

Interview Scheduling Reference Guide

Can I get help with scheduling interviews?

Yes. Human Resources can assist with interview scheduling either in-person or remotely by phone or video. Call (727) 464-3367 or email interview@pinellascounty.org to request assistance. Please provide *at least 3 business days notice* to allow time for scheduling.



What information should I provide to request assistance from Human Resources?

1. Taleo ID # (4-digits)
2. Type of interview (in-person, phone or video)
 - In-person and phone interviews will be set up via Taleo and sent from the system as an Outlook calendar invite to you and anyone on your team who is in Taleo. For those not in Taleo, be sure to forward your invite to them.
 - Video interviews will be set up via the Outlook calendar *Pinellas County Interview Scheduler*.
3. If in-person, what is the site location and are there any specific arrival instructions?
4. If video, will you be using Microsoft Teams or Skype?
5. Interviewer name(s)
6. Interview duration (for example: 1 hour duration including 45 minutes for interview and 15 minutes for debrief and break)
7. Interviewer availability: Days and times that you and your team are holding open (starting 3 business days from the request date)
8. Candidate names (reminder – please update their status in Taleo accordingly)

Want to save time? Select and copy the information above. Create an email to interview@pinellascounty.org, paste the information, and type your answers. We'll take it from there!

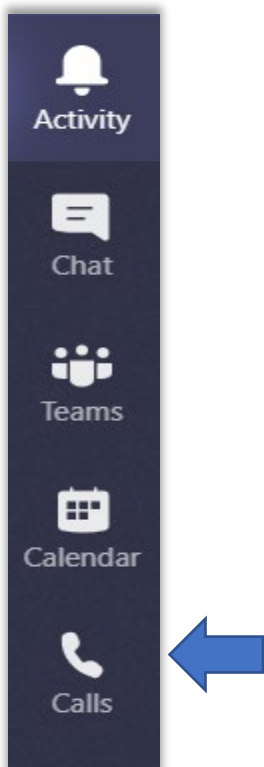
What programs can I use for remote interviews?

- You can use Microsoft Teams (see pages 2 and 3) or Skype (see page 4) for a video interview. Both programs are available on Pinellas County computers, and interviewees can access either program on a computer or phone at no cost.
- To participate in a video interview, all parties must have an operating camera.
- BTS support is available for technical issues.

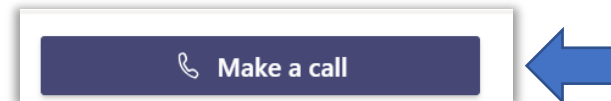


Microsoft Teams Video Interview Step-by-Step Guide for INTERNAL Applicants

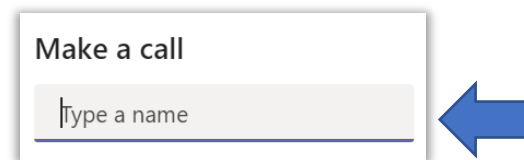
Step 1:



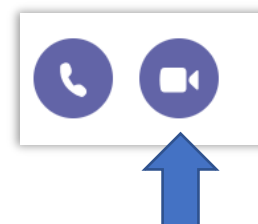
Step 2: Select **Make a call**.



Step 3: Type the **person's name**.

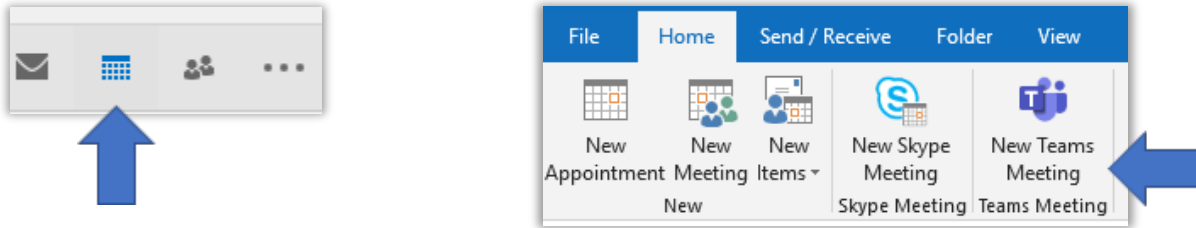


Step 4: Select the **video icon**.

