
Online interview using Microsoft Teams

Please note: the interview may also be conducted via Skype, in which case the process will differ.

Specific instructions about the interview organization will be sent to you by the person organizing the interviews.

Please make sure to follow the specific information you receive, even if they differ a bit from the instructions below.

Requirements

For a successful online interview you will need:

- **a device** connected to the Internet (computer, tablet, smartphone),
- **a reliable Internet connection**—please make sure that sound and video are of sufficient quality,
- **a webcam**—it will be used to check your identity and your surroundings,
- **microphone and speakers or headphones.**

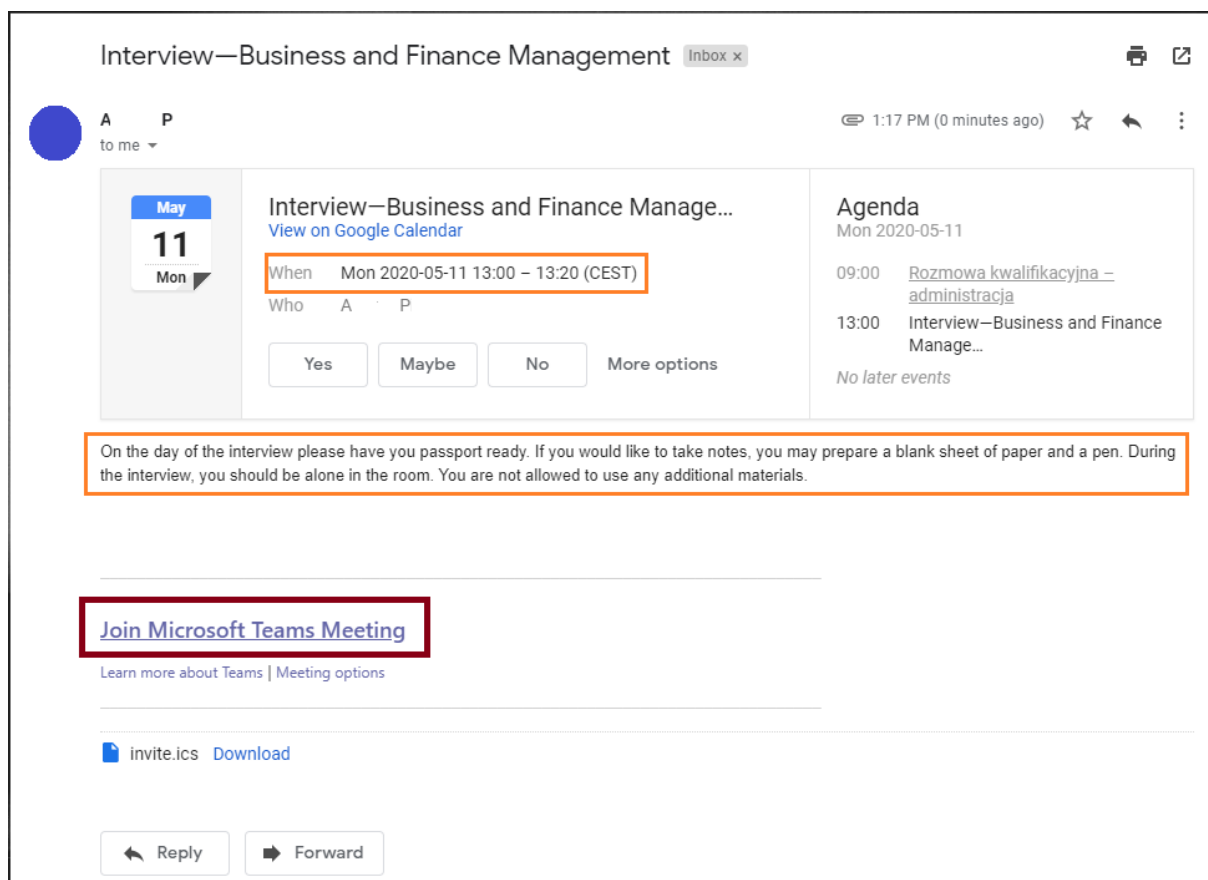
If you do not have access to a computer with a webcam or if your Internet connection is not reliable, you may try using a smartphone with the Teams app installed.

