

Helpful guidance on how to join MS Teams interview

Congratulations on being shortlisted for an interview with the LSBU Institute of Health and Social Care. We have invited you to attend an interview using Microsoft Teams (MS Teams). To help you prepare we have provided you with some guidance to assist you before your interview and some hints and tips to make sure your interview goes as smoothly as possible.

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Before the interview

Setting up Microsoft Teams

Download Microsoft Teams [here](#).

Choose the device you will be using for your interview and make sure it is connected to a charging point or has enough battery.

- Make sure that the sound and camera on your device are working
- Check your internet connection is working and able to support the video connection during interview session.
- You may want to arrange access to another device in case your primary device is having a technical glitch.
- If you are going to use Teams on your laptop, we recommend you use Chrome or Firefox browsers as other browsers such as Microsoft Edge or Internet Explorer may experience issues.

Interview tips

LSBU Healthcare Interview Preparation

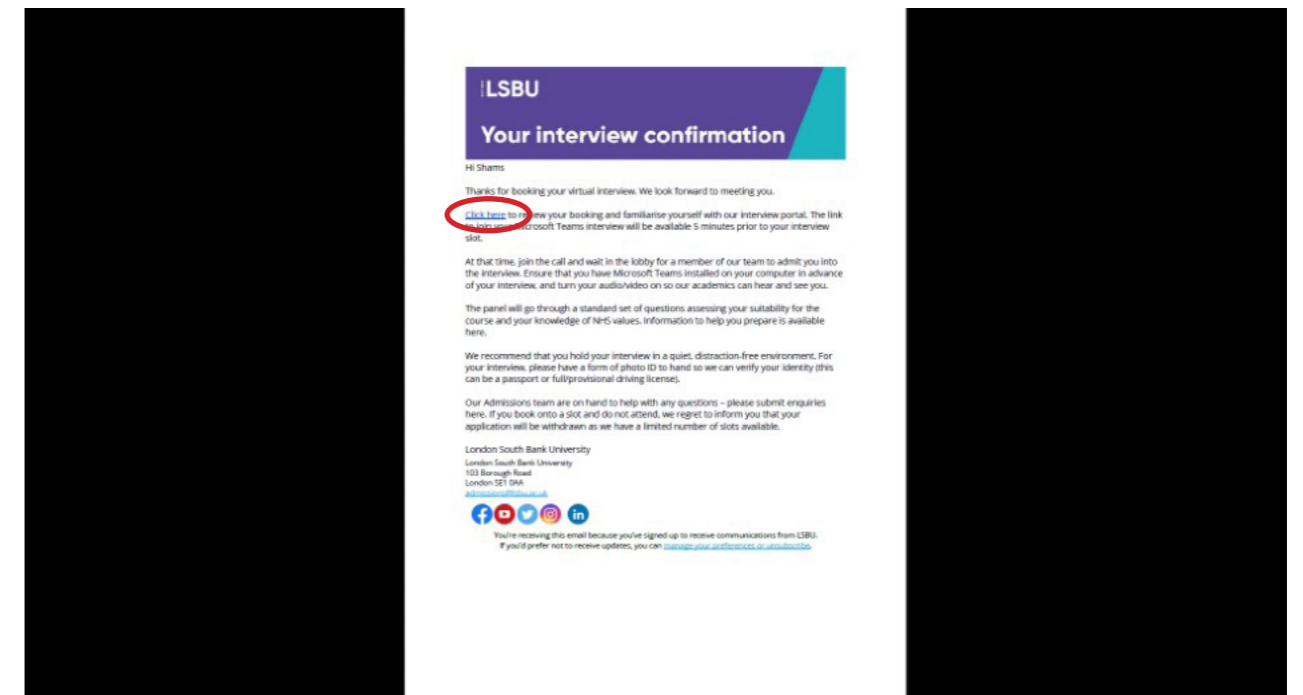
- Speak clearly, confidently and convincingly about your reasons for choosing this career
- Listen to the questions, reflect, recover and provide relevant answers that demonstrate intellectual curiosity and a reflective nature
- Adequately express problem-solving skills and use initiative in your answers
- Reflect on your personal qualities, skills and what you have learnt through any placement or work experience when presenting your answers
- Articulate answers using appropriate language
- **Remember:** it's okay to request clarification when required or if you need a repeat of the question

