

Online Interview

Instructions for conducting video interviews

Cisco Webex Meetings

Notification

After the written test,
you will be notified through your email
about the **date** and **time** the interview will take place.

Make sure you have a computer with a microphone and camera
throughout the interview,
and as a fast and stable internet access as possible!

In advance

Your interview will take place using
Cisco Webex Meetings

You don't need an account of your own!
However, we would recommend that you navigate on the
site

<https://www.webex.com/downloads.html/>
Download and install
“Webex Meetings”

Get the Webex you need.



Webex Meetings

Looking for real time video conferencing?

- HD video for face-to-face meetings
- Flexible audio-only conference call options
- Easy screen sharing
- Meet across any device



Also available here:



Webex Teams

Looking for messaging and team collaboration?

- One-on-one or group messaging
- Digital two-way whiteboarding
- Rich content and file sharing
- Video calling



Download here and install it

Download Teams VDI (Coming soon)

Also available here:



Day of Interview

Make sure you are **online** (have your email open) already before the time you are notified the interview will take place,

because you'll be notified by an email inviting you to the

video interview.

Be patient, because the exact time when you join the interview will depend on the number of candidates.



Join me now in my Personal Room.

Join meeting

Join by phone

Tap to call in from a mobile device (attendees only)

+44-20-7660-8149 United Kingdom Toll

Access code: 142 514 900

Join from a video conferencing system or application

Dial kpp.intervista.5@meetingsema7.webex.com

You can also dial 62.109.219.4 and enter your meeting number.

Need help? Go to <http://help.webex.com>

Click here



Haven't you installed
“Webex Meetings” yet?

Join the interview
directly from the “web browser”, by:

Clicking at the bottom
“Join from your browser”!

Salla nr.5 e Intervistave Online 

Starting Cisco Webex Meetings...

Click **Open Cisco Webex Meetings** if you see a message from your browser.

If you don't see a message from your browser, [open the desktop app](#).

Click here to join the committee

app? [Join from your browser.](#)
app? [Download it now.](#)

Fill in the following information

Name Surname

Email address

Same as those you already provided when applying with
the Public Administration Department online platform.

Salla nr.5 e Intervistave Online

Enter your information

Name Surname

Your full name




Email address

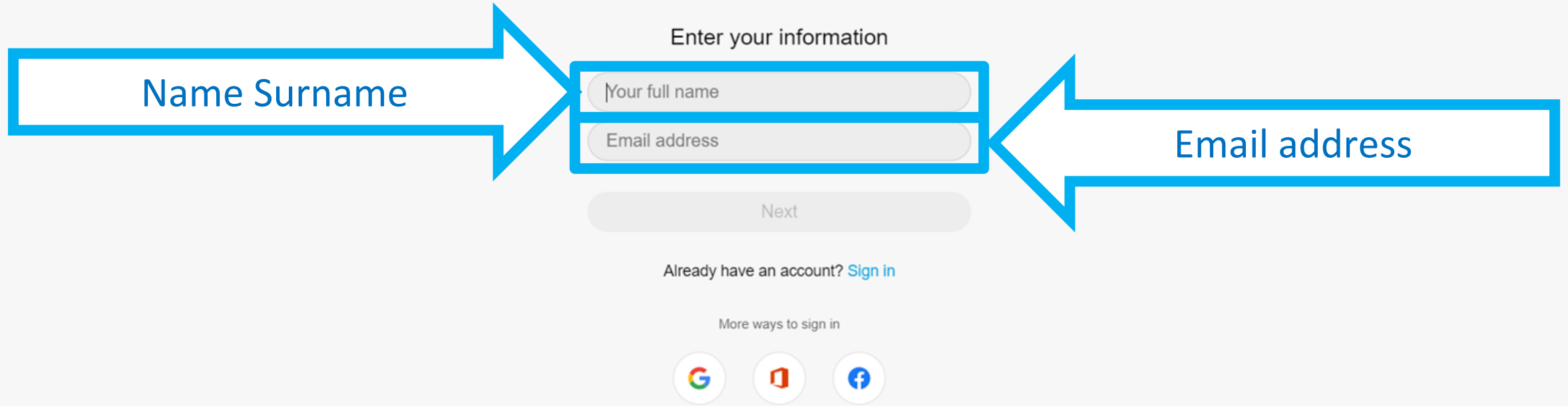
Email address

Next

Already have an account? [Sign in](#)

More ways to sign in



The diagram illustrates a registration form titled "Enter your information". It features two input fields: "Your full name" and "Email address". A blue arrow points from the label "Name Surname" to the first input field, and another blue arrow points from the label "Email address" to the second input field. Below the input fields is a "Next" button. Further down, there is a link "Already have an account? Sign in" and a section titled "More ways to sign in" with icons for Google, Microsoft, and Facebook.




