

# Virtual Hiring Event

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**Ohio**

Opportunities for Ohioans  
with Disabilities

## Resource Guide

Candidate Preparation for OOD Virtual Hiring Events

## Virtual Hiring Event Resource Guide

Opportunities for Ohioans with Disabilities (OOD) is hosting Virtual Hiring Events to connect OOD job seekers with Employer Partners. This Resource Guide provides detailed information about the technology used to participate in the Virtual Hiring Event, and what to expect the day of the event, as well as a Check List to make sure candidates are prepared. Please also watch the Candidate Preparation Session [video](#).

If you have any questions about the Virtual Hiring Event, or the information in this guide or on the video, please contact Dennis DeYoung at [Dennis.DeYoung@ood.ohio.gov](mailto:Dennis.DeYoung@ood.ohio.gov) or 614-438-1280.

The Table of Contents below includes hyperlinks to help with navigation. Click the topic you would like to learn more about, and you will be taken directly to that page. To return to this page, click “Table of Contents” at the bottom of each page.

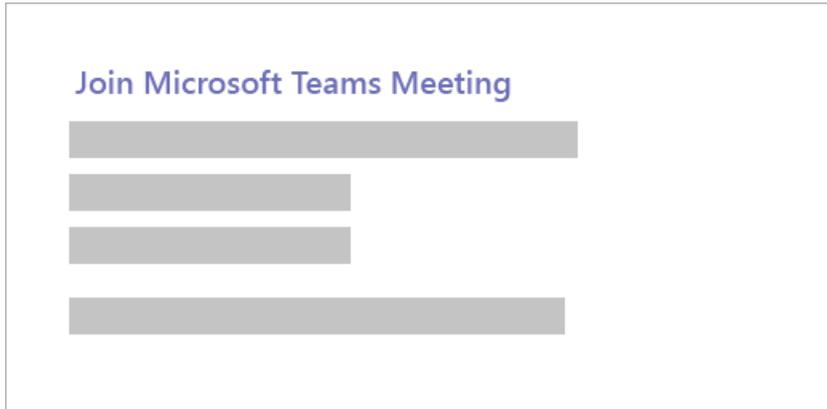
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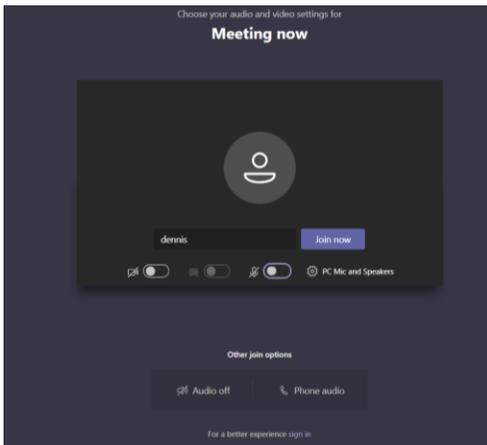
## Using a Desktop/Laptop Computer for OOD Virtual Hiring Event

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have an account, follow these steps to join as a guest.

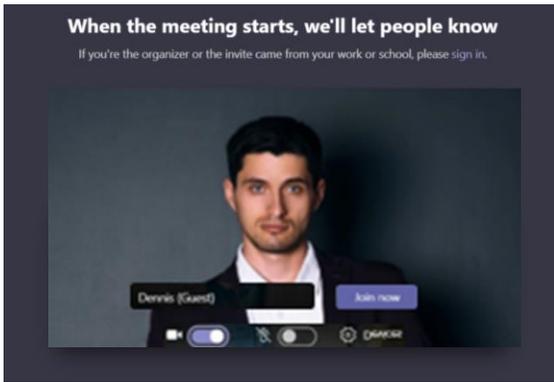
1. Go to the meeting invite and select Join Microsoft Teams Meeting.



2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings.