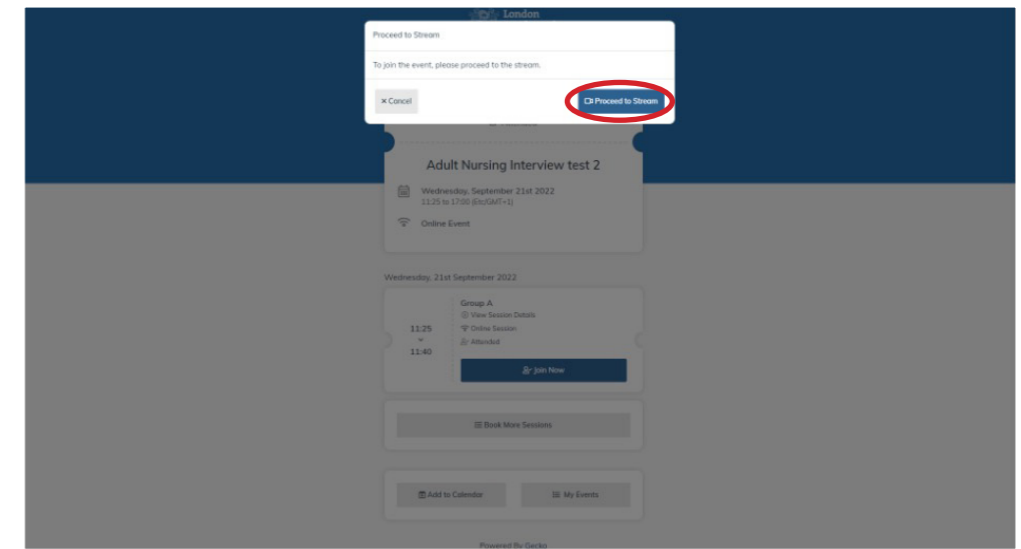
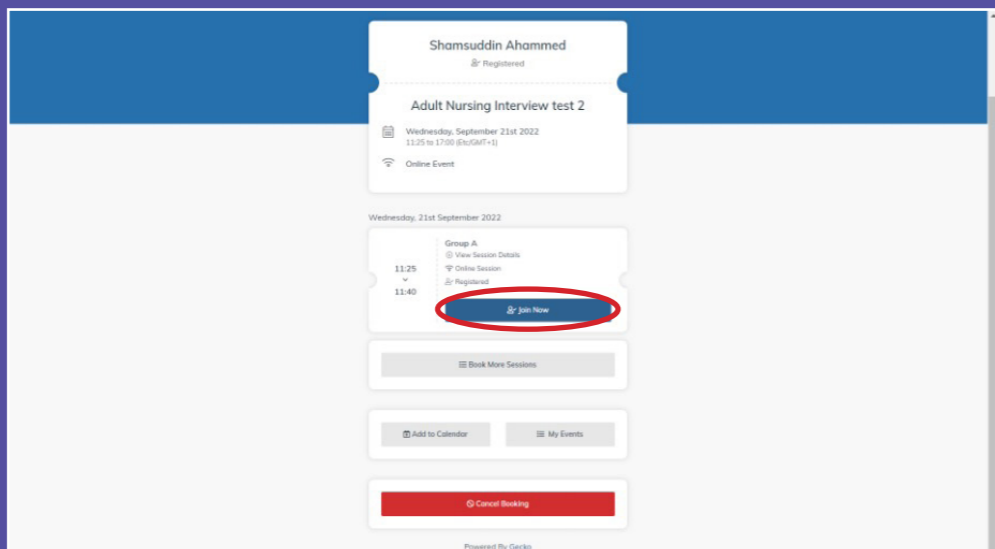
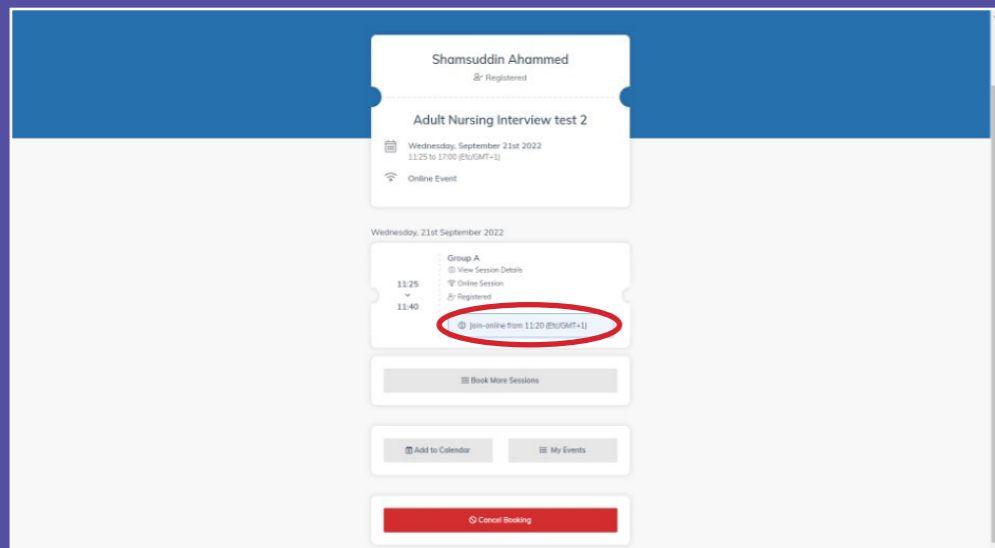
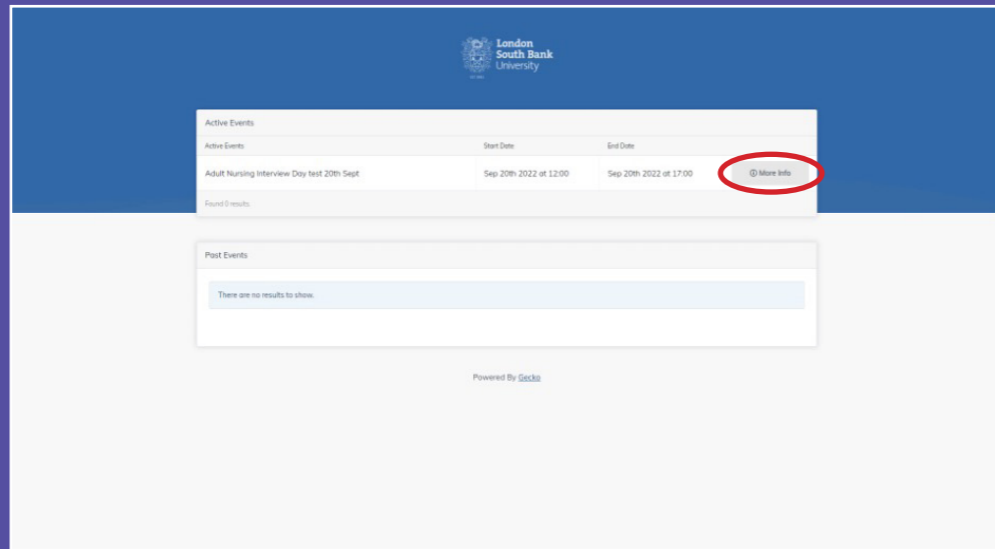
On the day of the interview

