

Microsoft Teams for Interviews

OoCIO Office 365 Team



Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service

Content

1. Before the interview

- Schedule meeting
- Meeting Options- 'waiting room'
- Candidate advance information
- Fellow panellist advance information

2. During the interview

- Tech troubleshooting
- Apply background effects
- Share screen
- Attendance list
- Live captions

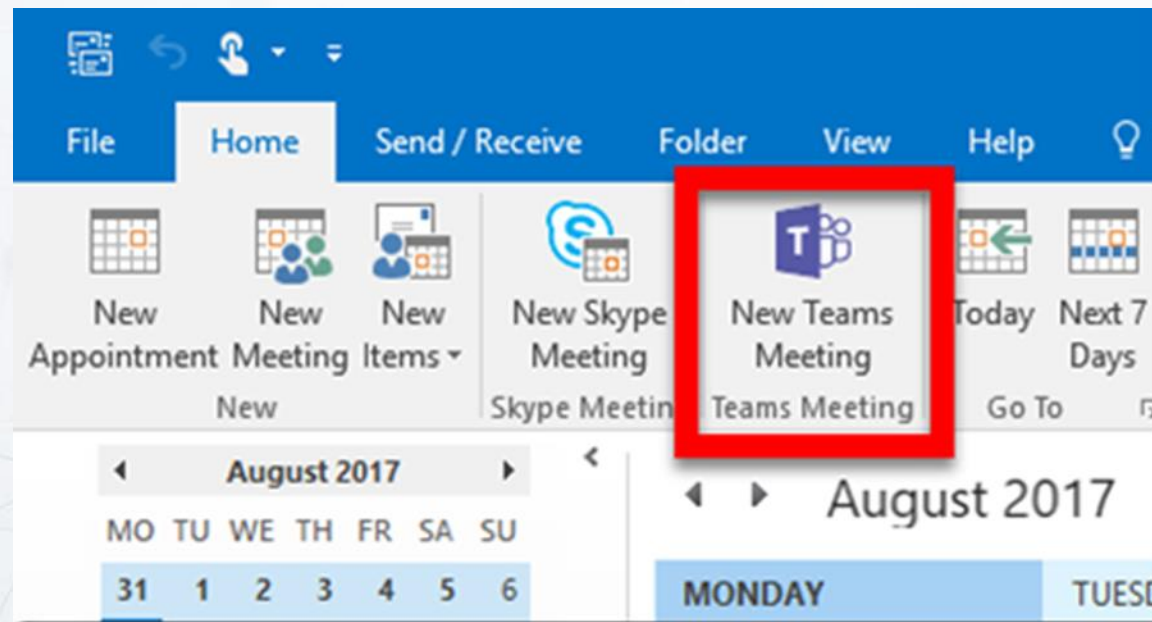
3. Privacy and Protocol

- Data protection- privacy
- Interview Protocol

Schedule meeting

You can schedule a Teams meeting with anyone who has an internet connection; the candidate does **not** need to have Microsoft Teams.

1. In your **Outlook Calendar**, choose the 'New Teams meeting' icon



Schedule meeting

2. Enter email addresses of invitees; select date and time, and add cover note

Invitations have not been sent for this meeting.

To... jane.bloggs

Subject: Interview for Clinical Project X

Location: Microsoft Teams Meeting

Start time: Thu 05/11/2020 10:00 All day event

End time: Thu 05/11/2020 10:30

Dear Jane,

As per previous email, we are delighted to invite you to attend for interview on Thursday, November 11th at 10am.

As noted, the interview will be conducted via Microsoft Teams- you do not need to have MS Teams installed; simply click the below link 5 minutes before the interview time.

In advance of the meeting, please ensure your internet connection, and audio and video tools are working correctly- you can click into the below meeting link at any point before the meeting to check same

Please note that by agreeing to attend the interview meeting, you will be deemed to have consented, as defined under GDPR, to sharing your name for purposes of meeting participation

