

Remote interviews using Microsoft Teams

If your candidate doesn't have a PC or laptop, you may need to consider audio conferencing. Request this from the IT Service Desk.

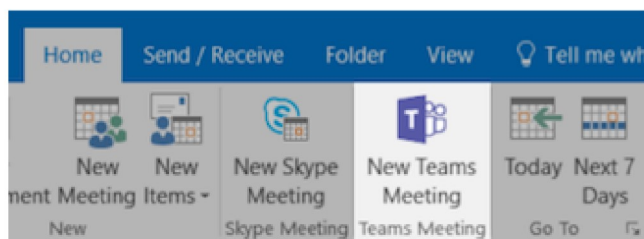
Process for arranging interviews

- Panel shortlists and Convenor submits the Interview Details form to the Recruitment team (vacancies@st-andrews.ac.uk)
- Recruitment team draw up timetable and returns it to the panel
- Recruitment team notifies candidates that they are to be invited to interview and alert them to the format of the interview (for example, a presentation)
- Convenor (or delegated authority) creates interview appointments for each candidate in Teams

Create interview appointments in Outlook

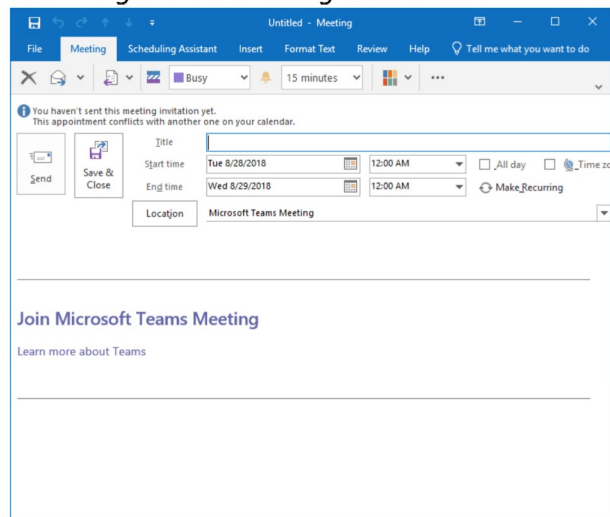
Create a separate appointment for each interview slot.

To schedule a meeting, open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.



- Enter your candidates email address in the **To** field.
- Enter the email addresses of the staff members on the interview panel in the **Optional** field, including any external panel members.
- Attach any files that you want to share with the candidate.
- Enter the interview details, including time, date and additional information as you would normally.

This will generate meeting details and a **Join** link for the candidate to use.

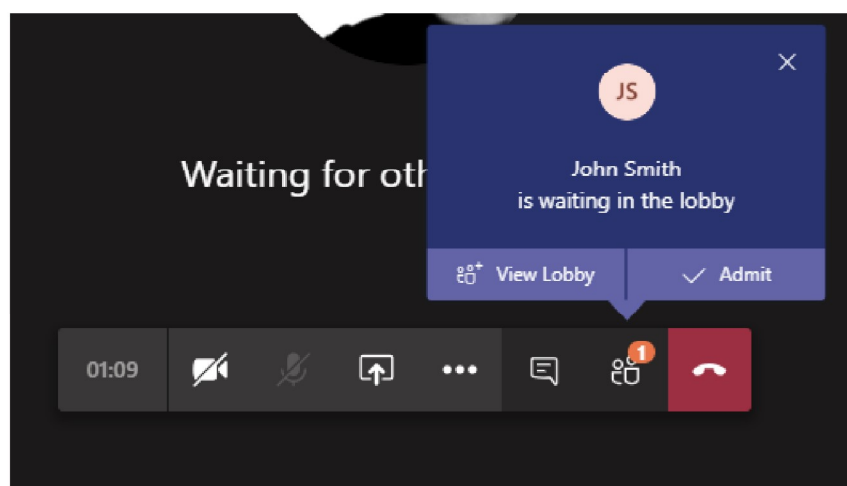


If you require staff or students to sit in on the presentation, create a separate appointment for this and invite the additional viewers to the **Optional** field.

