

Virtual Interview Guidelines for Candidates

Introduction

This document provides candidates with guidance to join a virtual interview meeting through Microsoft Teams.

Virtual Interviews

You may be invited to a virtual interview using Microsoft Teams when applying for a position with the BC Public Service. Virtual interviews are commonly used for remote or hybrid roles, for candidates who live outside the local area, or when travel to an in-person interview is not practical.

Virtual interviews are live and follow the same structured process as in-person interviews. All candidates are assessed using the same criteria to ensure a fair and consistent hiring process.

If you are invited to a virtual interview, you will receive clear instructions in advance. If you require accommodation or support, you are encouraged to contact the hiring manager.

Joining a Meeting in Microsoft Teams (Internal Candidates)

If you are an internal candidate and were invited to a Microsoft Teams virtual interview meeting, follow the instructions below to join the meeting:

1. Open the email invitation

- At the scheduled time, open the meeting invitation you received by email

2. Join using the meeting link (preferred method)

- Select “**Join the meeting now**” in the email

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Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID:

Passcode:

- The Microsoft Teams app will open
 - Follow the on-screen instructions to join the meeting
3. **Use the Meeting ID and Passcode (if needed)**

Use the **Meeting ID and Passcode** only if:

- The meeting link does not work, or
- You are joining directly from the Microsoft Teams app, or
- You are joining by phone

To join this way:

- Open Microsoft Teams
- Select **Join a meeting**
- Enter the **Meeting ID** and **Passcode** provided in the email
- Follow the prompts to connect

Joining a Meeting in Microsoft Teams (External Candidates)

If you are an external candidate and were invited to a Microsoft Teams virtual interview meeting, follow the instructions below to join the meeting:

1. **Open the email invitation**

- At the scheduled time, open the meeting invitation you received by email

2. **Join using the meeting link (preferred method)**

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- Select “**Join the meeting now**” in the email

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[Join the meeting now](#)

Meeting ID:

Passcode:

- You will be prompted to:
 - Join through your web browser, or
 - Open the Microsoft Teams app (if installed)
- Follow the on-screen instructions to join the meeting.

3. Use the Meeting ID and Passcode (if needed)

Use the **Meeting ID and Passcode** only if:

- The meeting link does not work, or
- You are joining directly from the Microsoft Teams app, or
- You are joining by phone

To join this way:

- Open Microsoft Teams.
- Select **Join a meeting**
- Enter the **Meeting ID** and **Passcode** provided in the email
- Follow the prompts to connect

Tips and Considerations:

- Have the interview materials and any relevant information in front of you.
- Make sure that you will not be interrupted during your interview (e.g. interview from a quiet private room, turn off your cell phone, change your online status to Do Not Disturb).
- Make sure the camera and the microphone are working correctly.

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- Ensure the internet connection is strong enough for a video call.
- Turn the camera on and adjust the height/angle and position of it to ensure you are centered.
- Look at the camera - when you look directly at the camera, you will appear to be making eye contact.
- 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).
- Practice makes perfect: do training/test calls with your friends to become more comfortable with video calls.
- If you lose your connection, wait to be called via phone for further instruction.
- Dress to impress - ensure that you are dressed as if you are interviewing in-person.
- Ensure that you have a professional background with minimal visual distractions.
- On the day of your interview, please enter the call fifteen minutes prior to your actual interview time.