Remote Interviewing Options by Phone or Video

Identify your vacancy (internal or open)

**INTERNAL ONLY**
(e.g. UPS employees, departmental, divisional)

Do I want to phone screen?
- **Yes**
  - Proceed to virtual (video) interviewing options
- **No**
  - Do I want to advance the candidate beyond a phone screen?
    - **No**
      - Interview complete. HR to notify of next steps.
    - **Yes**
      - Video Interviewing Options:
        1. Microsoft Teams (pg. 2)
        2. Skype (pg. 3)

**OPEN**
(includes external applicants and current temporary employees)

Do I want to phone screen?
- **Yes**
  - Proceed to virtual (video) interviewing options
- **No**
  - Do I want to advance the candidate beyond a phone screen?
    - **No**
      - Interview complete. HR to notify of next steps.
    - **Yes**
      - Video Interviewing Options (for external applicants only):
        1. Skype (pg. 3)
        2. Zoom (pg. 4)
IMPORTANT:

- Human Resources can assist with interview scheduling throughout the entire recruitment process.
- To participate in a video interview, all parties must have an operating camera.

Microsoft Teams

Video Interview Step-by-Step Guide (internal interviews)

Step 1:

Step 2: Select **Make a call**.

Step 3: Type the **person’s name**.

Step 4: Select the **video icon**.
Skype
Video Interviews Step-by-Step Guide (external interviews)

Step 1:
Click the people icon to search and add internal or external contacts.
Please note: For contacts outside of the organization, you can search by name, Skype Name, email address, phone number, and location.

Step 2:
Initiate the video call. There are two options:

- **Option 1**: Double click the person’s name and then the box shown at the right will appear. Select the video icon.

- **Option 2**: Right click on the person’s name and select the third option, *Start a Video Call*.
Zoom

Video Interviews Step-by-Step Guide (external interviews)

Step 1:
Visit [https://zoom.us](https://zoom.us) to sign up (no cost).

Step 2:
Enter your work email and click Sign Up Free.

Step 3:
Click confirm.

Welcome! Please confirm your email below to get started.

jdoe@pinellascounty.org

Use Another Email

Confirm  Cancel

Step 4:
You will get an email from Zoom with an activation link to activate your account (see sample below).

Note: If you don’t receive the email immediately, please check your spam or junk mail.

Click the Activate Account button to verify your email address (or if necessary, copy and paste the link provided into your web browser).

Step 5:
Enter your first and last name and create a password.
You will then receive a personal meeting URL and be prompted to test a meeting.

NOTE: Zoom is a temporary solution during the COVID-19 situation. It is not considered an enterprise application and is not supported by BTS.