

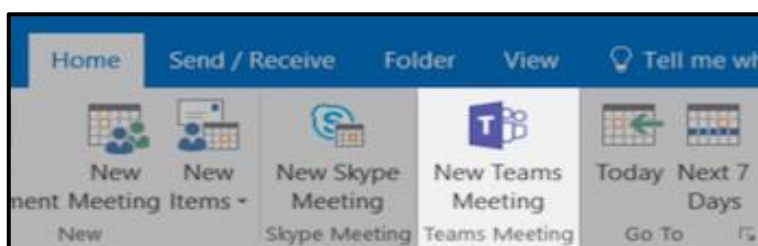
Conducting Interviews with Microsoft Teams: Tips and Pointers

The Faculty of Medicine have implemented several measures to prevent the spread of the Corona virus. The recruitment processes and tasks will be carried out as usual, but in-person interviews will be replaced with video-meetings using Microsoft Teams (Teams). The IT department recommend the use of Teams for this purpose, rather than Skype as the former provides better sound- and video quality.

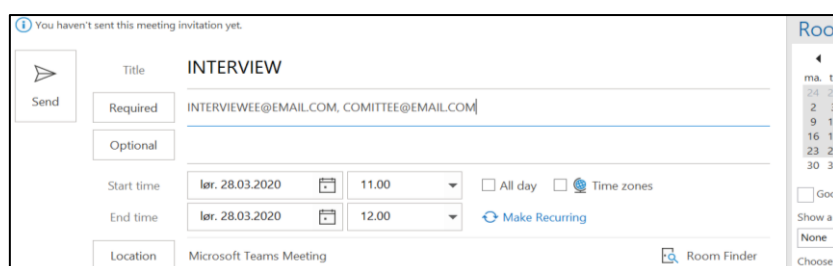
Interviewees don't have to download any extra apps or create accounts to join video-meetings in Microsoft teams.

Scheduling an interview in Microsoft Teams

1. Open Outlook and switch to the calendar view. Click **New Teams Meeting** at the top of the view.



2. Add invitees (email-address) to the **TO** field. Add your **meeting subject, location, start time, and end time**. Then click **Send**.

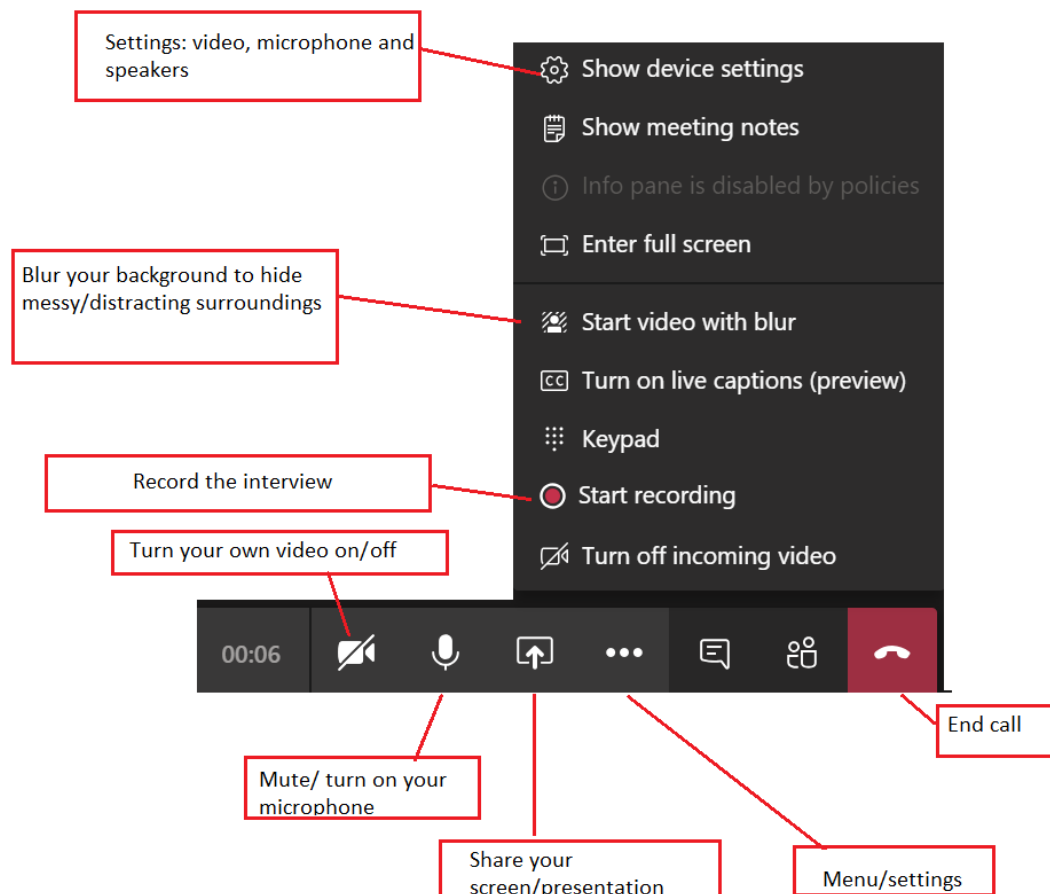


3. All invitees receive a link. Select **Join Microsoft Teams Meeting** to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

[Join Microsoft Teams Meeting](#)

Conducting an interview with Microsoft Teams

- The committee should agree on a plan (who asks what) for the interview in advance to avoid interruption.
- Get well acquainted with the different features and settings available during Teams meetings (see picture below)



A Final Checklist:

1. Be prepared. Treat video interviews with the same seriousness as in-person interviews.
2. Choose a quiet, well-lit room for interviews. Place yourself in front of a neutral, non-distracting background. Use the “blur background” feature in Microsoft Teams if needed!
3. Dress as if you were meeting the candidate in-person.
4. Use a headset with a microphone to ensure audio quality and avoid background noise.
5. Prior to the interview, test the camera and microphone.
6. Join the meeting ahead of the scheduled time to avoid that the candidate is kept waiting.
7. Look directly into the camera – this will give the candidate the impression that you are making eye-contact during the interview.

8. Delays due to poor internet connections may occur. To avoid interruptions: pause for 1 or 2 seconds after others have finished talking before asking a new question.

Useful links:

Share your screen: <https://support.office.com/en-us/article/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8>

Blur your background: <https://support.office.com/en-us/article/blur-your-background-in-a-teams-meeting-f77a2381-443a-499d-825e-509a140f4780>

Record a meeting: <https://support.office.com/en-us/article/record-a-meeting-in-teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>

Video-guide to interviews in Teams: <https://news.microsoft.com/office365forjournalists/learning-tools/conducting-interviews-in-microsoft-teams/>

Good Luck!!!