4. When you're ready, hit **Join now**.
5. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

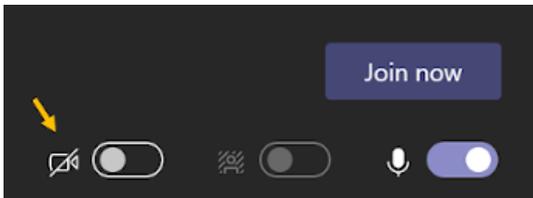


### Note:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.

## Before a meeting

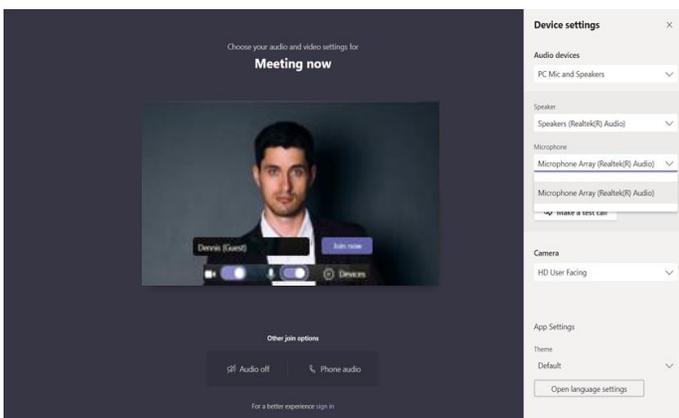
To turn on your video before a meeting, just select **Turn camera on**  right before you join.



## Manage audio settings in a Teams meeting

If people in a meeting can't hear you, you might be muted, or you might not have configured your mic correctly.

To change your speaker, microphone, or camera settings when you're on a call or in a meeting, select **More options** **...** > **Show device settings**  in your meeting controls. Then, select the speaker, microphone, and camera options you want.



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## Troubleshoot microphone issues on a Mac

If you're using a Mac and you're having trouble getting your microphone to work, you might need to change one of your privacy settings.

Here's how to check:

1. Open **System Preferences**
2. Select **Security & Privacy**
3. Under **Privacy**, choose **Microphone** on the left
4. Make sure Microsoft Teams is selected

## Using a Mobile Phone for the OOD Virtual Hiring Event

### Join a meeting from the mobile app

#### iOS and Android

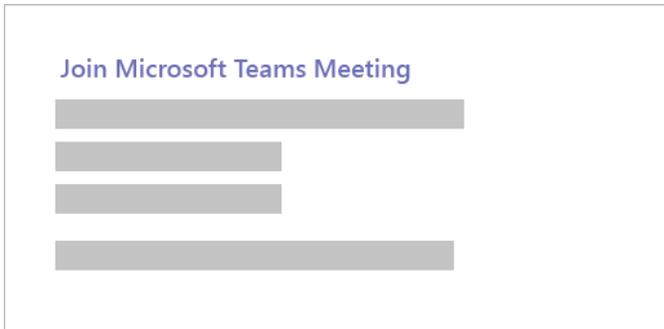
To join a meeting through your smartphone, the Microsoft Teams mobile app must be downloaded from the Apple App Store or the Google Play Store. Meetings are available on iOS and Android now and will be available soon on Windows Phone.

Here's what you can do if you're a meeting participant:

- Raise your hand to get the attention of the presenter.
- Pin the speaker and other users to your screen so that they are visible to you during the meeting, even if someone else is speaking.
  - To pin the video of someone, just long-tap on the video of that participant until you see a pop-up menu. Then, from the list of options, tap on 'Pin'.
- Tap in the meeting for the meeting controls such as audio, video, and end call.
- Pinch to zoom in and out when someone is sharing their desktop.

Even if you don't have a Teams account, you can still join a Teams meeting on the mobile app. Here's how:

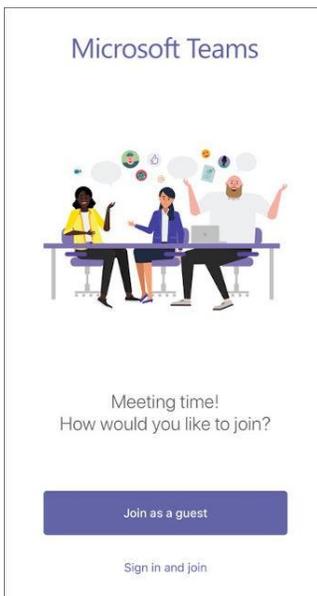
1. In the meeting invite, select **Join Microsoft Teams Meeting**.



