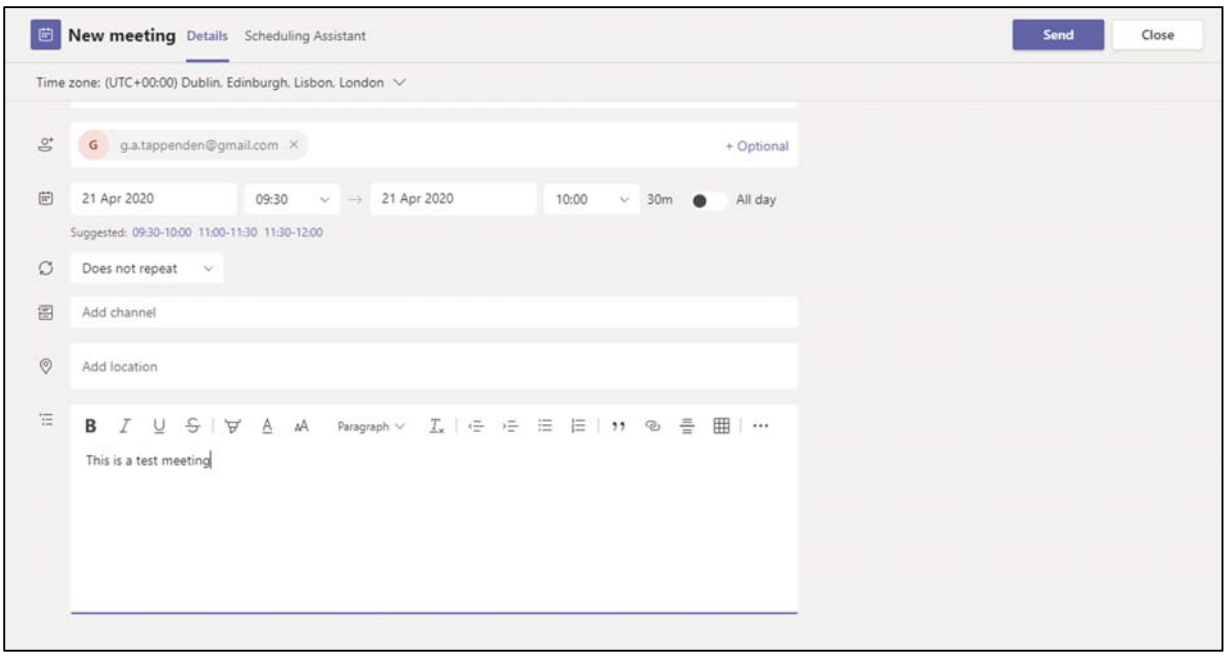
RESOURCING/

Creating and managing interviews: Microsoft Teams

Setting up interviews in Microsoft Teams

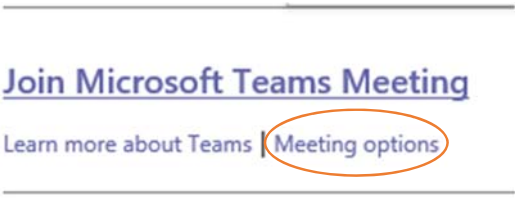
You can create meetings either within Microsoft Teams by going to the Calendar tab on the left hand side, or by going to the calendar in Outlook and selecting the “New Teams Meeting” button at the top. Because of some additional options later, let’s do this via Teams:



