

## Guidance Document for Candidate

### 1. Introduction

In normal circumstances, interviews in TU Dublin take place in a face-to-face setting. This is the preferred way in which candidates are selected for appointment to all posts in the university. The priority of continuity of education research and essential support services in the university, whilst respecting the special arrangements including working arrangements during Covid-19 means that the university will continue to recruit and select candidates for appointment via remote interviews as part of the selection process.

The purpose of this document is to provide clear and simple step by step guidance on the process to Online/Remote interviews during the COVID 19 pandemic.

### 2. Candidates shortlisted for interview

When a candidate has been shortlisted for interview, HR will send an email with :

- Date and time of interview and Title and duration of the Presentation (if required)
- Details in relation to conditions for remote interview
- Candidates will be asked to sign the ***Candidates Agreement on conditions for Remote Interviewing*** (see 6 below) prior to the interview.

### 3. Prior to the interview

There will be an assigned HR liaison person for each competition. On the day prior to the interview, the HR Liaison will make a test call to the candidate to ensure that there are no issues with any connections. During this call, the HR liaison will go through the Microsoft Teams platform and ensure that the candidate is familiar with the platform and is aware how to present their presentation.

### 4. Candidates responsibility

Interview times will be stated in Irish Standard Time (IST) and the candidate should make themselves aware of any time zone differences.

Where candidates are asked to undertake a presentation then the presentation should be sent to the HR Liaison person at least two working days in advance of interview date.

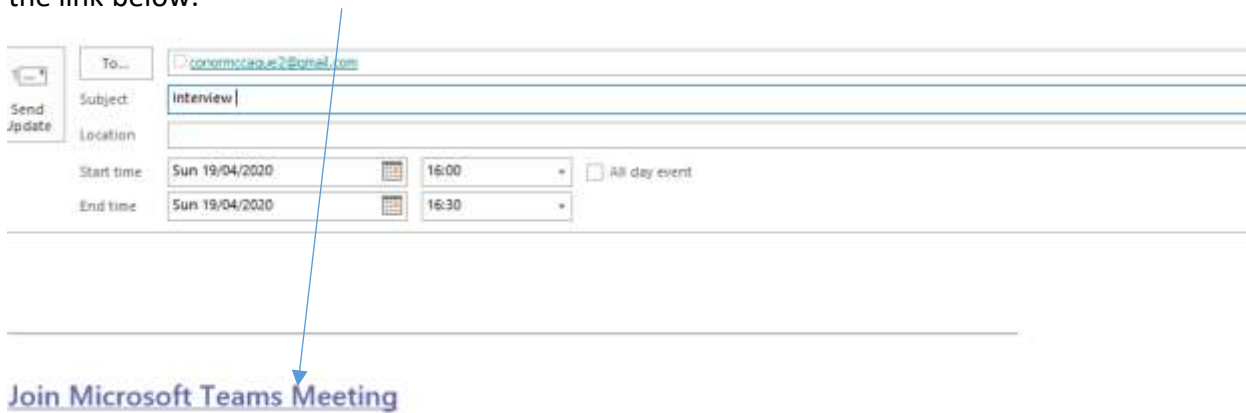
The candidate must provide a personal email address, a TU Dublin email address is not acceptable. The candidate must also provide a backup phone number in case TU Dublin needs to make contact outside of the video conference call.

Candidates must use a laptop that is fully charged or desktop computer with a webcam. Headphones with a built-in microphone or headphones and a separate microphone are also required. Candidates must ensure that webcam and audio are working in advance of the interview with the computer/camera angle at eye level.

