



CONGRATULATIONS!

You've scored a virtual interview for a position here at D.A. Blodgett – St. John's. Following your conversation with me, you will receive a confirmation email containing the following:

- Interview Date/Time
- Position
- Hiring lead you will be interviewing with
- Application / Screening Packet to be completed following interview

Accessing Microsoft Teams from Computer / Web

- Click or copy/paste Microsoft Teams link in browser. (Google Chrome is preferred)
- The webpage should say, "How would you like to join your Teams meeting?"
 - Download the desktop app – selecting this option will automatically download the Microsoft Teams application to your computer. You may then click your interview link and start the call from the Teams application.
 - Continue on this browser – the video call will begin on the open webpage.
- Enter Name / Device Configuration
 - Make sure your browser is allowing camera and microphone access, this can be configured from the browser settings or Microsoft Teams devices.
- Have a great interview
 - You should be all set. You may have to wait in the virtual lobby until the hiring lead arrives for the interview. Feel welcome to utilize this time to check audio/video settings.

Accessing from Tablet / Smartphone

- Download the Microsoft Teams Application
 - In order to utilize Microsoft Teams from your tablet or smart phone, you must download the application.
- Login with your Microsoft account or continue as guest.
- Click on the Microsoft Teams link in email, it should automatically open the application.
- Enter Name / Device Configuration
 - Make sure your browser is allowing camera and microphone access, this can be configured from the browser settings or Microsoft Teams devices.
- Have a great interview!
 - You should be all set. You may have to wait in the virtual lobby until the hiring lead arrives for the interview. Feel welcome to utilize this time to check audio/video settings.

** Trouble hearing from your smart device? Click on the speaker icon on Teams and make sure audio is playing from Speaker instead of headset.

** Calls may utilize data instead of Wi-Fi when utilizing from smart phone.

6 VIRTUAL INTERVIEW TIPS

1. Always have your web camera on if possible, dress professionally.
2. Location matters! Have a quiet, properly lit and private space available.
3. Check your technology beforehand. Make sure your web camera and audio are working correctly.
4. Close any browsers, tabs and applications not in use, this will prevent lag and issues with call quality.
5. Mute your microphone when not speaking to prevent call feedback.
6. Be present and attentive – in person or virtual, this is a real interview.

