# Candidate Guide for Video Interviews

## Quick reminders

- Remember, you are on camera. Ensure you are in a professional environment.
- If using a laptop, ensure you have a power cable attached.
- Always have your microphone on.

## Instructions

### Joining the meeting

- You must prepare to join the meeting 5-10 minutes before the scheduled start time.
- Click the meeting link when you are ready.
- Select your audio and video settings and click Join. You will enter a virtual lobby.
- At the scheduled start time you will be admitted to the virtual room.
- Your video and microphone should be on.

If there are technology or other unforeseen issues, there may be a delay admitting you to the virtual room at the scheduled start time. Ensure you have access to your email address and phone (as registered with RICS) in case we need to contact you. As soon as you are in the virtual room you can close your email access and switch your phone off.

### Before the interview starts

The chairperson will complete the following:

- welcome you and make some introductions
- check all participants' audio and video connections are working
- ask you to use your video camera to show a 360-degree view of the room, including above you and the desk/floor area in front of you, so they can confirm you do not have any access to support (from people, technology or materials [this does not include presentation notes]).
- check you are fit, well and ready to proceed
- explain the interview structure
- ask you to begin your presentation

### At the start of the interview

- If you are using presentation materials, for example slides or images, you can share this with the panel by using the share content feature; the chairperson will check all the panel can see the content
- The 60 minutes begins when you start talking for your presentation

### During 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.

**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 impact the standard of the interview, the chairperson will formally pause the interview and seek to resolve the issue. This may involve waiting for a participant to reconnect or for everyone to exit and rejoin.
- The chairperson may request a staff facilitator to join the meeting to assist.
- 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 can decide 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 when instructed by the chairperson.