

## Procedure: ATSILS Skype Candidate Connections



### Introduction

Candidates applying for positions with ATSILS may, in some circumstances, attend their interviews by video conference (VC) using [Skype](#). ATSILS VC interviews are only hosted through **Skype for Business**, where meeting requests are sent via email to elected candidates for connection by web browser.

We ask that candidates wishing to be interviewed (from their own information technology) check their browsers and connections at least **24 hours prior to interview**, to enable browser setup and problem-solving if required. You can request a Test Invitation from our Human Resources office be sent to your email address. **Test** this in full prior to the interview, after you have the invitation in your email in-box.

### Candidates setting up from their own location will require:

- a **laptop or desktop computer** (we regret an **iPad or Tablet is not suitable for multiple-site interviews; Smart-phones cannot be used**)
- an enabled **email account on the same computer** and internet connection
- **headphone/speakers** and **camera** installed (if these are not already inbuilt to a laptop, for example).



Smart phones are not usually successful in connecting to a multiple-location interview. ATSILS is very likely to have panel members in Brisbane + Regional Offices, so Smart Phone access to Skype for Business is generally not an acceptable interview mechanism.

### Connection Requirements

ATSILS requires that candidates prepare their connections prior to a VC interview request, and ensure the following:

- An adequate network connection is provided for voice and video communications (**at least 1.2Mbps/512Kbps down/up respectively**)
- If you are unsure your link speed is adequate, conduct a speed test through an internet speed test website such as [Oz Speed Test](#):

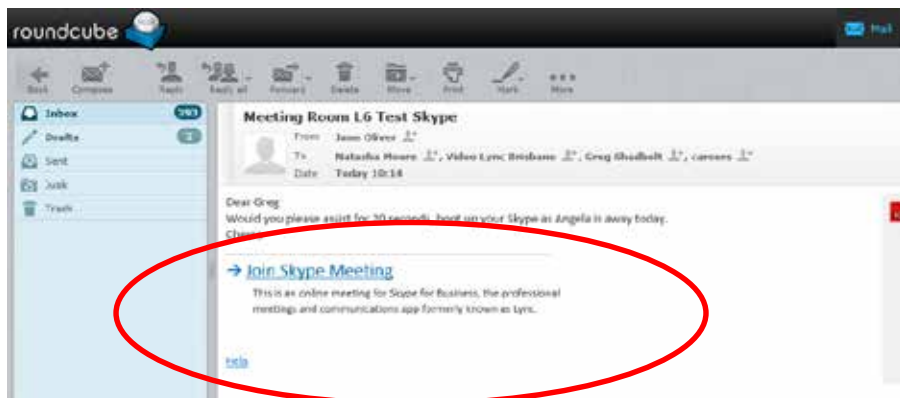


Test results: <http://www.ozspeedtest.com/bandwidth-test/>

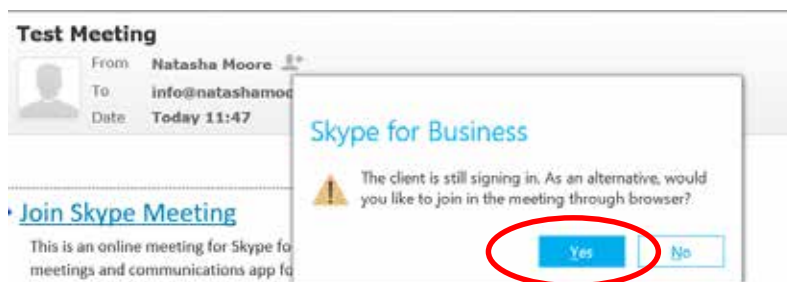
**Queensland candidates:** In many circumstances, with sufficient notice and available facilities, ATSILS can make available its regional offices to candidates needing to participate using our VC facilities. Please ask if this is possible for your Interview date. This is particularly relevant if you cannot independently establish your own Skype facility (i.e. after following these instructions).