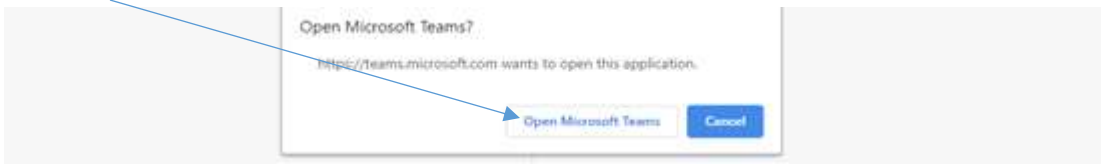
Microsoft Teams is the recommended and supported online meeting and collaboration tool for the University. TU Dublin advises candidates to download Microsoft Teams for the interview and practice using the technology prior to the interview. If candidates have a work Microsoft Teams account, they must log out of this account and create a new Microsoft Teams account using their personal email address.

**5. Your guidance on how to join a meeting (i.e. the interview)**

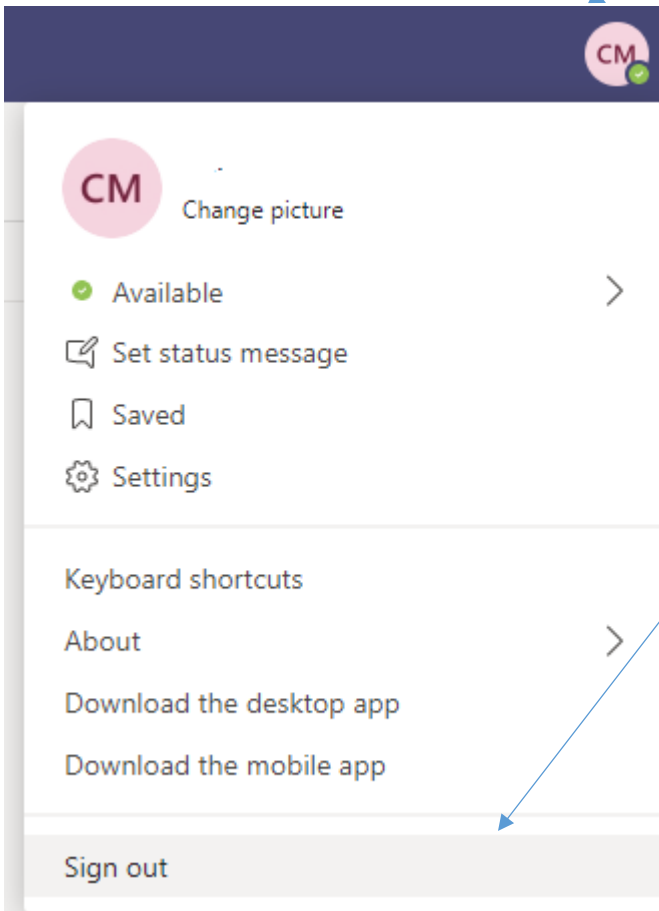
On receipt of this signed Declaration, you will receive an email from HR with the below link. Simply click on the link below.



After clicking on the above link, the below option will appear. If you have Microsoft Teams application already downloaded on your desktop/ laptop, simply click on the 'Open Microsoft Teams' link below.




You will now need to log out of your current Microsoft Teams account, You do this by clicking on your initials on the top right hand corner. A drop down menu will appear, simply click on the Sign out button.



After signing out, the below box will appear, now click on the 'Sign up for Free' button and create a personal Microsoft Teams account using your personal email address.

