Candidate Guide | Online Final Assessment 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 with the platform requirements prior to undertaking the interview. A test Zoom call can be undertaken on your device here: https://zoom.us/test
- Please ensure that Zoom is up to date on your device prior to your interview, a last-minute update may delay you logging in to Zoom and impact your previously tested settings.
- 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 at all times.
- It is recommended you use a laptop and ensure you have a power cable attached. Use of electronic tablets is not advised.
- Within Zoom, candidates must have their microphone and camera turned on for the duration of the interview. The audio and visual settings can be tested while in the waiting room to ensure all is in order before entering the interview for the IT checks. Details outlined below about how to test these settings.
- An SCSI Staff Member will attend all interviews as a facilitator. The SCSI Staff Facilitator will admit you to the meeting, conduct checks with you and introduce you to the panel. They will have no role in the interview or the decision of 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.
- The Zoom demonstration and equipment check must be completed in the room in which you will sit the interview.
- If you do not attend a Zoom demo as scheduled, your interview will be cancelled.
- Prior to the interview, you will receive an email with a meeting invitation link, a date and time for your interview. These details will have been previously communicated with you by email.

- You must join the Zoom meeting link 10-15 minutes before the interview start time.
- You will wait in the virtual lobby until the SCSI Staff Facilitator admits you to the meeting.
- When the assessment panel are ready (approximately 5 minutes before the interview start
- time), you will be admitted to the virtual room by the SCSI Staff Facilitator.
- You must join the meeting with full audio and video.

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.
- The SCSI Staff Facilitator will instruct you on what to undertake for the IT checks.
- When instructed, activate your microphone. You must keep your microphone and video on for the duration of the interview.
- The Staff Facilitator will confirm that everyone is ready – video on and audio working.
- The Staff Facilitator 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.
  - Please be advised that candidates are not permitted to have any of their submission with them during 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 Facilitator 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 Critical Analysis presentation only. You will be asked to show these to the staff facilitator 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.
  - Please be advised that under no circumstances are candidates permitted to share their screen of a PowerPoint presentation during their oral presentation. All applications must be closed on the device except for Zoom.
- The Staff Facilitator will hand control of the meeting to the chairperson.
- The Staff Facilitator 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 Facilitator hands control of the meeting to the chairperson.
- The interview will be conducted as per a normal interview:
  - Introduction by Chairperson 2–3 minutes
  - Candidate's Presentation 10 minutes
  - Questions on the presentation 10 minutes

- Candidate's general training and experience – 25 minutes
- Chairperson — 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 Chairperson 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 or stop the interview. The Staff Facilitator 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 Chairperson 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 Chairperson or Staff Facilitator.

- If the interview is disrupted due to breaches of these guidelines, the Chairperson will terminate the interview and you will be required to reapply for interview. In this instance, a report will be sent from the Chairperson to SCSI Regulation for investigation, which may result in expulsion from membership.

Zoom Equipment Check
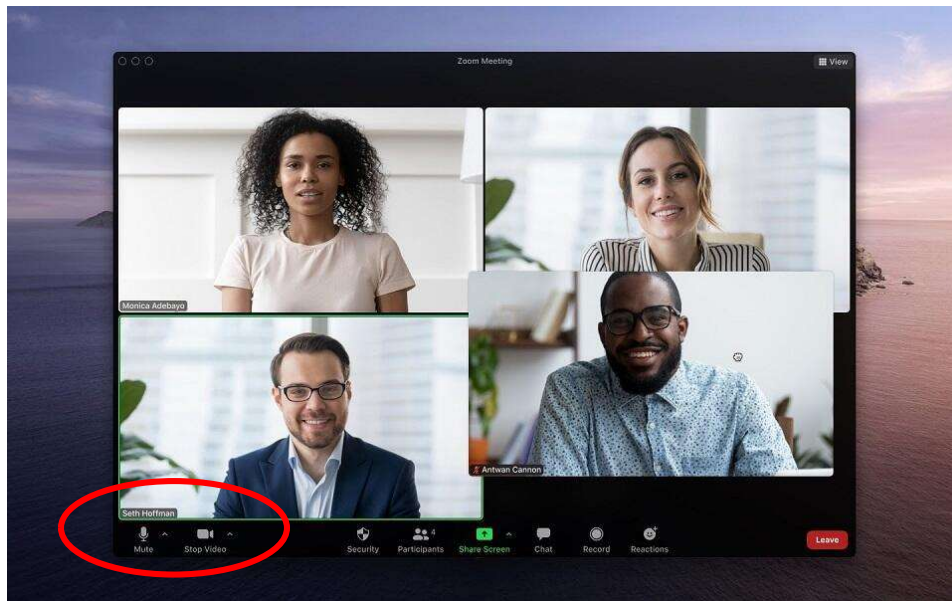
- When logged into Zoom, at the bottom left of your screen you will see two symbols, a microphone and camera.
- Clicking on each of these will mute/ unmute or turn your video camera on/ off.
- When testing these devices, you can select the ^ beside each symbol to access the menu options for each device.
  - Within this menu you can test your audio/ visual setting. We recommend ensuring that you are familiar with these settings prior to sitting your interview and know how to test your settings before your interview.
- It is important to test your settings on the day of your interview to ensure all is in working order prior to entering the interview to complete the IT checks with the SCSI Staff Facilitator.
- It is recommended that candidates use a computer headset/ earphones to ensure clear audio for the duration of the interview.