Microsoft Teams meeting

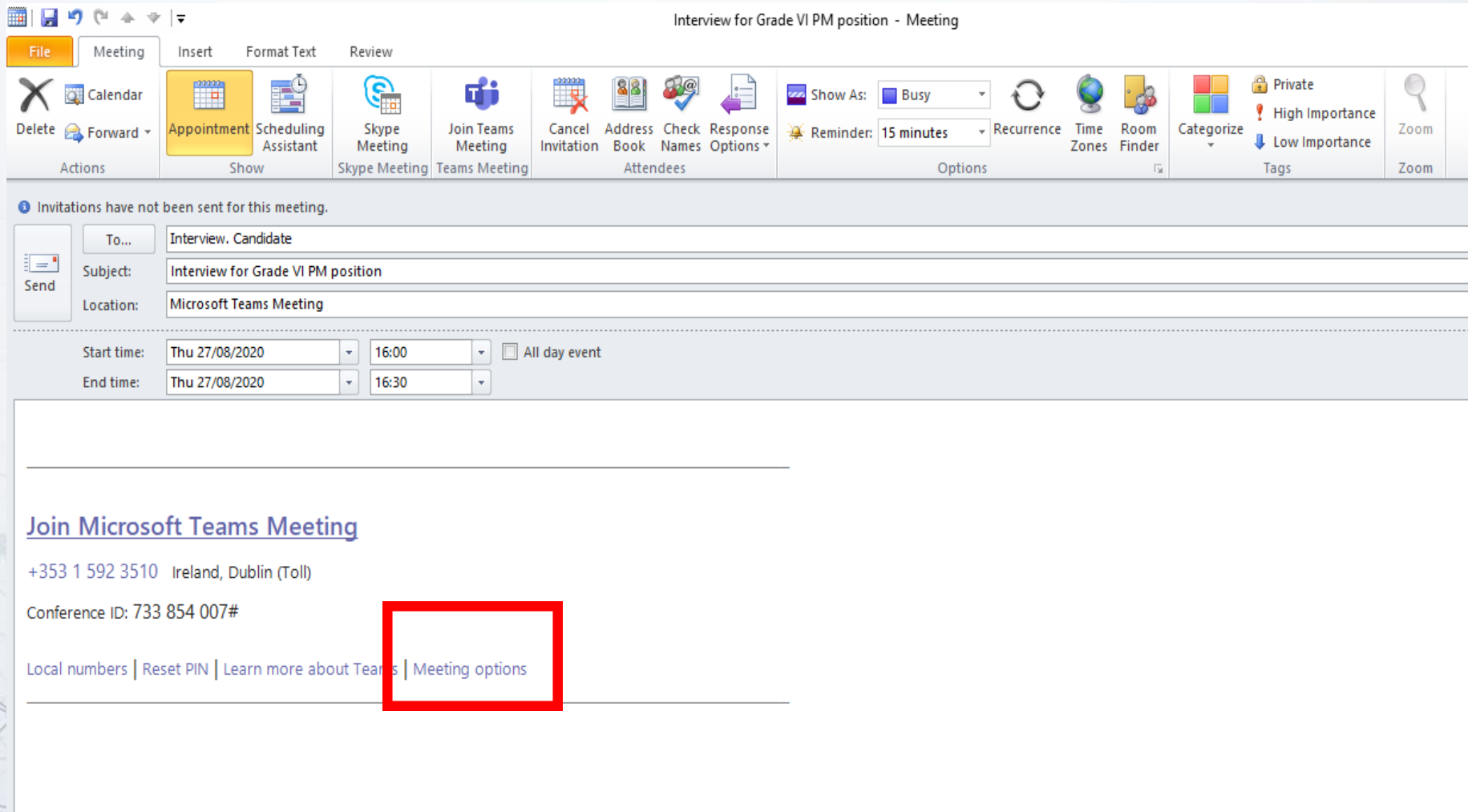
Join on your computer or mobile app
[Click here to join the meeting](#)

Tip (if you can't see 'New Teams Meeting' icon in Outlook...)

- Download the Microsoft Teams App to your Desktop
- Exit Outlook and Teams (not minimise, exit) + log out/shut down your computer
- Restart + log back in
- Open Teams via app first and sign in
- Open Outlook
- The 'Set up a meeting in Teams' icon should now appear under 'New appointment'

Meeting options; before you send the invitation..

Use the 'Meeting Options' to configure settings before you send the meeting invitation.



The screenshot shows the Microsoft Outlook interface for creating a meeting invitation. The title bar reads "Interview for Grade VI PM position - Meeting". The ribbon includes "File", "Meeting", "Insert", "Format Text", and "Review". The "Meeting" tab is active, showing options like "Appointment", "Scheduling Assistant", "Skype Meeting", "Join Teams Meeting", "Cancel Invitation", "Address Book", "Check Names", "Response Options", "Show As" (set to "Busy"), "Reminder" (set to "15 minutes"), "Recurrence", "Time Zones", "Room Finder", "Categorize", "Private", "High Importance", and "Low Importance".

Below the ribbon, a message box states: "Invitations have not been sent for this meeting." The "Send" button is visible on the left.

The meeting details are as follows:

- To: Interview. Candidate
- Subject: Interview for Grade VI PM position
- Location: Microsoft Teams Meeting
- Start time: Thu 27/08/2020, 16:00
- End time: Thu 27/08/2020, 16:30
- All day event:

The meeting content includes a link to "Join Microsoft Teams Meeting" and the following information:

- +353 1 592 3510 Ireland, Dublin (Toll)
- Conference ID: 733 854 007#
- Local numbers | Reset PIN | Learn more about Teams | Meeting options

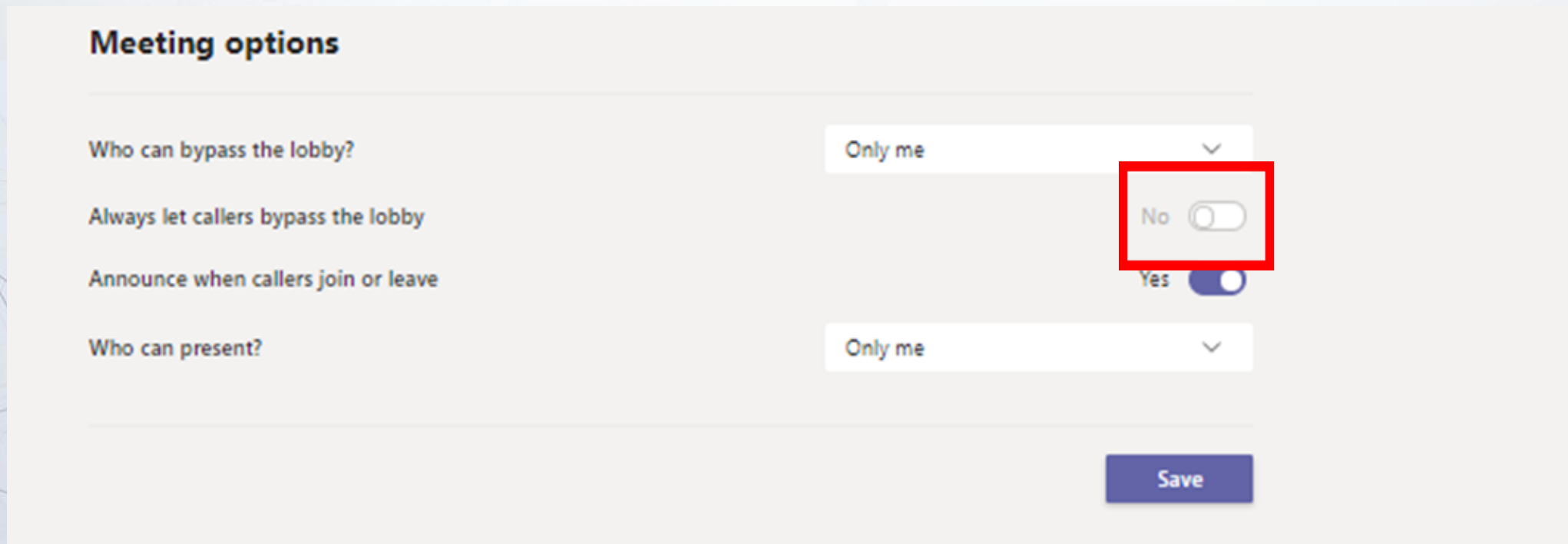
The "Meeting options" link is highlighted with a red rectangular box.

