



Using Teams to interview

If you use Teams to interview candidates, you **MUST** 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 Microsoft calendar invite detailing your interview schedule.

Accepted on 10/03/2020 14:28.

Organizer Resourcing

Subject Interviews 20/108 [REDACTED]

Location [REDACTED]

Start time Thu 12/03/2020 09:30 All day event

End time Thu 12/03/2020 15:30

Attached

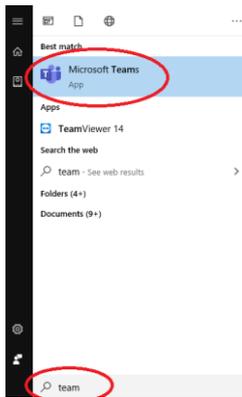
- Candidate Information.pdf 65 KB
- Chair Interview Summary Sheet.doc 60 KB
- Chair Panel Ranking Form.doc 72 KB
- Interview Rating Form - 108094.docx 25 KB

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

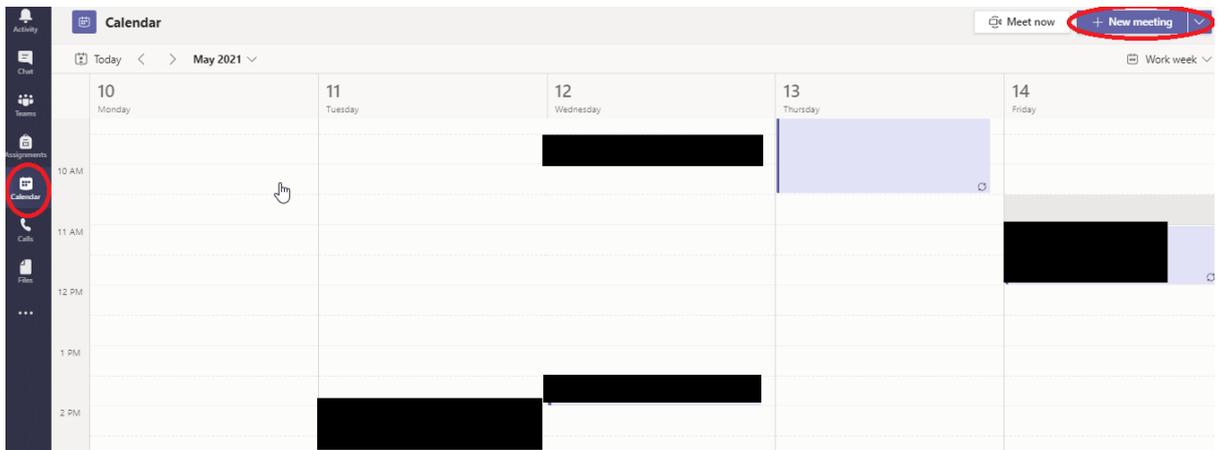
Candidates have been invited to attend for interview and to select their own slot from our online recruitment system. The schedule has been requested to make a 7 minute (max) presentation on the following topic "One of the key learning goals for our Upsee product present your ideas for making this information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

Panel to Meet	9.30 am
[REDACTED]	10.00 am
[REDACTED]	10.40 am
BREAK	11.20 am
[REDACTED]	11.30 am
[REDACTED]	12.10 pm
[REDACTED]	12.50 pm
LUNCH	1.30 pm
[REDACTED]	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:



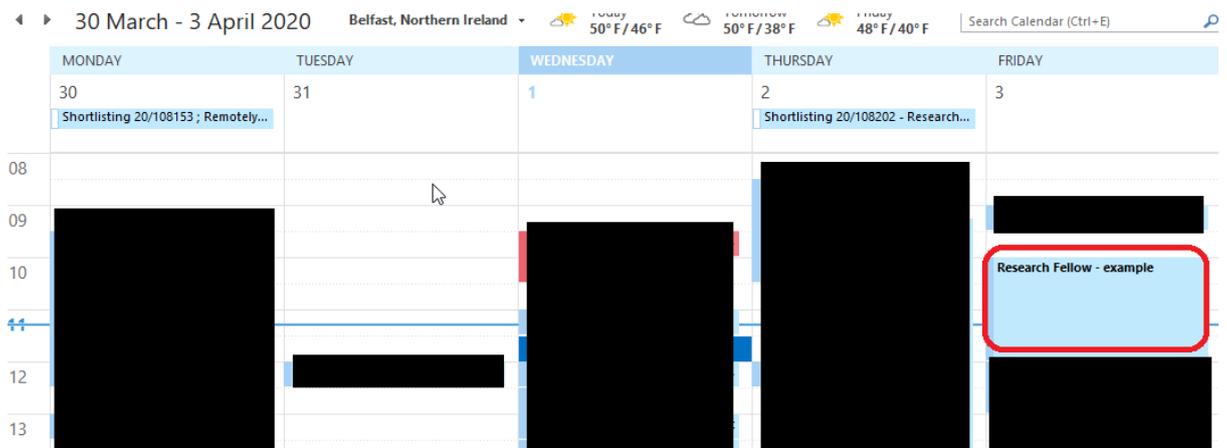
A screenshot of the 'New meeting' form in Microsoft Teams. The form is titled 'New meeting Details' and includes a 'Send' button. The following fields are highlighted with red boxes and labeled with 'Field 1' through 'Field 6':

- Field 1:** The meeting title, 'Research Fellow - Interview 20/108**'.
- Field 2:** The meeting attendees, including 'K. ruisibonnar (Guest)', 'BS Barbara Sutherland', and 'LD Louise Dooley'.
- Field 3:** The meeting start and end times, 'Mar 20, 2020 11:00 AM' and 'Mar 20, 2020 12:00 PM'.
- Field 4:** The meeting start date, 'Mar 20, 2020'.
- Field 5:** The meeting end date, 'Mar 20, 2020'.
- Field 6:** The meeting description, which includes the text: 'Please find your invitation to interview for the above post. You will find a link below that will allow you to access this meeting directly either as a guest or to log in to your Teams account. Please refer to Teams instructions issued by Resourcing should you have any queries.'

Field 1 = Title of meeting – example “*Research Fellow – 20/108****” – Do not 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.

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

- Navigate to your Outlook calendar and open the invite that should be appearing at the allocated date and time. Open this calendar event.



- 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.