- We recommend you find a quiet and distraction free environment for the duration of the interview.
- Please ensure your device is working properly and you have uninterrupted internet connection for MS Teams interview.
- Please adjust your camera and volume and make sure any notifications are switched off during the interview so that you can focus on your conversation.
- Turn off notifications to make sure you are not interrupted or distracted during your interview
- If you have faced any technical issue during the interview, please let the interviewer know and if the issue has occurred before the interview then please email admissions office at admissions@lsbu.ac.uk

Joining a call on Microsoft Teams from a Laptop/PC

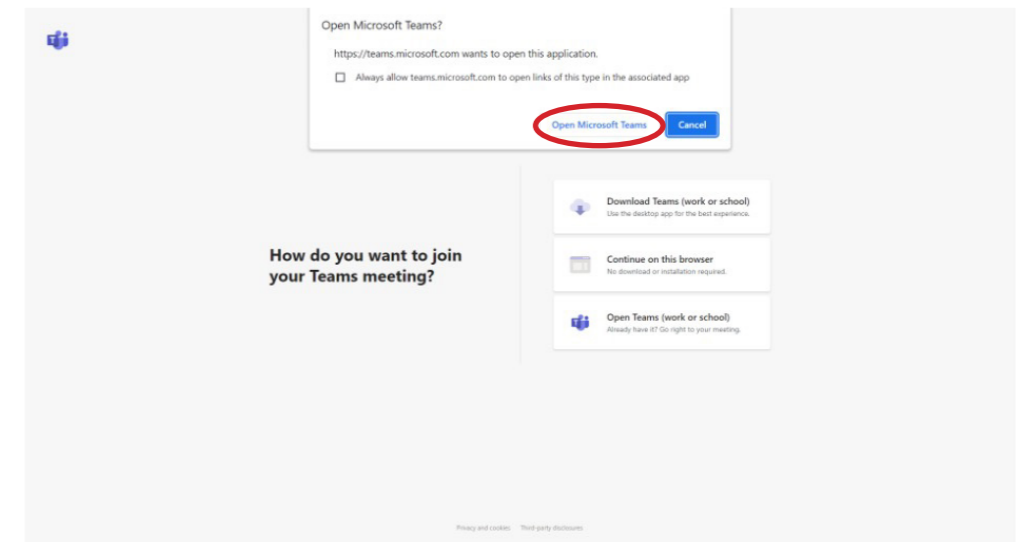
- Find your interview booking confirmation email from LSBU.
- Click "click here" in the email.
- Then click 'More Info' button on the landing page. You will be able to join the live interview from 5 minutes prior to the interview start time.
- Please follow the instructions.