Meeting Options; before you send the invitation...

For example, it may be useful to set up the meeting so that all interviewees must:

- wait in lobby (e.g. while you discuss questions with fellow panellists)
- be announced when they join or leave

You may decide that only you or certain named panellists can present OR depending on the type of interview, you may want the interviewee to be able to present material; choose 'everyone' as appropriate



Meeting options

Who can bypass the lobby? Only me

Always let callers bypass the lobby No

Announce when callers join or leave Yes

Who can present? Only me

Save

The screenshot shows a 'Meeting options' form. The 'Who can bypass the lobby?' dropdown is set to 'Only me'. The 'Always let callers bypass the lobby' toggle is set to 'No' and is highlighted with a red box. The 'Announce when callers join or leave' toggle is set to 'Yes'. The 'Who can present?' dropdown is also set to 'Only me'. A 'Save' button is at the bottom.

Meeting options; before you send the invitation...

Meeting options

Who can bypass the lobby? Only me 

Always let callers bypass the lobby No 

Announce when callers join or leave Yes 

Who can present? Only me 

[Save](#)

Candidate information

Advise the candidate to check their

- internet connection
- audio/video settings in advance of interview
- Again, remember that the candidate/panellist **does not** need to download MS Teams; they simply need to click the link that you send him/her
- Note: highlight the phone number option on meeting invitation to the candidate –in case they have any unexpected network problems.

'Waiting room' options for 10am meeting

Option 1

Meeting invitation for both candidate and panellists is 10am.

Lobby- as per previous slides, set up the lobby in **Meeting Options** so that candidates must wait to be admitted- e.g. panellists discuss CV from 10 to 10.10 and then admit candidate. Advise candidate in advance of meeting invitation that they may be waiting in lobby for a few minutes and will be admitted.

Pro: simplest option- one invitation

Option 2

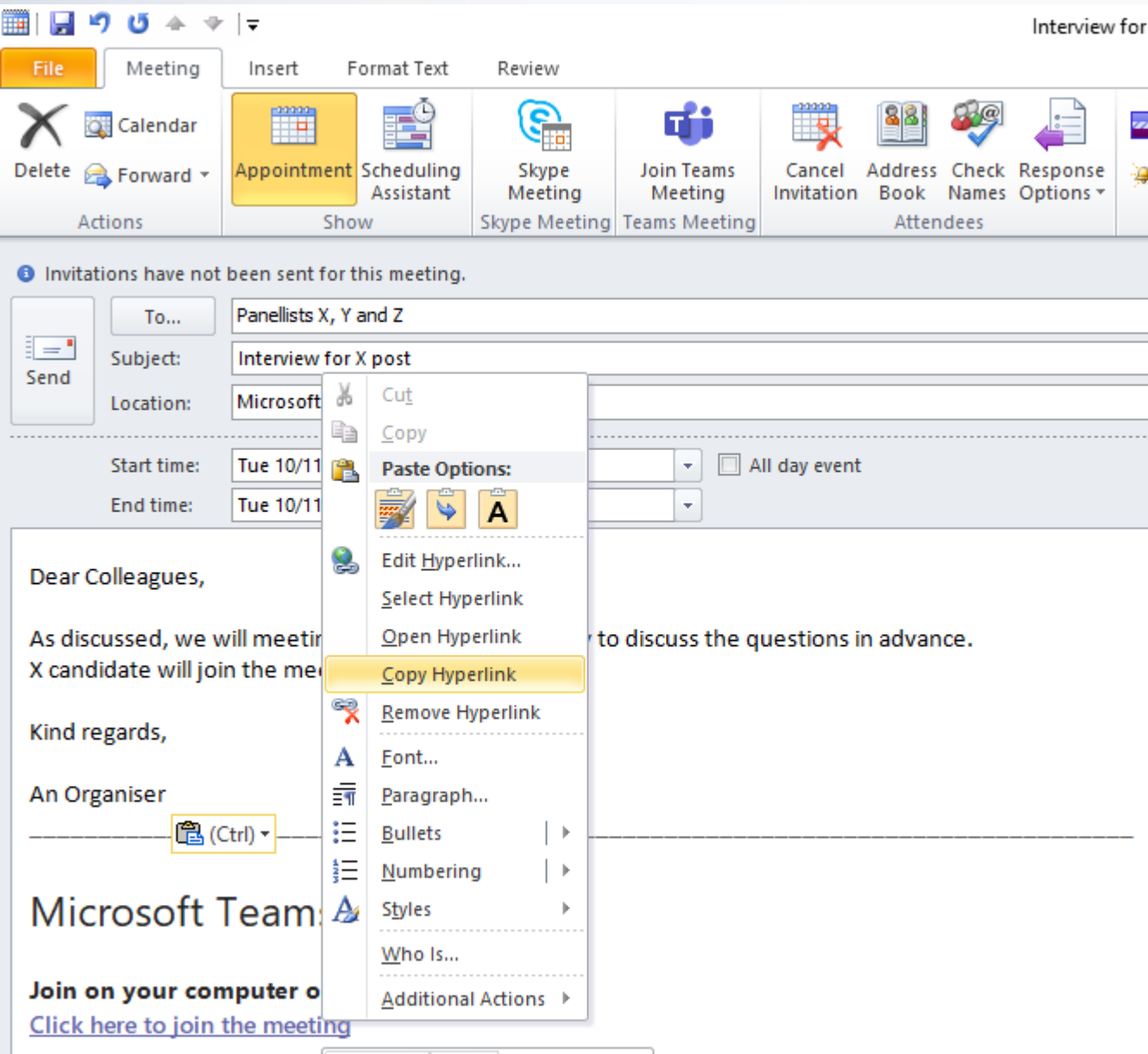
Meeting invitation sent to panellists is 10am; candidate gets a separate communication about later time for the same meeting

Schedule the meeting in MS Teams for **10 am** with fellow panellists.

