

BRIATHAR DÉ MO LÓCHRANN



MIC

MARY IMMACULATE COLLEGE
COLÁISTE MUIRE GAN SMÁL

Online Interview Guidance



May 2021

admissions@mic.ul.ie



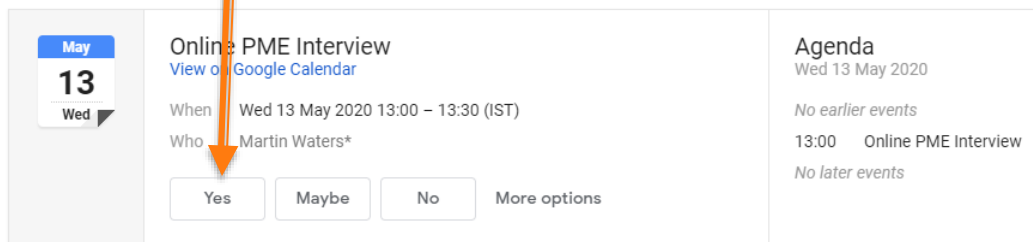
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Interview and Online Invitation

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 through email similar to the one below.
2. It states the date and time of the interview.
3. Click on Yes to accept the MIC programme Interview Invitation.

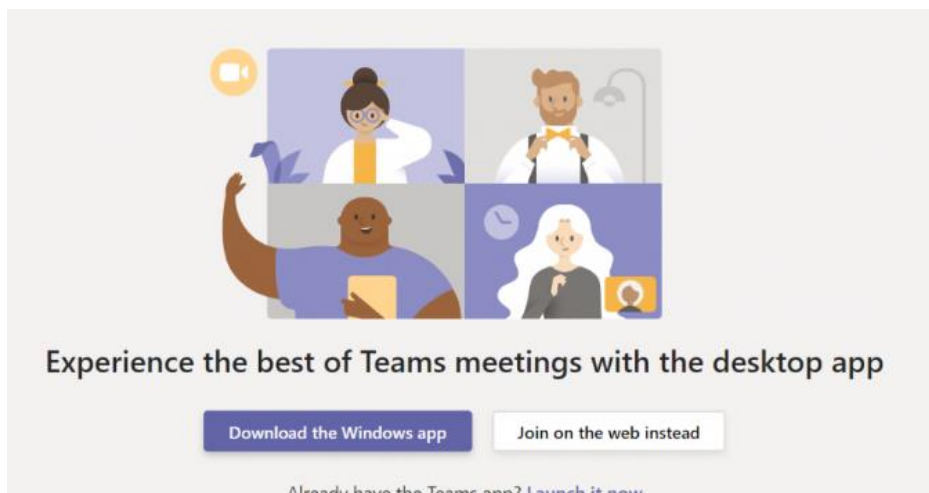


[Join Microsoft Teams Meeting](#)

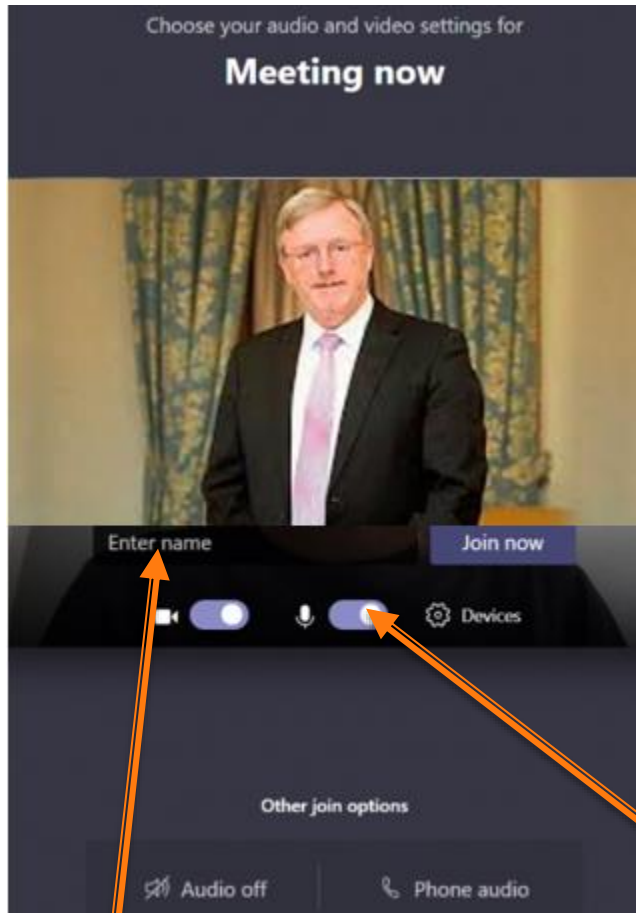
+353 1 592 1485 Ireland, Dublin (Toll)

Conference ID: 905 072 93#

4. On the day and time of the interview, please access the email you received and click on the link: **Join Microsoft Teams Meeting**. If you cannot find the email invitation, look in your email account calendar.
5. To use MS Teams, you can run it through a browser or the MS Teams application. When you select **Join Microsoft Teams Meeting**, the following screen appears.



6. If you are familiar with the MS Teams application, select Launch it now. Otherwise, please select the button **Join on the web instead**. Please note that 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 appears 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. You enter into the **meeting room lobby**, and from here, the interviewers **Admit** you into the meeting.
11. The interview commences at this point.

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 are 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
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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.
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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**) or the MS Teams application. Both need to work as the interviews need to see and hear all applicants.
 2. If you are using a laptop or tablet, please ensure to charge fully.
 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. We recommend a test call is carried out in the lead up to 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.