During the interview, you should be alone in the room. Please make sure that there are no unauthorized study materials.

Interview invitation

Interview invitation will be sent to **your email address provided upon the creation of your OAS account.**

The email will look similar to this one (the following screenshot comes from a Gmail account):



The screenshot shows an email titled "Interview—Business and Finance Management" with a status of "Inbox x". The sender is "A P" and the recipient is "to me". The email is dated "1:17 PM (0 minutes ago)".

The main content of the email is an event invitation for "Interview—Business and Finance Manage...". It includes a calendar view for May 11 (Monday) and a "When" field with the date and time: "Mon 2020-05-11 13:00 – 13:20 (CEST)". There are response buttons for "Yes", "Maybe", "No", and "More options".

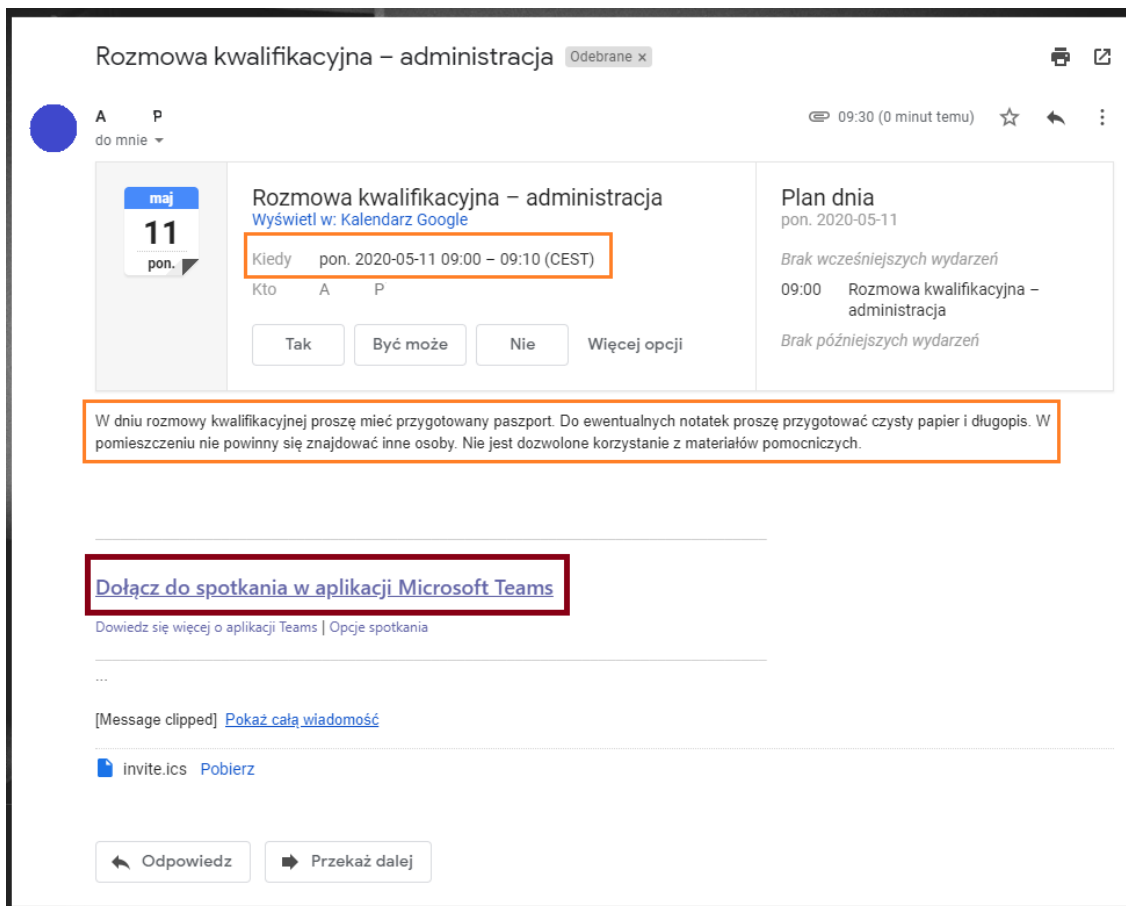
An "Agenda" section lists the following items:
09:00 [Rozmowa kwalifikacyjna – administracja](#)
13:00 Interview—Business and Finance Manage...
No later events