Microsoft Teams



**Enter your work, school or Microsoft account.**

Sign-in address

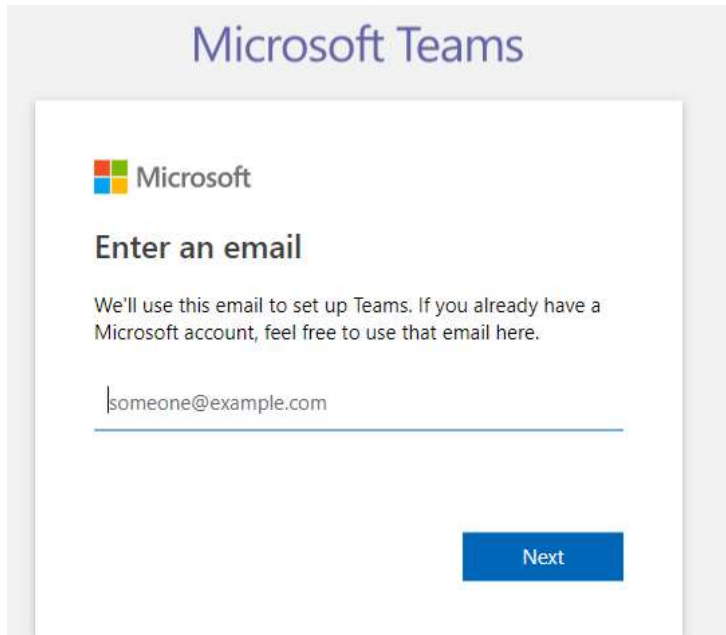
---

Sign in

Not on Teams yet? [Learn more](#)

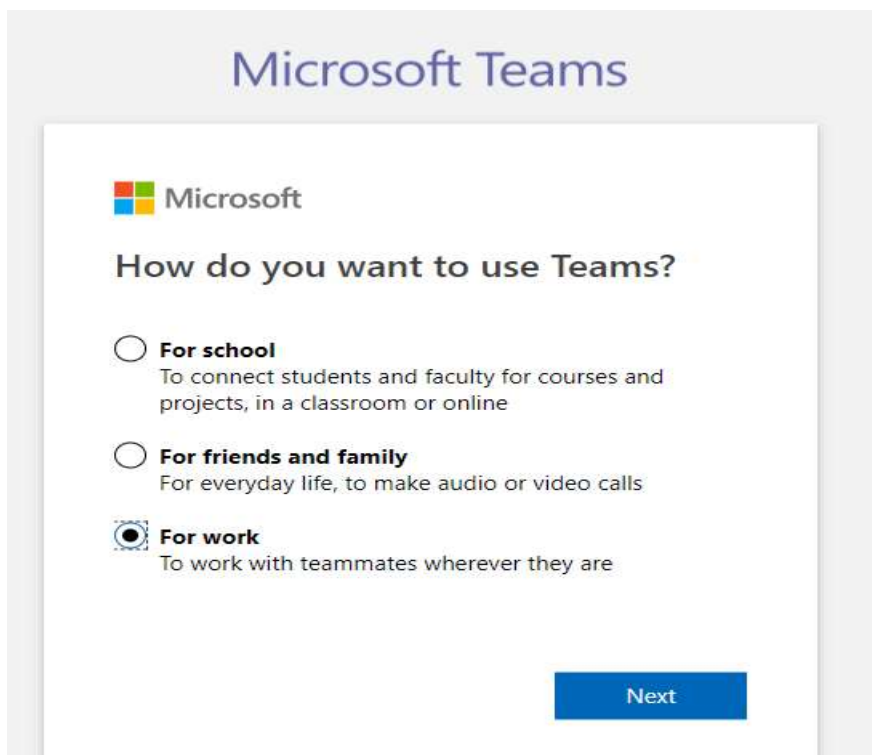
**Sign up for free**

After clicking the above button, the below will now appear. You need to ensure that you use your personal email address when creating this account.



The screenshot shows the Microsoft Teams setup interface. At the top, the text 'Microsoft Teams' is displayed in a blue font. Below this is the Microsoft logo and the word 'Microsoft'. The main heading is 'Enter an email'. A sub-heading reads: 'We'll use this email to set up Teams. If you already have a Microsoft account, feel free to use that email here.' There is a text input field containing the placeholder text 'someone@example.com'. At the bottom right, there is a blue button labeled 'Next'.

After entering in your email address above and clicking nest, the below will appear. Click on 'For Work' and click next.



The screenshot shows the Microsoft Teams setup interface. At the top, the text 'Microsoft Teams' is displayed in a blue font. Below this is the Microsoft logo and the word 'Microsoft'. The main heading is 'How do you want to use Teams?'. There are three radio button options:

- For school**  
To connect students and faculty for courses and projects, in a classroom or online
- For friends and family**  
For everyday life, to make audio or video calls
- For work**  
To work with teammates wherever they are

At the bottom right, there is a blue button labeled 'Next'.