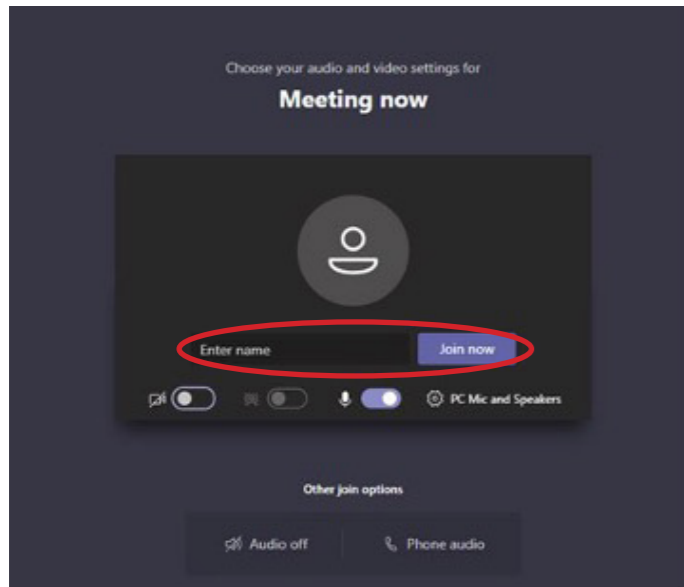




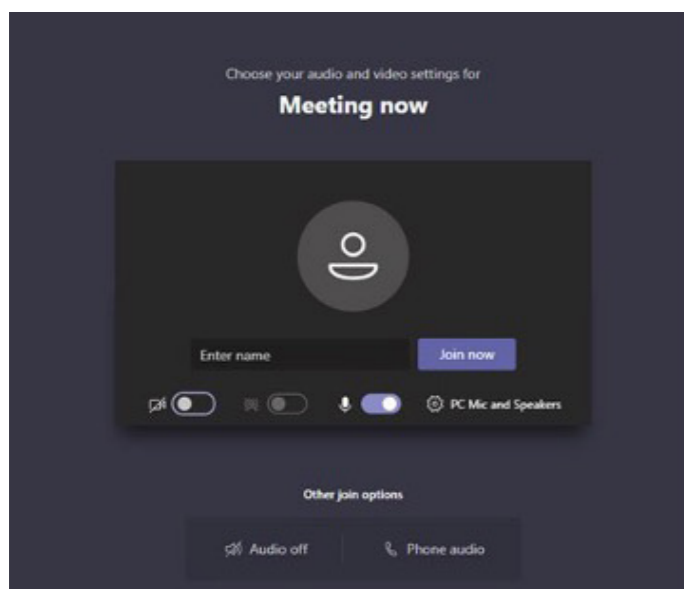
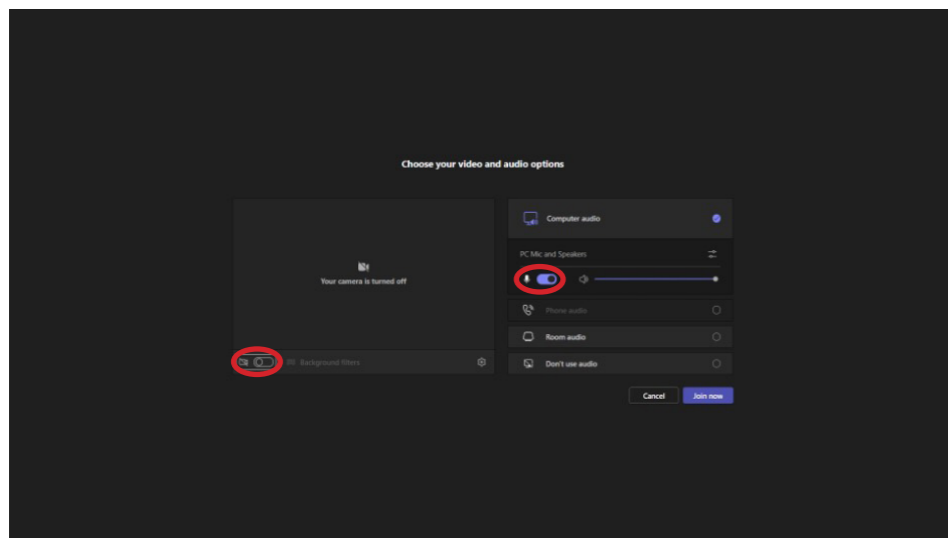
Using Teams app on Laptop/PC

- If your laptop or PC has the Microsoft Teams App installed, a pop-up box will appear – Click 'Open Microsoft Teams'
- Based on your Laptop/PC choose any of the 3 options.
- Teams will be launched, enter your name, and click on 'Join Now'.

