

### Introduction

As an organisation we recognise that taking part in any recruitment and selection process can be daunting, we therefore want to provide you with some guidance and tips on how to best prepare yourself for remote interviews and selection in KCC.

### Preparing for your remote interview/selection process:

1. Please note that KCC's default platform for online recruitment and selection is Microsoft Teams. Once you have received your invite to interview, please familiarise yourself with this software. Make sure that your electronic device is compatible with the software and download the app if you will be using your phone or tablet. If you have any issues with accessing Microsoft Teams, please contact the Recruiting Manager to discuss.
2. Make the recruiting manager aware of any adjustments that you may require, we understand this is a different way of recruiting for many and we want to know how we can best support you. For example, if there are any selection tests that you are required to do, and you need extra time because of a disability please let the recruiting manager know. Prior to interview, you could also look at [Microsoft Teams accessibility guidance](#). If you require an alternative platform, please let the recruiting manager know.
3. Prepare as you normally would for an interview, ensure you read the job description, think about what skills and competencies you have for the role and find more out about [Kent County Council](#) as an organisation to work for.

### We recommend on the day of your interview process you:

1. Find a quiet space to complete the process, with minimal distractions if possible.
2. Dress as you would for a face to face interview, it will help you get into the interview mindset.
3. Check your camera, microphone and internet connection on the device you are planning to use. Making sure your device is full charged or you have a charger nearby.
4. Elevate your electronic device so it is at face-level.
5. Give yourself plenty of time to join the online video call, we would recommend joining at least 5 minutes prior to ensure there is no issues.
6. Have your eligibility to work document close to hand and any further documents you may need to provide that are applicable for the role.
7. Have your phone near you in case any technical errors occur, making sure your phone is on silent to avoid disruptions.
8. Have a glass of water next to you.

### Overcoming technical errors

Even with the best intentions and preparations technology can sometimes fail, if you have any problems connecting on the day or if your connection drops during the interview, please contact the named contact on your invite to interview. Similarly, if the selection panel has any technical problems, they will also be in contact with you to arrange a further interview. If a technical error means you are unable to hear or fully understand a question that has been asked at any point of

# Remote recruitment and selection

## Candidate guidance



the interview, please do make sure you make the interview panel aware of this and ask them to repeat questions.