



Comhairle Contae Lú
Louth County Council

ONLINE INTERVIEWS

Guidance & What to Expect

CONTENTS

INTRODUCTION & PURPOSE	3
SOFTWARE / HARDWARE	3
PREPARTION BEFORE YOUR INTERVIEW	4
TESTING BEFORE THE INTERVIEW	5
THE ONLINE INTERVIEW	6
PREPARE YOURSELF	7
POST INTERVIEW	8



INTRODUCTION & PURPOSE

Louth County Council is currently conducting interviews using Microsoft Teams. This document will outline the steps to help you prepare for your online interview.

The purpose of this manual is to familiarise you as the interviewee candidate with the online interview format so you can make the most of your interview.



In order to find critical information on the role, competencies, salary, and more, it is important to read and review the Candidate Booklet.

SOFTWARE / HARDWARE

Both the Interview Board and you as the Interviewee will use Microsoft Teams video conferencing software. You will need a computer, laptop, or device that can connect to the internet and handle the Microsoft Teams software.

You can download Microsoft Teams on your computer/laptop by visiting <https://www.microsoft.com/en-ww/microsoft-teams/download-app>

You do not need a Microsoft account to download Teams. Our HR department will provide you a Teams URL hyperlink for you to join the interview meeting.



Google Play Store



Apple App Store

If you are using a mobile device or tablet, you can download Microsoft Teams on the Google Play or Apple App Store. You may even wish to have a second computer/laptop/device ready in case your preferred device does not work on the day of your interview.

PREPARATION BEFORE YOUR INTERVIEW

Photo Identification: To confirm attendance you are required to forward a scanned copy of photographic identification either passport/driving licence or equivalent document to recruitment@louthcoco.ie before the date and time on your interview invite. If you do not confirm your attendance by this date, it will be assumed you are no longer interested and your name will be removed from the interview schedule.



Internet Connection: You will need a strong and stable internet connection of at least 1 megabit per second. Be sure to test your internet connection and speed in the area of your home or office you plan on having your interview with your internet service provider.

Battery / Computer: Your interview may last about 30-45 minutes so make sure your battery is fully charged and/or your computer/device is plugged in.

To avoid any distractions, you may turn off all other applications. Also make sure your Teams software and computer/phone/device operating system is up to date to minimise any updates that may slow your computer on the interview day. You can check this on your computer or phone/tablet settings.

Camera and Sound Settings: Ensure your computer / device has both video and microphone capabilities. You can check your headphone and microphone input and volume output levels on your computer settings.



Camera Setup: As the candidate, you will need to make sure your camera works on your device before your interview. Also to prevent any potential echo and feedback issues, headphones with a built-in microphone are highly recommended.

Your eyes should be looking slightly up or at least level with the camera. You should not be looking down. You may use a stack of books to raise the level of the computer camera.

Check your lighting and ensure you have a clean, simple, and neutral background. If possible use a location with natural lighting where you are facing light and not creating shadows or a silhouette.

As demonstrated on these Microsoft Teams images, position yourself so that your head and shoulders are facing and can be seen by your camera.



TESTING BEFORE THE INTERVIEW

We will schedule a testing period before your interview. This will allow you to gain familiarity and confidence using Teams. The test itself is very brief and typically two minutes.

To participate, click on the interview link from your interview email invite. You will then be waiting in the lobby. Email our HR administrator to let us know you are in the lobby, and, when it is your turn, we will then admit into the meeting.

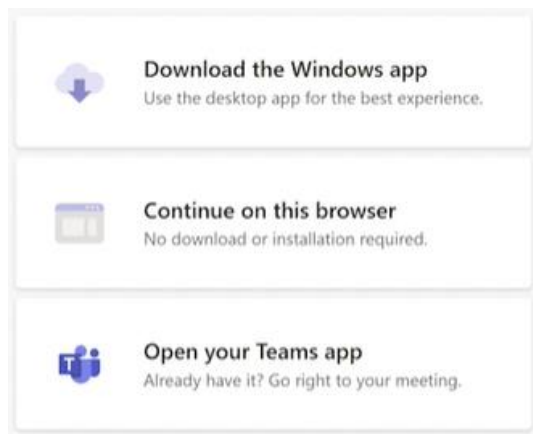
During this brief test, you will be able to adjust your camera and computer/device settings as well as check your technology to make the most of your actual interview time. Make note and communicate any technical issues experienced.

Find a quiet and private space in your home or office where you will not be interrupted. It is very important that the area you are testing your interview link should be the same area you plan on having your actual interview.

If the time scheduled to test your connection does not suit, you should contact HR, and we will endeavour to reschedule a more suitable time.

