

# Virtual Interview Guidelines for Hiring Managers

## Introduction

This document provides Hiring Managers with guidance to help plan, coordinate, and conduct virtual interviews using Microsoft Teams.

For any technical assistance with Microsoft Teams, contact your Ministry Information Management Branch.

## Conducting Virtual Interviews

Virtual interviews should be conducted with the same level of professionalism as in-person interviews. The panel sets the tone and pace, and all members should be just as prepared as if the candidate were in the room.

The panel chair is responsible for ensuring that all panel members are familiar with the technology and confident using it. Well in advance of the interview, the panel should test the platform to confirm that audio, video, and connections are working properly and to prevent technical issues during the interview.

## Tips and Considerations – Planning and Preparation

- Ensure that all panel members have a working camera and microphone.
- Consider doing a practice call with a colleague to ensure that your camera is at the right angle and your appearance and delivery are professional.
- To test the cameras and microphones of all of the panel members, you can do a trial run of the interviews with your panel the day before your interviews begin.
- It is recommended that all panel members attended the interview on individual computers and not sit together in one room using one camera. This allows the candidate(s) to see each of the panel members and better respond to their visual cues.
- Ensure that all panel members have a quiet space with no distractions for the interviews such as a conference room or private office.
- When scheduling virtual interviews ensure that you leave time at the end of each interview for the panel members to get together to evaluate and score the interview.

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- It is recommended that you don't schedule back-to-back interviews in case of technical difficulty.
- Ensure your interview invitation includes the correct date, time, and time zone.
- Send an outline to the candidate(s) that includes a timeline and what to expect during the interviews.
- Include the 'Virtual Interview Guidelines for Candidates' in your invitation email or meeting invitation to the candidate(s), to provide them with information on how to connect to Microsoft Teams and trouble shoot prior to the scheduled interview time.
- As a contingency plan in the event of technical difficulties, ensure you have a conference line. If you do not have one or are unsure of your available options, speak with your Ministry Information Management Branch.

## Virtual Interview Invitation Template

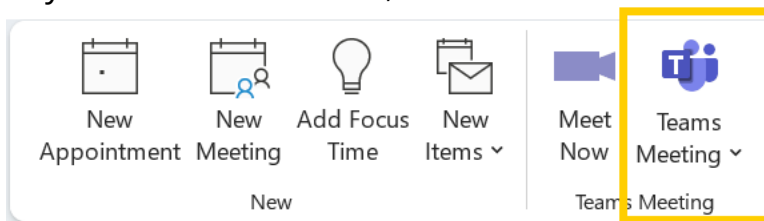
You can use the [Interview Invite Templates](#) on the [Forms and Tools for Hiring Managers](#) page on MyHR to send email invitations.

Customize the template by adding any details that apply to your specific competition. For example: Are you sending out the questions ahead of time? Is there a written assignment, a role play, a presentation, or any other component to this process? Would you like applicants to be prepared to provide references at the time of the interview?

## Creating your Meeting

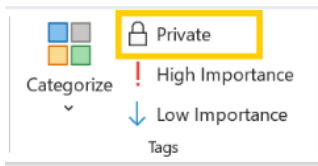
As the Hiring Manager, you (or a member of your team) are responsible for sending out the meeting invites to candidates when conducting a virtual interview. Below are step by step instructions on how to create a meeting for your interviews using Microsoft Teams.

1. In your Outlook Calendar, click on "New Teams Meeting"



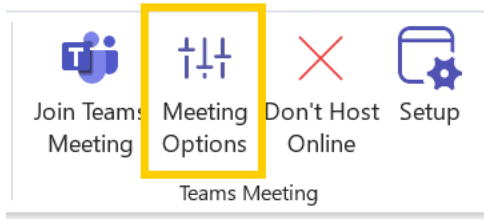
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2. Mark the meeting as **Private**.



3. Edit the **Meeting Options**:

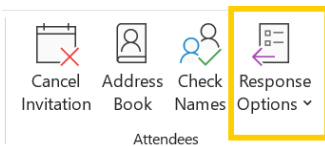
- Select **Meeting options** on the banner.



- Select **Meeting access**
  - Under **Who can bypass the lobby**, select: **Only organizers and co-organizers**.
- Select **Roles**.
  - Under **Choose co-organizers**, select the **Panel members**.
- Select **Save** to apply the changes

4. Update **Response Options**

- Select **Response Options** on the banner.



- Uncheck: **Allow new time proposals**.

5. Enter the **Meeting Details**

- Input the meeting **Title**: Classification - Job Title - Requisition #
- Carefully select the **interview date, time, and time zone**

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- Input the required participants (the panel members and the candidate)

6. Attach the [Virtual Interview Guidelines for Candidates](#) document

7. Draft the **Meeting Message**

Use the template below to draft your meeting invite message. Customize the template by adding any details that apply to your specific competition:

Hello **NAME**,

Please accept this MS Teams Interview Invitation for **JOB TITLE** with **WORK UNIT** on **DATE** at **TIME a.m./p.m.**

**Note:** Once you accept this meeting invite, it will automatically display in your calendar. You may need to access your calendar to find the invitation with the link to your interview.

**OPTIONAL** Following the interview, there will be a written assignment sent to you by email, which you will have X hours to complete and return.

## Important information for your interview:

- Please ensure you have a stable Internet connection, audio and video capabilities on your computer/device, and a quiet location set up for your interview.
- Review the attached “Virtual Interview Guidelines for Candidates” document for instructions and tips on how to join the interview meeting.
- **Optional (if HM wants to include interview details):** During the interview, you will be given **XX** minutes to answer **X behavioural competency-based** questions [or **X knowledge questions, X situational questions**]. The interview questions will be provided to you **XX hours** in advance of your interview.
- For informative videos and tips on preparing for and participating in interviews with the BC Public Service please visit the [Interviews and assessments](#) page on MyHR.

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**IMPORTANT:** In the interest of fairness to all candidates, it is essential that you complete the interview honestly, by yourself, and without assistance from other people. It is also essential that you respect the confidentiality of the advance questions that will be sent to you and agree not to share or copy any of it. Any non-compliance with these instructions may result in your elimination from this competition.

On behalf of the panel, we look forward to meeting you.

If you have any questions or concerns, please do not hesitate to reach out.

## Tips and Considerations – Interview Time

- Turn the camera on and adjust the height/angle and position of it to ensure you are centered.
- Make sure that you will not be interrupted (e.g. turn off your cell phone, change your online status to Do Not Disturb).
- Have the interview materials and applicant's resume in front of you.
- To make eye contact with your candidate during the interview, look at the camera, not at the video of the person with whom you are speaking with.
- To ensure that you are looking at the panel while you are interviewing, move the video of the panel members to the monitor with the web camera (if using multiple monitors).
- In case of technical difficulty ensure that you have a contact telephone number for all of the panel members and the candidate. This way if connectivity is lost the panel chair can call all of the panel members and then call the applicant. (You can let the applicant know at the beginning of the interview that the panel chair will call them back should you be disconnected).

## Important Dos and Don'ts

- Use video chat functionality only.
- Do not use instant messaging chat.
- Do not use file sharing.
- Do not record conversations.

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- Ensure that you and your panel members mute your microphones while the candidate is responding so that no background noises (keyboard typing, clicking, etc.) distract the candidate.
- Ensure that your virtual interview is designed to assess the knowledge, skills, abilities, and competencies required.

## Additional Resources

If you would like additional resources or support with conducting virtual interviews (including Virtual Interview Guidelines for Candidates), please speak with your Recruiter or submit an AskMyHR service request.