



VIDEO INTERVIEWING – CANDIDATE GUIDE

Due to the current COVID-19 crisis and the associated restrictions in place regarding physical distancing, it is not currently possible to conduct interviews face to face. In the circumstances, Teagasc has taken the decision to progress interviews, where possible, using video conference technology. Zoom has been selected as the software package for this purpose.

Teagasc is committed to ensuring that all interviews, whether face to face or by video conference, are conducted in a fair and transparent manner. Candidates should refer to the [Teagasc Recruitment Policy](#) for further information in this regard.

This document details the protocols to be followed for your video interview.

1. Ensure you have downloaded and tested Zoom at least two days in advance of your interview. Test the camera and sound are working adequately.
2. You will be provided with login details for your video interview at least three days in advance.
3. It is preferable that you use a laptop or desktop with webcam as the picture and sound quality is better. If you have to use a phone or tablet, ensure it is on a stable surface and not handheld.
4. Ensure you are in a room which is well lit and free of distractions/interruptions.
5. Dress as you would for a face to face interview.

Technical Issues During Video Interview

Where the video link fails at the start of an interview or during the interview, efforts will be made to connect/re-establish the video link in the first instance. If this proves unsuccessful, the following protocols will apply:

- The interview can continue using audio – either on Zoom or by phone.
- If there are technical difficulties as outlined and you are tentatively panelled for the job a 2nd round video interview or face to face interview will normally be required before any offer of employment is progressed. The decision in relation to this matter will be solely at the discretion of the interview board in consultation with the HR Department and Teagasc management.
- In the event that the interview cannot be completed due to technical difficulties, you may be eliminated from the process. A decision in relation to this matter will be taken by the interview board, at their sole discretion, having taken all factors into consideration.
- Where the video link fails with one of the **interview board members** during the interview, the interview can continue using audio for that interviewer. A follow-up 2nd round video or face-to-face interview may be required, solely at the discretion of the interview board in consultation with HR and Teagasc management.