## Accepting your Skype invitation

1. You will receive an ATSILS Microsoft Meeting request inviting you to a Join a Skype Meeting (from your email inbox):



2. Click on the link to [Join Skype Meeting](#). There are three possible ways to accept and connect to the meeting from this invitation:
  - a. **Skype for Business (Lync):** If you have Skype for Business installed and a connecting account, it will automatically launch and you will be directed to a window to Join Meeting and confirm your audio/video settings.
  - b. **Standard Skype or personal email:** Using standard Skype client is not recommended. If you do have Skype or Lync installed, the application may attempt to "launch". **After 3 failed attempts at opening your invitation** and unsuccessfully connecting to a Skype account, you will be directed to meet through your browser (choose **Yes**):



Alternative to the above, the meeting link may direct you to the following page to **Join Using Skype for Business Web App** instead. *Please click this link:*

Accepting ✓ an Event Invitation is not adequate for this Skype set-up. You must open the Calendar Event Invitation, and follow the above "Join Skype Meeting" instructions.




### Skype for Business

Have you successfully joined the meeting? Feel free to close this page.

OR

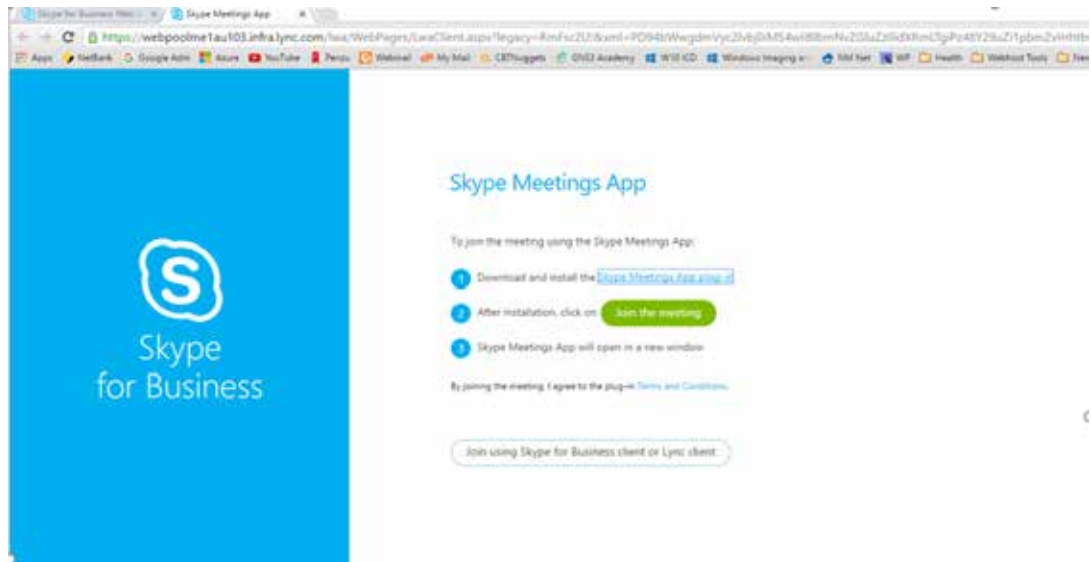
[Join Using Skype for Business Web App instead.](#)

c. **Web and Skype:** If you have attempted the above, or if you do not have Skype for Business open or installed, you may see the following screen. Continue to your meeting by doing the following:

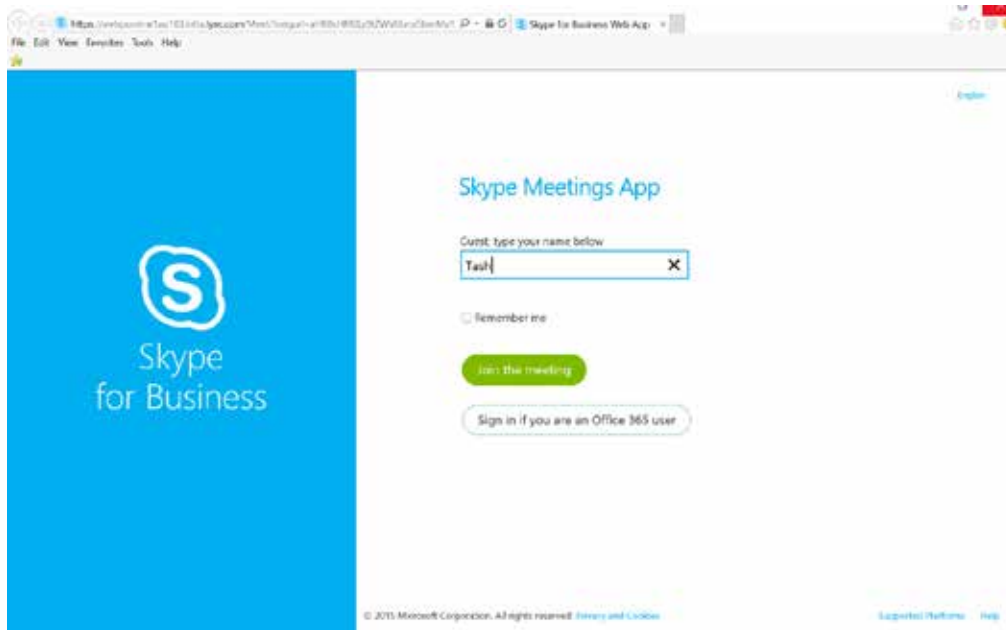
- Enter your preferred name
- If this "Install Skype for Business" option is showing, please tick the box (**this is critical!**)
- Click 



