

Guidance for candidates – Downloading Zoom and joining the online interview

Prior to your interview, you will need to arrange access to Zoom.

Please note, you must not attempt to access the meeting prior to your interview.

Internal candidates please note NHSBT Workspace MUST NOT be used for Zoom video conferencing, you can use your Hybrid, Laptop or iPad for connecting into the zoom interview.

Joining your online interview

In the email from the recruitment team, click the link below 'Join the meeting'

Dear Lisa

We are pleased to enclose details for your interview.

Below is the link to join the interview, please click on this and follow the instructions to join your interview at the start of your interview slot. Please note you will need to have the zoom application available on your device. Instructions on how to download this, and how to access your interview are available here <https://Guidance-joiningZoomInterviews>.

Join the meeting |
Example Link [NHSBT:Virtual meeting](#)

We look forward to meeting you.

Yours sincerely
Rachel

This will take you to your downloaded Zoom application (Please see below instructions for downloading the Zoom application).

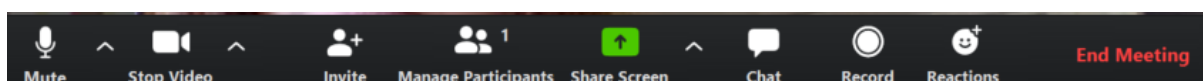
When prompted please enter your name, this will appear in the meeting. You will also need to agree to the terms and conditions before entering the meeting.

You will then be asked to wait in the lobby area until one of the interview panel admits you into the meeting.

Please wait, the meeting host will let you in soon.

Room10 Interview's Personal Meeting Room

Once in the meeting you will have options to turn on and off the camera and microphone devices.



At the end of your interview, please click the red – end meeting button in the bottom right of the meeting screen

Tips for during the call

Prior to joining please consider;

You will require a device with a microphone enabled, or to be able to attach headphones with a built in microphone.

Using headphones, this can help to ensure you can hear clearly all the information which is being shared during the interview.

Your location and position, is this private, are you comfortable and try to avoid having light (such as a window) directly behind you.

To download Zoom to your device:

Installing on a personal laptop or desktop

In the email from the recruitment team, click the link below 'Join the meeting'

Dear Lisa

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Join the meeting |
Example Link [NHSBT:Virtual meeting](#)

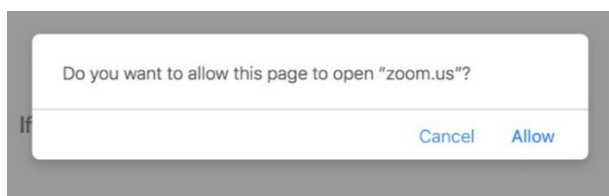
We look forward to meeting you.

Yours sincerely
Rachel

This will take you to your default browser, you will then receive an option to download the app to your device, or to continue with the browser.

Click download & run Zoom and follow the prompts to download the application.

Alternatively, if you are unable to download, please click 'join from your browser'.

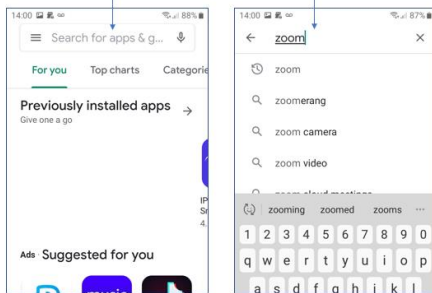


Your meeting should start in a few seconds...

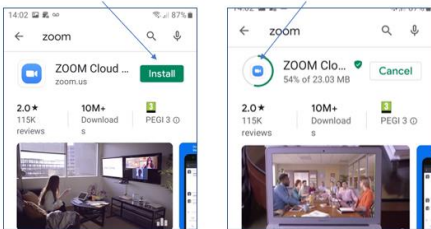
If Zoom does not run in a moment,
[Download & run Zoom](#). Then [click here](#) to join the meeting.

Installing to an Android device

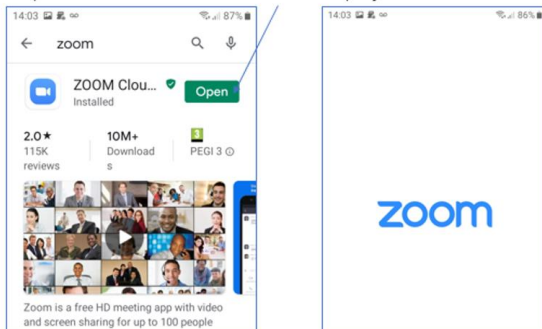
The Play Store will open, type in the word Zoom or the full title Zoom Cloud Meetings.

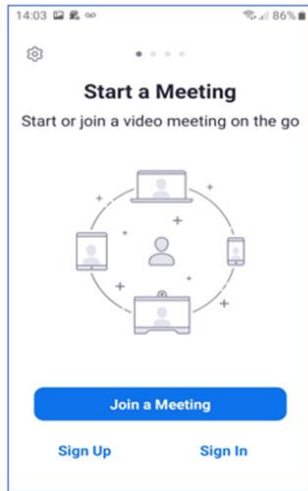


When the correct application has been identified tap the install button, the application will start to download.



When the application is fully downloaded tap the Open button a zoom screen will display.





The Start Meeting Screen will display, here you will see a number of options

- Join a Meeting
- Sign up
- Sign In

Installing to an iPhone

1. Search for Zoom Cloud Meetings on the App Store, select **Get** and enter iTunes credentials to install Zoom from the App Store



2. Open the App and select Join a Meeting