The below box will then appear. Now click on 'Create account'



## Create account

Looks like you're new here. We'll create a new account with @gmail.com.

Create account

You will now need to create a password. After doing this, click 'Next'

## Create a password

Enter the password you would like to use with your account.

Create password

Show password

Next

You will then need to enter in the details below and then hit 'Next'

## Create account

We need just a little more info to set up your account.

Country/region  
Ireland

Birthdate  
Month Day Year

Next

Now enter in the verification code sent to your email address and click 'Next'

Microsoft

← conormccague2@gmail.com

### Verify email

Enter the code we sent to **conormccague2@gmail.com**. If you didn't get the email, check your junk folder or try again.

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

You will need to enter the details below, just simply enter your first and last name and then for Company, you can simply use your name to complete the sign up process. Then hit 'Set up Teams'

### The last few details

First name: Test

Last name: Test

Company name: test

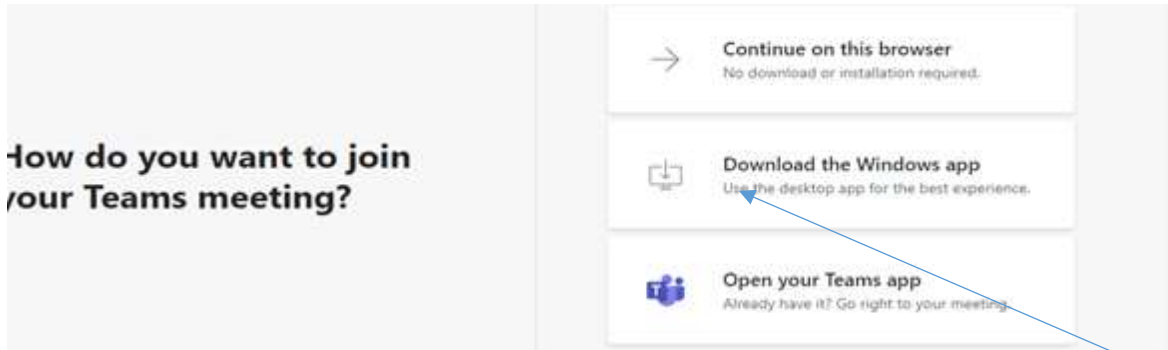
Country or region: Ireland

Important note: As admin, you'll be responsible for the personal data of people in your Teams org, as well as for data management requests they submit to you. [Learn more.](#)

By clicking **Set up Teams**, you agree to our [terms and conditions](#).

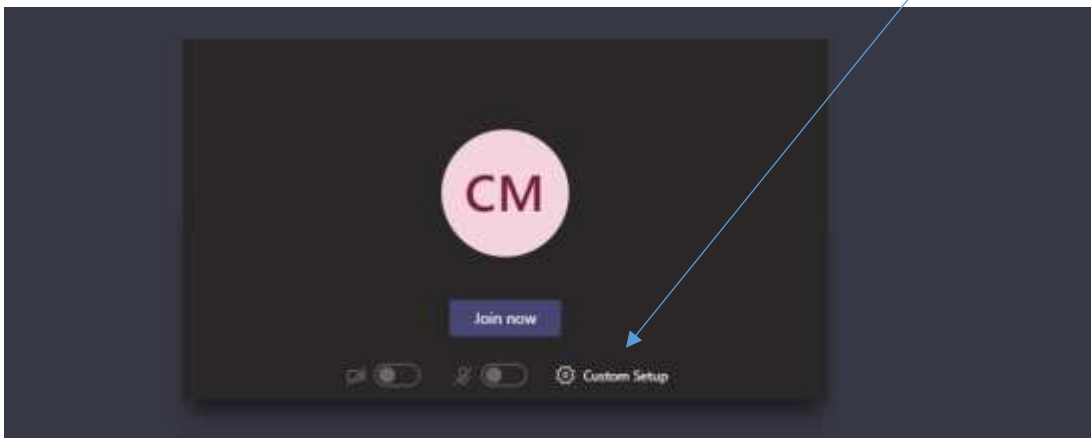
We may provision your Teams Free tenant in any facility where Microsoft stores and processes customer data. This means that your data may be stored at rest within any of the regions and countries where such facilities are located. We will comply with all applicable law with respect to data transfers. Teams Free is NOT intended for official public sector, government, or educational use.

