Guidelines for virtual job interviews via MS Teams

We use the Microsoft Teams software (MS Teams) to conduct job interviews. You will receive the access link to the virtual job interview before your appointment in a separate email from our HR officer.

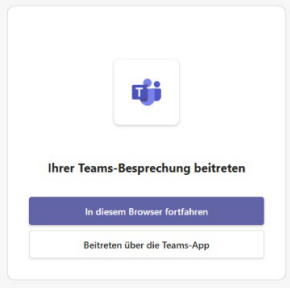
Please make the following preparations:

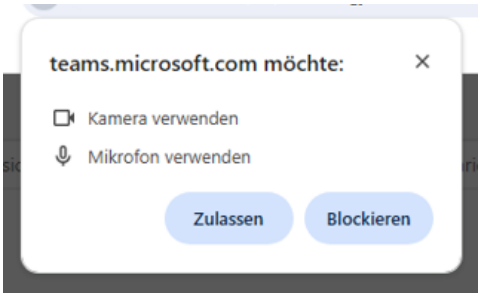
- Make sure you will not be disturbed during the entire interview. If necessary, inform people around you. Parallel conversations by other people in the room can disrupt the interview.
- Choose a neutral background and a professional seat for the interview and make sure that you can be seen clearly. Check the lighting in the room.
- Check that your sound and camera are switched on. Position the camera at eye level and check that you can be seen and heard clearly.
- Make sure you have a stable internet connection.
- Make sure the device you are using has a power supply.
- If necessary, have a headset / headphones ready for a better audio connection.
- Switch on the do-not-disturb mode of your smartphone and / or tablet.

How do I start?

Via PC or laptop:

- Click the link you received from us in the email. You do not need to download the MS Teams app. Instead, click “Continue on this browser” and allow the program to access your microphone and camera.





- If you have already installed MS Teams, you can join via the existing desktop app. To do so, select “Open Teams (work or school)”.
- Enter your full name in the field provided. Below it, you can also activate your microphone and camera directly.
- Then click “Join now”. You will enter a waiting room.

Via smartphone or tablet:

- To take part in the virtual job interview, you need to download the MS Teams app. Click the link you received from us by email. You can then download the Microsoft Teams app and enter your full name.
- Click “Join meeting”. If necessary, switch to the app now.
- After clicking “Join meeting” again, you must allow MS Teams to access your microphone and camera. You will then enter a waiting room.

General notes:

- You can switch the camera and microphone on and off by clicking the respective icon.
- Clicking the window to the right of the microphone icon allows you to share your screen.
- By clicking the three dots next to each other, you can, among other things, open your device settings, switch to full-screen mode, change how participants are displayed and turn on live captions.
- You can change the background of your video:
  - PC / laptop: before joining the meeting, select the icon to the right of the camera icon. During the interview, this is possible via the three-dot icon under “Background effects”.
  - Smartphone / tablet: you can change your background by tapping the camera icon with the asterisk at the top of the screen.

How do I leave the job interview?

You leave the interview by clicking the red “Leave” button.

FAQ

Do I have to register with MS Teams before the interview?

If you join via your laptop, you do not need to register. You join via the web version. All you have to do is follow the link to the MS Teams meeting and enter your first name and surname. We recommend using the Firefox, Edge or Google Chrome browser.

If you join via a mobile device, you also do not need to register, but you do need to download the MS Teams app. To do so, use the link to the MS Teams meeting that we sent you and download the app. You can then join the meeting and enter your first name and surname.

Do I have to enter an access code?

No access code is required to join the meeting.

What is the difference between using a PC / laptop and using a smartphone / tablet?

In principle, you can use any device. The devices only differ when joining the interview. If you use a PC / laptop, you can simply join online via your web browser. If you use a smartphone or tablet, you must first download the Microsoft Teams app.

I have problems with the sound. What could be the reason?

This may be due to the browser you are using. If you use Internet Explorer, this can cause problems with sound transmission. Others will then not be able to hear you, even though your microphone is switched on and working. We recommend holding the job interview using the Firefox, Edge or Google Chrome browser.

What can I do if I have other technical problems?

In this case, please contact the person named in the invitation email by telephone.