about it, we are all in this together!
  - It is OK if your dog barks during an interview!
- TEAMS offers virtual/blurred backgrounds - run a test and select a background which is suitable for an interview.
  - Join the interview - click on the 'More Actions' tab on the control bar; then choose 'Show Background Effects'
- Switch your other devices onto silent mode; however, if possible, have your phone nearby. We may have technical difficulties and attempt to reach you by phone/email.
- If you are joining the TEAMS interview via an external email invite, candidates will have to be admitted into the interview by the Recruiter.
  - At times, there may be a delay due to an interview running longer- if this occurs, you will be late being admitted to the interview appointment.

- Please stay in the que and wait to be admitted (think of it like waiting in the virtual 'lobby').

BE VIRTUAL INTERVIEW READY:

- Treat a virtual interview as seriously as you would if you were attending the interview in-person.
- Be mindful of your body language; nod, be engaged, and do not forget to smile!
- Speak to the camera, not the screen.
- Dress appropriately; it is recommended that you treat a virtual interview the same as an on-site interview.
- It is recommended that you use video for the interview for better interviewer engagement.
    - We also understand that there are times when internet bandwidth can be causing issues and when it might need to be turned off.
- If you experience technical difficulties during your interview, close the TEAMS App and re-join.
- On TEAMS, if you still have trouble connecting, dial in from your phone using the toll-free number in the interview invite.
- If you are still unable to connect after following the above troubleshooting steps, email or call your Recruiter immediately.