Then copy the meeting link(see next slide) and advise the *candidate* in the cover email that the meeting is at **10.15**- this allows 15 minutes discussion and the candidate just joins the meeting that is already underway

Pro: panellists stay in same meeting – focus maintained

Option 2; copy hyperlink- steps



1. Right click on 'Click here to join meeting text'
2. Select 'copy hyperlink'
3. Paste the hyperlink in to an email or 'ordinary' meeting invitation to the candidate
4. Candidate will join the same meeting; later time

'Waiting room' options for 10am meeting

Option 3

Create 2 separate MS Teams meeting invitations- the first from 10-10.15 (panellists) and the second to include the candidate from 10.15 to end. Advise panellists that first meeting is only to review CVs/housekeeping etc.

Pro: no risk that 'chat' text from first part of meeting is visible to candidate in second part of meeting.

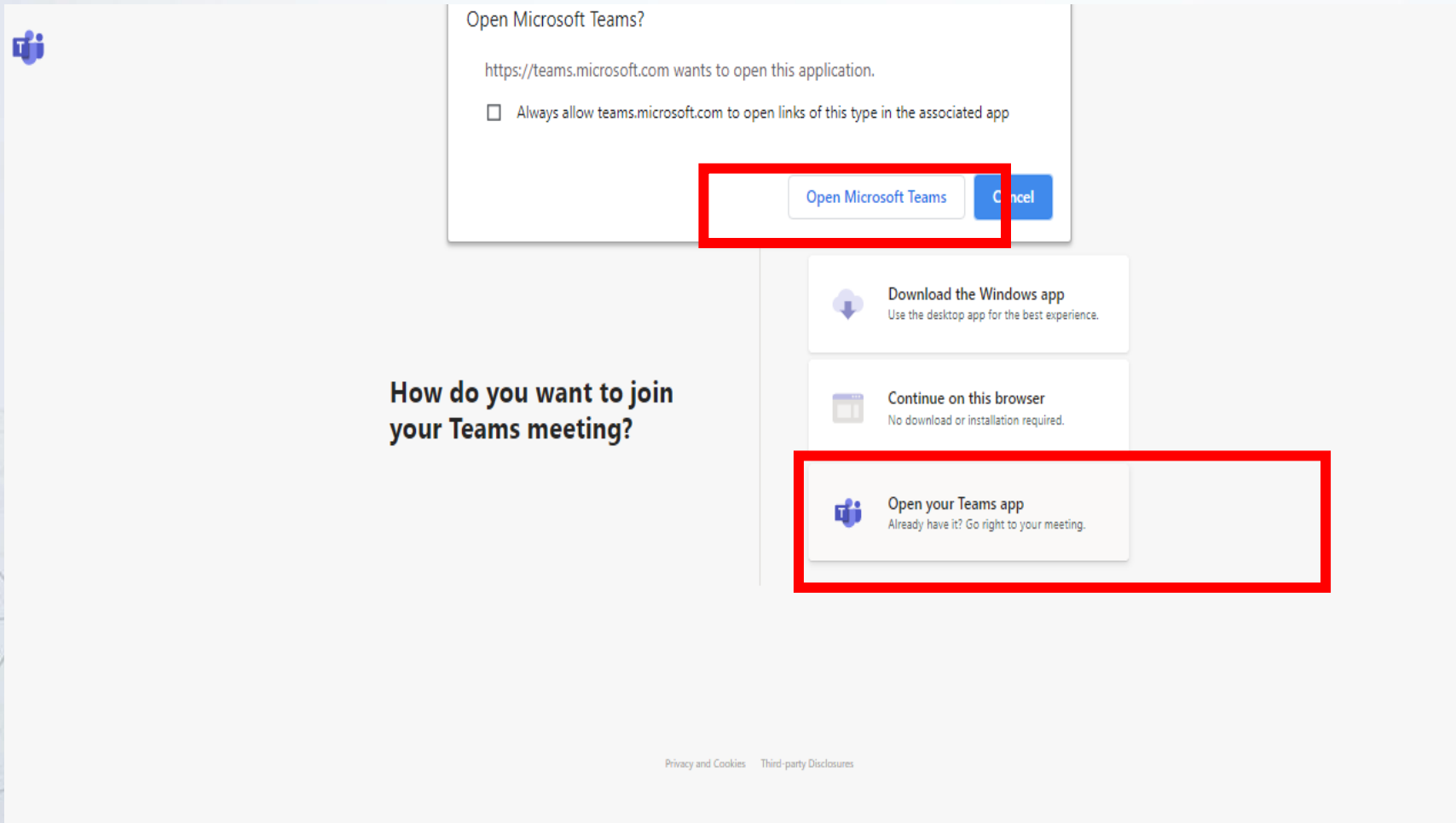
During the interview...



Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service

How do I get 'in' to Teams?



