

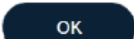


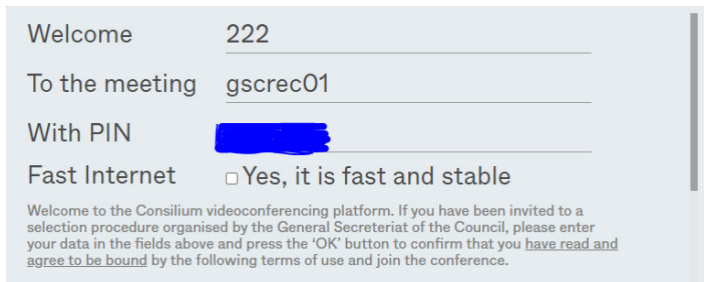
Tutorial for remote job interviews (infographic)

This guide is intended for candidates. It includes:

- Information on how to test your connection and how to connect to the Consilium videoconferencing platform
- Troubleshooting: what to do in case of problems
- Some tips and advice for a successful virtual interview

HOW TO TEST THE PLATFORM AND HOW TO CONNECT

1. Before joining the interview it is important to ensure that you can successfully connect to the platform. From your Chrome browser go to <https://press.vp.consilium.europa.eu/test>, in order to test the platform. Remember that the platform will not work in Internet Explorer
2. The HR service will schedule the interview and email you the link to the videoconference. Please copy the link and paste it into Google Chrome, Microsoft Edge or Safari.
3. Complete the required fields, agree to the terms of use and press 



Welcome 222

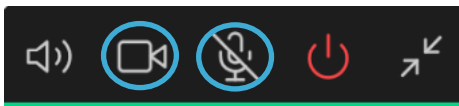
To the meeting gscrec01

With PIN [REDACTED]

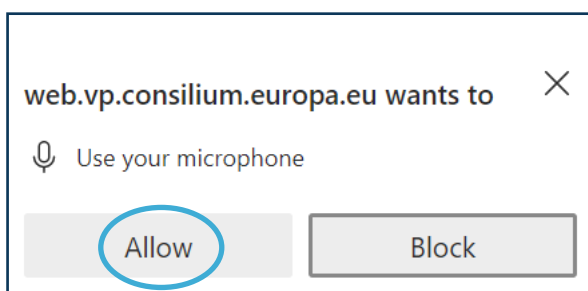
Fast Internet Yes, it is fast and stable

Welcome to the Consilium videoconferencing platform. If you have been invited to a selection procedure organised by the General Secretariat of the Council, please enter your data in the fields above and press the 'OK' button to confirm that you [have read and agree to be bound](#) by the following terms of use and join the conference.

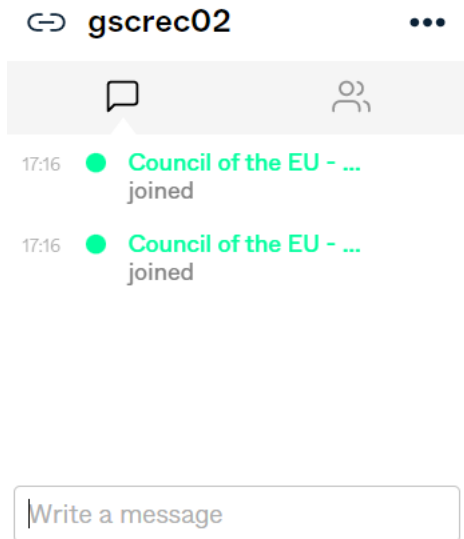
4. If prompted, allow the browser to access your camera and microphone: (image below). Wait for the host to let you in.



5. Once you enter you are muted by default. Remember to unmute yourself and to turn on your camera by clicking as shown in the image:



6. On the left side panel you can see all the participants present in the interview and the chat box:



7. When the interview is finished, turn off your camera and microphone and click here to disconnect. Remember to close the browser window.



PLEASE NOTE:

- It is strongly recommended that you wear a headset.
- It is recommended that you use a PC, rather than a tablet or smartphone, so that you can see all the panel members clearly.
- It can happen that the panel is not yet ready to start your interview at the allotted time. Please wait for the panel host to unlock the meeting for you.
- If you experience technical issues or have problems with your connection, please check the settings on the "Advanced" page and change the bandwidth settings under the settings tab (three dots) to a lower option, then reconnect with the link that HR sent you.
- Other applications may block your VTC environment, so it is recommended that you turn them off before connecting.
- You can also communicate any technical issues experienced during the interview by typing them in the chat box that is to be found under the Events tab.
- If the above solutions do not work, you could try emptying the cache of your browser. Click on the three dots on the upper right edge in Chrome. Go to "Settings", then "Privacy and security". Click on "Clear browsing data" and choose "Last 4 weeks". Make sure this option is ticked before clicking on "Clear data".
- You may test the platform only with the link provided under point 1. Testing the platform with the link provided from HR is to be avoided. The rooms are in constant use.
- There is no facility to blur or change the background.
- If you are using two screens, make sure you look into the camera to engage with the panel.
- You may not record your interview.