

Dear Candidate,

You have been invited to participate in a video interview for a position you recently applied for on the NSW Health Career Portal. This document outlines the process and instructions on how to prepare yourself and technology prior to your interview taking place. As video interviewing is often a new concept for many candidates this guide has been developed to try and ease you into this new experience.

Introduction

Sydney Local Health District uses a Zoom to conduct video interviews. Zoom can be accessed either through a web browser on a computer or through an application on your mobile or tablet device. ***In advance of your interview date you should read the below key information to ensure you are fully prepared for your video interview.***

1. Check your internet speed

- You will need a good connection of at least 0.5mbps (Megabytes per second). You can test your internet connection by navigating to www.speedtest.net and selecting 'Begin Test'. If you do not have good internet speed at home, see if you are able to find another location or contact jennifer.thorncraft@health.nsw.gov.au for more advice

2. Familiarise yourself with the Zoom Video Platform

- If you want to see how Zoom works there are a number of quick videos that can help you available at the following link: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Before your Interview: Prepare for your identity check

As part of your invitation to interview you must be able to supply evidence of your identity during the video interviewing process. The panel must be able to sight you and your photo ID on the same screen so you may be required to hold your identification up to the camera to confirm. Each entity will have its own process but each will instruct you what to do when you have dialed into the interview. Make sure you have your documents close by ready to display.

Before your Interview: Prepare your technology

1. Choose your device, and make sure it is fully charged

2. Check the Audio

- It is advised to use a headset or wired headphones when dialing in using a phone or tablet. This will reduce background noise.

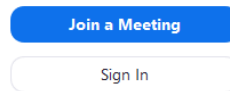
3. Check the Camera

- Ensure you have allowed your PC/MAC or mobile device to access your camera. You may need to check your privacy settings.

At your scheduled Interview time

1. Click on the meeting link in the email
2. Join a meeting using one of these methods:

- Click **Join a Meeting** if you want to join without signing in.



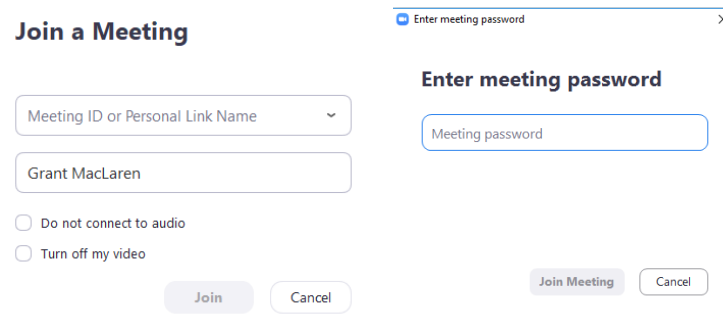
- Sign in to Zoom then click **Join**.



Join

3. Enter the meeting ID number and your display name.

- If you're signed in, change your name if you don't want your default name to appear.
- If you're not signed in, enter a display name.
- When prompted, enter the meeting password in the invitation email

The image is a screenshot of the Zoom "Join a Meeting" dialog box. It is divided into two main sections. The left section, titled "Join a Meeting", contains a dropdown menu for "Meeting ID or Personal Link Name", a text input field for the display name (currently showing "Grant MacLaren"), and two radio button options: "Do not connect to audio" and "Turn off my video". At the bottom of this section are "Join" and "Cancel" buttons. The right section, titled "Enter meeting password", is a separate window with a text input field for the "Meeting password" and "Join Meeting" and "Cancel" buttons at the bottom.

4. Select if you would like to connect audio and/or video and click "***Join***".

Video Interviews: Key Considerations

Please read the following considerations before participating in your video interview.

1. **Make sure that the Zoom name you are using matches your application name**
2. **Consider your video interview location by ensuring;**
 - you are in a well-lit room with good camera visibility
 - your camera background is clear and if possible away from windows which may cause camera glare
 - you are in a private and quiet location with limited background noise
3. **Consider your body language and appearance by ensuring;**
 - eye contact is maintained throughout the interview by looking through the camera

- you are presented in a way that you would be for a face to face interview
- your face and facial expressions will be visible to the interview panel

4. Limit interruptions and distractions by ensuring;

- any unnecessary web browser tabs and applications on your device are closed
- notifications on your phone or device are set to silent mode
- notify any people that are near you or at home with you that you are having a video interview and to try and keep noise levels down

5. Practice and prepare

It is encouraged that you practice video interviewing on your chosen device ahead of your scheduled video interview and keep these key considerations in mind. A good way to do this is to practice using FaceTime (or similar) with a friend.

If you have any questions, or need any support before your interview please contact the jennifer.thorncraft@health.nsw.gov.au contact for further assistance.