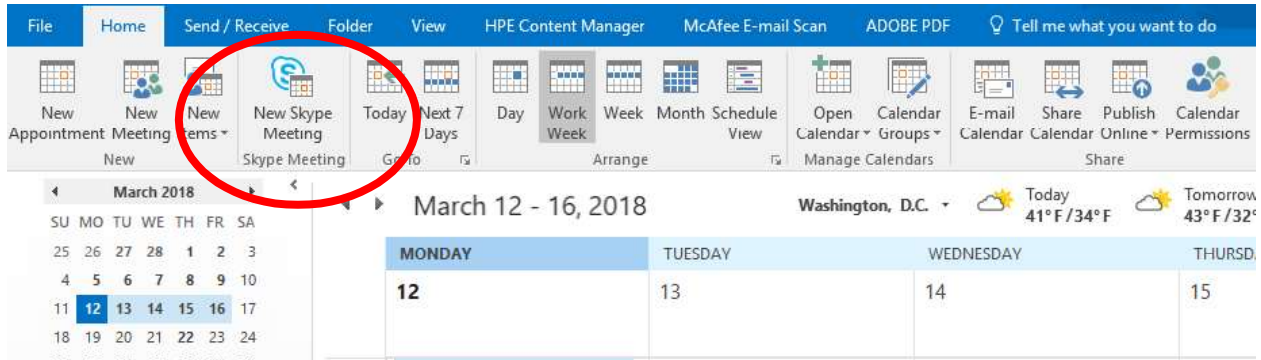


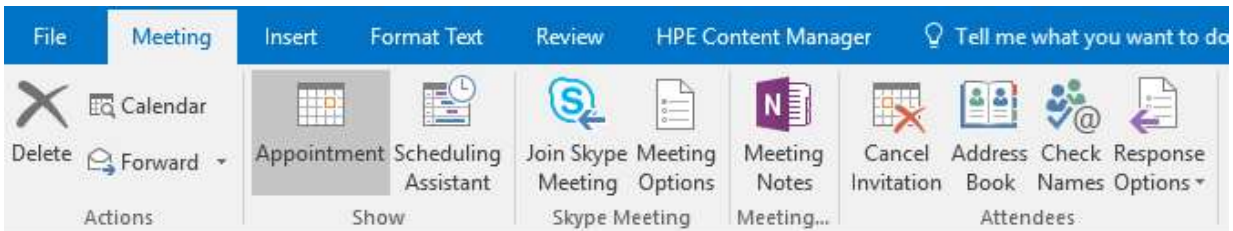
## SOP for setting up Skype for Business Interviews

### Creating Skype for Business Meeting Invitation to Candidates:

1. Login to your Outlook Email Account and select the Calendar icon. Select the “New Skype Meeting” function on the top of your Calendar Dashboard.



2. Edit the following items on the Skype for Business Meeting Request:
  - a. Start time and end time to reflect the candidate’s interview time.
  - b. Location text to show, “Skype Interview.”
  - c. Subject line to show <Skype Interview, Position>




**i** You haven't sent this meeting invitation yet.

Send	To...	<a href="mailto:CityofPortlandCandidate@portlandoregon.gov">CityofPortlandCandidate@portlandoregon.gov</a>		
	Subject	Skype Interview: HR Analyst position at the City of Portland		
	Location	Skype Meeting		
	Start time	Mon 3/12/2018	10:10 AM	<input type="checkbox"/> All day event
	End time	Mon 3/12/2018	11:15 AM	

3. Insert the following interview instructions in the body of the meeting below. **DO NOT DELETE** the section “Join Skype Meeting.”

### Instructions for Skype:

1. Join the meeting by clicking the link below, “Join Skype Meeting.” (The meeting link will direct you to the Skype for Business Application).
2. Click on “Join Meeting” **DO NOT CLICK “SIGN IN”**
3. Enter your Full Name
4. Click on Accept Terms and Conditions
5. Click the Mute button on Skype for Business
6. Click the Enable Video function on Skype for Business
7. Call the toll-free number on the bottom of the email and enter in the passcode when requested.