THE ONLINE INTERVIEW

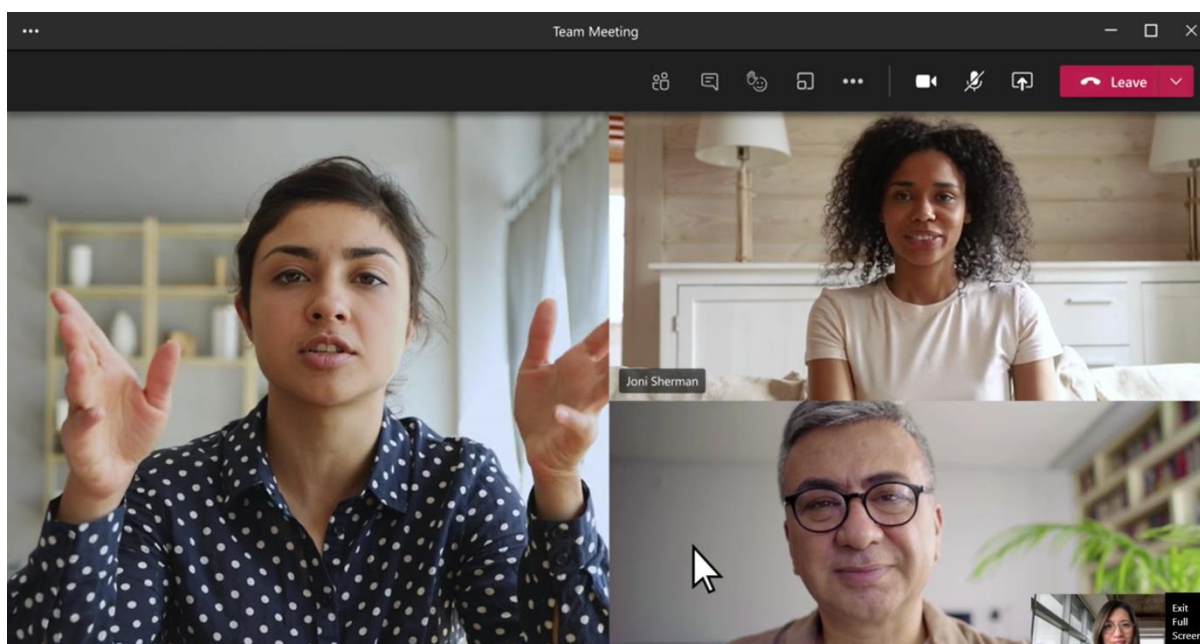
Arrive Early: You should join the interview meeting **at least 15 minutes** before your scheduled time to avoid delays to the schedule. Click the link in the meeting invite to be taken to a page where you can join on the web or the Teams application software.







If you do not have a Teams account, you may have the option to enter your name to join the meeting as a guest. Then you will go to the lobby before being allowed in.

Our HR section *may* allow you into the meeting briefly to check your sound, camera, and connection before asking you to leave (red button) and asking you to wait again in the lobby.

When the interview board members are ready for your interview to start you will see the board in a format similar to the below image. Please note that this may take a few moments.



PREPARE YOURSELF

- Have a glass of water at your desk. 
- Dress professionally how you would for an in-person interview. Be mindful that screen cameras do not portray bright colours and patterns well.
- You may need to turn on your camera and audio within Teams when you are first allowed in the meeting. You should not use the mute function unless absolutely necessary. 
- Speak clearly and slowly at a regular volume. There may be a slight time delay so please wait for the interviewer to finish asking the question before answering.
- Your interview will not be recorded, and you are not permitted to record the interview. Any breach of this will lead to cessation of the interview and recruitment. 
- Candidates should turn off devices in the room to avoid feedback. Do not text or email during the interview.
- The Chairperson will:
 - Confirm the candidate's identity with the identification submitted;
 - Introduce the board members and the format of the interview;
 - Confirm that everyone can see and hear each other;
 - Formally start and end the interview.
- It is the responsibility of the candidate to ensure:
 - That they are on a computer/device that can connect to the Teams meeting remotely;
 - That the candidate's internet connection allows the interview board and candidate to clearly hear and see each other. 
- Please remember our Recruitment Team is available to support you. **Please contact us as soon as possible if you experience technical issues. If there are problems that cannot be resolved the interview may be terminated.**

POST INTERVIEW

Once the chairperson advises you the interview is over please leave the meeting and disconnect from the call entirely. To prevent you from accidentally rejoining the meeting you should close out of the Teams software application completely.

Each candidate is given a unique candidate number on your interview invite. Using this number, you will be able to find out on www.louthcoco.ie/vacancies whether or not you have been successful in placing on the competition panel. This number should be kept private at all times.

Details of interview results and panels will not be available by telephone from HR.



Thank you for applying to work with us in Louth County Council and best of luck with your interview.



Comhairle Contae **Lú**
Louth County Council

County Hall

Millennium Centre, St Alphonsus Rd,
Dundalk, Co. Louth
A91 KFW6

Town Hall

Crowe Street, Dundalk, Co. Louth
A91 W20C

Civic Centre

Fair Street, Drogheda, Co. Louth
A92 P440

Mid-Louth Civic Service Centre

Fair Green, Ardee, Co. Louth
A92 RYT2

1890 202 303

e: info@louthcoco.ie

www.louthcoco.ie

follow us  @louthcoco