A text box contains the following instructions: "On the day of the interview please have you passport ready. If you would like to take notes, you may prepare a blank sheet of paper and a pen. During the interview, you should be alone in the room. You are not allowed to use any additional materials."

At the bottom, there is a "Join Microsoft Teams Meeting" link, a "Learn more about Teams | Meeting options" link, and an "invite.ics" file with a "Download" button.

At the very bottom, there are "Reply" and "Forward" buttons.

If it sent in Polish (which may happen if the person preparing invitations works with the Polish version of MS Teams), the email may look like this:



The email contains:

- **date and time** of the planned interview (please note! If you are in a different time zone, your email client may convert the date and time of the interview into the time zone it thinks you are in—so please check the time zone code (on the screenshot: CEST)),
- additional information about the interview (if the person preparing invitations adds them; if not, please follow the instructions outlined in this guide, i.e. have your passport at hand and blank sheets of paper for note-taking; and make sure there are no unauthorized materials in the room),
- **link to join the interview** (highlighted in red box on the screenshot above).

Important: if the email you receive does not include these information, immediately contact the person who sent you information about the exam in the OAS! It has been brought to our attention that some email domains do not display information about the date and of the interview, or the link to join the meeting!

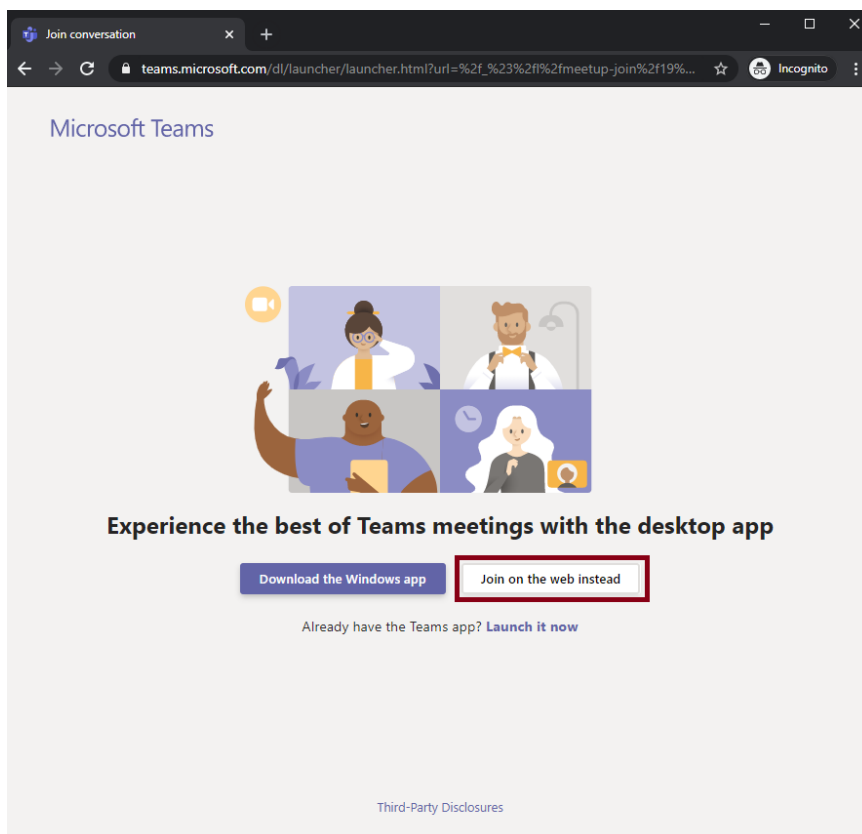
The interview—using a computer (Chrome browser)

On the day of the interview, right on time, **please click on the “Join Microsoft Teams Meeting” link in the email.**

(It is better to click it five minutes early rather than five minutes late; if you are late, the board may proceed with the next interview.)

