**Candidate Information Sheet for Online Interview**

Dear <candidate name>,

**Re: Interview for the post of <X> at <Anywhere Community School> on <X date at X time>.**

Your interview for the post of <X> at <Anywhere Community School> will take place via:

<e,g. Zoom which is an on-line communication platform with a video conferencing function. You can access Zoom by downloading the Zoom app from the App Store to your desktop/laptop/tablet or via the web browser>. Amend depending on the on-line platform.

**Please follow the following instructions:**

In preparing for the interview, please ensure you have provided us with your email address and contact number.

You will receive a **link and password** to join the interview to this email address on <x date - at least 48 hours before the interview>.

You should click on the **link** to join the interview (e.g. if joining a Zoom Meeting) at your allocated interview time.

Please let me know of any issues in advance of your interview date. You are advised to test <Zoom or other> at its test site in advance of the interview.

**In preparing for your interview, we recommend that you:**

* Find a quiet, well-lit location (e.g. office, study or living room) where there will be no interferences during the interview.
* Do a test run with the device you will be using, check the internet connection and its stability, audio and sound capabilities to make sure everything works properly before the interview takes place.
* Notify the Chair of the Selection Committee of any technical issues 24 hours in advance of your attendance at interview.
* Ensure that your computer is fully charged for the interview.
* Know how to use the video and unmute functions so that you can be seen and heard by the Selection Committee members.
* Elevate your device so that it is at face level and centred.
* Ensure the background is professional.
* Switch on all your equipment at least 15 minutes before the interview and think about getting the lighting and camera angle right. Candidates are advised to avoid having a light source, such as a window, behind them, due to visibility issues.
* Silence anything that may interfere with your interview (mobile phone, email, doors) before the interview starts.
* Bring your mobile **(switched to silent)** to interview in the event of technical difficulties so that the Chair of the Selection Committee can contact you.
* There should be no other person present in the room with you during the interview.
* Have a glass of water at hand.
* Ensure that the username used to join the meeting through <Zoom or other> identifies your full name, allowing you to be admitted from the digital waiting room.

Include the following if applicable:

All candidates are offered a test session on <date> to examine technical issues prior to the interview. This will allow candidates to test their device, location and clarify any technical difficulties. Please note that all candidates will informed of their allotted time for this session by <time, date>.

**Recording of the interview and the test session is not permitted**. In upholding the privacy rights of all individuals who are present at the video-conference interview, it will not be recorded through audio, video or other means. Each person’s participation in the interview is conditional upon such prohibition of recording, irrespective of the purpose or any intended use of such a recording, personal or otherwise.

An official Notetaker will be present during the on-line interview (include if applicable).

Please be advised that it is your responsibility to ensure that you have access to the required software, device and connectivity to facilitate taking part in the online interview. The Board/Selection Committee will not take responsibility for any inability on the part of a candidate to connect remotely to the interview. Every effort will be made to resolve technical issues which may arise within the time allocated for contingencies and where the issue extends beyond the allocated time, the interview may be rescheduled within the timeframe already scheduled for the post of <X>

There will be no onus, however, on the Board/Selection Committee to reschedule an interview arising from a candidate’s inability to connect remotely outside of the allocated interview date.

Once you have joined the meeting, the Chair of the Selection Committee will take the lead and introduce the other Selection Committee members and the official Notetaker.

If the internet connection fails or there are any other problems during your interview, the Chair of the Selection Committee will call you at the contact number you provided on your Application Form. Please be advised that the use of your contact number is for this purpose only and will not be retained by the Chair of the Selection Committee once the interview has concluded.

Please confirm by email your receipt and understanding of the above information.

We look forward to meeting you at interview on X date.

Yours sincerely,

<X>