

VIRTUAL INTERVIEWS **CANDIDATE GUIDANCE**

This guidance document has been put together to help support you through the DMU interview process. It will include:

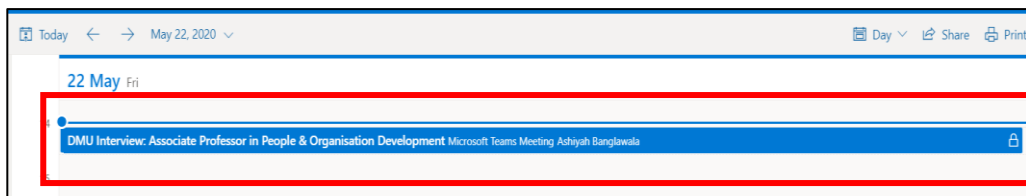
- 1. DMU Interview Process**
 - 2. How to log in to your video interview**
 - 3. Sharing a presentation online**
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1. DMU Interview Process

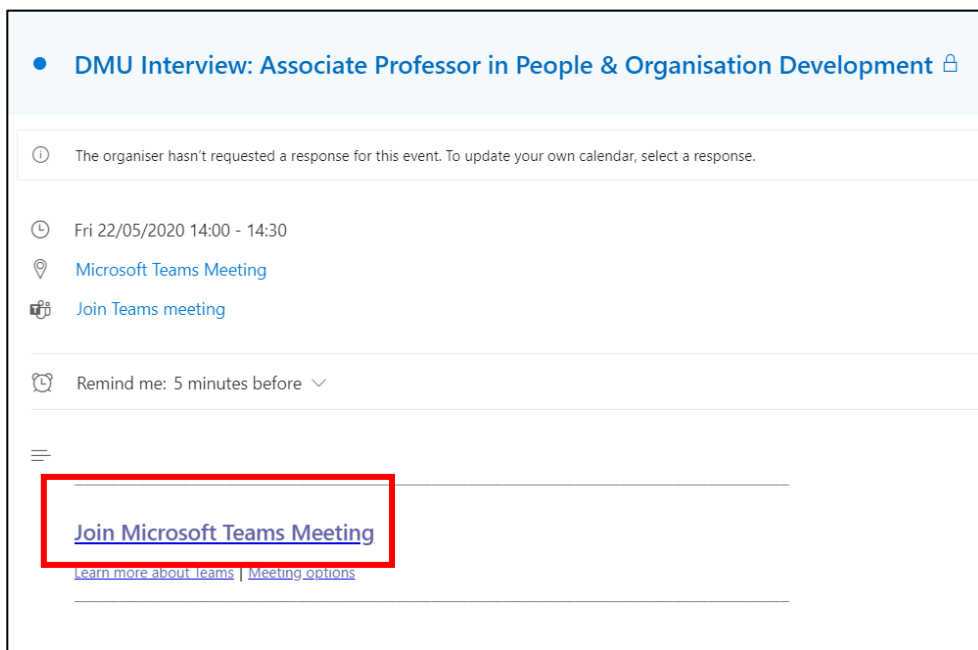
- 1.1** You will receive an email from the recruitment team inviting you to your online interview. Please respond to this email with confirmation of attendance.
- 1.2** Prior to your interview, a DMU colleague will send you a video calendar invite. Please accept the request. This will allow you to log in to your video interview.

2. How to log in to your video interview

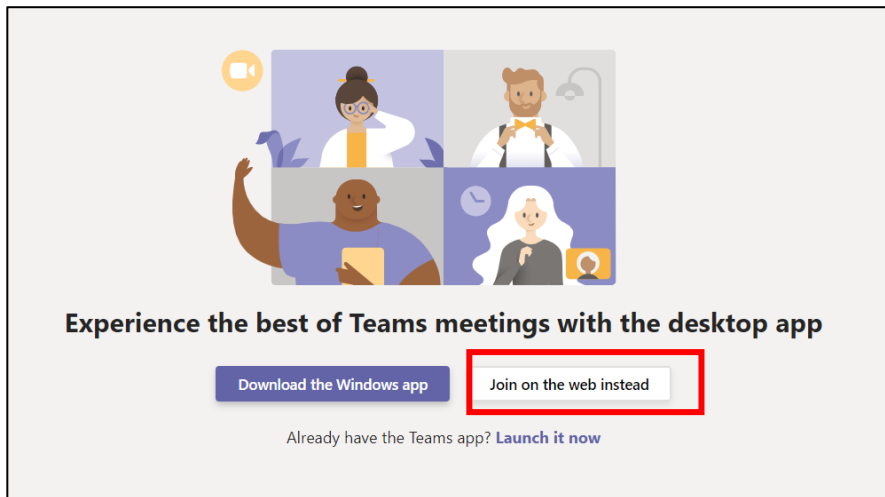
2.1 Log in to your emails > open your calendar > double click on to the interview invite.



