ADVOCATEHEALTH

Your virtual interview guide

How to prepare for and join your interview using Microsoft Teams

Advocate Health Care, Atrium Health, Aurora Health Care and Wake Forest University School of Medicine are part of Advocate Health, one of the largest nonprofit, integrated health systems in the United States.

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Start here



This guide will help you prepare for, join and participate in your interview. If you need support along the way, we're here to help.

What you'll need:

- ✓ Your interview invitation.
- ✓ A computer, tablet or phone with a camera and microphone.
- ✓ A reliable internet connection.
- ✓ A quiet place where you can focus.
- ✓ Your recruiting contact's email address or phone number.

CHECK / **TEST** / **CONNECT**

Three things to do now:

01 Confirm the date, time and time zone in your invitation.

02 Open the meeting link in advance to test your setup.

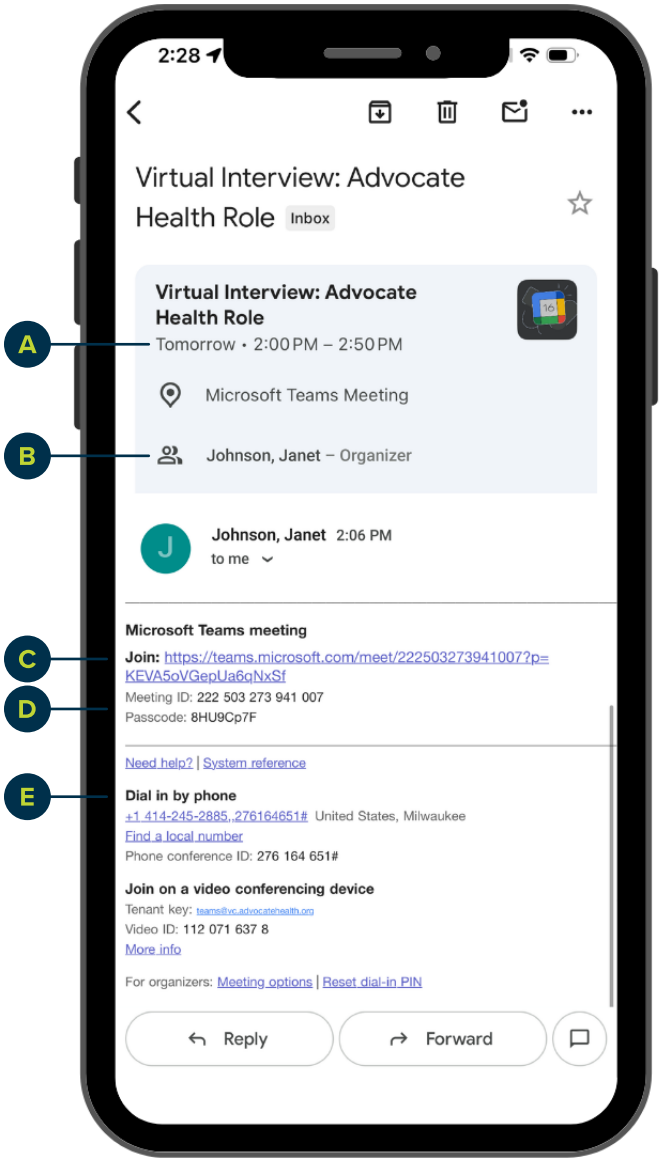
03 Contact your recruiter if you need an accommodation, an alternative way to participate or help with the invitation.

Your interview invitation

Your invitation may include:

- **A** Interview date and time.
- **B** Interviewer or recruiting contact.
- **C** Meeting link.
- **D** Meeting ID and passcode
- **E** Phone dial-in information

The time displayed in the invitation may reflect the time-zone settings on your device. Confirm the time zone before interview day.



Choose how you'll join



On a computer

Join your Microsoft Teams interview from a computer using either a supported web browser or the Microsoft Teams desktop app. If you plan to join using the app, be sure to install it before your interview.



On a phone

Mobile web browsers are not supported for Microsoft Teams meetings. To join from your phone, you should use the Microsoft Teams mobile app or you may dial in to the call.



On a tablet

To join from your tablet, you will need to use the Microsoft Teams mobile app. If your tablet has cellular service, you may also dial in to the call.

Joining your interview



Most interviews with a recruiter will be phone or audio only

Using a web browser:

1. Open your interview invitation on your computer.
2. Select the meeting link.
3. Choose **Continue** on your browser when prompted.
4. Allow access to your microphone and camera if your device requests permission.
5. Enter or confirm your full name.
6. Check your microphone and speaker settings.
7. Select **Join now**.
8. Wait in the lobby if someone needs to admit you.