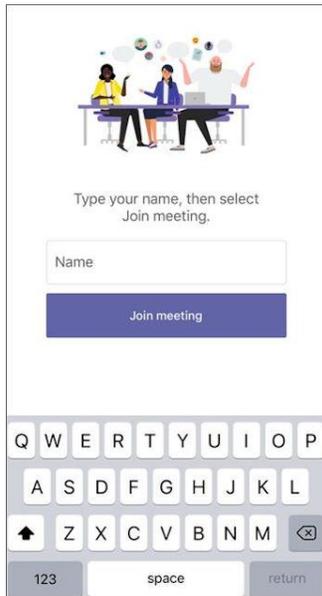
2. If you don't already have the Teams mobile app, you'll be taken to your app store to download it.
3. Download the app and open it right from the app store page.
4. Teams will ask if it's okay to use your mic.  
Be sure to allow it so others in the meeting will be able to hear you.



5. Next, you'll be given two options for joining your meeting:  
**Join as a guest** or **Sign in and join**. Choose **Join as a guest**.



Type your name and tap **Join meeting**.



6. Once you're in the meeting, you can turn your video or mic on or off by tapping on the center of your screen to show the meeting controls. Tap again to hide them.

## Use a phone for meeting audio

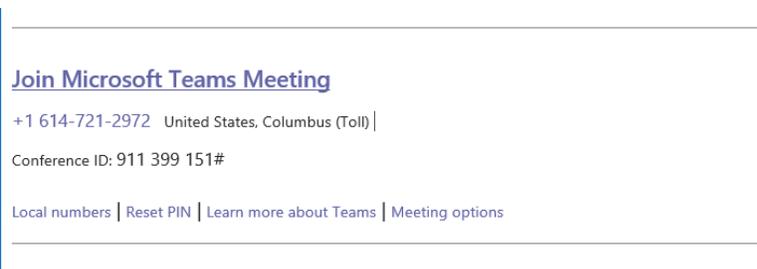
To get the call-in number, click **Meetings**  on the left side of the app, then select the meeting. The phone number appears in the meeting details.

When you join a meeting, you can choose how you get audio for the meeting.

- If you want to use your computer, click **Use mic and speaker**.
- If using a phone is a better option for you, click **Dial in using your phone**.

### iOS and Android

Instead of joining online, you can call in to a meeting with your phone. To get the phone number, tap the meeting or meeting notice and select **See details**. You'll see a phone number that you can use to dial in.



## Call in

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

If there's a phone number and conference ID in the meeting invite, just dial the number to join.



The number in your invitation may not be local to you. Select **Local numbers** to find one that is.

## Accommodations Procedure

Reasonable accommodations for the Virtual Hiring Event will be coordinated through the Job Seeker, their Counselor and community providers. An OOD representative will coordinate any accommodations on a case-by-case basis with Employer Partners as necessary.

# Virtual Interview Tip Sheet

Virtual interviews are becoming increasingly popular for companies, government entities, and other organizations as either the first step in the interviewing process or the entire interview process.

Virtual interviews can occur via several different methods and platforms, including:

- **Phone Interview** – Telephone interview with one or more interviewers, no video.
- **Online, Two-way Interview** (e.g. Microsoft Teams, Skype, GoTo Meeting, etc.) - Closest virtual interview to an in-person, live, face-to-face interview with one or more interviewers.
- **Online, One-way Interview** (e.g. HireVue) – Answer pre-recorded questions via video interview. All candidates receive the same questions with no follow-up questions.
- **Online, One-way Interview with Re-record Option** – Just like the previous, but it is possible to re-record answers.

## Technology and



- Check your internet connection: 24 hours prior and again 30 minutes prior to your interview, check the Wi-Fi Speed of your internet connection at <https://www.speedtest.net/>. Your internet connection speed should be fast enough to ensure a smooth and uninterrupted conversation with the interviewer, ideally with both video and audio enabled. If it is not, try moving closer to your router, turning off Wi-Fi on other devices, and asking others to refrain from using Wi-Fi during your interview. If possible, test your connection by having a conversation with a friend, family member or job developer before your interview.
- Familiarize yourself with the platform you will be using before the interview. If they have a tutorial, take the time to go through it a couple times. You do not want to find out five minutes before your interview starts that you have to download and install software.
- Set up your interview space well ahead of time, in a place free of distractions.
- Make sure you have a plain background and good, natural lighting, if possible. Make sure the device you are using is charged and the camera is at eye level, so your face is framed in the camera without cutting off the top of your head or chin.



