



NORTH LANARKSHIRE COUNCIL

ICT & Technical Service

Office 365 Microsoft Teams

Interview Guide for Panel Members

Microsoft Teams

Microsoft Teams is a cloud-based team collaboration and communication software within O365 which includes chat, meetings, file storage and document collaboration. Due to the current Covid 19 pandemic, a decision has been taken to interview candidates using this platform.

Types of Team which can be created;

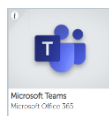
- Class – Teachers and students collaborating on group projects, assignments and more
- PLCs – Educators collaborating within a professional learning community
- Staff – Staff collaborating on school administration and development
- Anyone – Students and school employees collaborating in interest groups and clubs

Accessing Microsoft Teams

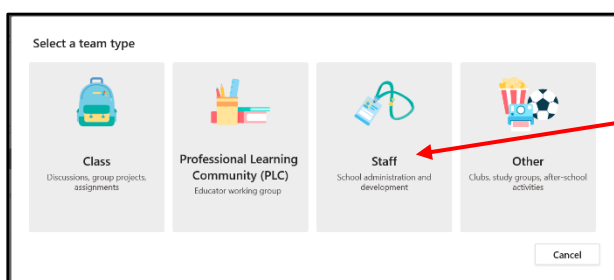
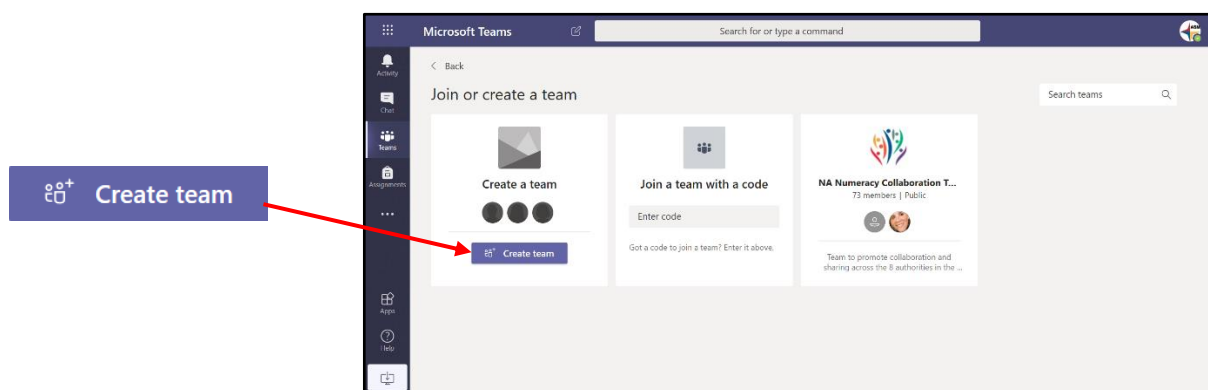
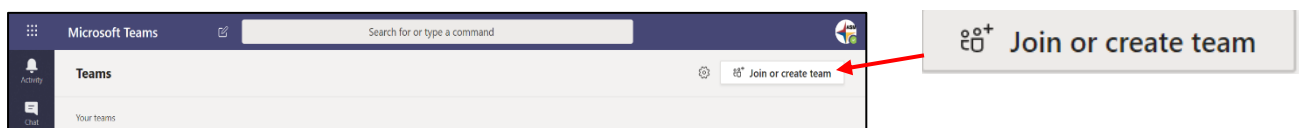
NLC Education Staff can access Microsoft Teams by logging into Glow. All Launchpad's have the Microsoft tile added and users can access Microsoft Teams by clicking on this tile.

We recommend downloading the MS Teams desktop app. To access the desktop app please enter your glow email address and password.

Creating a new Team



Click on the Teams app icon



Select a team type; we recommend using Staff.

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents and set up a Staff Notebook to track common administrative goals.

Name

Description (optional)

Privacy
 Private – Only team owners can add members

[Create a team using an existing team as a template](#)

[Create a team using a group set up by you or Glow Scotland](#)

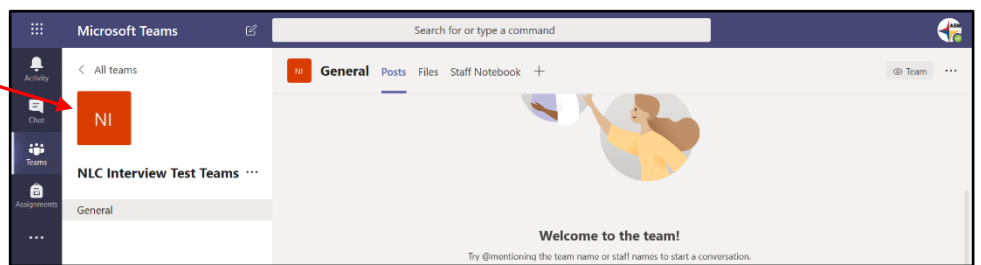
Give your team a name using the standard naming convention e.g. "NLC Interviews Greenfaulds Cluster" description and select the privacy settings. *(Please prefix the Team name with NLC).* Private – Only team owners can add members Public – Anyone in your organisation can join **SELECT PRIVATE**

Add people to "NLC Interview Test Team"

Start typing a name, distribution list or mail-enabled security group to add to your team.

Add team members by starting to type their name or email address. All panel members should be made owners of the Team.

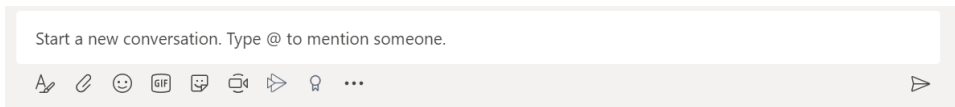
The team has now been created.



