

Assessment Panel Guide for Video Interviews

Quick reminders

- Remember, you are on camera.
- If using a laptop, ensure you have a power cable attached.
- Mute your microphone when not speaking.
- Ensure you are sat in a professional environment.

Instructions for panel

Joining the meeting

- You must prepare to join the meeting 45 minutes before the start time.
- Click the meeting link when you are ready.
- Select your audio and video settings and click Join. You will enter a virtual lobby.
- The staff facilitator, or one of your co-assessors, will admit you to the virtual room.
- Your video and microphone should be on.

The candidate joins

- Use the 45 minutes to ensure the technology is working and revisit your pre-interview preparation with your co-assessors.
- **Chairperson** The candidate will enter the virtual lobby approximately 5 minutes before the scheduled time. A notification will appear in the meeting window.
- **Chairperson** At the scheduled start time and when the panel are ready, you can admit the candidate from the virtual lobby to the virtual room.

Before the interview starts

Chairperson Complete the following:

- welcome the candidate and make some introductions
- check all participants' audio and video connections are working
- ask the candidate to use their video camera to show you their surroundings, including a 360 degree pan of the room and the view above them and the desk area/floor below them
- check the candidate is fit, well and ready to proceed
- explain the interview structure
- ask the candidate to begin their presentation

At the start of the interview

- **Chairperson** If the candidate is using presentation materials, for example slides or images, they will use the share content feature; check all the panel can see the content
- The 60 minutes begins when the candidate starts talking for their presentation

During the interview

- Allow for audio delays and silences during the interview by pausing after asking the question. Where necessary you should reassure the candidate that you (the panel) are listening.
- Questions should always be clear and brief.

Managing technical issues

- **Chairperson** You must keep a record of any technical issues, what time they occurred and how long the issue lasts.
- **Chairperson** If technical issues impact the standard of the interview, you must formally pause the interview and seek to resolve the issue. This may involve waiting for a participant to reconnect or for everyone to exit and rejoin.
- **Chairperson** You may request a staff facilitator to join the meeting to assist.
- **Chairperson** Any time lost due to technical issues must be added to the end of the interview to ensure the full 60 minutes is achieved.
- **Chairperson** If more than 10 minutes of technical issues are recorded the you can decide to terminate the interview. Seek confirmation from the candidate that they are in agreement with this course of action. The interview will be rearranged at the earliest opportunity.

At the end of the interview

- **Chairperson** Before starting the post-interview discussion you must ensure the candidate has left the meeting. You can check the participant pane.