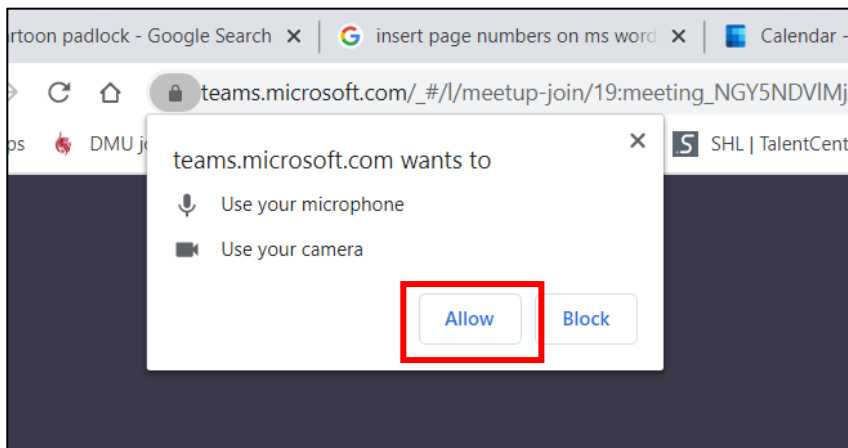
2.2 Click on to “Join Microsoft Teams Meeting”



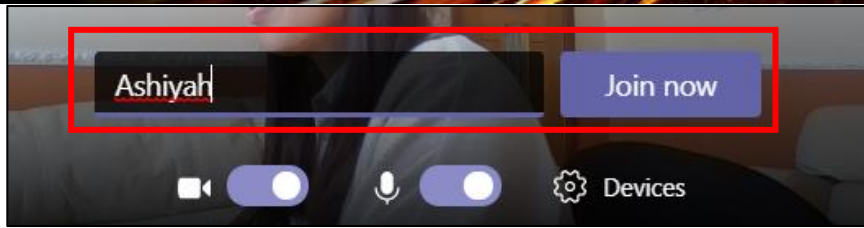
2.3 Click on to “Join on the web instead”



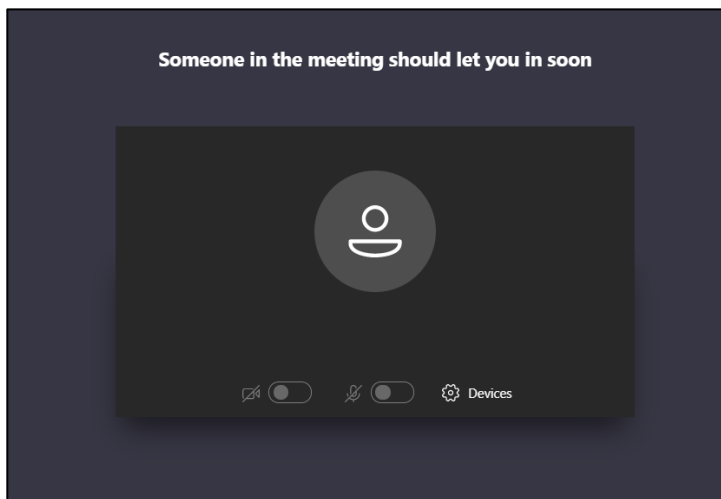
2.4 Click on to “Allow microphone”



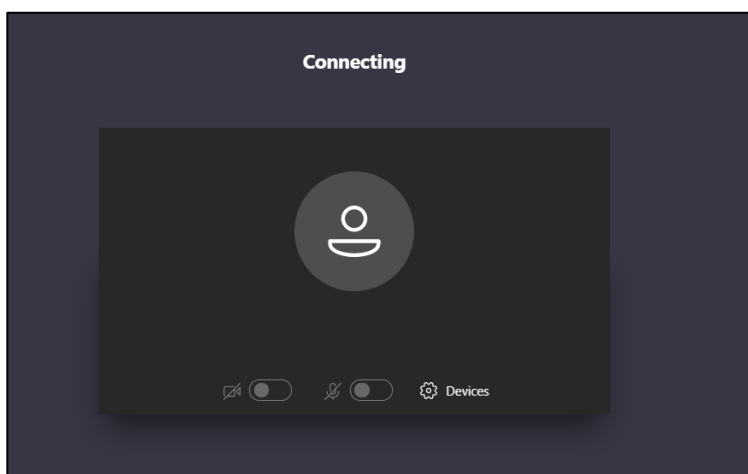
2.5 Enter your name and click “join now”



- 2.6** You will be submitted in to a meeting room, please wait whilst the panel 'admit' you in to the interview room.