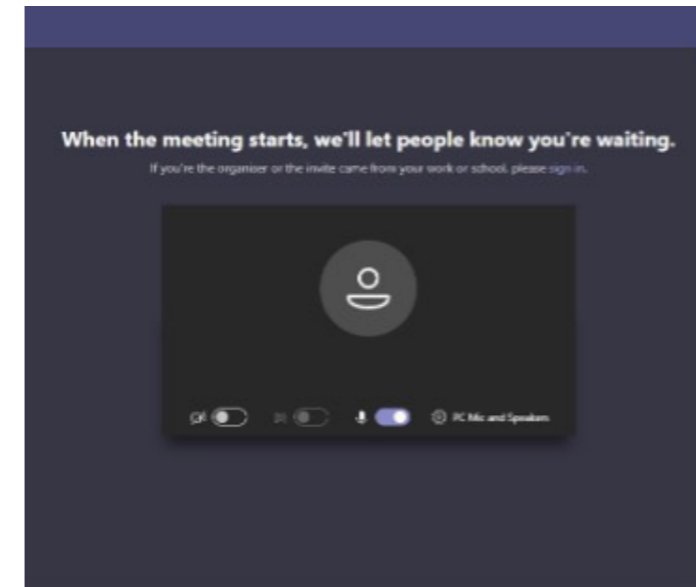




- Please make sure your video and audio options are switched on.




- You will be held in the Lobby until someone in the interview grants you access.



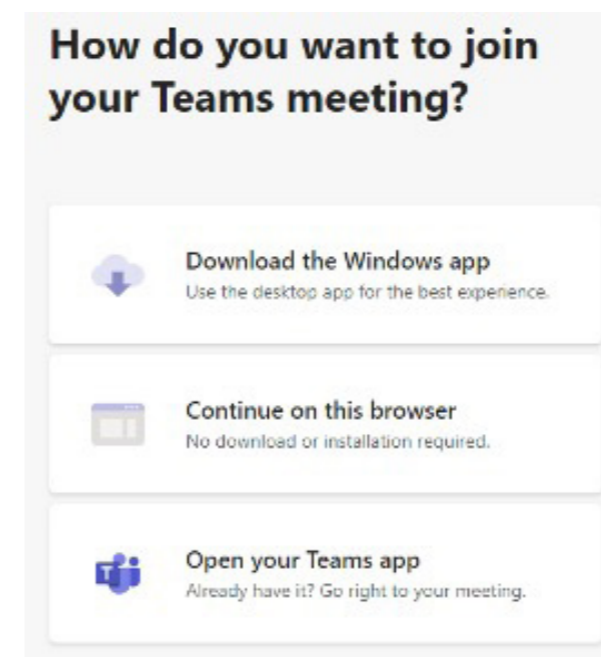
- Ensure again that the toggle for microphone and audio are switched on.



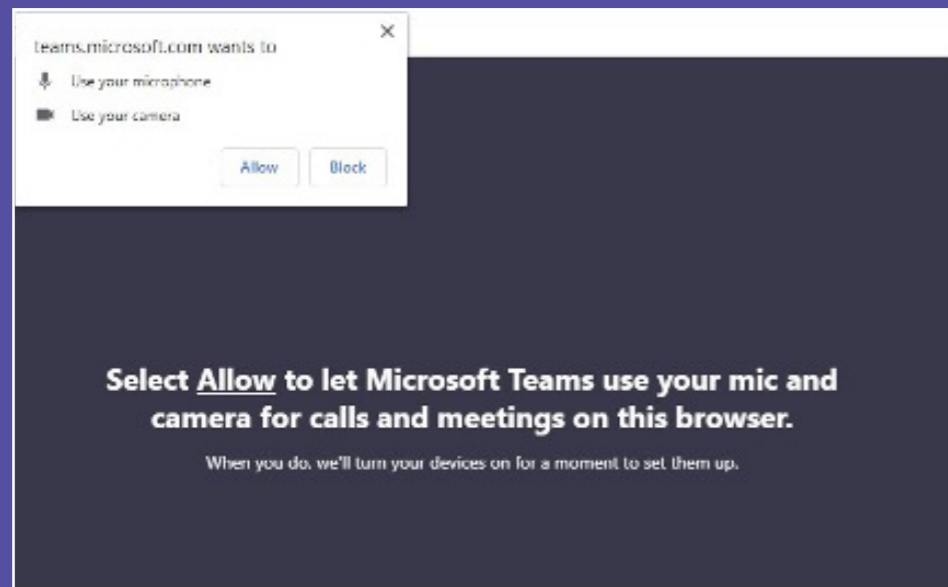
- You can blur your background to minimise distractions, click on the three dots, 

