Interviewee Tips

OoCIO Office 365 Team

Before your interview…technology

- You do not need to have Microsoft Teams in order to attend the interview . Simply click on the meeting link that the interview team will send you by email.

- Test your internet connection
  - If using a laptop and network is not very strong, try plugging your device into the broadband modem.
  - If using a mobile phone, ensure you have a strong data connection

- If possible, use headphones as these cut out any background echo

Before your interview…environment

- Find a private, quiet location where you won't be interrupted. Switch your phone off, close windows to block out any outdoor noise, and ensure other household members are aware of your meeting

- Find a simple, neutral background. Anything behind you is a distraction and detracts from your message.

- If possible, it's best to sit so that the light source is coming from in front of you.

- Set up your device so that you're positioned in the centre of screen

…and Good luck!

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
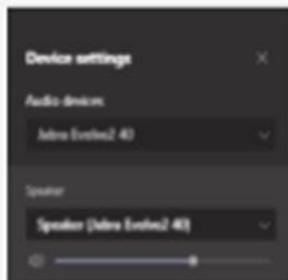
Is other software using the speaker?

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.
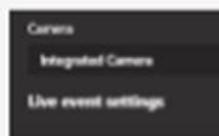
More: https://msteams/microphone

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.

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