

BRIATHAR DÉ MO LÓCHRANN



MIC

MARY IMMACULATE COLLEGE
COLÁISTE MUIRE GAN SMÁL

Online Interview Guidance



May 2020

admissions@mic.ul.ie



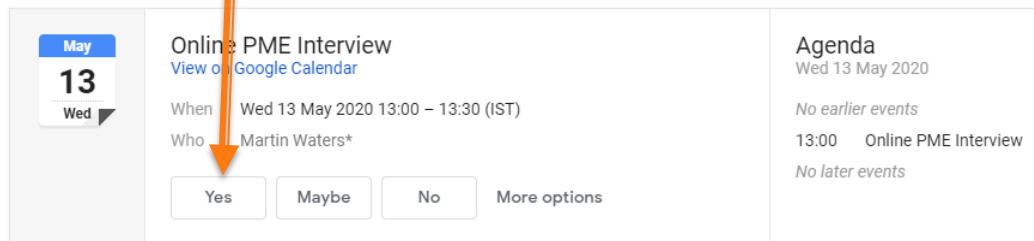
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Interview and Online Invitation

All candidate interviews for MIC programmes are currently held online via Microsoft Teams.

1. To participate in an interview, you will receive an MS Teams calendar invitation similar to the one below.
2. This will state the date and time of the interview.
3. Click on Yes to accept the MIC programme Interview Invitation.

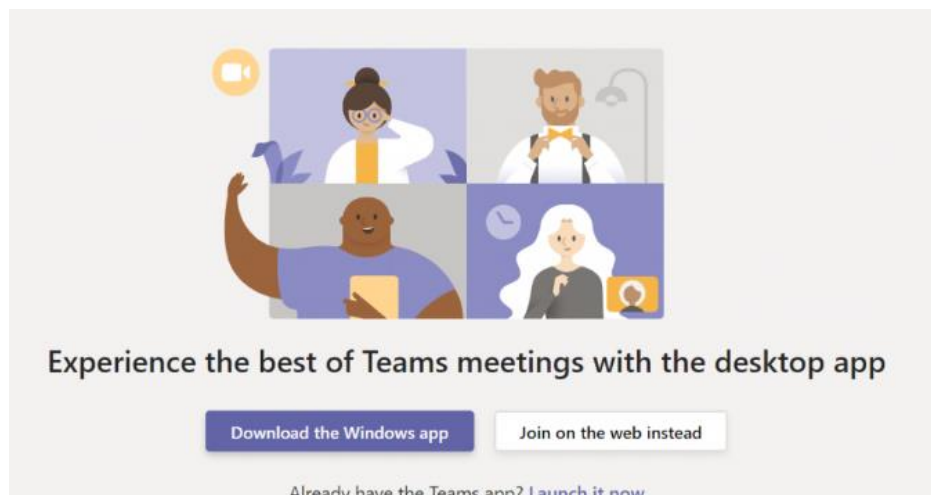


[Join Microsoft Teams Meeting](#)

+353 1 592 1485 Ireland, Dublin (Toll)