Please note that the language of instructions on the following screens depends on your web browser language.

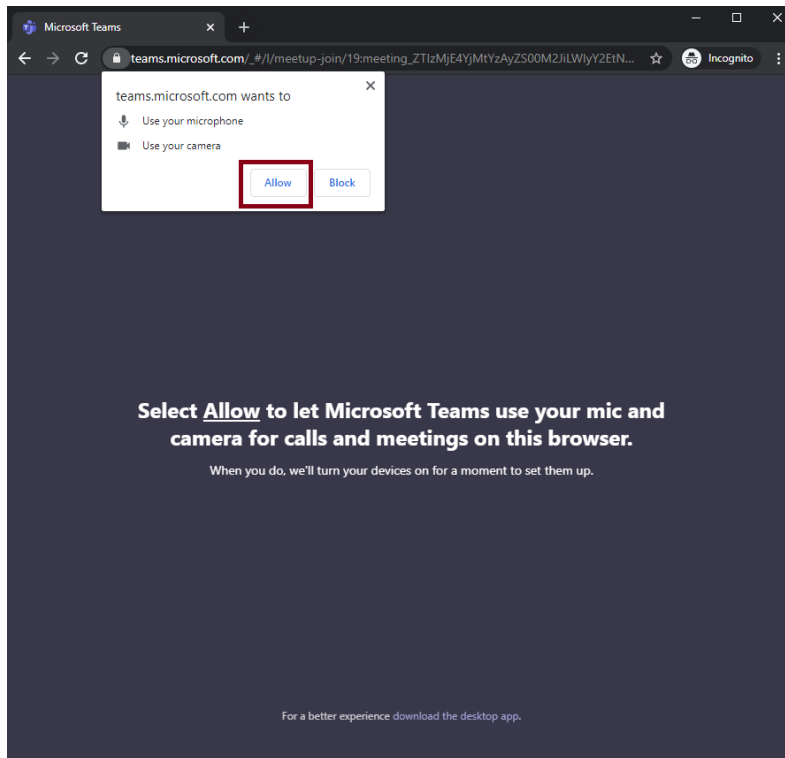
The following page then opens:



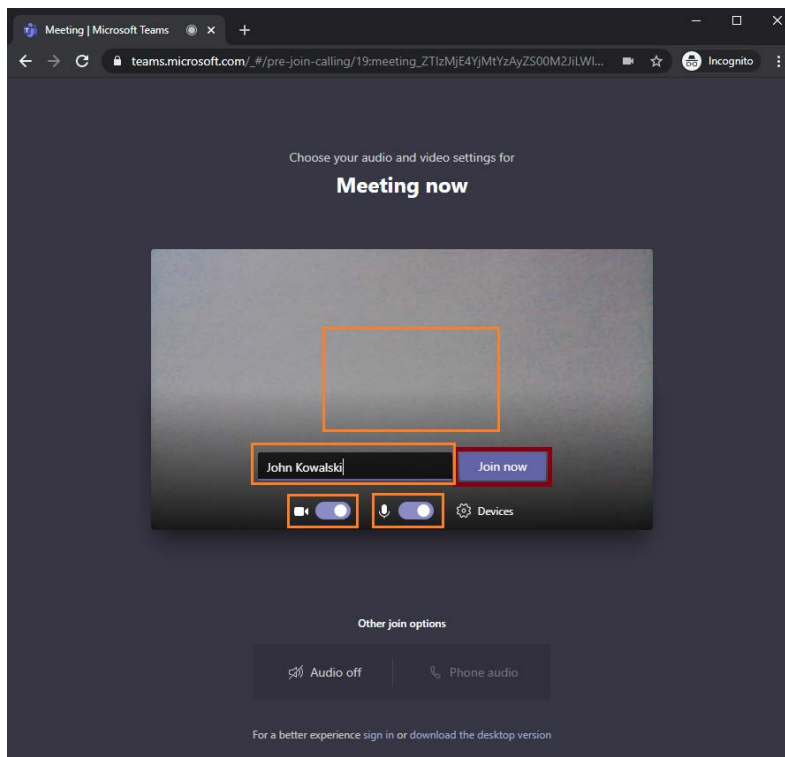
Please click on the white button “Join on the web instead”.