The screenshot shows the Microsoft Teams interface. At the top left is the Teams icon. A dialog box titled "Open Microsoft Teams?" is displayed, asking if the user wants to open the application from a link. It includes a checkbox for "Always allow teams.microsoft.com to open links of this type in the associated app" and two buttons: "Open Microsoft Teams" and "Cancel". Below this, a section titled "How do you want to join your Teams meeting?" offers three options: "Download the Windows app", "Continue on this browser", and "Open your Teams app". The "Open your Teams app" option is highlighted with a red box. At the bottom, there are links for "Privacy and Cookies" and "Third-party Disclosures".

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

How do you want to join your Teams meeting?

Download the Windows app
Use the desktop app for the best experience.

Continue on this browser
No download or installation required.

Open your Teams app
Already have it? Go right to your meeting.

Privacy and Cookies Third-party Disclosures

Note: When given an option to use the Teams app or browser, you should use the App as the new Teams functions will generally be available first via the app

Background Effects 1/2



To create a professional interview 'environment' it is recommended that all interview panellists use the same background e.g. HSE or specific function logo/jpeg

1. Identify a suitable image from for e.g. a PowerPoint presentation that you regularly use
OR use the standard HSE jpeg (*see appendix*)
2. Save that image as a jpeg on your machine and upload- *see next slide*

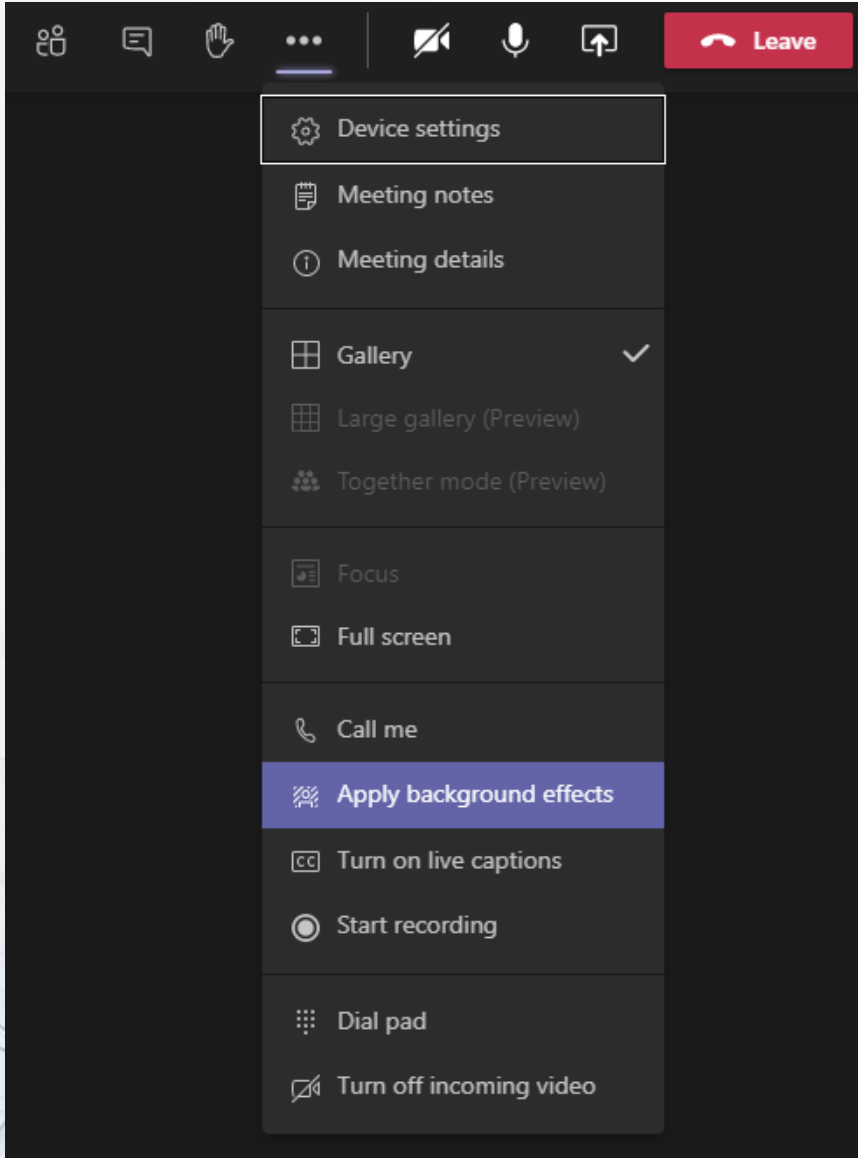
Alternatively you can also 'blur background' so that your surroundings cannot be seen