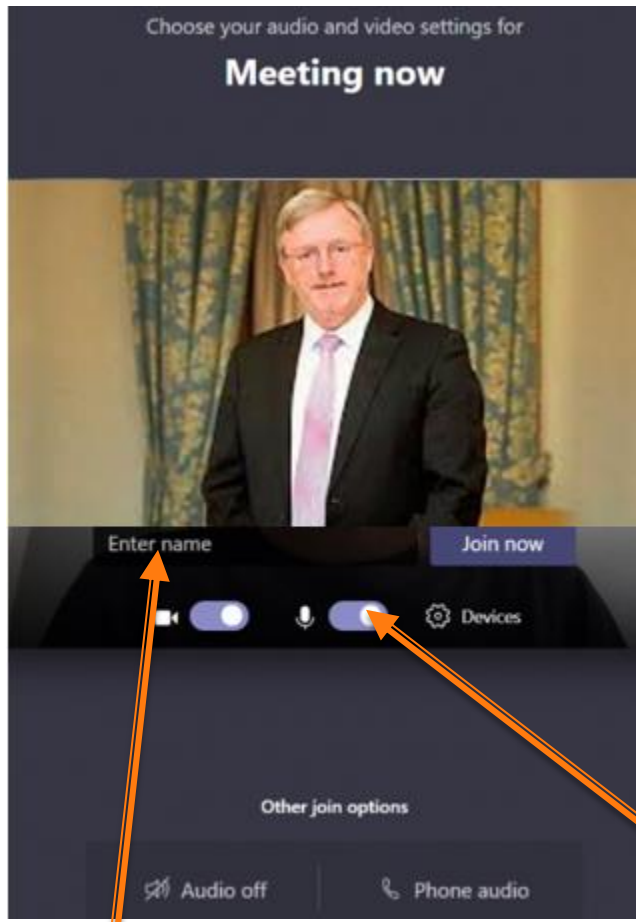
Conference ID: 905 072 93#

4. On the specified Interview day and time, please access the email you received and click on the link: **Join Microsoft Teams Meeting.**
5. To use Teams, you can run it through a browser. When you select **Join Microsoft Teams Meeting**, the following screen appears.



6. Please select the button **Join on the web instead**. Please note the preferred browsers are **Microsoft Edge and Google Chrome**.

7. You can then run the meeting through the browser. The below screenshot shows how the browser will appear after clicking on **Join on the web instead.**



8. Enter your name in the enter name field. Please ensure your **camera and microphone** are in the on position.
9. Click on the **Join Now** button.
10. This will enter you into the **meeting room lobby**, and from here, the interviewers will **Admit** you into the meeting.
11. After the Interview welcome and introductions, the interview will commence.

Technical Issue Notice

1. Please join the meeting on time to problem solve and ensure the quality of the connection.
2. Please note that should there be a connection failure before or during the interview, 3 attempts will be made to re-establish a connection.
3. If issues occur, please click on the link again in the email **Join Microsoft Teams Meeting** and go through steps 4 to 10 above.
4. Please have your phone close by in case you or your interviewer might be having technical difficulties, and they are trying to contact you via phone or email

Technical Backup Plan

1. If the connection cannot be re-established, for whatever reason, in the email invitation you received, you will see a **Dublin (Toll) number and a conference ID, similar to the screenshot below:**

Join Microsoft Teams Meeting

+353 1 592 1485 Ireland, Dublin (Toll)

Conference ID: 905 072 93#

2. If after 3 attempts you cannot connect, dial the **telephone number followed by the conference id and the # symbol** when requested. This will get you back into the interview, and you'll be admitted by your interviewers.

Preparing for your Online Interview

1. Confirm that your webcam and microphone are suitable and work correctly in your chosen browser (**Google Chrome or Microsoft Edge**)
 2. If you are using a laptop, phone, or tablet, please ensure they are fully charged.
 3. Test your internet connection to ensure it is reliable and working.
 4. If using headphones, make sure they are connected and working before the interview.
 5. It is recommended that a test call is carried out before the interview to test your connectivity. Microsoft Teams is available for free if you wish to check the technology: **MS Teams Free Edition**
 6. If possible, conduct your interview in a quiet area that is free from distractions.
 7. Again, keep your mobile phone close by, if for any reason you need to be contacted, or you might be having technical difficulties.
 8. Please join the meeting on time to problem solve and ensure the quality of the connection.
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Mary Immaculate College Interview Privacy Notice.

The purpose of this notice is to describe restrictions on the use of recording devices during all Interviews taking place remotely during Covid-19 and is intended to be interpreted with and subject to the General Data Protection Regulation (GDPR).

Recording of all interviews is prohibited. The inappropriate or unauthorized use of recording devices will constitute a violation of privacy and of the provisions contained under the GDPR. Candidates who are found to have violated these procedures are subject to disqualification.

Recording devices include any software, application, or service used in the recording of voice and/or video, storage, broadcast, or sharing of recordings. This definition is intended to be inclusive of all possible media that can electronically affix sound, images, or video using any means.

The following is a link to our [Direct Student Application Privacy Notice](#)



MARY IMMACULATE COLLEGE, SOUTH CIRCULAR ROAD, LIMERICK.