

Candidate Guide for Video Interviews

Quick reminders

- Assessments will take place via Zoom. It is recommended that you go to the Zoom website and run a test meeting to ensure that your equipment is fully compatible before you confirm your intention to proceed with online assessment.
- The interview will be conducted to the same standard as a face-to-face interview.
- Remember, you are on camera. Ensure you are in a professional and quiet environment and that you present yourself professionally.
- It is recommended you use a laptop or desktop PC and ensure you have a power cable attached. Use of electronic tablets is not advised.
- Always have your microphone and camera on.
- An SCSi Staff Member will attend all meetings as an observer. The SCSi Staff Observer will admit you to the meeting, conduct checks with you and introduce you to the panel.

Preparing for the interview

- Before attending your interview, you must attend a live demonstration and equipment check with an SCSi staff member. This is required to ensure that your internet connection, audio and video are all working correctly and that you are familiar with the requirements for the interview.
- If you do not attend a test meeting as scheduled, your interview will be cancelled.
- An interview date and time will be agreed with you in advance of your interview. You will receive an email with a meeting invitation link and a date and time for your interview.
- If you are sharing an internet connection with others, you should request that they do not use the internet or WIFI during your interview to ensure that you maintain connectivity.

Joining the meeting

- You must prepare to join the meeting 10-15 minutes before the start time.
- Click the join link for the Zoom when you are ready.
- You will wait in the virtual lobby until the SCSi Staff Observer admits you to the meeting.
- When the assessment panel are ready (approximately 3-5 minutes before the interview start time), you will be admitted to the virtual room.
- You must join the meeting with full audio and video experience.
- Your video should be on and your microphone will be on mute.

Before the interview starts

- You will be in a virtual lobby before the meeting starts. You will be admitted to the meeting 5 minutes before your scheduled start time.
- Wait for instructions from the Staff Observer before speaking.
- When instructed, activate your microphone. You must keep your microphone and video on for the duration of the interview.
- The Staff Observer will confirm that everyone is ready – video on and audio working.
- The Staff Observer will ask you to use your video camera to show a 360-degree view of the room including above and below you, your desk and any materials you will need for the interview.
- You are permitted to use a pen and blank paper to take notes during the interview. You will be required to show these to the staff observer at the start of the interview and may be asked to show them again during the interview.
- You may use notes or cue cards for your presentation only. You may be asked to show these to the staff observer at the start of the interview and may be asked to show them again during the interview.
- You are not permitted to use a PowerPoint presentation during your interview. You are permitted to use handouts but if you wish to do so, you must notify SCSI at least 2 weeks prior to your interview. Handouts must be provided by email in PDF format and will be made available to your panel prior to your interview.
- The Staff Observer will hand control of the meeting to the chairperson.
- The Staff Observer will turn off their mic and camera but will remain logged in for the duration of the interview in case of any technical issues.

At the start of the interview

- The 60 minutes begins when the Staff Observer hands control of the meeting to the chairperson.
- The interview will be conducted as per a normal interview:
 - Introduction by Chair 2–3 minutes
 - Candidate's Presentation 10 minutes
 - Questions on the presentation 10 minutes
 - Candidate's general training and experience – 25 minutes
 - Chair — questions on competencies, PQSL and Ethics 10 minutes
 - Close of interview 1–2 minutes

During the interview

- Ensure you are in a quiet room and that you will be free from disruptions. If there are multiple disruptions during an interview, the Chair will be obliged to terminate the interview.
- Allow for audio delays and silences during the interview. If you are taking some time to think about your answers you should, where necessary, confirm to the panel that the audio is still working.
- Be aware that the chairperson can ask you at any time to repeat the view of the room or your notes.

Managing technical issues

- The chairperson will keep a record of any technical issues and how long the issue lasts and when these occurred.
- If technical issues persist, the chairperson may formally pause the interview. The Staff Observer will instruct you on what to do next. This may be to wait until a participant has reconnected or for everyone to exit and re-join.
- Any time lost due to technical issues will be added to the end of the interview to ensure the full 60 minutes is achieved.
- If more than 10 minutes of technical issues are recorded the chairperson is obligated to terminate the interview. They will confirm you are in agreement with this course of action.
- Your interview will be rearranged at the earliest opportunity.

At the end of the interview

- You must exit the meeting immediately when instructed by the chairperson.

Integrity of the Assessment

- At any time during the interview, the Chair may ask you to use your camera to show parts of the room you are in.
- You may also be asked to share your desktop screen to evidence that you do not have notes or other reading material open on your device.
- During the interview, you should not use your keyboard or mouse as this may require that the interview be paused to conduct checks to ensure that the integrity of the assessment is not at risk.
- Mobile phones should be turned off and placed out of your reach.
- You are not permitted to record any part of the interview under any circumstances.
- You must keep your audio and video on throughout the duration of the interview, unless instructed otherwise by the Chair or Staff Observer.
- If the interview is disrupted due to breaches of these guidelines, the Chair will terminate the interview and you will be required to reapply for interview. In this instance, a report will be sent from the Chair to SCSl Regulation for investigation, which may result in expulsion from membership.