**Microsoft Teams Interview Guidance for Candidate**

# Prior to Interview

* We recommended ensuring you can access the lobby to your interview prior to it taking place by clicking the “Join Teams Meeting” link that has been sent to you. You do not require a Microsoft Teams account to access the link and help on how to access the lobby without an account can be found [here](https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508#ID0EBBAAA=Desktop). If you are an internal candidate and using a force account for your interview you will not be placed in a lobby and will enter directly into the video call.
* It is recommended that you test your microphone and camera prior to your interview. You will not be able to test your microphone or camera within the Teams lobby, therefore if you have any major concerns about the functionality of your microphone or camera then please contact Resourcing.
* Please ensure you are in a closed room with no background noise and in a room where you will not be disturbed.
* Check the room and remove anything which may cause a visual or audio impairment.
* Please switch off your mobile phone or turn it to silent prior to the interview starting.
* Ensure you have water, pen, paper or any other materials you may require throughout the interview.
* If you require any reasonable adjustments then please ensure you contact the Alliance Resourcing Department.
* If you require any help or support with Microsoft Teams then please use the link [here](https://support.microsoft.com/en-us/teams).

# Start of Interview

* Once you have been accepted into the interview, the panel will welcome you to the interview and will ensure that you and all the panel members can clearly hear and see each other. You will be required to keep your video on for the entirety of the interview.
* Once the above is confirmed the Chair of the interview panel will introduce the panel.
* It is important to note that in any event which results in you or the chair of the interview panel exiting the interview then the interview will be stopped. In these instances, the force will make every effort to arrange a suitable time to recommence the interview, however does reserve the right to conclude the interview process at the point it was stopped.
* The interview questions will be displayed on the monitor when they are read out to you and you will be asked to confirm that you can see a monitor being displayed on the screen.
* You will be able to use notes or other reading materials during the interview, however the interview must be completed in isolation unless reasonable adjustments require you to have another person or persons present.
* If you are not currently employed by Devon & Cornwall Police or Dorset Police you will need to show documents which prove your identity. If you have provided digital copies of these documents to Resourcing prior to your interview either by way of email or by uploading onto e-recruitment then you will be asked to display the original documents via video to the panel so they can compare and check them against the digital copies

# Interview Process

* The interview will be structured, which means all candidates will be asked the same questions so that a consistent assessment can be made.
* The question, including the competency/ behaviour/ criteria being assessed, will be read out to you. Please refer to the monitor when each question is asked.
* The questions will be asked in rotation and the Chair of the interview panel will inform you the order the questions will be asked.
* Please address your response to the screen when answering the question. Panel members may write notes during the interview. Please do not let this distract as the purpose of the notes are to assist the panel only.
* A supplementary question may or may not be asked. The aim is for the board to support you to give the most rounded response.
* Be mindful of timings. The Chair of the interview panel will inform you how long the interview will take. If necessary, during the interview the Chair will remind you that you are running out time so that you can conclude your response. This is so we can be fair to all candidates.
* You will be asked to confirm if you have any reasonable adjustments that have not been accommodated for and be given the opportunity to ask any questions about the interview process prior to it starting.
* Once you are comfortable, the interview will begin.

# Conclusion Prompts

* When the interview concludes you will be given the opportunity to ask any questions.
* The Chair of the interview panel will inform you the date it is anticipated that results will be provided if this has not already been advised.
* You will be contacted via email.
* Please note, if you are successful at interview then your appointment would be subject to pre-employment checks relevant to the role.
* You must treat the interview as confidential and not discuss the questions or your interview with others.
* The Chair will thank you for coming and conclude the interview. You may then end the Microsoft Teams call.