

INSTRUCTION  
*CANDIDATE*

# Online Procedure Interviews ***VIA TEAMS***

# Instruction for the candidate

## ► How to access the video call

- Candidate

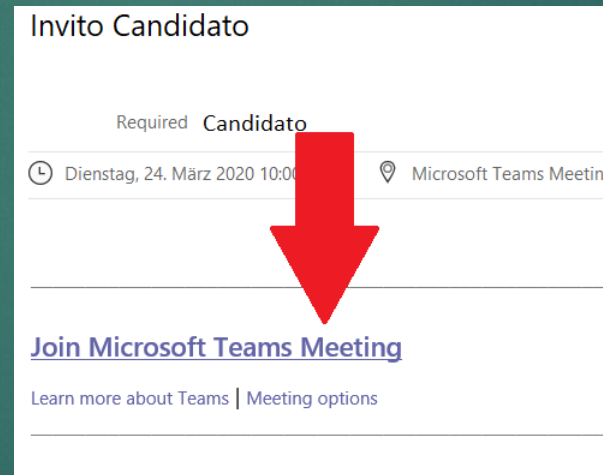
## ► Technical requirements:

- Email address
- Video: Web cam
- Audio: Headset (to grant audio quality)
- Browser: last version of edge or Chrome
- OS: Windows (higher than Windows 7, Mac, Linux (with limitations only -> not recommended)
- Bandwidth: Download min. 2 MBit/s - Upload min. 512 KBit/s -> the higher the bandwidth the better the audio/video quality

*You don't need to install anything.  
If you have already installed teams, you  
will also find the corresponding  
instructions further on in this document*

**NO ADMIN RIGHTS REQUIRED**

- UNIBZ has send you an Outlook Calendar Invitation with a Link to the online interview.
- To start the online interview go to your Calendar invitation (Calendar or Mail)
- Click on the link inside «**Join Microsoft Teams Meeting**»





# Instruction for the candidate – NO TEAMS INSTALLED

## ► How to access the video call

- Candidate

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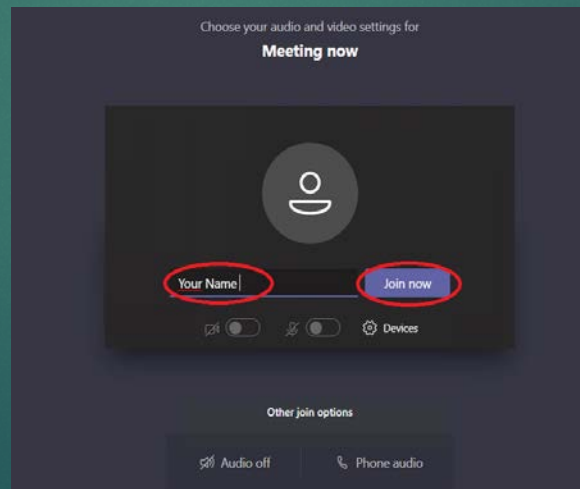
*You don't need to install anything.  
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## ► This window will open. Please click on «Join on the web instead»



## ► Insert your **SURNAME and NAME** in that order, for easier identification during the interview. And click on “Join now”



**Congratulations, you're connected!**  
**All the best for your interview 😊**

## Instruction for the candidate – TEAMS INSTALLED

### ► How to access the video call

- Candidate

### ► Technical requirements:

- Email address
- Teams installed
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- Audio: Headset (to grant audio quality)
- Browser: last version of edge or Chrome
- OS: Windows (higher than Windows 7, Mac, Linux (with limitations only -> not recommended)
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- This window will open. Please click on «Launch it now»



*If this does not work, go back to the previous page:  
"Instruction for external Member – NO TEAMS INSTALLED"*

- Don't forget to activate your Video & Audio

**Congratulations, you're connected! 😊**



## Instruction for the candidate – Your identification

### ► How to access the video call

- Candidate

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- Bandwidth: Download min. 2 MBit/s - Upload min. 512 KBit/s -> the higher the bandwidth the better the audio/video quality

Please do not forget to hold  
your identification document  
ready



*In order to sustain the  
discussion, you must be  
equipped, with the exclusion of  
others, of one of the following  
currently valid documents of  
recognition: identity card,  
passport, driving license.*

**All the best for your interview!**