Background Effects 2/2



3. Go into any meeting link. (It doesn't matter if that meeting has finished or hasn't happened yet)

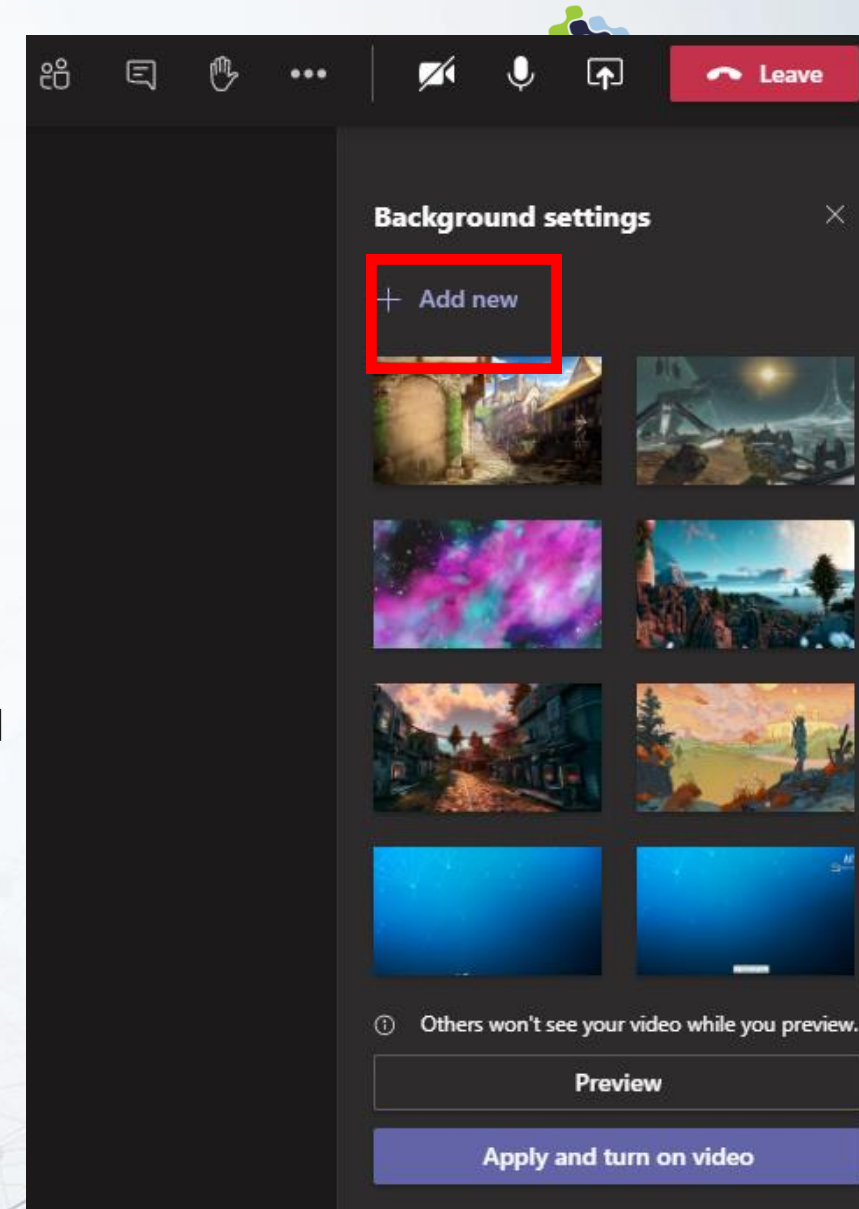
4. In the toolbar, choose 'More Actions' and then 'Apply Background Effects'



5. Choose 'Add New', selecting the jpeg you saved earlier

6. Choose 'Preview' to ensure you are happy with it.

7. Once satisfied, choose 'apply and turn on video'



Manage meetings-tools

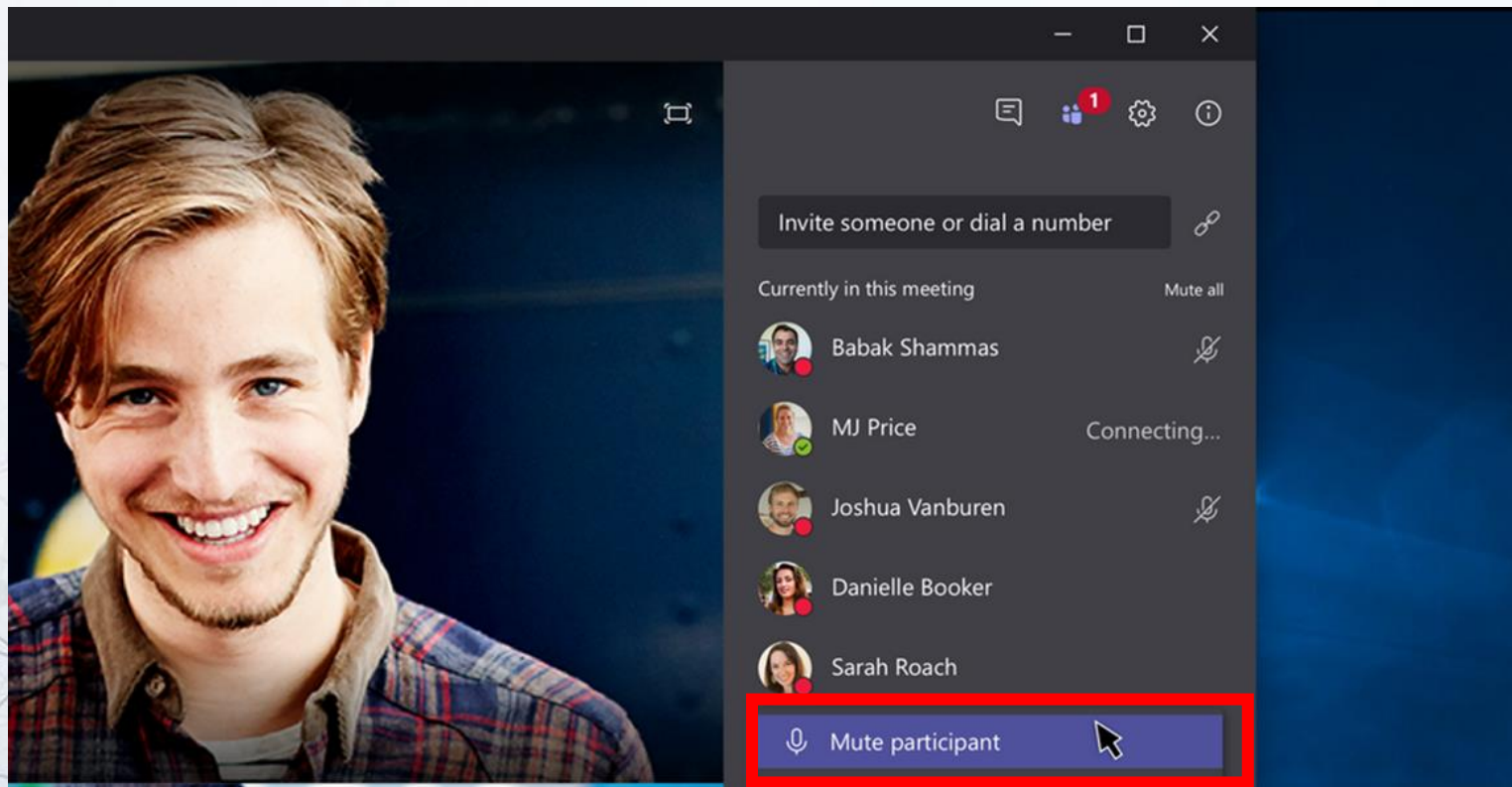
Interview panellists may need to:

- Mute button
- Share your Screen
- Record the Attendance
- Live Captions

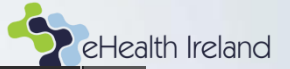
Manage meetings- Mute button!

