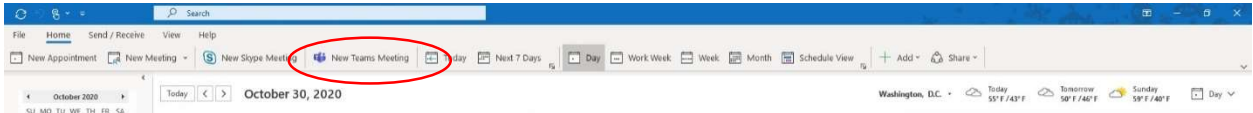


VIRTUAL INTERVIEW PROCESS

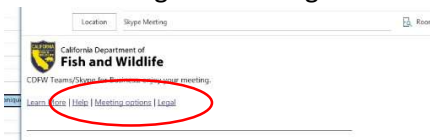
This job aid is to assist you in the set-up of the Virtual Interview process via the MS (Microsoft) Outlook platform. By the end you will understand how to schedule the interview, with whom and what to include. There is also an SES overview of the entire process located in LEARN and linked in the Supervisor Toolkit.

SETTING UP THE INTERVIEW

1. Schedule **one** meeting per interview on the hiring manager and/or organizers calendar. Select MS Teams as the meeting platform.



2. Include the panel members and the specific candidate for each meeting invite by email address in the To: section.
 - a. Please give panel members notice that their name and email will be visible to the candidates prior to the interviews. If a candidate were to email or inquiry prior to the interview please instruct and/or direct them to the organizer or hiring manager.
3. In the body of the meeting invite include instructions for a virtual meeting
 - a. Create a template which includes a welcome, specifics about which position and department they are interviewing for ****Please see template below. Template contains links to documents please ensure the link and documents transfer to your email****
 - b. Log into DocuSign, click on Templates, and open the Shared With Me Folder to find the **Authorization to Review Personnel Files and Contact References** form. Click "Use" and enter in the candidate's information. Click Send. This will immediately send an email to the candidate asking them to complete the form.
4. Specify that this is a **virtual** interview and list the ground rules
 - i. Cameras must be on for the entirety of the interview.
 - ii. Specify that the MS Teams platform can be accessed from the link in the email and potential schedule a trial run meeting with the candidate rather than a confirmation phone call to ensure that things are working on both sides
5. Provide a contact person for questions, concerns or changes and send
6. After creating and sending out the meeting, go into the meeting invite and select meeting options

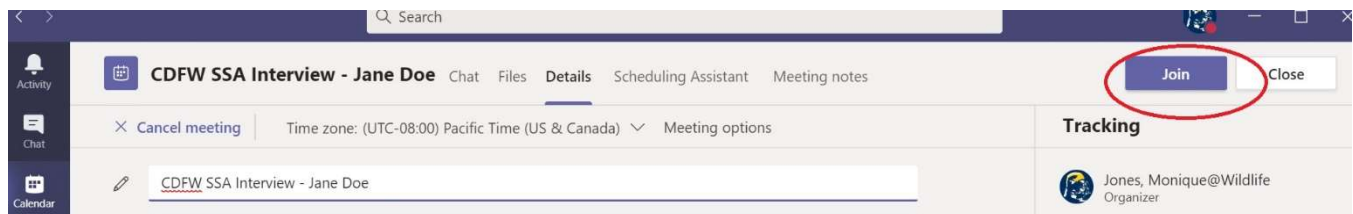
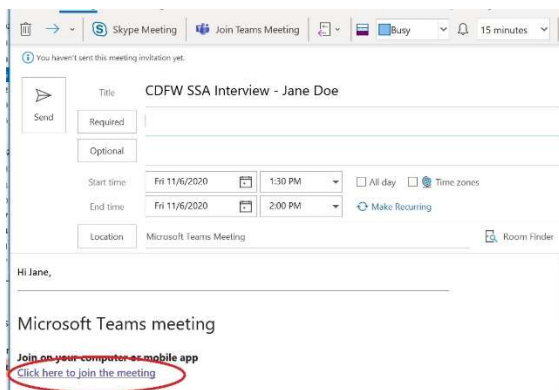


- a. Under "Who Can Bypass the Lobby", select "only me"
- b. Under "Always let callers bypass the Lobby" select "No"
- c. Under "Announce when callers join or leave" select "yes"
- d. Under "who can present" select "everyone"



INTERVIEW DAY

1. Open the meeting in the MS Team App by either clicking on the MS Teams Link in the meeting invite or when you are in teams clicking on your calendar, finding the appropriate meeting and selecting join.



2. Ensure that everyone included in the invite is able to log on successfully. The candidate should be in a waiting room while the interview panel is getting prepared.
 - a. Please ensure everyone's camera and sound is working properly
 - b. Ensure everyone has the digital interview rating sheet for the specific interviewee
 - i. Each interviewee should have a separate form filled out by each panel member
 - ii. All of the forms must be fully filled out and returned to HRB and/or stored for auditing purposes
 - c. Once the panel is ready and coordinated, please invite the candidate into the main room
3. Welcome the candidate to the interview
 - a. Reiterate the Department, branch and position interviewing for
 - b. Introduce the panel with name, title and branch
 - c. Review the interview protocols and explain process
 - i. Introduce practical exercise if applicable
 - ii. Introduce questions and the cadence
 - iii. Clarify that the group chat can be seen by all panel and candidates
4. Present the Interview questions
 - a. Prior to the official start of the interview, please have one panel member share their screen with all of the interview questions visible in a Word document. Please allow the candidate 15 minutes to review and take notes. Once the 15 minutes has passed, the panel member can stop screen sharing and the candidate will no longer have access to view the questions.
5. Start the interview process with each panel member taking turns reading each question and giving the candidate time to answer.
6. At the end offer the candidate time for further questions and clarifications.
7. Ensure candidate has left the meeting prior to discussing any ratings or save all discussions for a separate rating meeting at the end.

- a. DO NOT attach any meeting notes or files within the meeting. Instead send them as a separate file to the hiring manager and or HRB for audit storage

EMAIL TEMPLATE

Dear (insert candidate name here),

Thank you for your interest in seeking employment with the California Department of Fish and Wildlife. The (insert division here) is pleased to confirm an interview for the position of (insert position title here).

IMPORTANT

- Both the camera (video) and microphone functions will be utilized during this interview process
- Please ensure you have a government ID that can be viewed at the beginning of the interview
- Please arrive in the virtual waiting room at least 10 mins prior to your start time and allow approximately 45 min for the entire interview process
- You will be provided all necessary interview materials during the meeting
- Please review the [CDFW Nepotism Policy](#). Once you complete your review, please either fill out the [Anti-Nepotism Policy Self-Reporting YES Form](#) to report a personal relationship or [the NO Form](#) if there is no relationship to report. When completing the YES or NO Form, please use the following information as needed: Supervisor [**hiring supervisor name and email**]; Branch Chief [**branch chief name and email**]
- You will receive a separate email from DocuSign prompting you to complete the Authorization to Review Personnel Files and Contact References. Please follow the link in the email to review and sign this form.

Please note: this interview will be conducted virtually via Microsoft Teams. There is a link to access both the program and this specific meeting at the bottom of this invite. If you are unfamiliar with this particular program, please contact (insert organizer here) at least three (3) business days prior to the interview to schedule a brief meeting prior to the interview date to ensure full functionality of your camera, microphone and the program on whichever device is convenient for you.

Please feel free to contact (insert organizer name here) with any questions or concerns. We look forward to “meeting” you!

Sincerely,

(insert organizer signature)