- 2.7** Once the panel admit you in to the meeting room, you will see the screen below.

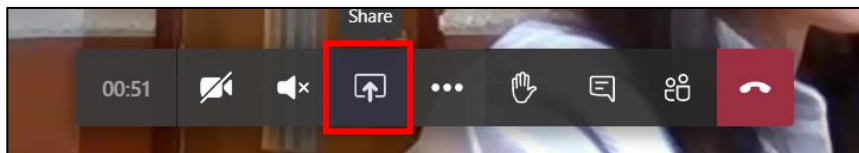


Once connected you will see the hiring panel on your screen. If you have not been admitted to your interview within 10 minutes of the video call, please contact the recruitment team by calling 0116 250 6168 (option 2).

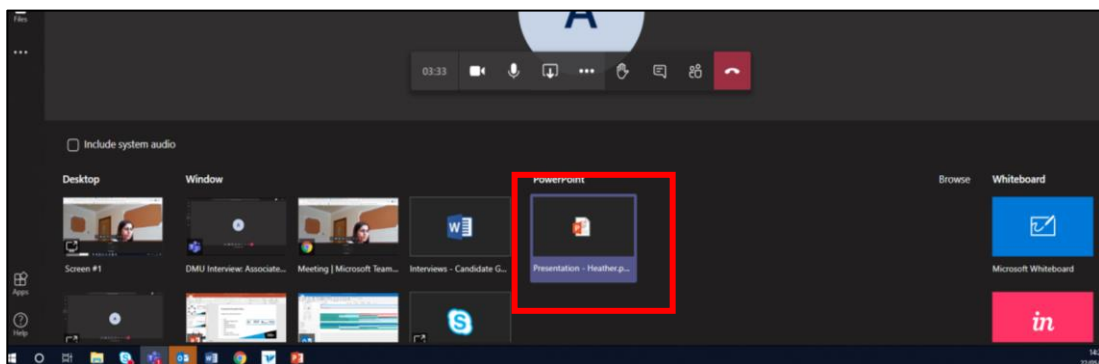
Please note: You do not require access to the MS Teams app. MS Teams has the option for you to log on to your interview via the web.

3. Sharing a presentation whilst you are video interviewing

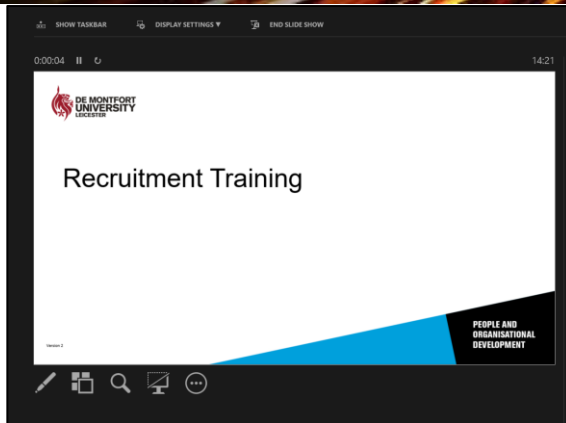
3.1 Click on to the “share button”



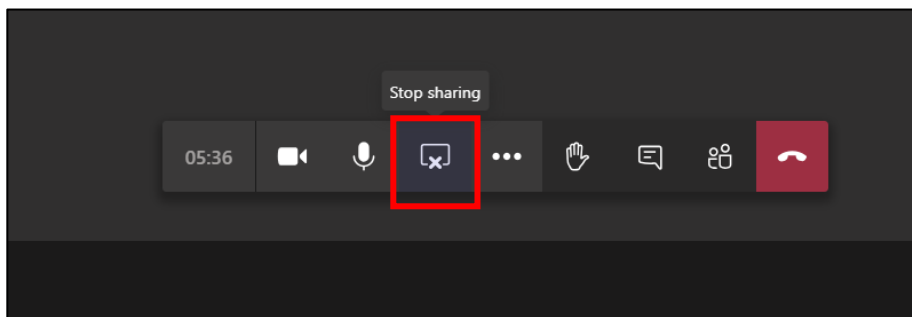
3.2 Double click on to the document you are looking to share



3.3 Your presentation will appear on the screen.



- 3.4** Click on to the “stop sharing” button to exit your presentation and see the panel.



If you have further questions or queries or wish to set up a test call, please email the recruitment team at resourcingandrecruitment@dmu.ac.uk or call us on 0116 250 6168 (option 2).