As the meeting organiser, you will want to ensure that the candidate can be heard.

If, for example a fellow panellist's feed is a source of noise, you can 'mute participant' if they have not done so themselves. Remember that the person must unmute themselves- you cannot do it.



Share screen



00:33

TAB

Use the 'share' tool

Sharing a document from your desktop can give a smoother experience than sharing from a window

Include computer sound

Desktop

Screen #1

Window

TAB | Microsoft Teams
Damien and Sean | Micr...
Join conversation - Goo...
TAB - Meeting Occurrence

PowerPoint Browse

No files available

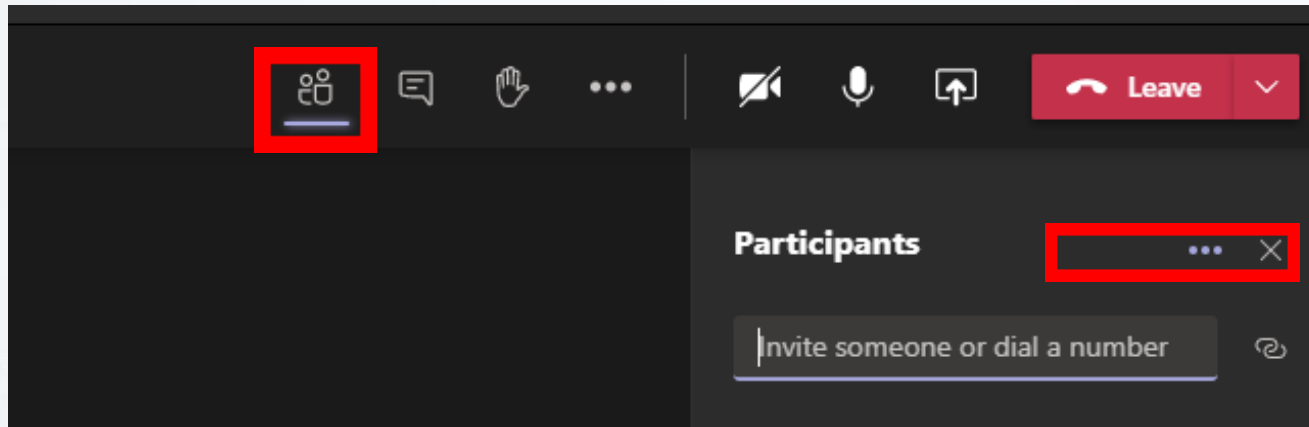
Whiteboard

Microsoft Whiteboard

Freehand by InVision

Calendar - Rosaleen.Qui...
Using Teams for Intervie...
OoCIO Teams Training 0...
Support docs