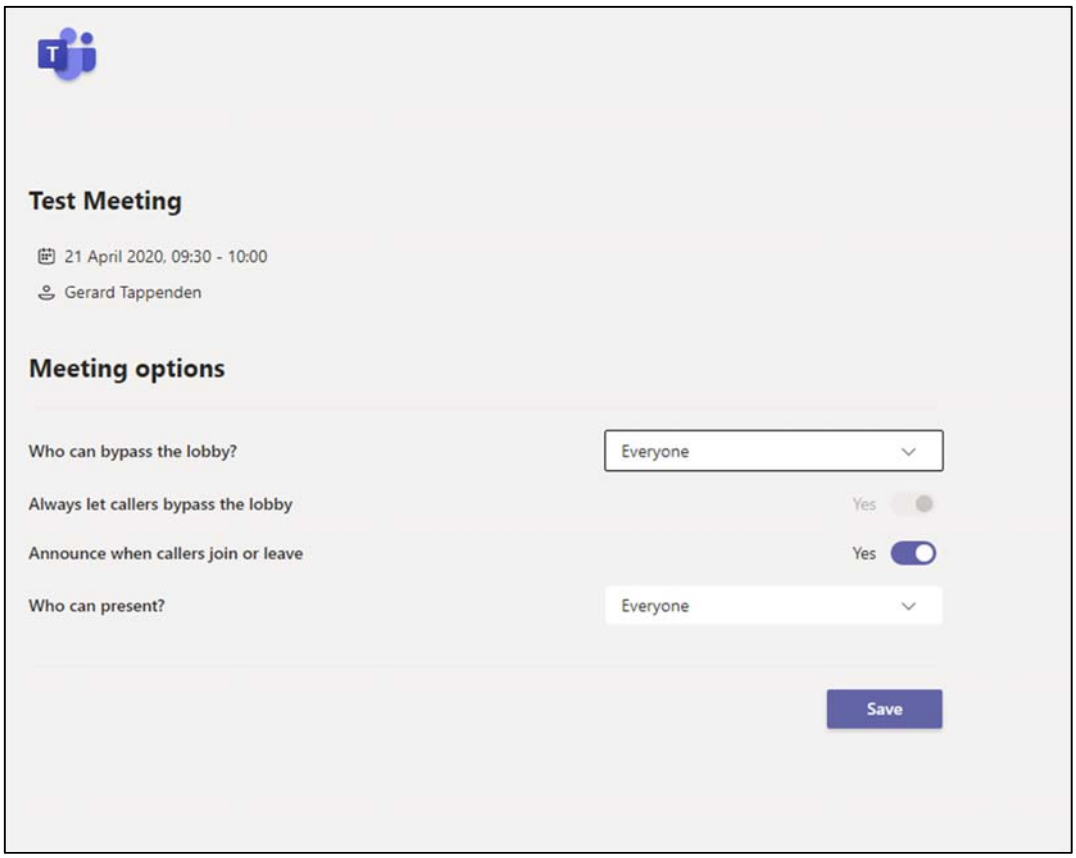
Enter the email addresses of the attendees, give the meeting a title, add text in the main area as you would an email and send. Ignore the channel and location boxes. Once this has been sent, the recipient(s) will receive the email and can accept or reject, and you will receive a notification. So far, identical to a meeting in Outlook.

Setting additional meeting options

In the body of the meeting invitation email, there are 3 links:



Click on **Meeting options** and this page will open in a web browser:



If you change the lobby bypass option to **"People in my organisation"** and change **"always let callers bypass the lobby"** to no, then anybody who is non-Kent will go into a virtual waiting room and the organiser will be notified and be able to let people in when ready. If this setting is not changed, people will simply pop up as soon as they join. Note that this is not of use for internal candidates.

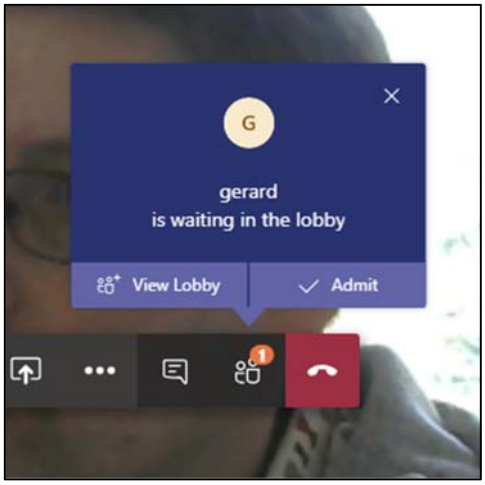
You should also ensure that **Everyone** can present is selected, so that the interviewee can show their Powerpoint presentation as necessary.

Using the meeting

It is suggested that you schedule one meeting per candidate, rather than one meeting for the whole session. This is due to the fact that when sending invites to attendees there is not a Bcc function, to hide candidate's email addresses.

Using the lobby system means that you can admit candidates who will be waiting in a 'virtual holding room'. Again, this will not work for internal candidates.

When joining the meeting and you will be recognised as an organiser and internal to Kent. If you are using the lobby system, you will be notified when external people join the call, and can welcome them in as necessary.



You can see who is in the lobby - each person who joins will be asked to enter their name, and will get a message saying “Someone in the meeting should let you in soon”. When they leave, they can re-join in the lobby if a second round is required later.

As with normal video calls, once finished you can simply hang up.

Recording of Interviews

There is **not** a function to disable recording in Teams. However, staff and candidates should be advised this is not permitted.

Two points to remember:

1. A recording status bar appears at the top of the screen to show the meeting is being recorded if somebody attempts this, so people will be aware a recording is taking place and can take appropriate steps (such as deleting the recording after the meeting).

2. If a person is determined enough, they will simply get a 3rd-party recording program which can covertly record Teams, Zoom and Skype meetings – please ensure that interviews are conducted fairly and professionally at all times.