

# The Interview

## Introduction

Here at our Co-op, we use Microsoft Teams as part of our virtual interview recruitment process. We understand that as a candidate you may not have used Microsoft Teams before, so we're providing some handy tips and guidance ahead of your interview.

### 1 Before your interview

Co-op would advise anyone new to this technology to go to the link below from Microsoft to find out what to expect when joining your interview: [Join a meeting in Teams - Microsoft Support](#)

You may want to think about internet connection or signal ahead of your interview. This will help you decide where is best to connect to the interview from.

You will be able to use Microsoft Teams on a mobile phone, a laptop and other tablet devices that have an internet browser.

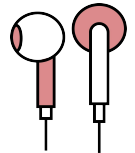


### 2 Environment

We know that the space where we interview can have an impact. There is an option to blur your background on the call.

There is also an option in the audio settings to reduce the background noise.

Co-op would advise finding a space with limited background noise where possible. Using headphones can dampen background noise.



### 3 Joining the interview

When you join the video interview link, there will be options to blur your background and adjust the audio. You can also mute / unmute your microphone and turn your camera on / off.

After this, there may be a screen that says the meeting organiser has been notified that you are waiting to join. Please expect that you may be waiting until the start time of the interview to join the call.

During the interview, technology can sometimes go wrong. Please don't worry as we take this into account. You can re-join the call using the original Microsoft Teams invitation link.



### 4 Adjustments

We would recommend reviewing guidance from Microsoft about adjustments that can be made on Teams here: [Accessibility tools for Microsoft Teams - Microsoft Support](#). This may guide your request for an adjustment.

At Co-op, we want to make sure disabled people are treated fairly and have access to the same opportunities as everyone else. If you're disabled, or you have a condition which might make it difficult for you to perform to the best of your ability in our recruitment process, we can adjust the process according to your needs. To find out more about reasonable adjustments and how we could make our recruitment process fairer for you, visit our guide to [reasonable adjustments in our recruitment process](#).

This may include asking for a face to face interview or adjustments to a virtual interview. For example, with deaf candidates we can use transcription on the call or the chat function. To ask a question about reasonable adjustments, or to let us know about any adjustments you might need, please contact [resourcingservices@coop.co.uk](mailto:resourcingservices@coop.co.uk) a minimum of 24 hours before your interview.