Important note: if you are using a different web browser than Chrome or Edge, you may not be able to open the interview in your browser window. In such case you will be asked to download and install Teams application. After you install the application, please click on the link you got in the email again—then you can open the meeting in the application, and not in the web browser window.

The website will ask for permission to use your webcam and microphone:

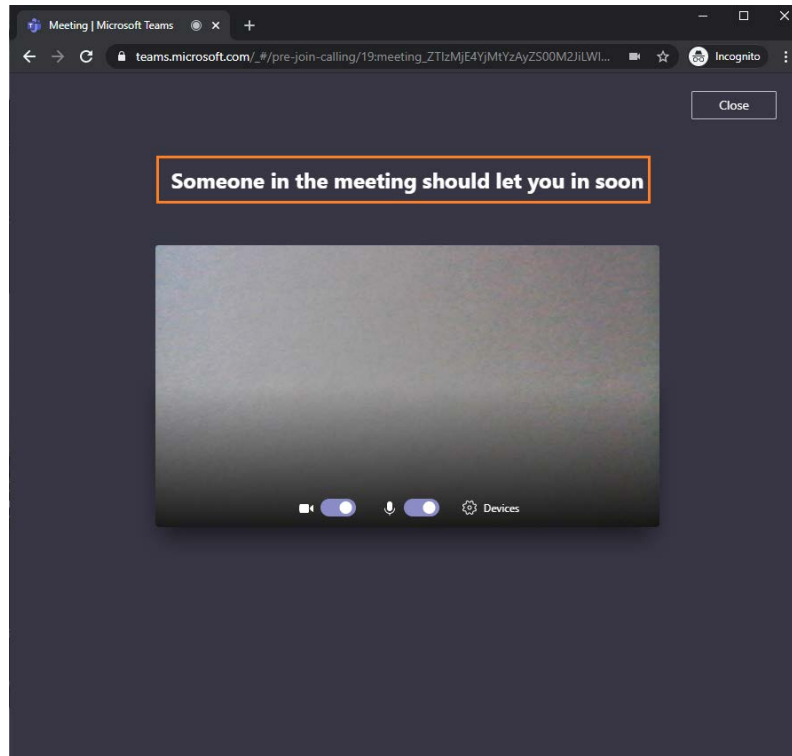


Please choose "Allow".

