

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST****MICROSOFT TEAMS FOR BUSINESS INTERVIEW PROCEDURAL GUIDE****1.0 PURPOSE OF THIS PROCEDURAL GUIDE**

- 1.1 The purpose of the Microsoft Teams for business procedural guide is to support recruiting managers to be flexible interviewing applicants across the UK and overseas.
- 1.2 This procedural guide sets out the process that recruiting managers and applicants must follow when considering and conducting interviewing applicants via Microsoft Teams.

**2.0 WHAT IS MICROSOFT TEAMS AND WHAT WOULD I USE IT FOR?**

- 2.1 Microsoft Teams is an online communications tool that offers instant messaging, audio and video conferencing, online meetings and webinars. Microsoft Teams gives you the opportunity to speak to prospective employees face to face anywhere around the world.
- 2.2 Recruiting managers will have access to use Microsoft Teams when they are planning to interview applicants who are currently working/living overseas as well as those who live in the UK but are not local to Trust sites.
- 2.3 By choosing Microsoft Teams to interview you will have the opportunity to interview a wider range of applicants who are looking to relocate to your area.

**3.0 MICROSOFT TEAMS INTERVIEW PREPERATION**

- 3.1 All recruiting managers that will use Microsoft Teams as a function to interview will need to ensure that have an account set up and access to IT equipment that supports the function. This can be arranged by contacting the Trust IT Department.
- 3.2 When arranging the start time of a Microsoft Teams interview, be aware of time differences and try to ensure that the applicant is not disadvantaged by having to stay up late/get up early.
- 3.3 The applicant needs to be made aware that the link to them may not be secure and during the interview they need to ensure they are alone within a private area free from disruptions.
- 3.4 Prior to the interview you will need to ensure that you have received a copy of the applicants photo ID, this can be arranged in conjunction

with the resourcing team. This will enable you to verify the individual when the Microsoft Teams interview begins. You can accept a valid passport or drivers licence.

- 3.5 The applicant will need to provide you with their email address and contact number prior to the interview. It would be beneficial for you to send your email address/contact number to the individual once they have confirmed they would like to have a Microsoft Teams interview to avoid potential delays.
- 3.6 Before the interview is due to take place the lead interviewer needs to ensure that they can successfully logon to Microsoft Teams and you can search for the individuals account. If you have multiple interviews on the same day take time to search for all accounts provided to avoid your interviews over running.
- 3.7 Once you have successfully found the applicant, send them an instant message to say you have found their account and remind them that you will be calling them at the time you have booked.
- 3.8 Prior to the interview you will need to check that your device settings are correctly set up. This includes your camera, microphone and speakers/headphones. Support can be sought from the Trust Recruitment/IT Department if needed.
- 3.9 Check that your volume button is on via the device you are using for the interview.
- 3.10 Plan in case there are connection problems - For example, if the internet connection suddenly drops (yours or the applicants), you may opt to reschedule the video call at a later time. It's important that you plan for disruptions beforehand and that you notify the applicant how these disruptions will be handled.
- 3.11 Ensure you also have a backup form of communication agreed such as a telephone number/email that can be used in the event of IT disruptions.

#### **4.0 THE INTERVIEW**

- 4.1 At the start of the interview the panel should introduce themselves and run through the format of the interview, including confirmation that they are sitting in a confidential environment and will be taking notes throughout the interview.
- 4.2 The lead interviewer needs to ensure they are able to check the room where the interviewee is to confirm they are on their own and in a private, confidential space. If they are not in a confidential space you

will need to advise the applicant you will be unable to continue the interview and will need to re arrange an alternative time.

- 4.3 The lead interviewer will need to verify the applicant with the ID documents you have previously received by checking photo ID against the individual on the screen and requesting confirmation of date of birth.
- 4.4 At the end of the interview the lead interviewer should agree with the applicant the next steps and how further contact will be made to provide them with the outcome.

**END**

SAMPLE ONLY