



Comhairle Cathrach Chorcaí
Cork City Council

Preparing for your online interview with Cork City Council

Recruitment Section, People & Organisation Development



Online Interviews with Cork City Council

This video was prepared, in line with national guidance from the Local Government Management Agency, to help candidates in preparation for their online interview with Cork City Council.

**Interviews will be via Microsoft Teams.
Once connected, you will be able to see
and speak with the interviewers on screen.**

**The following slides will help you
prepare for the interview.**



Be prepared



Internet Connection

You will need an internet connection with at least 1MB per second bandwidth. Close all other applications.



Headphones

If possible wear headphones with a built-in microphone. Please test in advance your microphones and headphones are working.



Camera

You will need a computer, tablet or mobile device with a camera. Please test in advance your camera is working.



Devices

Turn off all other devices in the room to avoid disruption or electronic feedback. Do not text or email during the interview.



Be prepared - setting up



Position the camera so you're looking up slightly. Ensure your head and shoulders are seen on the screen. Use a stack of books if you need to.

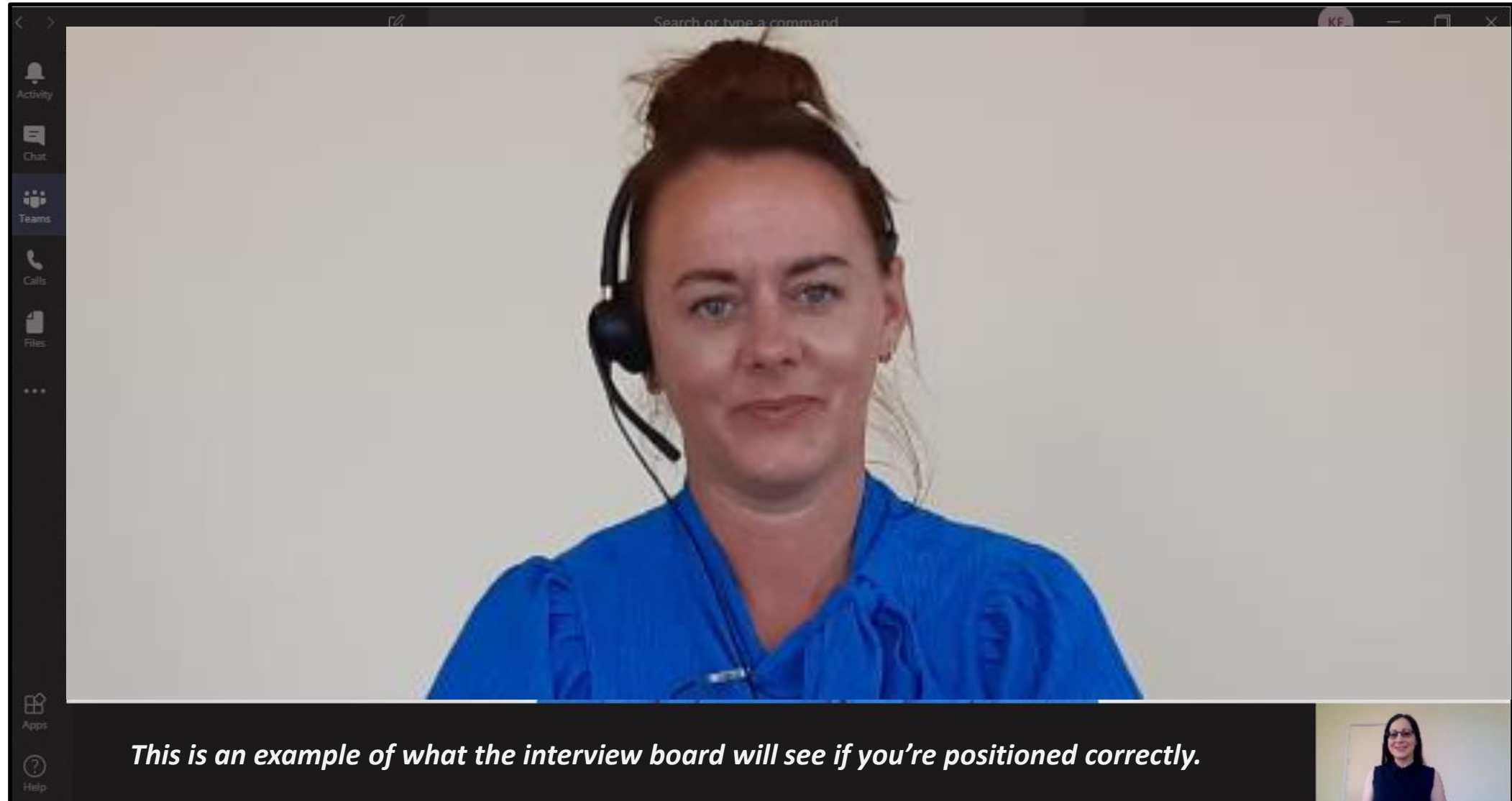


Check the lighting and what is in your background. Position a lamp in front of you.

Can you see yourself on the screen?

If you can't, neither can the interview board.

Be prepared - be centred on the screen



Be prepared – your surroundings



Peace & Quiet

Select somewhere quiet, private and well lit where you won't be interrupted. Put your phone on silent.



Be Punctual

You should log in to Microsoft Teams at least ten minutes in advance to avoid delays and check sound, camera and backgrounds.



Water

Don't forget to pour yourself a glass of water before the interview.



Recording

The interview will not be recorded. You are not permitted to record the interview. You should not use the mute function during the interview.



Be prepared - dress professionally

Dress how you would for an in-person interview.

Be mindful that screen cameras often don't portray bright colours and patterns very well.



Be Prepared - checklist



**Tech
Check**



**Camera
Position**



**Lighting &
Background**



**Private
Space**



**Glass of
Water**



**Dress
Professionally**



The Online Interview

The interview board will log into the meeting at your allocated interview time.

Be patient, this may take a few moments, don't panic.

The Chairperson will ...



confirm your identity



introduce the board members and the format of the interview



confirm that everyone can see and hear each other



formally start and end interview



Answering questions during your interview

Look at the Camera

Eye contact in an in-person interview is very important and difficult to achieve the same connection via video.

Don't be afraid to look at the camera when speaking. Your eyes are more likely to align with the interviewers on the other end.

When listening, look at the screen or the camera.

Speak Clearly

Make sure your speaker isn't on mute. You should not use the mute option during the interview.

Speak clearly and slowly at a regular volume.

Take into account there may be a slight time delay, wait for the interviewer to finish asking the question before answering.





***Thank you for applying to work with us in Cork City Council.
Wishing you the best of luck in your interview
www.corkcity.ie***



Thank You



Comhairle Cathrach Chorcaí
Cork City Council



We are Cork.