Using Teams to interview

If you use Teams to interview candidates, you <u>MUST</u> create individual 'meetings' for each candidate. Not doing this means the previous candidate could 'rejoin' your call mid-interview with another candidate. Should this happen you may be required to notify the information compliance team regarding a data breach!

Option one –

1. Open your <u>Microsoft</u> calendar invite detailing your interview schedule.

Rating Form; (iii) Chair Panel Ranking Form; and (iv) Chair Interview Summary Sheet.

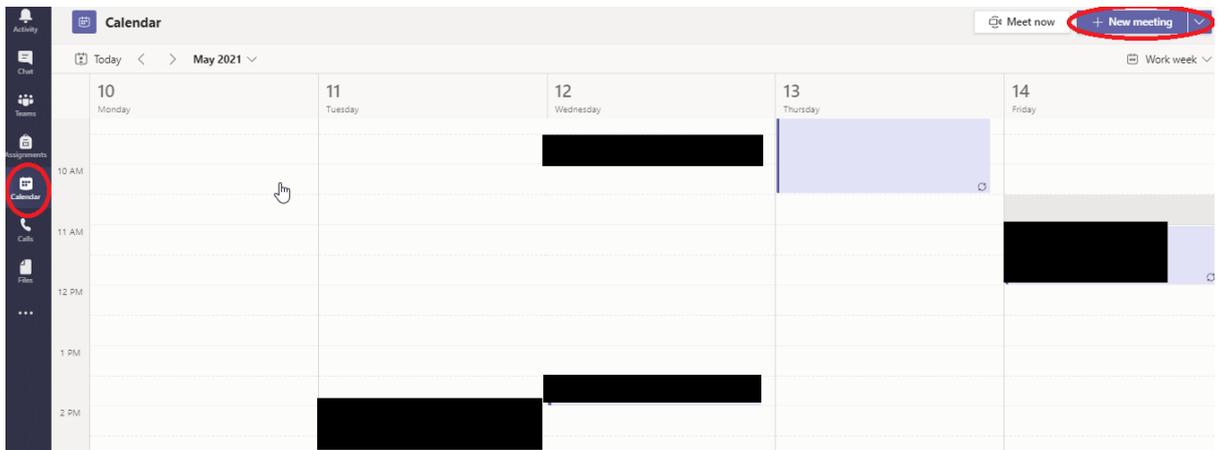Candidates have been invited to attend for interview and to select their own slot from our online recruitment system. The schedule been requested to make a 7 minute (max) presentation on the following topic "One of the key learning goals for our Upsee product present your ideas for making this information interactive in an online learning environment". Presentations will be uploaded to thi

Panel to Meet	9.30 am
████████	10.00 am
████████████	10.40 am
BREAK	**11.20 am**
██████	11.30 am
████████████	12.10 pm
████████████	12.50 pm
LUNCH	**1.30 pm**
████████	2.00 pm
SUMMARY	**2.40 pm**

2. Open Teams on your Computer/Laptop/Tablet by selecting 'start' and type 'teams' which will automatically bring all applications/programmes with that name.
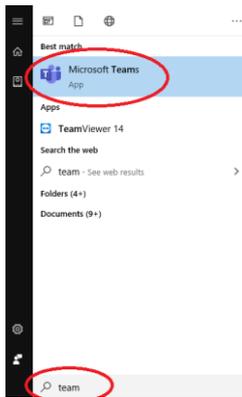
3. Now select 'Calendar' then 'New meeting'

4. Now fill in each relevant field as below and click send:

Field 1 = Title of meeting – example *"Research Fellow – 20/108***"* – <u>Do not</u> input candidates name here

Field 2 = Input candidates email (verbatim)

Field 3 = Search for your panel by inputting their names (they should auto-populate)

Field 4 = Input start date and time

Field 5 = Input end date and time

Field 6 = Input information about the interview here such as presentation or opening statement title and length

Send = now select send in top right corner of application.

5. You must repeat steps 3 & 4 for each candidate invited to interview.
    REMINDER – ESSENTIAL STEP TO ENSURE GDPR COMPLIANCE

6. Navigate to your Outlook calendar and open the invite that should be appearing at the allocated date and time. Open this calendar event.
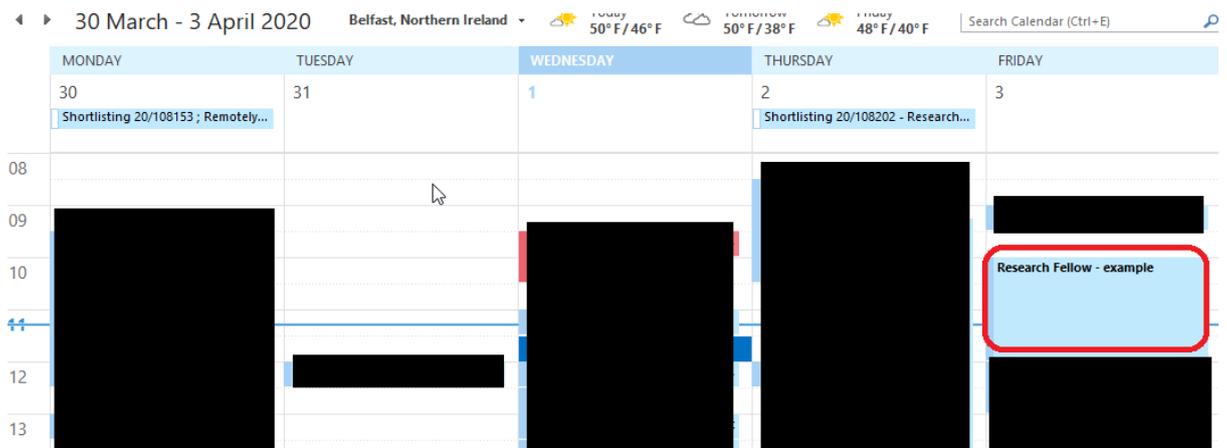
7. Now select the padlock 🔒 symbol in the top right corner. This will prevent anyone not invited into this event from seeing the details and appears as a 'Private appointment' do this for all of your interview invitations.