Set up Teams

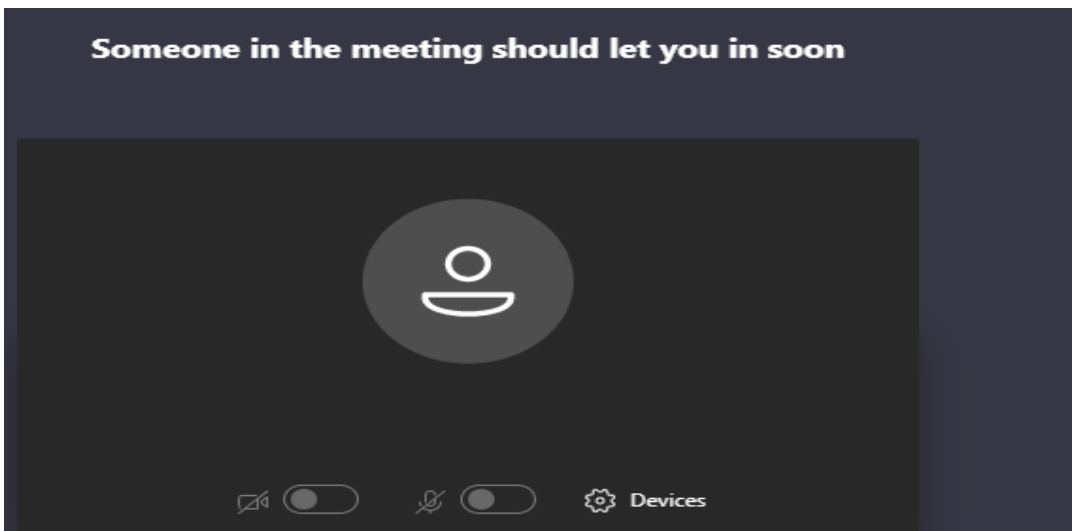


If you do not have the application downloaded, you will need to download it by clicking on the above link. You will then need to create an account as per the steps above.

After opening the application, the below will pop up. Now just click the 'Join Now' button below to join the meeting.

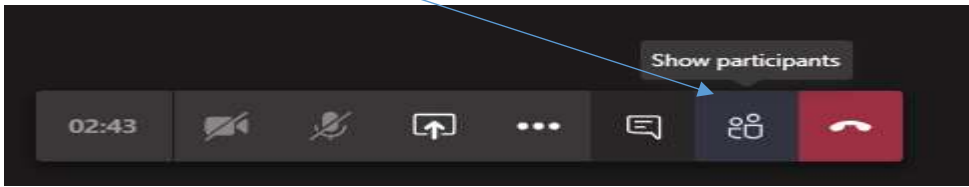


After joining the meeting, the below screen will appear. This means that you have entered a virtual lobby and as soon as the Selection Board are ready for you, they will admit you into the interview.





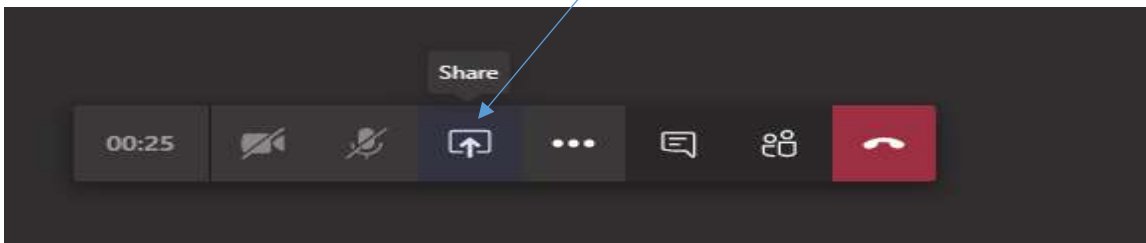
To see the list of participants in the meeting which will entail the Selection Board members and yourself, simply click on the 'Show Participants' option below