Using Browser version of Teams

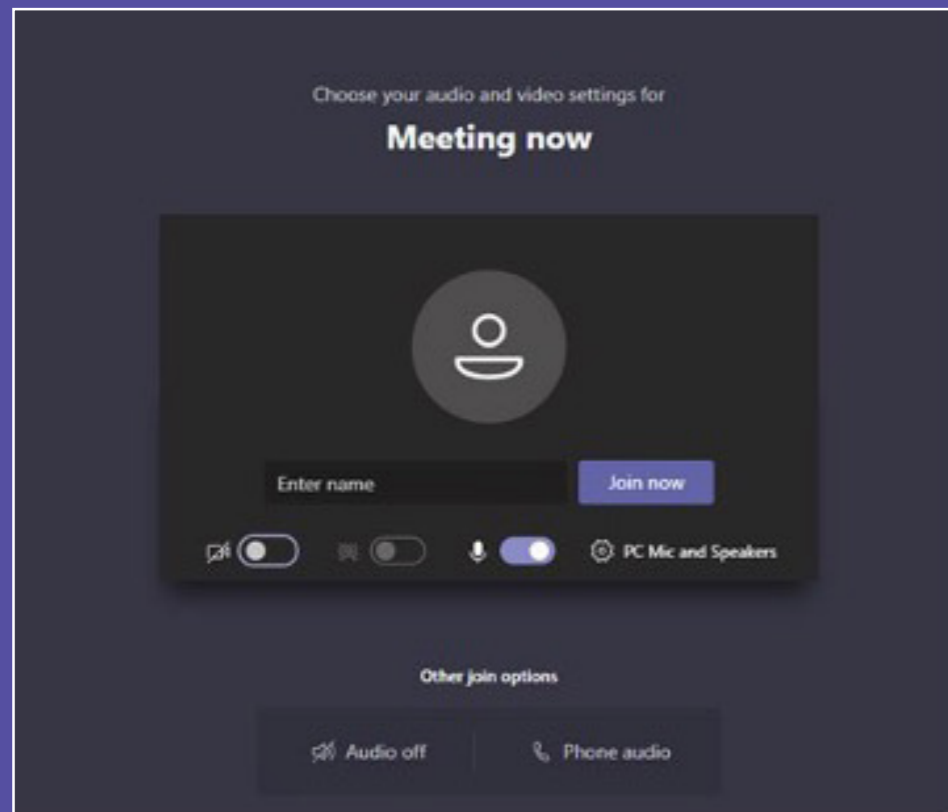
- If you do not have the Microsoft Teams App installed on your PC or laptop, click on the 'Continue on this browser'.



- You may be asked to allow Microsoft Teams to use your mic and camera – Click 'Allow'.



- Enter your name when prompted and click 'Join now'