## Practice, Practice, Practice

- Have a friend, family member or job developer help you practice your interview using Skype or Microsoft Teams and record it so you can view it later.
- Use the recording to check lighting and sound quality. Make sure your answers are clear and can be easily understood.
- Practice answering questions. Keep in mind some platforms are timed. Generally, answers should be about 1-2 minutes long; multi-part or behavioral-based questions may take longer.
- Research employer history, mission, and values. This information is typically found on the employer's website. Identify personal/professional skills and values that align with the employer.
- Practice common interview questions that allow you to describe how you will be a great "fit" for the company/position, e.g. "Tell us why you would be a great fit for this position."



## Interview

- All standard interview rules apply. Dress for success! Think business professional: suit and tie for men, blouse or suit for women. Avoid bright colors. A white shirt paired with a dark suit may wash out some skin tones; pastel shirts are more flattering.
- Make "**eye contact**" by focusing on the web cam, not the screen or your notes.
- Greet the interviewer with a "**digital handshake**" – nod and say something like "It's nice to speak with you today."
- Be aware of body language and facial expressions. Smile – even on telephone or pre-recorded interviews, the interviewer can hear a smile in your voice. Maintain good posture and try not to fidget. You are going for warm and confident.
- Most virtual Interviews are behavioral-based. Make sure to practice using the Behavioral-Based Interview Tip Sheet in your packet.
- Send a Thank You email within 24 hours after your interview. If this is a pre-recorded interview, you will not have a chance to ask questions, so include those in your email as well.

# Behavioral Interview Tip Sheet

Behavioral Interviews are based on the idea that the best indicator of how someone will perform in the future is to look at how they performed in the past. Answering behavioral-based questions can be challenging, but having a structure to frame these answers can help. Here are some suggestions for accomplishing successful behavioral interviews:

1. Thoroughly read through the job description to determine the skills needed to be successful in that position. Make a list of those skills; don't forget social skills and personality traits.
2. Reflect on past work experience and identify examples of exhibited skills for the desired position. Be prepared to connect past experiences as transferable skills for the desired position.
3. Write brief scenarios of those experiences, including the Situation, Task, Activity, and Results (S.T.A.R.) of each scenario (more information below).
4. Be as specific as possible; use real stories from previous work, volunteer, or school activities. Use the template on the next page as a guide.

## Situation:

Describe a situation where you had to take action to overcome a challenge. The key is to paint a picture for the interviewer of what was going on and why it was important to the organization that it be resolved. Be as precise as possible; this should be a specific scenario, not a generalized explanation.

## Task:

What is the goal, or what were you assigned to do to resolve the situation?

## Action:

Give a detailed account of the actions you took to accomplish the task. It is important to focus on your actions, not the actions of your team, even if the question is on teamwork. Again, this is the time to be very specific.

## Result:

How did your actions contribute to resolving the situation? This is the part of the answer where you should feel confident in bragging about yourself. You are telling a story; the Result is the "*and we all lived happily ever after*" part. You want to talk specifically about what you accomplished, how your actions positively impacted the organization and any lessons you learned.

**Example of STAR in action!**

Interview Question: Tell me about a time you were working with a team to accomplish an assignment and encountered a challenge.

**Situation:**

For one of my classes, my work group was asked to recruit other students for a research project. We decided to host an event to explain the project and needs to students. On the day of the event, the room was set up and we had snacks and prizes for people who came. Unfortunately, no one attended the event.

**Task:**

Everyone in my group was defeated and frustrated that the work they had put into the event seemed to be a waste. I realized I needed to quickly gather the group to refocus. We needed to work together to develop a new plan to increase participation.

**Action:**

I facilitated an on-the-spot meeting to develop a new plan. I acknowledged the frustrations of the group and helped them to see the positives—we started early enough that we still had time to develop a new plan. I helped the group develop a plan for each person to connect with 10 students in their social circles within the next two days to participate. I scheduled a follow-up meeting to discuss our progress.

**Result:**

When the group met for our follow-up meeting, we had 10 students who were willing and committed to participating in the research project. We were able to finish the project successfully and got praise for our results. From this experience, I learned that starting a project early allows time for challenges to be addressed if they occur. With the appropriate preparation, I can still be successful despite encountering challenges.