Using the Microsoft Teams app:

1. Install the Microsoft Teams app before your interview.
2. Open your interview invitation on your device.
3. Select the meeting link.
4. Follow the prompts to open Microsoft Teams.
5. Allow camera and microphone access if asked.
6. Enter or confirm your full name.
7. Check your audio settings.
8. Select **Join now**.
9. Wait in the lobby if someone needs to admit you.

By dialing in:

1. Find **Dial in by phone** in your interview invitation.
2. Tap the phone number or enter it on your device.
3. Enter the **Phone conference ID** when prompted, followed by the pound sign (#).
4. Follow the spoken instructions to join the call.

Testing your set up

Before your interview, take a few minutes to test your setup.

- ✓ Open the meeting link in advance.
- ✓ Confirm that your camera and microphone work.
- ✓ Check that your device allows Microsoft Teams to use them.
- ✓ Confirm you speaker or headphones are selected.
- ✓ Test your internet connection.
- ✓ Charge your device or connect it to power.
- ✓ Keep the invitation and recruiting contact information easy to find.
- ✓ Identify a backup option, such as another device or available dial-in information.



Create a space where you can focus

- Choose a well-lit space where you can hear and be heard.
- Place your device on a stable surface.
- Position the camera so your face and shoulders are visible if you have a video interview.
- Reduce notifications, background noise and other distractions where possible.
- Keep water, your resume, the job posting and your questions nearby.

Choose the place that gives you the best opportunity to focus.

We understand that unexpected noise or interruptions can happen.

What to expect during your interview

- You may wait briefly in a virtual lobby before the interviewer admits you.
- The interviewer will introduce themselves and explain the conversation.
- Keep your microphone on unless background noise makes muting helpful.
- It is OK to ask for a question to be repeated.
- If an interruption occurs, let the interviewer know and take a moment to address it.
- Have your questions ready for the end of the conversation.
- If you need an accommodation or different way to participate, reach out to your recruiting contact.



If something isn't working

The link does not open:

- Return to the original invitation and try the meeting link again.
- Copy the meeting link and paste it into your web browser directly.
- Use the meeting ID and passcode as an alternative way to join.
- Contact your recruiter if the information is missing or still does not work.
- Wait in the lobby if someone needs to admit you.

If you cannot resolve any of these issues, contact your recruiter or interviewer as soon as possible via text, email or phone.

Your camera or microphone does not work:

- Check the device permissions shown by your browser or app.
- Confirm that the correct camera, microphone and speaker are selected.
- Close and reopen Microsoft Teams or your browser, then try the link again.

Your connection is unstable:

- Turn off your camera temporarily if needed.
- Use dial-in information from the invitation to call in instead.

You are waiting in the lobby:

- Remain in the lobby until someone admits you
- If the wait continues, contact your recruiter using the information in the invitation.



For additional support

Explore our Candidate Resources page at careers.advocatehealth.org/candidate-resources

Use of AI

We recognize that some candidates for employment with Advocate Health may use AI during the application process and expect that they will do so responsibly.



Allowed uses of AI:

- Improve the grammar, formatting or organization of your resume or cover letter.
- Learn about Advocate Health, the site of the role and to review the job description.
- Practice for interviews.
- Prepare questions for recruiters, hiring managers and interviewers.

Uses of AI that are not allowed:

- Generate or provide answers during an interview unless specifically permitted.
- Misrepresent your skills, experience, qualifications or identity.
- Complete assessments that are intended to evaluate your own abilities unless AI has been approved.
- Record or transcribe an interview without providing advance notice and receiving explicit consent from the Advocate Health interviewer.

Your interviewer may use an AI note-taker

Your Advocate Health interviewer may use an approved AI-enabled transcription tool during your interview to allow them to focus on getting to know you, your work experience and unique skills during the interview, rather than taking notes.

If an AI note-taker tool will be used, **you'll receive advance notice and be asked for your consent before the interview begins.**

For additional details

Review the **Candidate AI Policy** on our career site.

You’re ready!

Final checklist

- ✓ I confirmed the date, time and time zone.
- ✓ I know whether I’m joining by a computer, phone or tablet.
- ✓ I tested my required technology for my interview type (link, phone, camera, microphone and/or speaker)
- ✓ My device is charged or connected to power.
- ✓ I saved my recruiting contact’s information.
- ✓ I have my resume, the job posting and my questions available.
- ✓ I know what backup option I’ll use if I have technical trouble.

We’re looking forward to learning more about you and your experience. If you have questions, need an accommodation or need to reschedule, contact your recruiter using the information in your invitation.



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