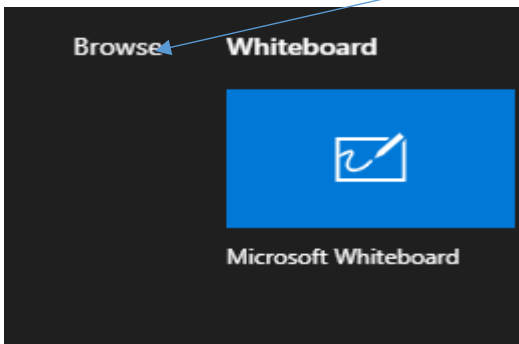
A list of people will appear on the right handside of your screen showing the people in the meeting.

### 5.1 Guidance on how to make your presentation (should a presentation be required)

To start your presentation, simply click on the 'Share' button below



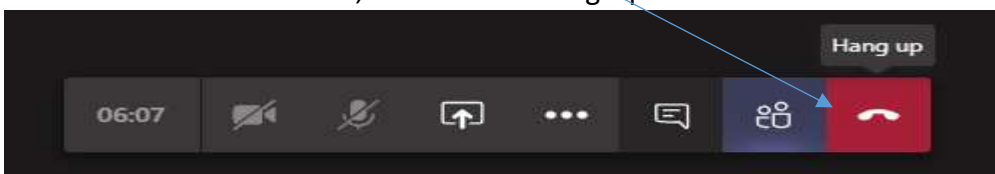
The below options will then appear, hit the browse button to bring up your presentation



There will then be given an options to navigate through your presentation. When finished, simply click on the 'Stop Presenting' button below



At the end of the interview, click on the 'Hang Up' button below.



## 6. Candidates Agreement on conditions for Remote Interviewing

In accordance with TU Dublin's Recruitment Selection Appointment policy *"It is the candidate's responsibility to ensure that they can provide the conditions appropriate to an interview setting at the agreed interview date and time, and that they have access to compatible technology to allow the interview to take place"*.

It is expected that the interview will maintain the same level of professionalism and importance as a face-to-face interview. In this regard, candidates are expected to agree and comply with the following conditions which will govern and facilitate the interview.

### 1. Interview Setting:

The setting must be simple and clear of distractions. It must be a well-lit, quiet and neutral space and a good internet connection is vital. Natural light is the best option if possible. Public spaces such as cafes, internet cafes, etc. is not appropriate for an interview setting and the interview will not be facilitated in this setting. You ensure that no outside distractions interfere with the completion of the interview. You must be the only occupant of the room in which the interview takes place.

### 2. Technology and internet connection

2.1 Candidates must have downloaded a personal Microsoft Teams account using their personal email address to allow the interview to take place.

2.1.1 In the event of repeated or protracted failures in the connection or an unrecoverable loss of the connection on the candidate's end –the interview will be deemed to be a "no show". This means that the candidate will not be assessed and their application will not be given any further consideration. The Chairperson of the selection board may wish to consider any extenuating circumstances before confirming a "no show".

2.1.2 If for any reason there is a loss of connection, either video or audio, by one of the selection board members, another selection board member will ask the agreed questions assigned to that selection board member, until connection is restored. If connection is not restored the interview will continue and will conclude.

2.1.3 If connection is lost for more than one of the Selection Board members at any one time, and TU Dublin are unable to reconnect, the interview will be deferred to another time, and will recommence at the stage in which the interruption occurred.

2.1.4 If presentation is required, the presentation must be shared via Microsoft Teams

I, the undersigned, confirm that I have read and understood the guidance that I agree to comply with the requirements in accordance with the conditions as set out above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_