 Send	To... <input type="text" value="CityofPortlandCandidate@portlandoregon.gov"/>
	Subject Skype Interview: HR Analyst position at the City of Portland
	Location Skype Meeting <span style="float: right;">Rooms...</span>
	Start time Mon 3/12/2018 <input type="text" value="10:10 AM"/> <input type="checkbox"/> All day event
	End time Mon 3/12/2018 <input type="text" value="11:15 AM"/>

Greetings <Candidate's Name>

Thank you for applying to the HR Analyst position at the City of Portland. At the time of your interview, you will receive an email from <hiring manager> with your interview questions. You will have 15 minutes to review the questions prior to the interview. Your interview will begin 15 minutes after the email is sent.

Listed below is the schedule for you interview: ALL TMES ARE LISTED IN PACIFIC TIME

Candidate Reviews Questions: 10:10 – 10:25 AM  
 Candidate Set up Skype: 10:25 AM – 10:30 AM  
 Panel Interview: 10:30 – 11:15 AM

After receiving the interview questions, you will need to join the Skype meeting request and call the toll-free number at the bottom of this email.

Instructions for Skype:

1. Join the meeting by clicking the link below, “Join Skype Meeting.” (The meeting link will direct you to the Skype for Business Application).
2. Click on “Join Meeting” **DO NOT CLICK “SIGN IN”**
3. Enter your Full Name
4. Click on Accept Terms and Conditions
5. Click the Mute button on Skype for Business
6. Click the Enable Video function on Skype for Business
7. Call the toll-free number on the bottom of the email and enter in the passcode when requested.

If you have any questions regarding your interview, you may contact me at the email and/or phone number below.

Kind Regards,  
 <Hiring Manager>

---

[→ Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by Phone

Toll-free number: 8666708282, access code: 21169077  
 Toll number: 7209882090, access code: 21169077

[Find a local number](#)

Conference ID: 21169077 (same as access code above)

[Help](#)



### **Sample for Skype Meeting Invitation Instructions**

Greetings <Candidate's Name>

Thank you for applying to the HR Analyst position at the City of Portland. At the time of your interview, you will receive an email from <hiring manager> with your interview questions. You will have 15 minutes to review the questions prior to the interview. Your interview will begin 15 minutes after the email is sent.

Listed below is the schedule for you interview: ***ALL TMES ARE LISTED IN PACIFIC TIME***

Candidate Reviews Questions: 10:10 – 10:25 AM

Candidate Set up Skype: 10:25 AM – 10:30 AM

Panel Interview: 10:30 – 11:15 AM

Failure to be available at the time of your interview, will result in your disqualification.

After receiving the interview questions, you will need to join the Skype meeting request and call the toll-free number at the bottom of this email.

Instructions for Skype:

8. Join the meeting by clicking the link below, "Join Skype Meeting." (The meeting link will direct you to the Skype for Business Application).
9. Click on "Join Meeting" **DO NOT CLICK "SIGN IN"**
10. Enter your Full Name
11. Click on Accept Terms and Conditions
12. Click the Mute button on Skype for Business
13. Click the Enable Video function on Skype for Business
14. Call the toll-free number on the bottom of the email and enter in the passcode when requested.

If you have any questions regarding your interview, you may contact me at the email and/or phone number below.

Kind Regards,

<Hiring Manager>



## Instructions for Hiring Manager joining the Skype Call

1. Login to your Outlook Email Account and select the Calendar icon. Select your meeting invitation that you've sent to the candidate.
2. Select the "Join Skype Meeting" link on the invitation.

