**Candidate guidance for interviews conducted via MS Teams**

Due to social distancing rules required by the Covid 19 Pandemic, we will interview via Microsoft Teams so as to help keep both you and our interviewers safe.

To enable us to book you in for a Microsoft Teams interview, please confirm an interview slot through NHS Jobs.

After the confirmation deadline for booking an interview has passed, you will receive an invite to a Microsoft Teams meeting by email from one a member of our staff. You do not need to reconfirm that you are accepting this invite, as you will already have done this through NHS Jobs. If you have not received this invite by two working days prior to the interview slot you booked, please get in touch with the contact dealing with the job you have applied for.

This invite will contain a hyperlink in it for you to press at the time of the meeting and that will take you into Microsoft Teams via your web browser, or if you already have it the Microsoft Teams App.

For this interview, your device will need a camera, speaker and microphone. Typical equipment would be a smart phone or laptop / pc with camera and microphone and speakers attached.

You will need to consider where you will carry out your interview to minimise background noise and interruptions, and that you can position your device in a comfortable location so that it is stable and you do not need to hold it at arm’s length for the duration of the interview.

You will also need to present photo ID in the MS Teams interview- this is so we can confirm that the person we are interviewing is you. You could use for example a passport or photo driving license for this purpose. If you are successful further details around confirming your identity and other recruitment checks will be picked up further into the process, but you will not need these for this interview.

During the interview, if you encounter technical difficulties such as call drops out and you miss what is being asked, and then please flag this to us so we can repeat the question. We want to give you the best opportunity to demonstrate the skills you could bring to our role, so please communicate with us during the interview any issues you encounter.

I would like to thank you once again for your interest in the role, and look forward to meeting you via Microsoft Teams shortly.