Candidates invited to interview must not be added as members of the team.

Making a video call - Meet Now

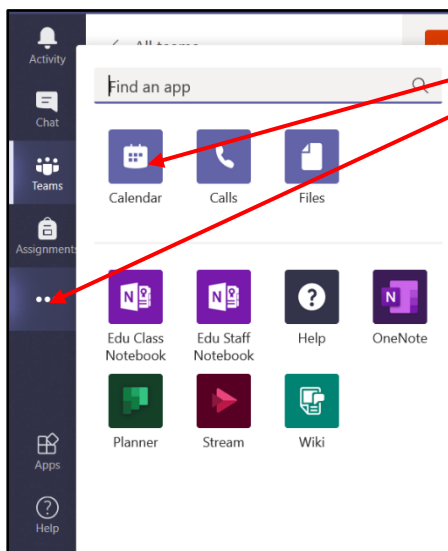
To start a spontaneous video call with team members known as “Meet Now”, click on the camera icon located below the text box in the conversations tab.



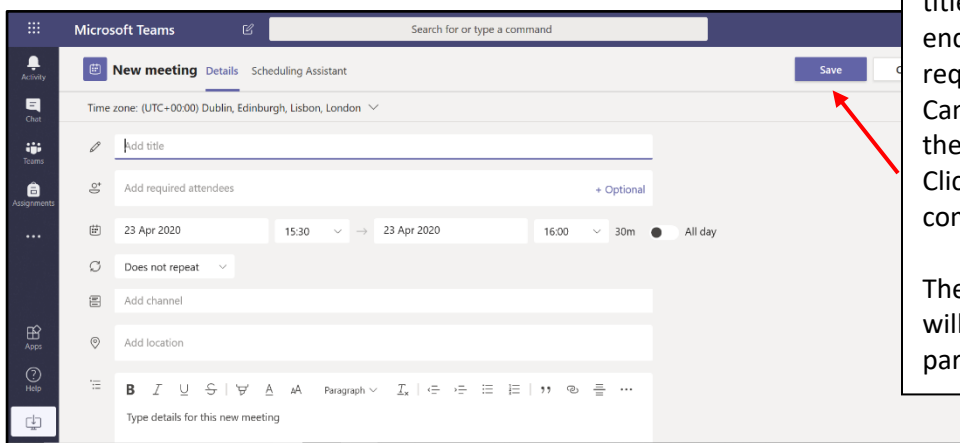
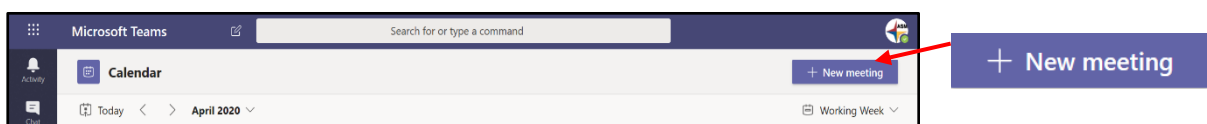
You can enter a subject, so members know the purpose of the meeting. This option appears after you click the camera icon above.

To invite candidates to interview, please follow the instructions below:

Scheduling a Meeting

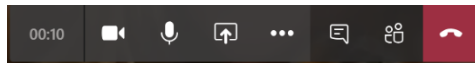


ALL MEETINGS SHOULD BE SCHEDULED BY THE CHAIR OF THE PANEL
To Schedule a meeting within a team, click on the Calendar tab at the left-hand side, if it doesn't appear click on the ellipse (three dots).

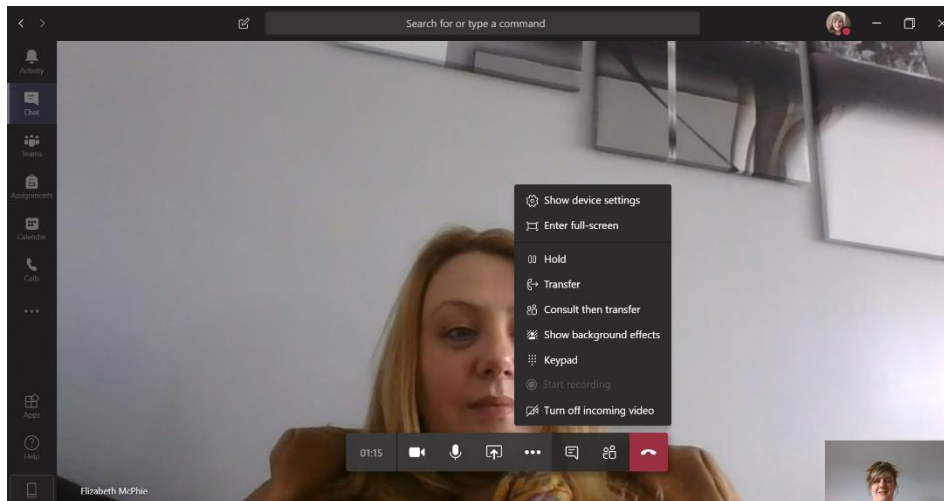


You need to fill out the title, start date and time, end date and time and required attendees. Candidates must provide their Glow account details. Click save once completed.
The scheduling assistant will show which participants are available.

When joining the meeting an options bar will be in the centre of the screen which allows participants to turn the camera and audio on/off, show chat and participants or end call. Please ensure the camera and mic are switched on.



Below is an example of what this would look like.



When the interview has concluded, the participant will hang up but can join back in. It is recommended that Panel members should end the meeting and use the direct chat facility to ensure the interviewee does not join back into the meeting/call.

Technical Note – There is a known issue when attempting to use MS Teams on a MacBook or iMac using Safari web browser. We recommend using another device. (Windows Laptop, Smartphone, Tablet).