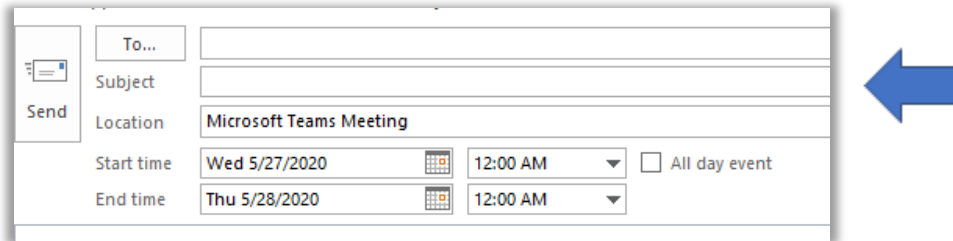


Microsoft Teams Video Interview Step-by-Step Guide for EXTERNAL Applicants

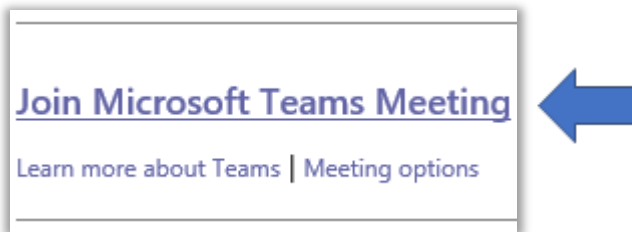
Step 1: Go to your calendar in Microsoft Outlook and **select *New Teams Meeting***.



Step 2: Enter the meeting information including the external applicant's email address in *To*, the interview request in *Subject* and editing the *Start* and *End* time to reflect the interview duration. It is recommended to leave Location as *Microsoft Teams Meeting*.



Step 3: When it is time to join the meeting, the external applicant will click ***Join Microsoft Teams Meeting***.

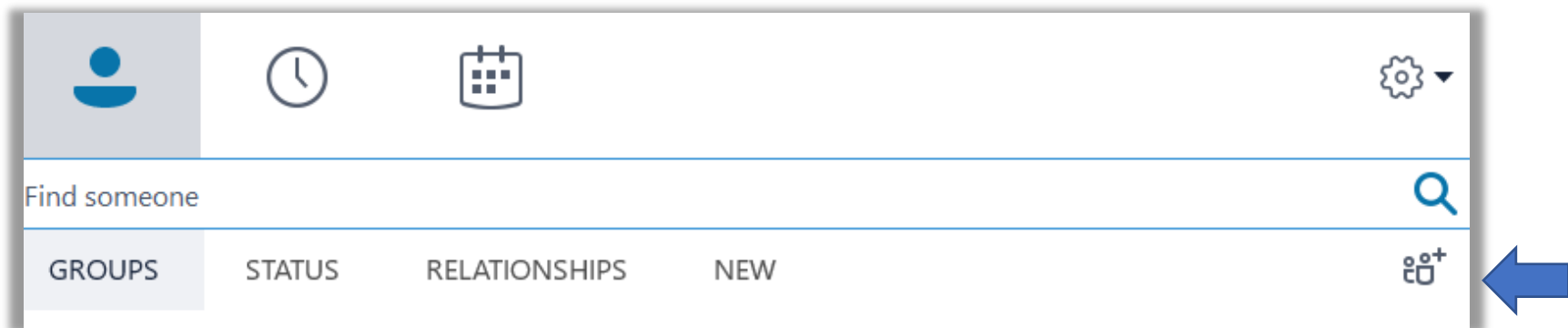


Skype Video Interviews Step-by-Step Guide

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*.