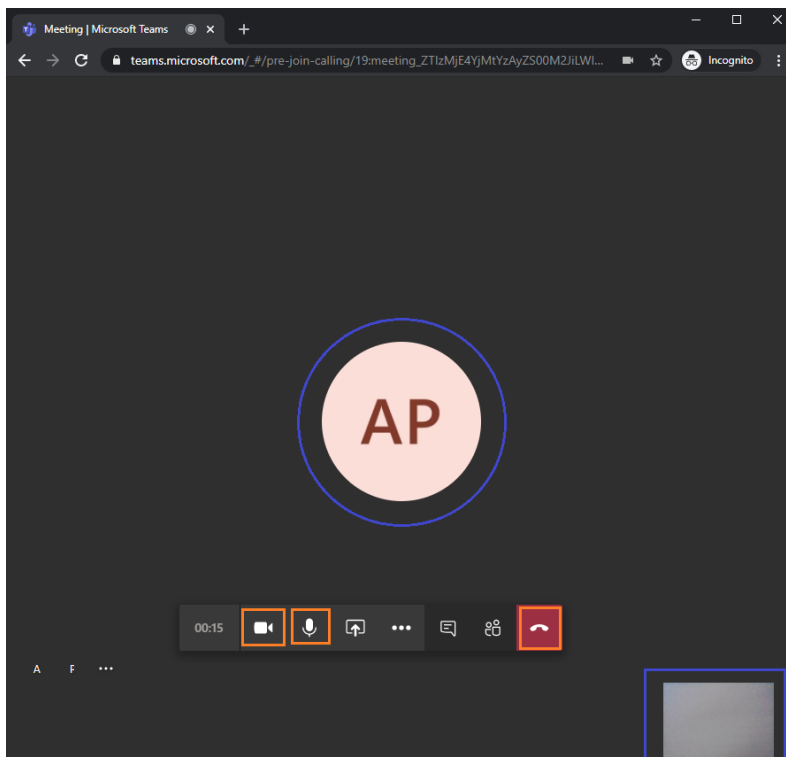


On the next screen, you will see a preview of your camera and microphone settings. Please make sure that both are on and that you are clearly visible on the preview. Enter your name in the “Enter name” field. When you are ready, please click on “Join now”.

Once you join the meeting, you will probably need to wait for the board to let you in. In such case you will see the “Someone in the meeting should let you in soon”:

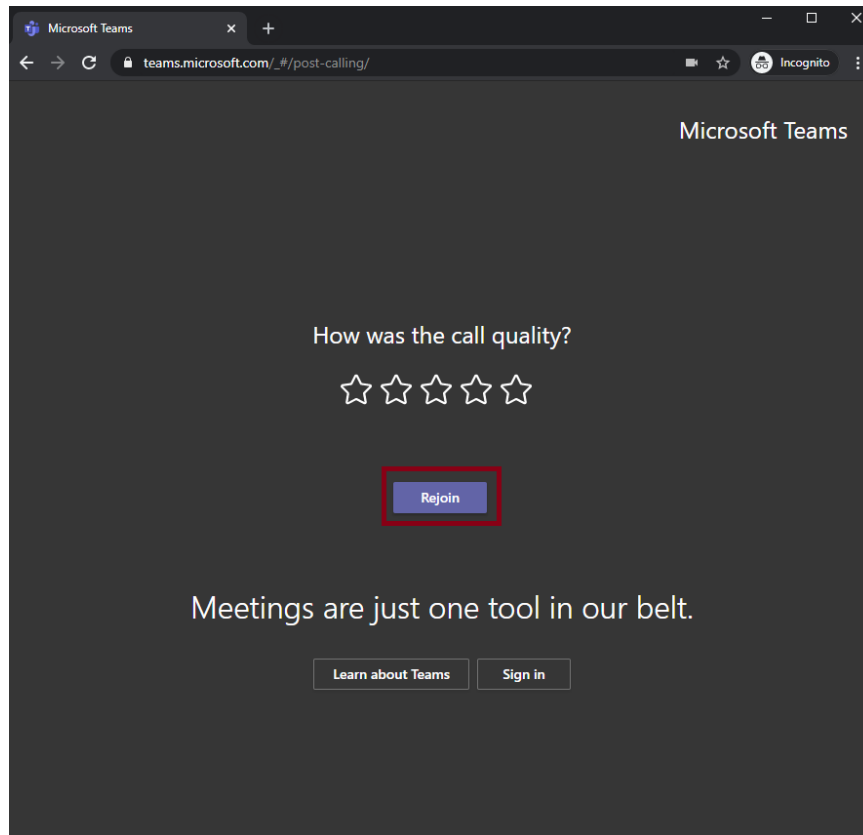


Don't close the window and don't go away from your computer! When you are allowed in, you will see this screen:



In the middle of the screen (blue circle) you will see the board members or theirs icons. The view from your camera will be available in the lower right corner of the screen. On the menu visible when you move your cursor over the screen you can check if your camera and microphone are on. When the interview is finished, exit the interview by clicking on the red button.

If you click on it by mistake, you can rejoin the meeting on the next screen:



The interview—using a mobile device

To use a mobile device, you will need to first download the Teams app and install it on the device.

Once you do that, you can click on the link in the email, which should open up the app on the device. You do not need to log in—join the meeting as guest and follow the app's instructions.