[→ Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

### Join by Phone

Toll-free number: 8666708282, access code: 21169077

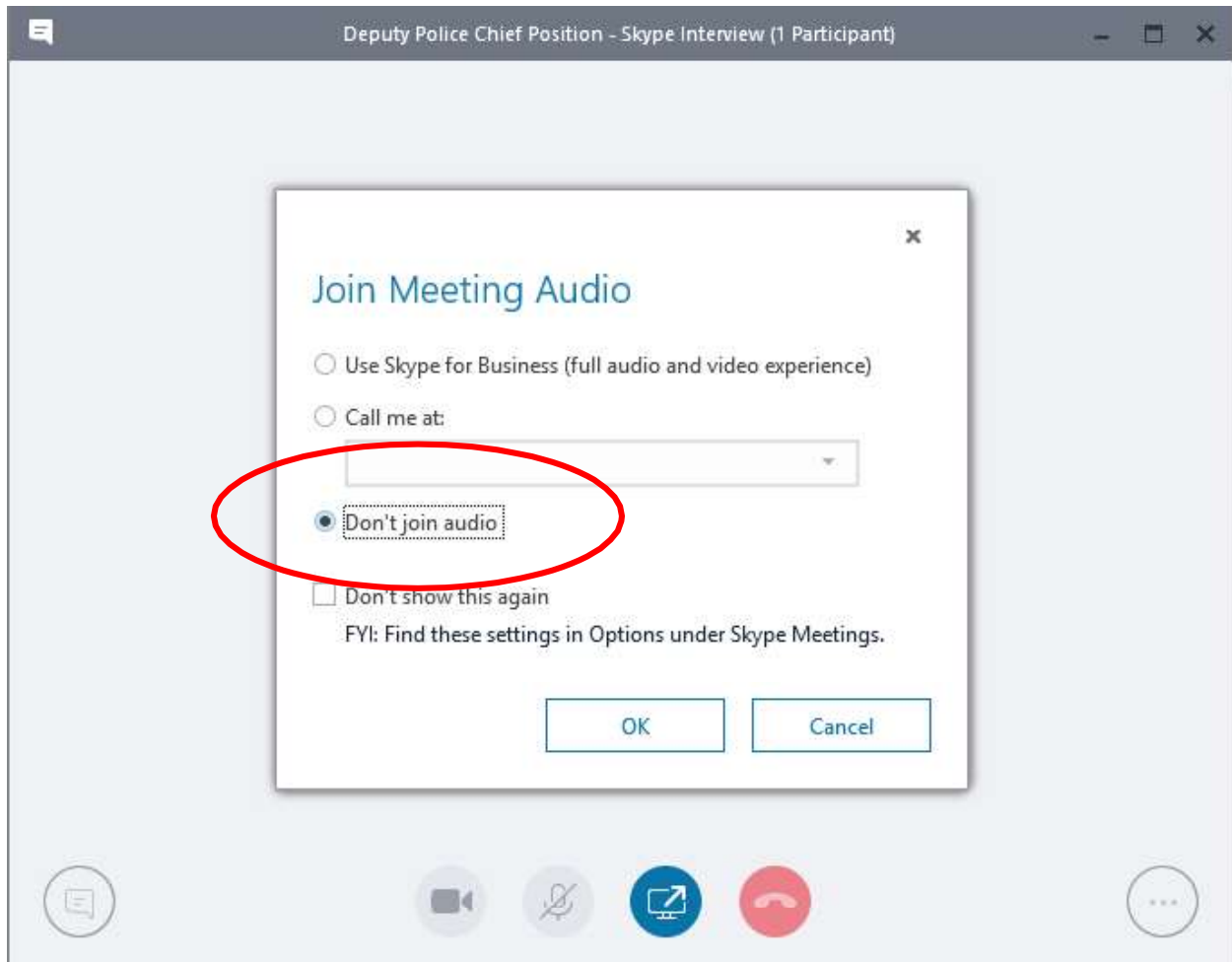
Toll number: 7209882090, access code: 21169077

[Find a local number](#)

Conference ID: 21169077 (same as access code above)

[Help](#)

3. Select the third option “Don’t join audio” and select OK.





4. You are now connected to the video portion of the call. For the audio portion, call the toll-free number listed in the meeting invitation and enter your access code.

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→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by Phone

Toll-free number: 8666708282, access code: 21169077

Toll number: 7209882090, access code: 21169077

[Find a local number](#)