### Virtual Hiring Event Checklist

	<b>Before the Event:</b>
	Resume (finalized, approved, reviewed, STAR your highlights, know your resume & be able to answer questions about it.)
	Have Contact information available for Past Employers & References
	Check your Tech (device you are using charged, WiFi or Data is working)
	You have practiced connecting to MS Teams, you have a backup in place in case of connectivity issues - call phone # from Teams invite
	You have run the speed test - see Virtual Interview Guide
	You have checked your interview environment - background - layout/noise, lighting, camera level
	Practice answering questions (mock interviewing, common interview questions, Behavioral Interview Tip Sheet handout) and be prepared to ask a question or two about the employer (do your research).
	Application(s) submitted in advance (if required)
	Clothing (Make sure you are dressed professionally for an interview)
	Know what job you are applying and interviewing for (Plan ahead and be prepared - review position descriptions, locations/transportation, shifts available)
	Elevator pitch (May not be needed, but have it ready just in case - highlights your employment/occupational interests, skills & accomplishments, work background and why you would be a good fit for their position.)
	<b>Day of the Event:</b>
	Take a final look in the mirror before your meeting.
	Plan to arrive <i>at least</i> 15 minutes before your interview time & wait for the meeting organizer to invite you to your interview while you are logged into the Microsoft Teams.
	Listen carefully to what the employer says. Don't get distracted by your environment. Focus!
	Eye contact (Remember to make good eye contact, or at least make it look like you are by looking towards the web camera)
	Digital "Handshake" (nod and say something like "It's nice to speak with you today.")
	Thank the employer for their time.

	After the Event:
	Send a Thank You email to the BRS to forward to the employer within 24 hours after your interview.
	Contact your Job Developer or Counselor if you have questions.

## Microsoft Teams Screen Reader Shortcuts

The following are keystrokes that will help when using Microsoft Teams. In order for the commands to read well with JAWS, some, such as ctrl+., reads as follows in parentheses (control+period). For tutorials on using screen readers and accessibility tools with Microsoft Teams, go to <https://support.microsoft.com/en-us/office/basic-tasks-using-a-screen-reader-with-microsoft-teams-538a8741-f21b-4b04-b575-9df70ed4105d>

### General

Show keyboard shortcuts

Ctrl+. (ctrl+period)

Go to Search

Ctrl+E

Show commands

Ctrl+/

Open filter

Ctrl+Shift+F

Go to

CtrlG

Open apps flyout

Ctrl+` (ctrl+grave)

Start new chat

Ctrl+N

Open Settings

Ctrl+, (ctrl+comma)

Open Help

F1

Close

Escape

Zoom in

Ctrl+=

Zoom out

Ctrl+- (ctrl+dash)

Reset zoom level

Ctrl+0

Navigation

Open Activity

Ctrl+1

Open Chat

Ctrl+2

Open Teams

Ctrl+3

Open Calendar

Ctrl+4

Open Calls

Ctrl+5

Open Files

Ctrl+6

Go to previous list item

Alt+↑ (alt+up arrow)

Go to next list item

Alt+↓ (alt+down arrow)

Move selected team up

Ctrl+Shift+↑ (ctrl+shift+up arrow)

Move selected team down

Ctrl+Shift+↓ (ctrl+shift+down arrow)

Go to previous section

Ctrl+Shift+F6

Go to next section

Ctrl+F6

Messaging

Go to compose box

C

Expand compose box

Ctrl+Shift+X

Send (expanded compose box)

Ctrl+Enter

Attach file

Ctrl+O

Start new line

Shift+Enter

Reply to thread

R

Meetings, Calls and Calendar

Accept video call

Ctrl+Shift+A

Accept audio call

Ctrl+Shift+S

Decline call

Ctrl+Shift+D

Start audio call

Ctrl+Shift+C

Start video call

Ctrl+Shift+U

Toggle mute

Ctrl+Shift+M

Start screen share session

Ctrl+Shift+E

Toggle video

Ctrl+Shift+O

Go to sharing toolbar

Ctrl+Shift+Space

Decline screen share

Ctrl+Shift+D

Accept screen share

Ctrl+Shift+A

Toggle background blur

Ctrl+Shift+P

Schedule a meeting

Alt+Shift+N

Go to current time

Alt+. (alt+period)

Go to previous day/week

Ctrl+Alt+← (ctrl+alt+left arrow)

Go to next day/week

Ctrl+Alt+→ (ctrl+alt+right arrow)

View day

Ctrl+Alt+1

View workweek

Ctrl+Alt+2

View week

Ctrl+Alt+3