Video Interviews – instructions for applicants – Laptops and PC's

We are currently conducting interviews by video call using Microsoft Teams.

Please follow the instructions below if you are using a laptop or PC. You will need to have a modern internet browser such as Google Chrome, Microsoft Edge or Mozilla Firefox on your device. See the end of the document for help with this.

To carry out the interview you will need a camera and microphone – most laptops have these built in.

If you have a PC please make sure you have a plug in camera and microphone available before the interview. If you don't, you won't be able to use your PC to do the interview as the interviewer won't be able to see or hear you (but you can use a smart phone or tablet instead if you have one).

To arrange the interview, we will send you an invitation by email. The email will show the day and time of your interview and will include a link that says 'Join Microsoft Teams Meeting' like this:

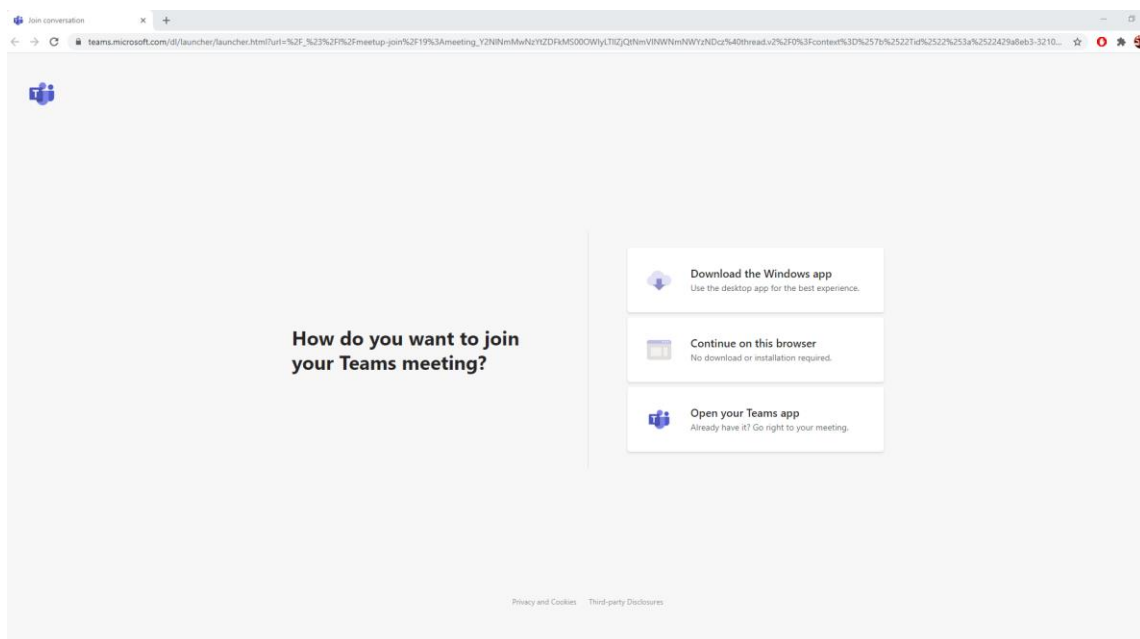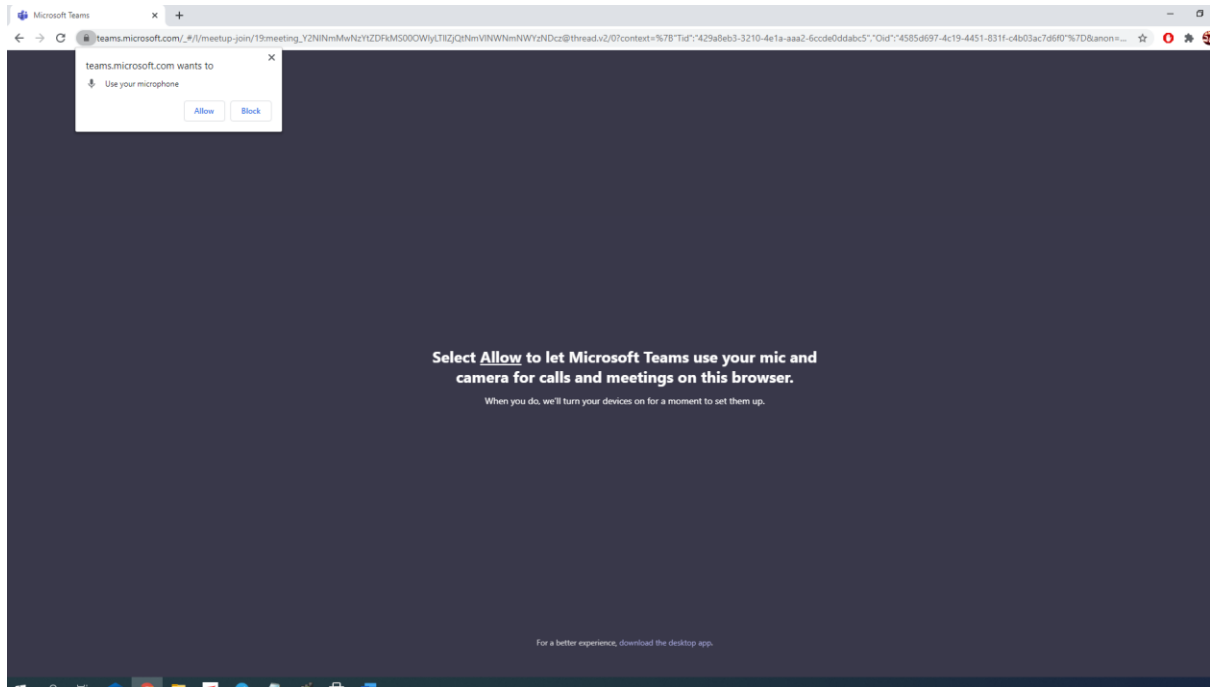When it's the day and time for your interview, open the email and click on the 'Join Microsoft Teams' link.
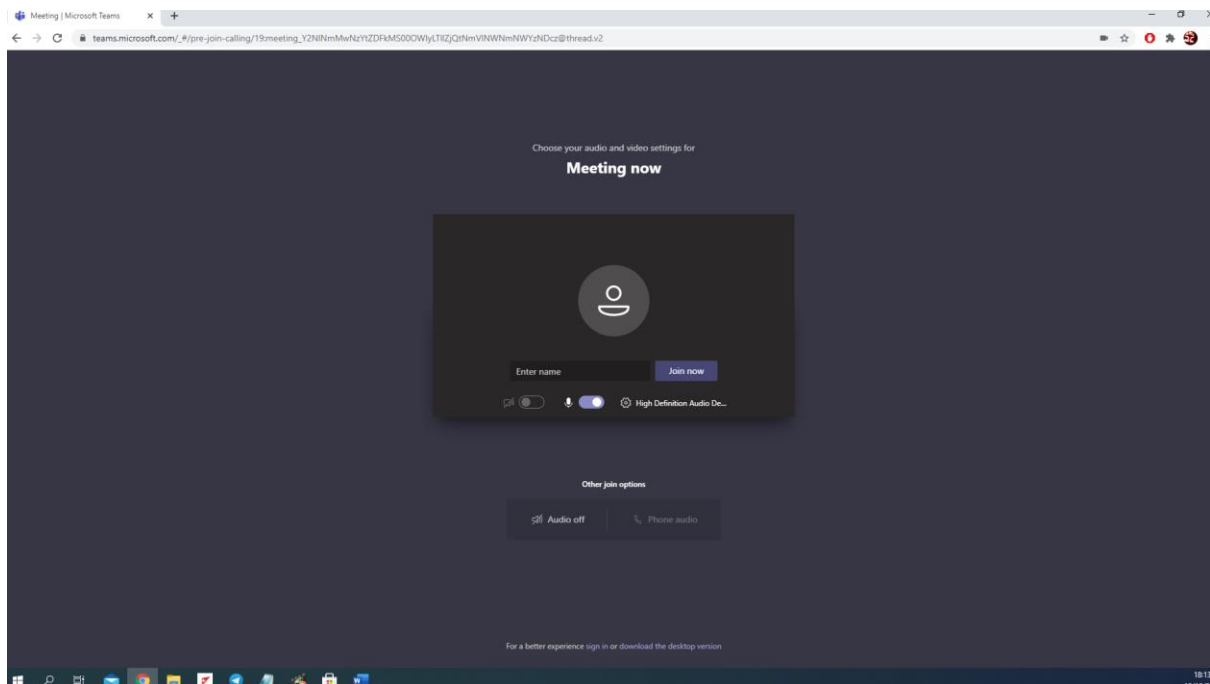
You will then see this screen:

Click the middle box which says 'continue on this browser'. (if you have a problem here see the end of this document)

You may be asked to allow Teams to use your device's camera and microphone – click allow.

Type your name into the box and click 'join now'.

You will then join the meeting. If nobody is there please just wait – your interviewer should be along shortly.

If you have any problems please contact using the contact details in the email.

Trouble shoot

If you click the link in the email and get a message that says 'browser not supported' or similar this might be because the browser (internet window) your computer uses as default is too old. This might be the case if you use an old version of Internet Explorer.

If this happens see if you have a more modern browser already on your computer such as Google Chrome, Microsoft Edge or a newer version of Mozilla Firefox. If you do, open one of these browsers.

Then go back to the email with the invite in and **right** click on the 'Join Teams Meeting' link. You should a list of options – click on the one that says 'copy hyperlink'.

Now go to your Google Chrome, Edge or Firefox browser window and click in the URL bar at the top of the screen:

Right click your mouse and select **paste**. This will put the link in the new browser. Click '**enter**' on your keyboard and you should now be taken to the meeting.

If you don't have Google Chrome, Edge or Firefox broswers, here are the links to download them – it doesn't matter which you choose.

[Google Chrome](#)

[Microsoft Edge](#)

[Mozilla Firefox](#)