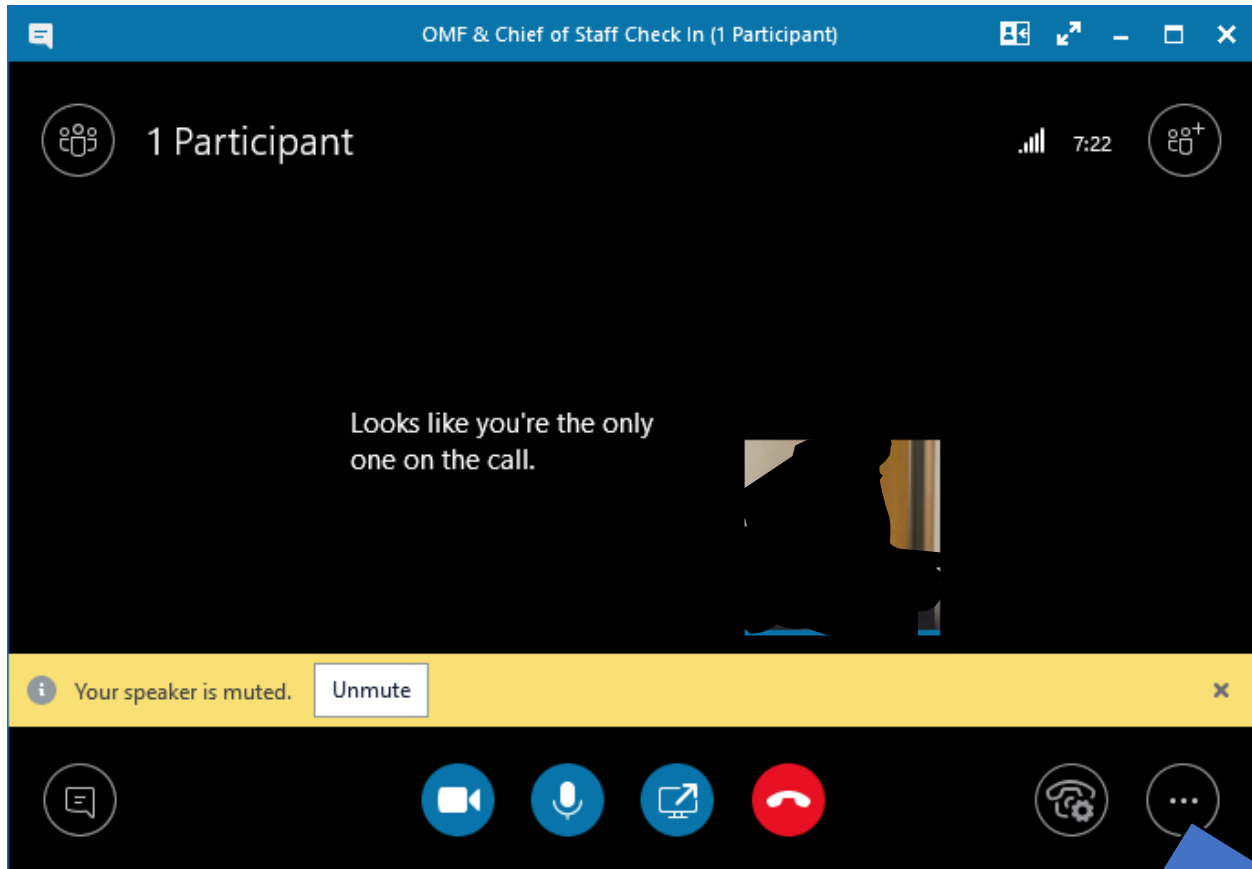
Conference ID: 21169077 (same as access code above)

[Help](#)

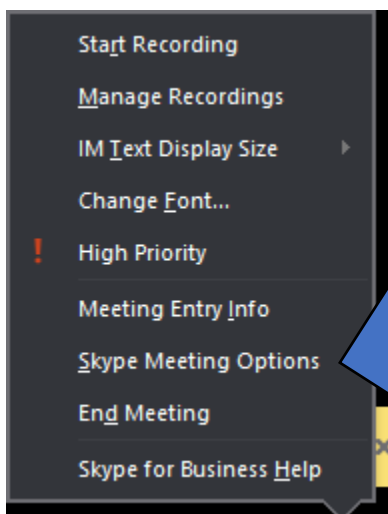
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## Skype Meeting Options