Camera settings

- Candidates are not permitted to use a virtual or blurred background during their interview. To remove this, please access the video camera menu ^ (screenshot below).
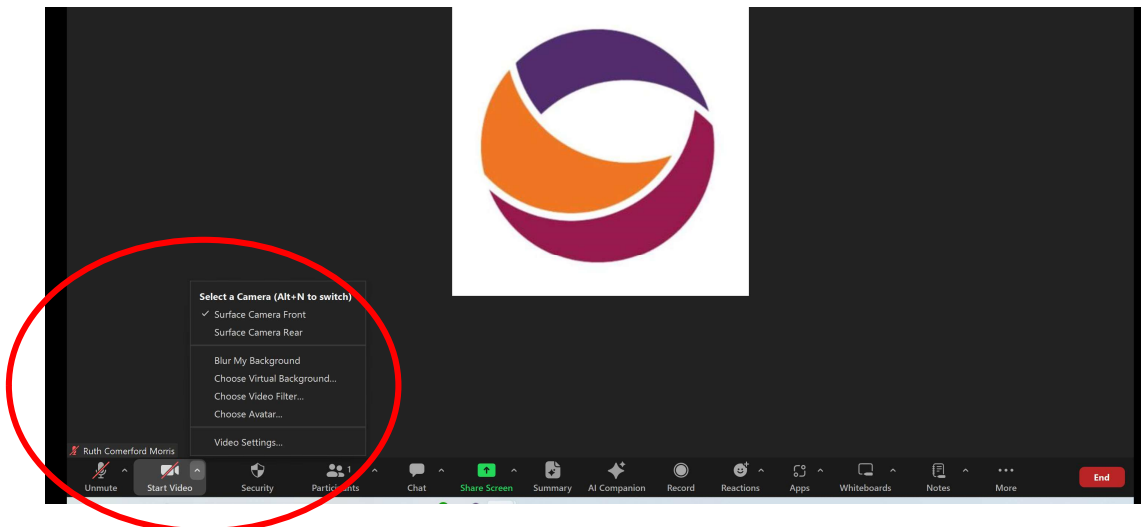
- Try to position the camera (external or built-in) at the same height as your eyes. This will help create a comfortable posture for you. When speaking, try to look at the webcam as much as possible to focus on the assessors on screen.

Audio settings

- On the audio menu, you can test your microphone once logged into Zoom. This can also be tested while in the waiting room before entering the interview. You will see a similar dialogue box (below) on your screen when logged in.
- You will be prompted to join using the computer audio when joining Zoom.
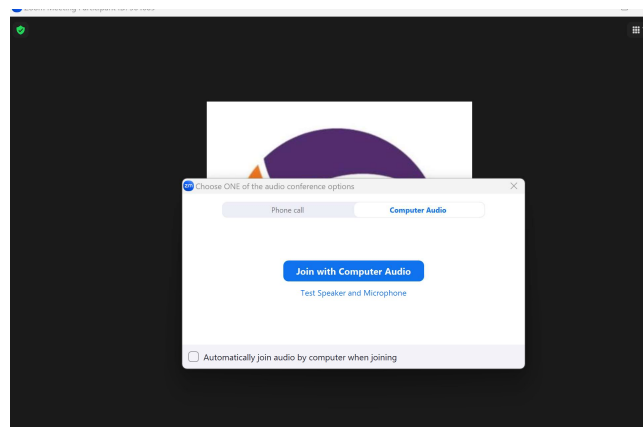
- When in the Zoom demo or interview, the below menu is where you will find the audio settings if you need to adjust the settings.