During the presentation, you may wish to advise viewers to enter questions into the chat pane.

Join the interview as a panel member

- Download the Teams desktop app before the interview if you haven't already. This allows you to perform a [test call](#) beforehand to check your audio and video settings.
 - Panel members should aim to join the meeting at least 5 minutes ahead of the scheduled interview time.
 - If a panel member is external, they may need to join on the web as a guest. This is the same as the candidate. See the candidate guide for details.
 - If there are two or more panel members joining the meeting from a video conference room, like the Master's Room, please contact the IT Service Desk for support.
1. Once your panel members have joined the meeting, you can wait for your candidate to join. They will be placed in a lobby and you'll need to let them into the meeting by selecting **'Admit.'**

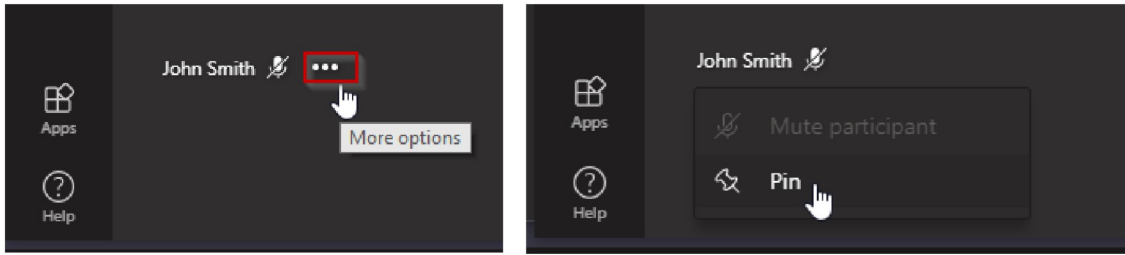


2. You should be able to see and speak to your candidate. Try not to attach files to the meeting or use the chat (instant message) pane, as these won't be easily accessible to the candidate afterwards.

During the interview

Each panel member should:

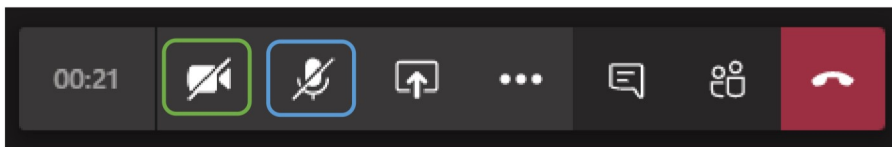
- introduce themselves at the start of the interview
- pin the candidates view within Teams so they are always visible regardless of who is talking



Beforehand, agree in what order you will introduce yourselves, ask interview questions and any follow up questions if the candidate needs to deliver a presentation.

While the candidate delivers their presentation, you may wish to mute your microphone.

- To mute your microphone, select the microphone icon, outlined in blue.
- To turn off your webcam, select the webcam icon, outlined in green.



Ending the interview

Once the interview has ended, you can advise the candidate to leave the interview by selecting the red phone icon on their toolbar or by closing their browser.

Make sure the candidate has left before you start post-interview discussions.

Taking and submitting interview notes

To take notes during the interview, you can:

- Use Microsoft Word and open it on a second monitor
- Write notes on paper if you don't have a second monitor

To submit interview notes to Recruitment following the interview, you can:

- Send a digital copy via email
- Download a scanning app like [Office Lens](#) to upload your handwritten notes as a PDF to your University OneDrive account.

Support

<ul style="list-style-type: none"> • Non-technical interview support 	<p>Human Resources</p> <p>vacancies@st-andrews.ac.uk +44 (0) 1334 461990</p>
<ul style="list-style-type: none"> • Join a Teams meeting from a video conference room (Master's Room) • Request a demo or test run beforehand 	<p>IT Service Desk</p> <p>itservicedesk@st-andrews.ac.uk</p>

<ul style="list-style-type: none">• Technical support	+44 (0) 1334 463333
<ul style="list-style-type: none">• Microsoft Teams	Microsoft support Teams help and learning