Alternatively, the following sign-in screens will appear:

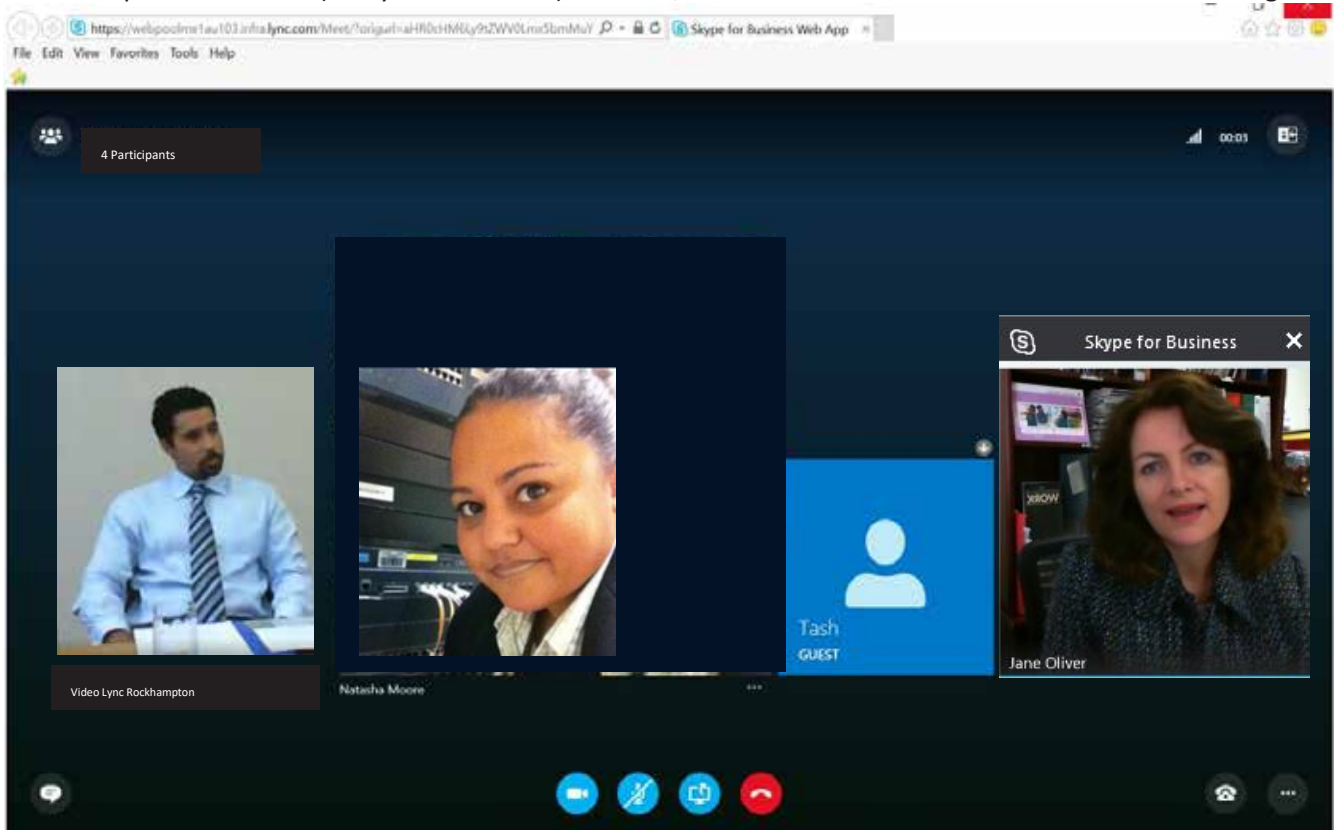


- 1 Ensure to download and install plug-ins
- 2 Click on Join the Meeting



- 3 Enter your preferred guest name
- 4 Click on Join the Meeting

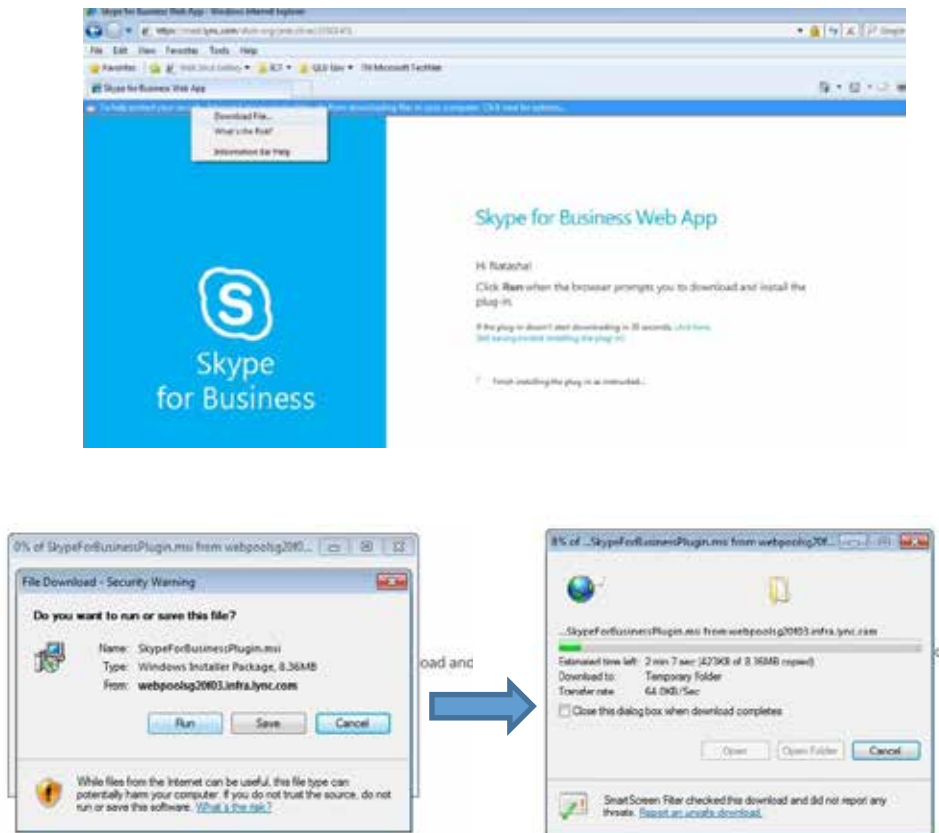
3. Please follow any instructions provided, (ie. **run the app** that pops up and complete security scan, **allow access** for Skype to communicate through your firewall). Following successful setup, a browser window will pop up with your interview panel members (and you as a Guest) on view, as below. Please remain in session until meeting ends:



## Installing Skype Business Web Plug-ins

You may be asked to install various plug-in components if your browser has not recently applied the Skype for Business tools. Please follow all instructions provided within the browser:

1. After filling the details above, you will be asked to run a plug-in, please choose to **Download File ...** :



Note: Other browsers may drop the file in the bottom left hand corner of your browser to open.

2. You will be automatically directed to the meeting when the installation is completed.

### Technical Assistance and Interview Tips

*Best wishes for a technically successful set up, indeed a good interview. If at any time during the interview you struggle with clarity of telecommunications, please ask the panel to move to a telephone/conference phone interview. For set-up assistance, please contact your own IT support service, and failing resolution of your Skype set-up following the above instructions, **then** please approach the ATSILS Human Resources Office or if your interview is in one of our offices a staff member at the office will refer technical issues onto internal IT services.*

*To make a clear impression – and particularly at greeting and farewell time – we recommend you look directly into the Camera.*