Attendance List- organiser only

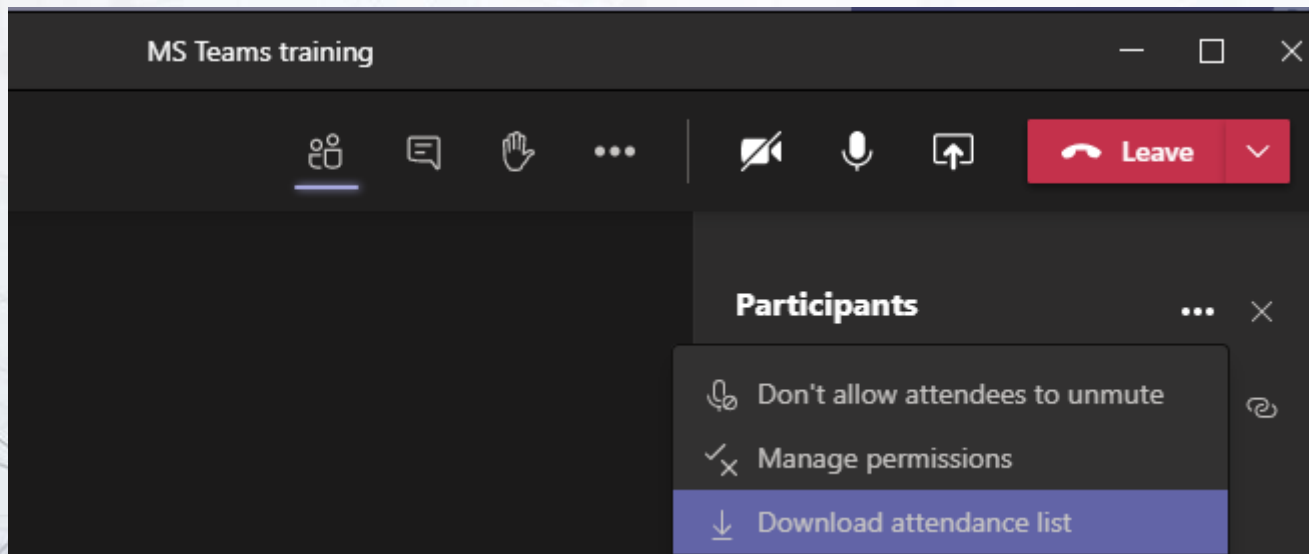


1. Select the 'Participants' icon.

2. Select the '3 dots' more options

3. Download the Excel file list of who attended the meeting

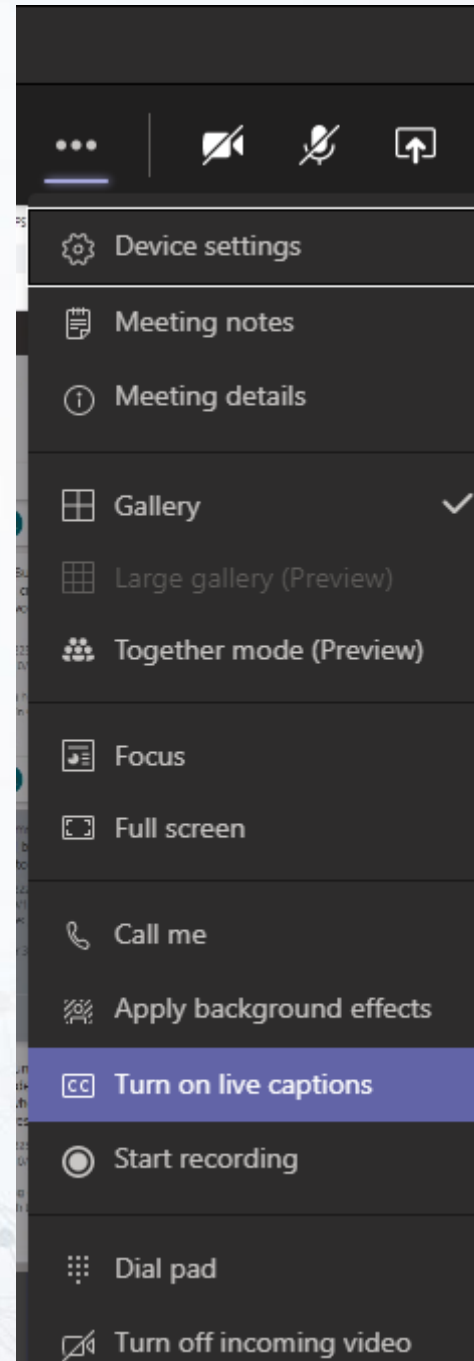
4. Note: you need to download the list while the meeting **is still on**



Live Captions

Live captions can make your meeting more inclusive to participants who are deaf or hard-of-hearing, and to people with different levels of language proficiency

Note: US English only



Interviews; privacy

- Double-check all invitees' email addresses- it is very easy to invite the wrong 'Niamh Ryan' or 'Paul Murphy' !
- Consider adding the following text to your meeting invitation

'Please note that by agreeing to attend the interview meeting, you will be deemed to have consented, as defined under GDPR, to sharing your name for purposes of meeting participation'
- Note: Do not ask the interviewee if they consent to the interview being recorded-meeting sessions or screenshots of HSE MS Teams meeting sessions are **not** permitted to be recorded/shared.
- All data in MS Teams is subject to Data Access and Freedom of Information requests under Irish data protection and FOI legislation.

Interviews; protocol

- Turn cameras on; mimic an 'in-person' environment as much as possible
- Agree in advance who will ask particular questions
- Do a brief 'intro' for each panellist
- When the interview candidate leaves the meeting, check the 'attendees' icon in the toolbar to ensure that they have left before you continue the 'panellist-only' conversation!

Appendices



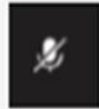
1. Technical troubleshooting tips
2. HSE jpeg- for use as 'background effect'
3. Support email details

1. Technical troubleshooting tips

Can't Hear?

Others can't hear you in a meeting?

Is there a line through your microphone icon?
You may be on 'mute' - click to unmute yourself.

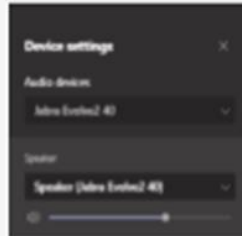


Can't hear others in a meeting?

Is your volume set at an audible level?
Are your speakers/headset plugged in securely?
Check your computer's audio settings.
Click **More Actions** then **Device settings**.
Check selected Audio devices.



More: <https://msteams/speaker/headset>



Is other software using the speaker?

Click **More Actions** then **Device settings**.
Check selected Audio devices.



Is other software using the Mic?

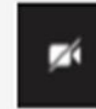
Is Skype or Webex for example also running; if so turn off.
Changes in device settings may require computer restart.
More: <https://msteams/microphone>



Can't See?

Others can't see you in a meeting?

Is there a line through your camera icon?
Then your camera may be off - click to turn on.



Check your web camera

If external, is it plugged in securely?
Are you using the correct camera?
Click **More Actions** then **Device settings**:
Confirm preferred camera.



Is other software using the camera?

Is Skype or Webex for example also running; if so turn off.
Changes in device settings may require computer restart.

More: <https://msteams/camera>



Poor video/audio quality?

Is your connection to the internet ok?
You can check your speed at www.speedtest.net
Are others sharing your internet connection?
(Example: are other video calls in progress)
Is your modem/router working properly?
If on a wireless network get closer to the access point.



Can't Connect?

What are the minimum device specs?

Check your device as older devices may experience difficulties.



Windows PC CPU @1.6 GHz (or higher)
(32-bit or 64-bit).

Apple Mac Intel processor, Dual Core
or higher with 4GB of RAM (Mac OS X 10.11 El
Capitan or later)

Android-based smartphone or tablet
(Android 5.1 or later)

iPhone or iPad (iOS 11.4 or later)

More: <https://msteams/specs>



What is the best web browser to use?

Google Chrome for Windows, MacOS and
Android: www.google.com/chrome

Safari: (MacOS)

<https://support.apple.com/downloads/safari>

MS Edge: <https://www.microsoft.com/en-us/edge>

Check version at www.whatismybrowser.com

Note: Internet Explorer is not supported.

2. HSE 'background effects' jpeg



3. Support



For technical support with MS Teams e.g. password issues, please contact **O365CoE.teamssupport.ie**