- You will be held in the Lobby until someone in the interview grants you access

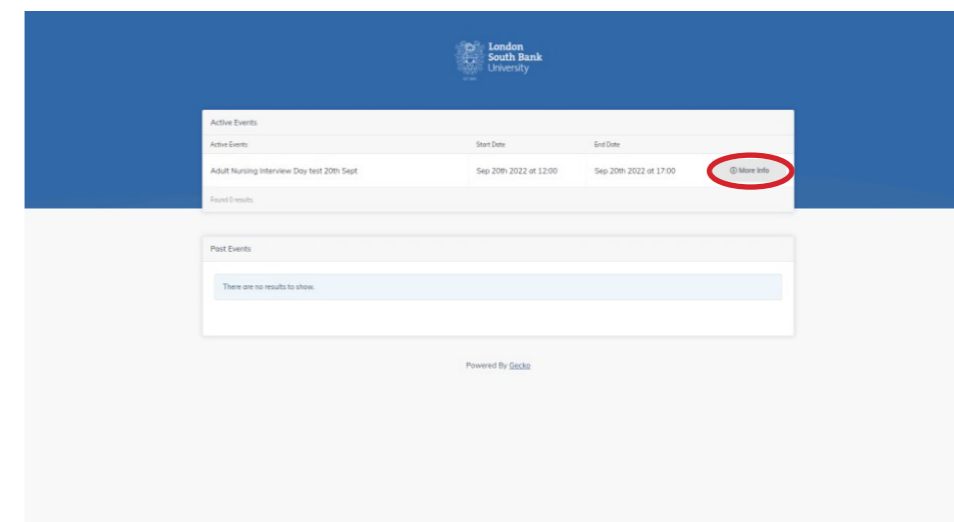
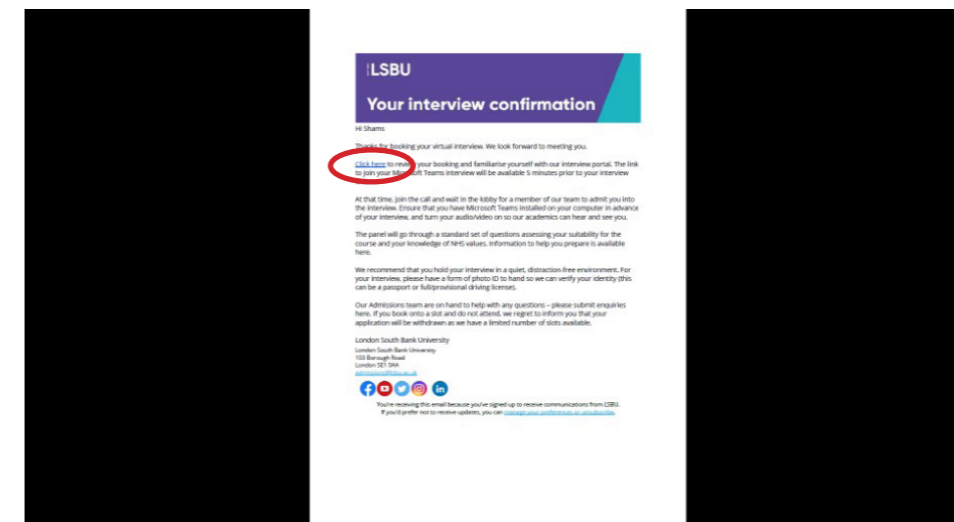
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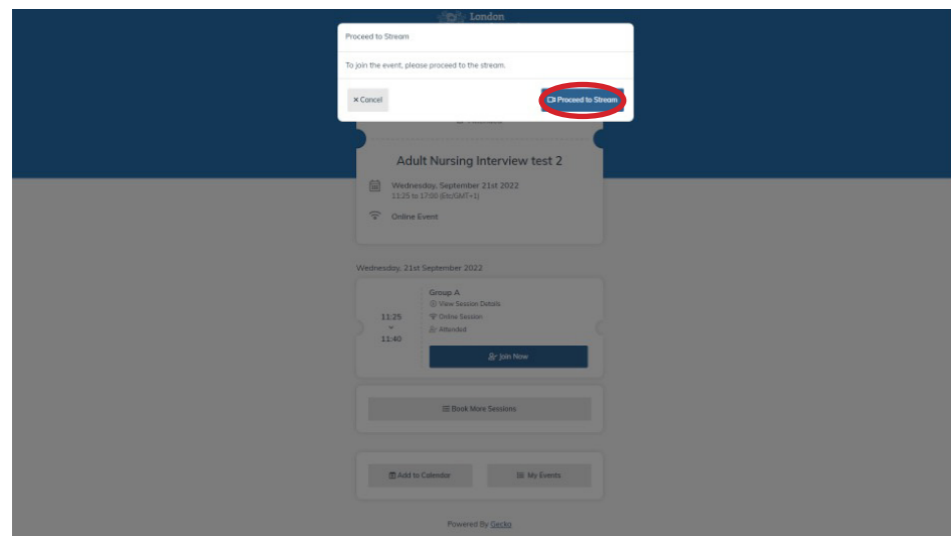
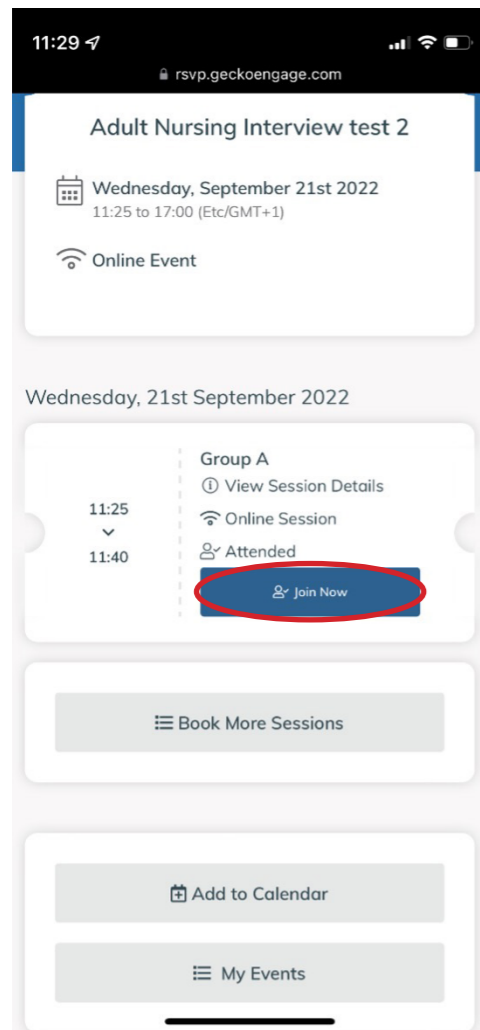


- You can blur your background to minimise distractions, click on the three dots, and select 'Start video with blur'.

Joining a call on Microsoft Teams from a Smart Phone/Tablet

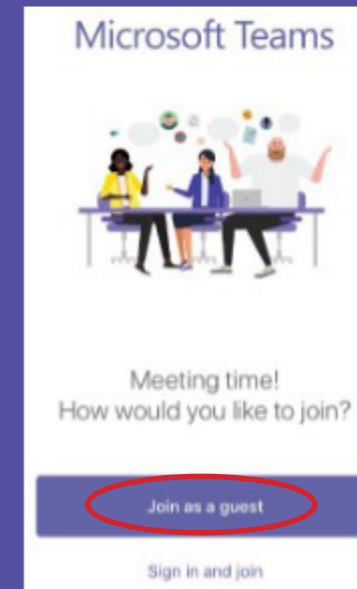
- Install the Microsoft Teams App on your device if you have not already done so. You can find it by searching 'Microsoft Teams' on your app/play store.
- and open the email from LSBU titled 'Your Booking Confirmed'.
- Click on the Click here link in the email.
- Please press 'Join Now' button.



