

The State of Maine has adapted to the times by utilizing Microsoft Teams to safely conduct interviews with job applicants. Before your interview, please take a few minutes to familiarize yourself with the technology and set it up. This guide will assist you with the latter.

PRE-INTERVIEW

Though it is possible to join a Teams meeting through a web browser, participating in the call using the Teams app is preferred. Please download the app to your computer or mobile device prior to your interview. **We recommend familiarizing yourself with Teams as much as possible prior to your interview to troubleshoot any issues that occur.** Google Chrome and Microsoft Edge are more compatible with Microsoft Teams.

Your State of Maine contact will send an email with a Teams meeting link prior to your interview. **Please make sure you clarify who you can contact the day of the interview, should you have technical difficulties.** Click to join at the specified time. You will be asked if you'd like to launch the meeting in your web browser or the app, if it's been downloaded.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams | Meeting options](#)

Microsoft Teams



Experience the best of Teams meetings with the desktop app

[Download the Windows app](#)

[Join on the web instead](#)

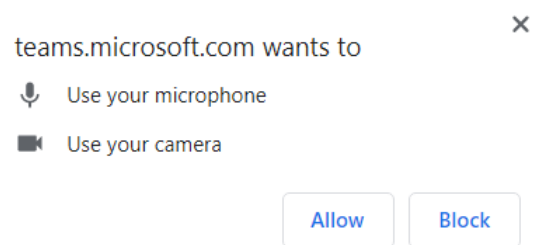
Already have the Teams app? [Launch it now](#)

TEST YOUR TECHNOLOGY BEFORE YOUR INTERVIEW

- Internet** has a strong connection with my device
- I've allowed Teams to access my **microphone** and it's connected to the call
- I've allowed Teams to access my **camera** and it's connected to the call
- If applicable:* My **headphones** are plugged in/connected and selected to use in Teams

PERMISSIONS

If this is the first time you've used Teams, you will need give the app or your web browser (whichever you are using) access to your microphone and camera. Click allow to do so.

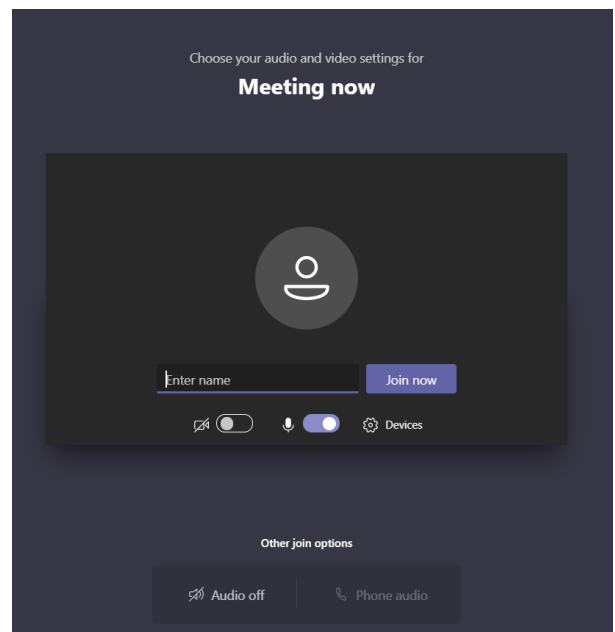


Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

JOINING A CALL

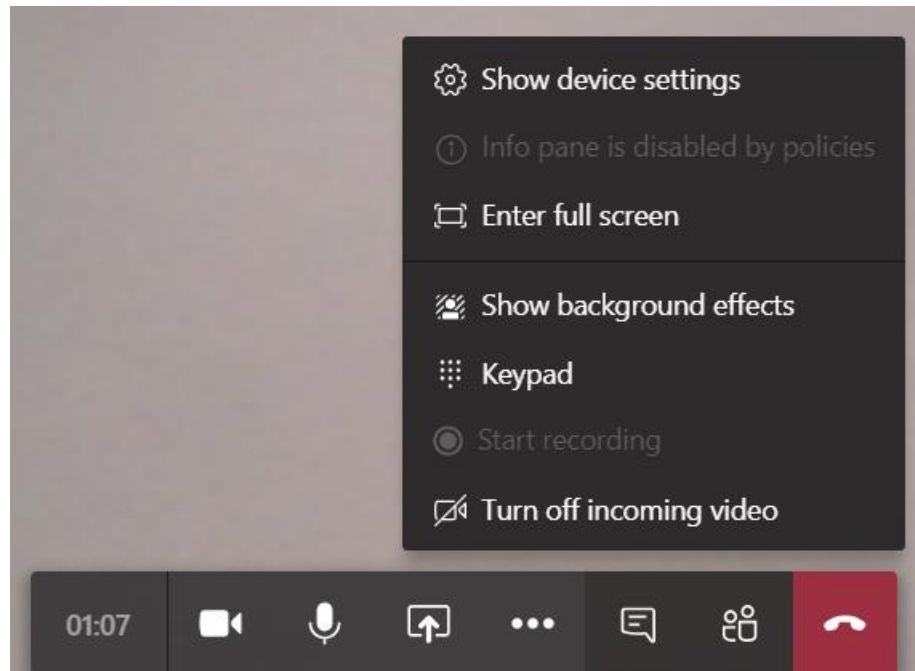
Choose your meeting options in the lobby of the call. Enter your name, turn your camera on, and turn your microphone on. The camera and microphone settings can be changed while in a call. Click 'Join now' when you are satisfied with these options.



USING THE CAMERA AND IN-CALL OPTIONS

To best recreate the feel of an in-person interview virtually, please turn your camera on. This will use more Internet bandwidth, so understand that it may need to be turned off if it slows down the rest of the connection. If your connection is strong enough, here are some camera options.

When the camera is on, Teams offers the ability to change background effects. You can blur your background or replace it entirely. Once in a call, move your mouse so the menu bar pops up. More options are available by clicking on the three dots in the center of the menu. This bar is also where you can mute and unmute your mic as well as turn your camera on or off.



DAY OF INTERVIEW

- Interview spot is a quiet, well-lit one, free from distractions
- Device is fully charged and/or plugged into a power source
- Other devices are on silent mode
- Alternative method of communication is available (phone call, email, etc.) in case interviewers have technical difficulties
- I've tested the technology and familiarized myself with it

TROUBLESHOOTING

If you experience technical difficulties during your interview, close the App and re-join. If technical difficulties persist, inform your State of Maine contact immediately.