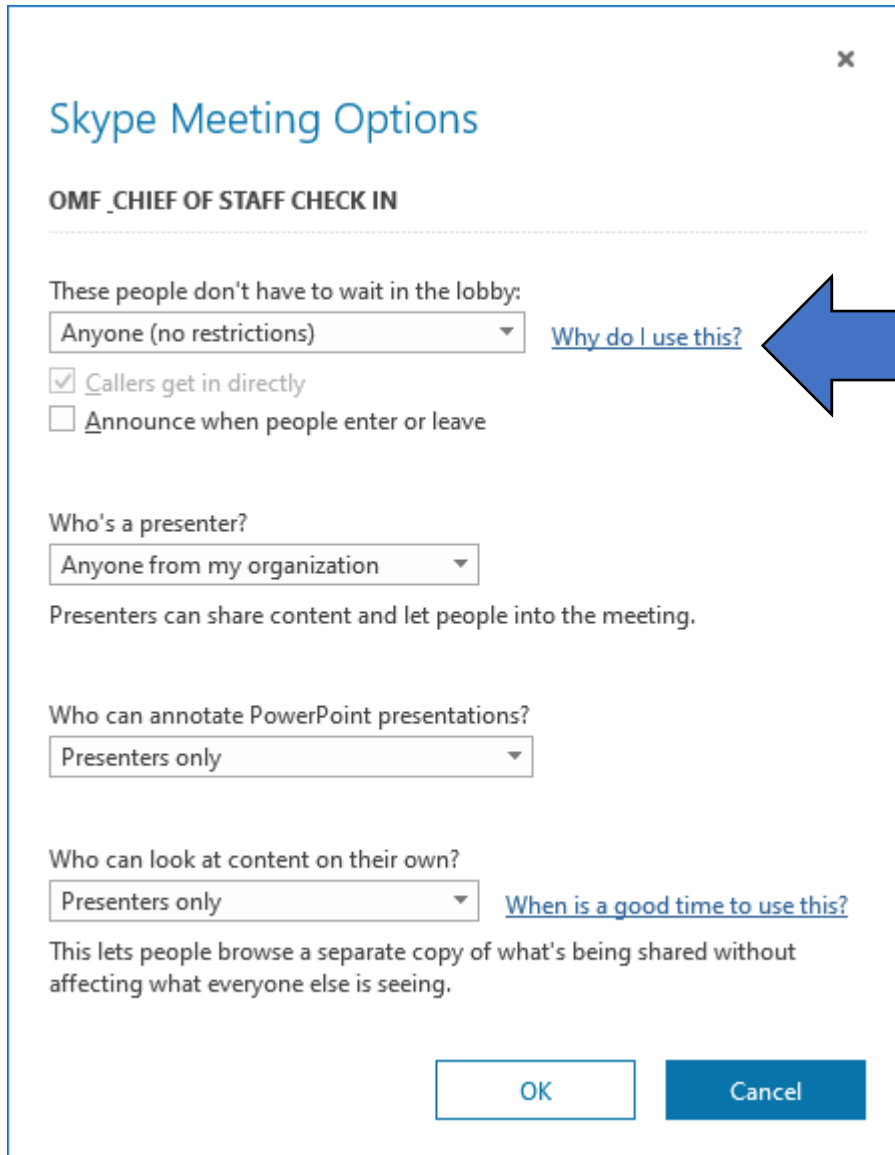
1. Once you have started your skype meeting select the three dots at the bottom right hand corner of the window



2. Select Skype Meeting Options



3. In the Skype Meeting Options the default is to not restrict anyone who has a skype link from you to the meeting. So, if someone had an old meeting link from you they could access the current meeting.



**Skype Meeting Options**

OMF\_CHIEF OF STAFF CHECK IN

These people don't have to wait in the lobby:

Anyone (no restrictions) [Why do I use this?](#)

Callers get in directly

Announce when people enter or leave

Who's a presenter?

Anyone from my organization

Presenters can share content and let people into the meeting.

Who can annotate PowerPoint presentations?

Presenters only

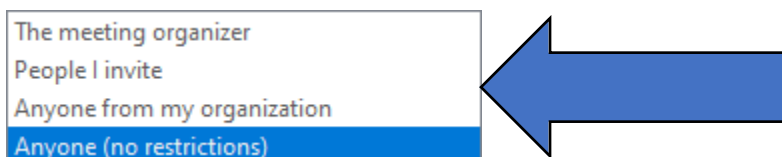
Who can look at content on their own?

Presenters only [When is a good time to use this?](#)

This lets people browse a separate copy of what's being shared without affecting what everyone else is seeing.

OK Cancel

4. You can change who can access the meeting by selecting the drop down of those people don't have to wait in the lobby.



The meeting organizer

People I invite

Anyone from my organization

Anyone (no restrictions)