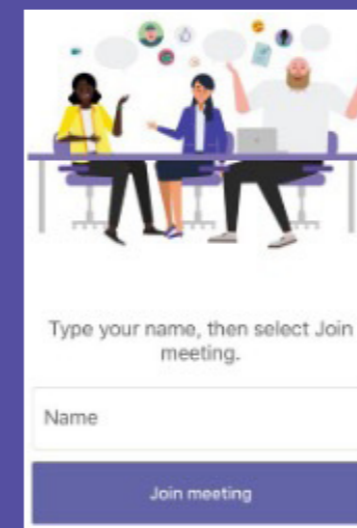


- The Microsoft Teams app on your device will launch.

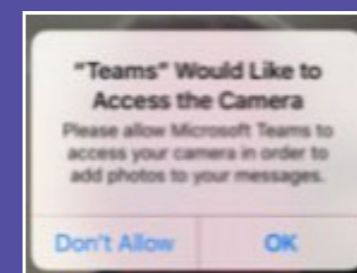
- Click 'Join as a guest'.



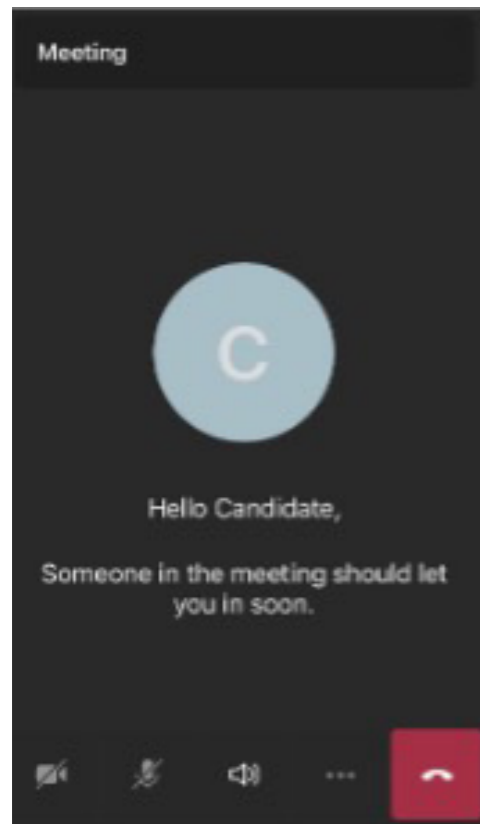
- Enter your name when prompted and click 'Join Meeting'.



- You may be asked to allow Microsoft Teams to use your mic and camera – Click 'OK'.




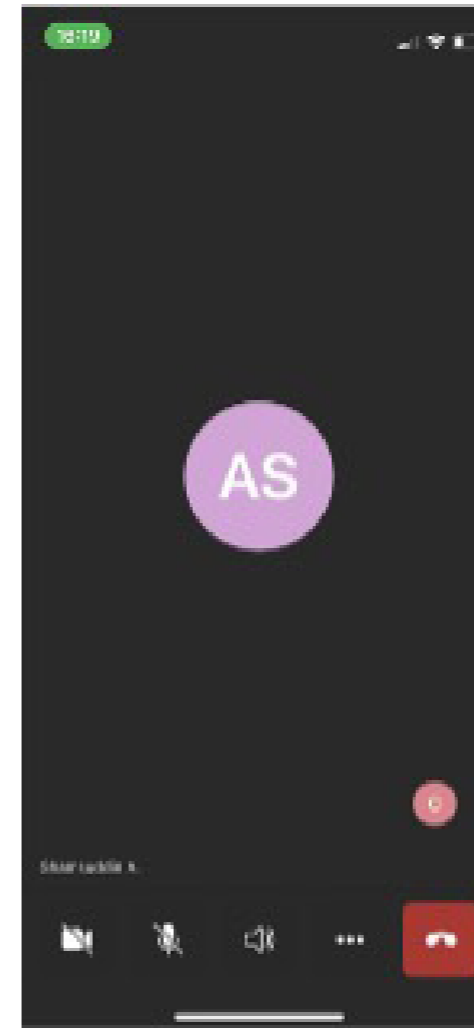
- The following will be displayed. You will be in the lobby until someone in the meeting admits you.



- Once you have been admitted into the meeting, ensure the toggle for video and microphone are on.



- You can blur your background to minimise distractions, click on the three dots,  and select 'Start video with blur'.



- At the end of your interview you can cancel the call by pressing the red button with white handset sign on the bottom right hand of your phone or tablet.

Please note the interview session is not recorded. However, there may be times when it may be necessary for interviewers to record the session. However, recording will only be conducted once you have agreed to record the session.