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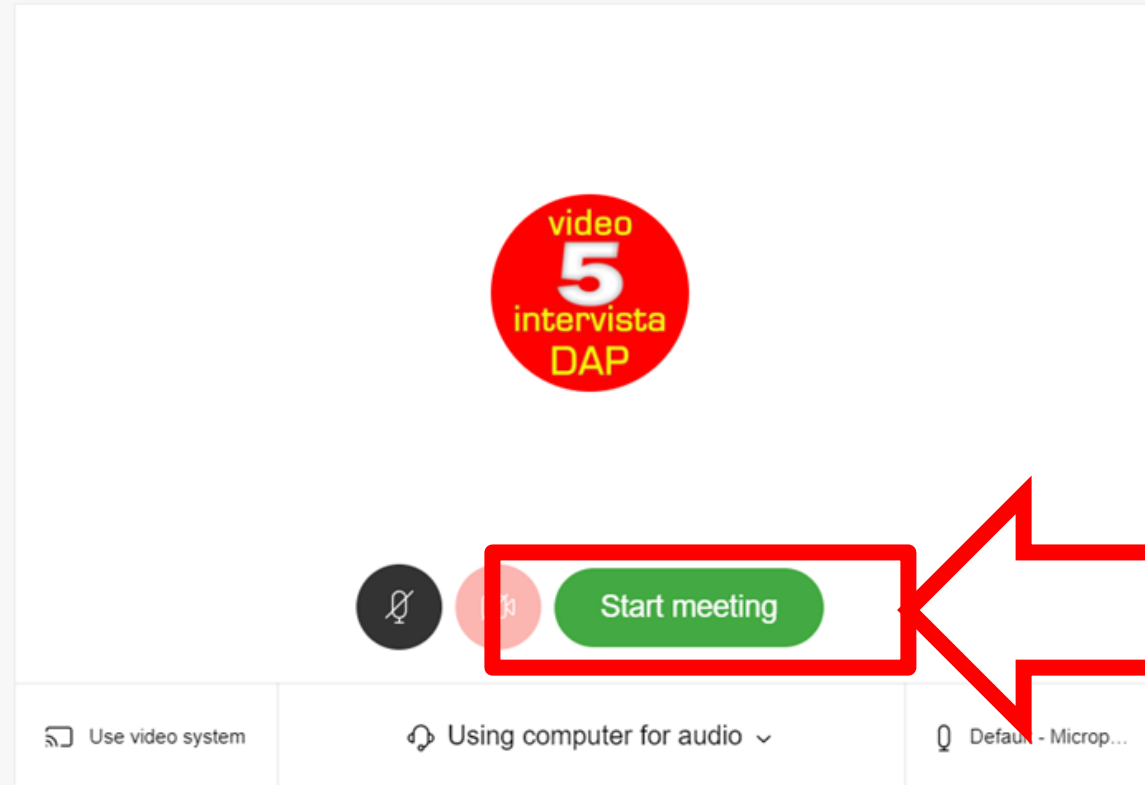
[https://meetingsema7.webex.com/meet/142 514 900](https://meetingsema7.webex.com/meet/142514900)

Join Meeting

 More ways to join

Click here

Salla nr.5 e Intervistave Online



The screenshot shows the Zoom meeting lobby interface. At the top center, there is a red circular badge with the text "video 5 intervista DAP". Below this, there are two circular icons: a black one with a microphone icon and a red one with a video camera icon. A green button labeled "Start meeting" is highlighted with a red rectangular box. To the right of this box, a large red arrow points left towards the button, with the text "Click here" written inside the arrow's shaft. At the bottom of the interface, there are three settings sections: "Use video system" with a video camera icon, "Using computer for audio" with a speaker icon and a dropdown arrow, and "Default - Microp..." with a microphone icon.

Click here

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The screenshot shows the Zoom meeting interface. At the top center, there is a red circular badge with the text "video 5 intervista DAP". Below this, there are two circular icons: a black one with a microphone icon and a red one with a video icon. To the right of these icons is a green button labeled "Start meeting". A red rectangular box highlights the "Start meeting" button, and a large red arrow points from the right towards it, containing the text "Start Your Interview". At the bottom of the interface, there are three settings: "Use video system", "Using computer for audio" (with a dropdown arrow), and "Default - Microp..." (with a dropdown arrow).


Start Your Interview

Have you already installed “Webex meetings”?

Join the interview
directly from the “application” by:

Clicking on the “open the app desktop”, and:

Clicking again
“Open Cisco Webex Meeting”

Salla nr.5 e Intervistave Online 

Starting Cisco Webex Meetings...

Click **Open Cisco Webex Meetings** if you see a message from your browser.

Click here to join the committee

er, [open the desktop app.](#)

Having trouble opening the desktop app? [Join from your browser.](#)
Don't have the desktop app? [Download it now.](#)

Open Cisco Webex Meeting?

<https://meetingsemea7.webex.com> wants to open this application.

Click here for the application

Open Cisco Webex Meeting

Cancel



video
5
intervista
DAP

Start Meeting

Start Your Interview

Use video system

Use computer for audio

2- High Definition Audio ...



video
5
intervista
DAP

Start Meeting

Start Your Interview

Use video system

Use computer for audio

2- High Definition Audio ...

Conduct the interview

Make sure your microphone, camera and internet access are all activated!

Make sure you speak clearly, articulate carefully and answer all the questions of the structured interview!

Note:

For technical reasons and for ensuring quality, your interview will be recorded!

Tips for a better experience:

1

Audio

Make sure you have **closed all the other programs** on your computer.

2

Battery

Make sure your device is charged.
It is recommended that you use a laptop.

3

Internet

Make sure you have a stable internet connection. Internet connection **through cable is the best**. Check your internet speed on: <https://www.speedtest.net/>

4

Light

Stand in front of a **naturally lit environment** (for example, not with your back to it)

5

Testing

Make sure you perform a test to check whether your camera, microphone, and **everything else is working**.

Tips for a better experience:

1

Audio

Mute your microphone when you are not speaking and Unmute when you want to speak.

2

Select

When the connection is too weak, [give priority to audio](#) and switch off your video.

3

Video

[Avoid camera movements](#), as they distract your candidate.

4

Background

Make sure you have [a clear background](#), without items that could distract your candidate.

5

Testing

Get familiar with the program conducting tests on your own.

Good luck!

