

INSTRUCTION
CANDIDATE

Online Procedure Interviews ***VIA TEAMS***

Instruction for the candidate

► How to access the video call

- Candidate

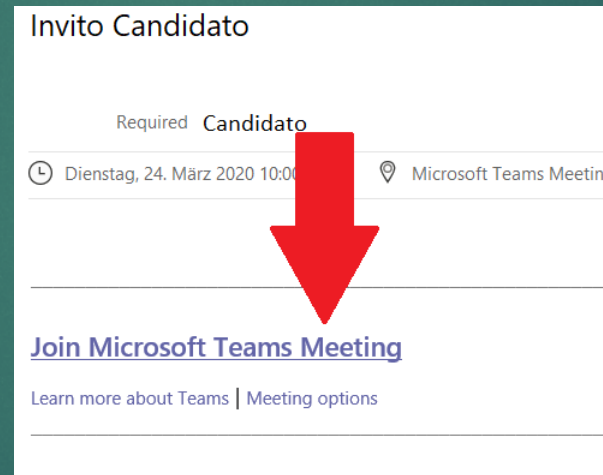
► Technical requirements:

- 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

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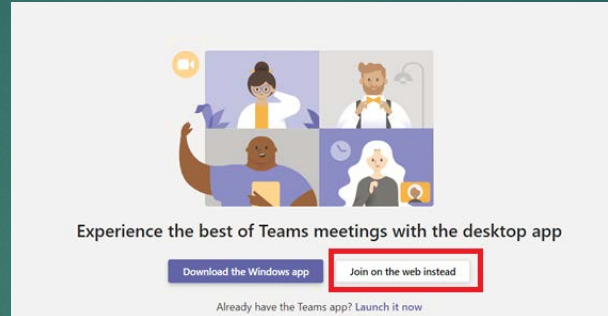
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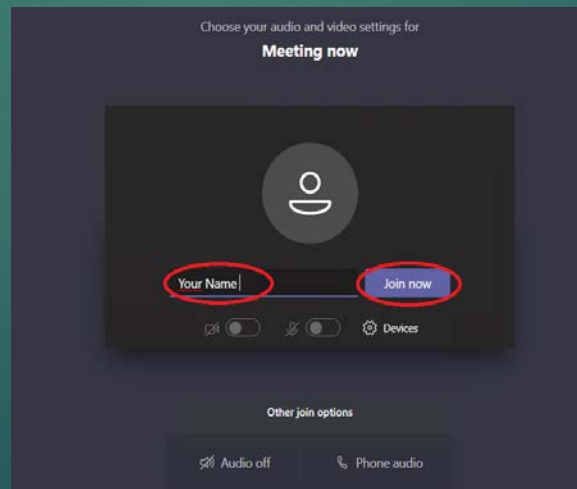
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► This window will open. Please click on «Join on the web instead»



► 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

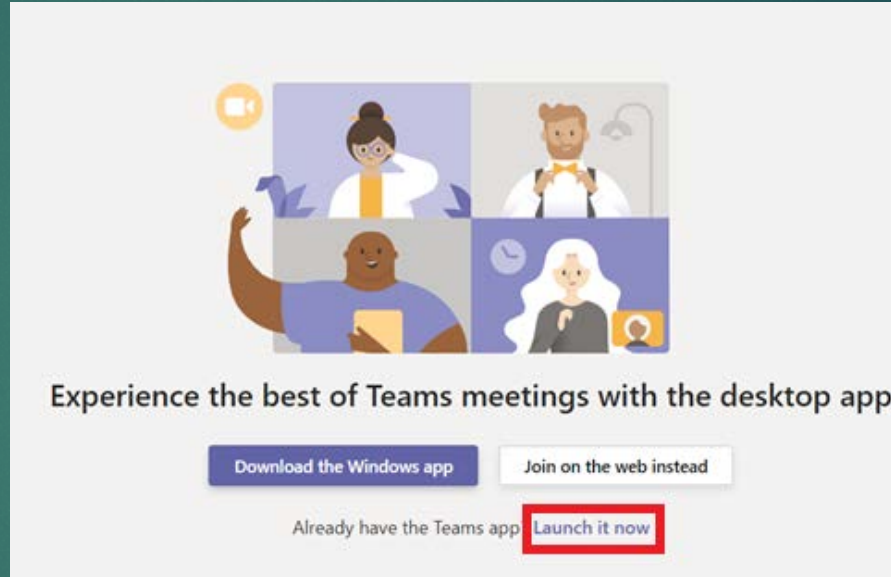
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- Candidate

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- Audio: Headset (to grant audio quality)
- Browser: last version of edge or Chrome
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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

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- Candidate

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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!