Preparing for your online interview with South Dublin County Council

Online Interviews

This video was prepared, in line with national guidance from the Local Government Management Agency, to help candidates in preparation for their online interview with South Dublin County Council.

Interviews will be via Microsoft Teams. Once connected, you will be able to see and speak with the interviewers on screen.

The following slides will help you prepare for the interview.

Be Prepared
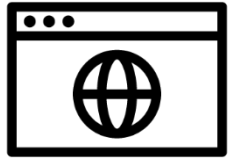
Internet Connection

You will need an internet connection with at least 1MB per second bandwidth. Close all other applications.

Camera

You will need a computer, tablet or mobile device with a camera. Please test in advance your camera is working.

Headphones

If possible wear headphones with a built-in microphone. Please test in advance your microphones and headphones are working.

Devices

Turn off all other devices in the room to avoid disruption or electronic feedback. Do not text or email during the interview.

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Be Prepared – Setting Up

Position the camera so you're looking up slightly. Ensure your head and shoulders are seen on the screen. Use a stack of books if you need to.

Check the lighting and what is in your background. Position a lamp in front of you.

Can you see yourself on the screen? If you can't, neither can the interview board.

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Centre Your Screen

This is an example of what the interview board will see if you're positioned correctly.
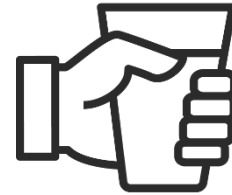
Be Prepared – Your Area

Peace and Quiet

Select somewhere quiet, private and well lit where you won't be interrupted. Put your phone on silent.

Water

Don't forget to pour yourself a glass of water before the interview.

Be Punctual

You should log in to Microsoft Teams at least ten minutes in advance to avoid delays and check sound, camera and backgrounds.

Recording

The interview will not be recorded. You are not permitted to record the interview. You should not use the mute function during the interview.

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Dress Professionally

Dress how you would for an in-person interview.

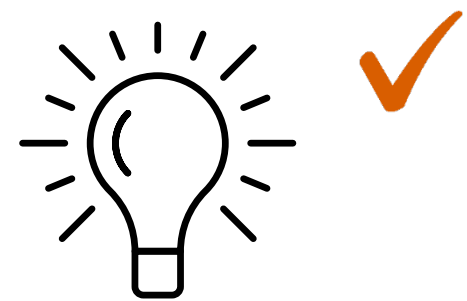Be mindful that screen cameras often don't portray bright colours and patterns very well.

Be Prepared – Checklist

South Dublin County Council

Tech Setup

Camera Position

Lighting and Background

Water

Private Space

Dress Professionally

The Online Interview

The interview board will log into the meeting at your allocated interview time.

Be patient, this may take a few moments, don't panic.

The Chairperson will …

✓ confirm your identity

✓ introduce the board members and the format of the interview

✓ confirm that everyone can see and hear each other

✓ formally start and end interview

Answering Questions

Look at the Camera

Eye contact in an in-person interview is very important and difficult to achieve the same connection via video.

Don't be afraid to look at the camera when speaking. Your eyes are more likely to align with the interviewers on the other end.

When listening, look at the screen or the camera.

Speak Clearly

Make sure your speaker isn't on mute. You should not use the mute option during the interview.

Speak clearly and slowly at a regular volume.

Take into account there may be a slight time delay, wait for the interviewer to finish asking the question before answering.

If at anytime during the interview you cannot hear the interviewer, you should interrupt and advise them immediately.

Your Invitation to Interview

Your invitation to attend for interview will include the "Join Microsoft Teams link" – example below

[Join Microsoft Teams Meeting](#)
[+353 1 592 0938](#)   Ireland, Dublin (Toll)
Conference ID: 622 056 342#

Should you experience any technical difficulties connecting to your interview or during your interview, you should notify the Interview Board directly by contacting them at your allocated interview time via telephone by dialling the number (beneath the link) and entering your conference ID number below.

The Board will then notify a member of the Recruitment Section who will then contact you. Please note, interviews will not be conducted via telephone.

Thank you for applying to work with us in South Dublin County Council