Skype Instructions and Candidate Notification Template

The Human Resources Office (HR) has several Skype accounts available for search and selection committees which will allow you to conduct a video interview with an applicant and the committee, as a whole in one Skype-capable room. Please advise your HR representative if you will require conference calls or search committee meetings where some members might be out of town at the time of the interview.

Step 1: Reserve conference room (your respective school/departmental conference room would be the first option, other options can be used if necessary)

- Ensure the room is Skype-capable (equipped with a projector or large flat panel display and computer/laptop with a web camera and microphone). PANOPTO is required for recording interviews. Please see attached PANOPTO instructions on the IT website (link: http://www.salisbury.edu/helpdesk/avengineering/classlist.html) and for room listings.
- Pre-select and reserve days and blocks of time for your interviews before you contact the candidates to schedule the interview.
- Alternate Skype capable interview rooms can be scheduled if needed:
    - TE213F, IT (Latisha Brewington, x36112)
    - TE301F, IT (Latisha Brewington, x36112)
    - AC220G, ID&D Conference Room (Reserve online through Facilities Reservations Online Request Center (link: http://www.salisbury.edu/reserve/) and use the **IDD Conference Room Form** or contact Constance Beckwith x76585)
    - PH370, Dean's Conference Room (Michelle Lambert x36119)
    - PH250, Distance Learning Room, Skype compatible, (Ray Fantini x36231)

Step 2: Contact your HR Representative to request Skype account information. Skype accounts are scheduled in daily increments therefore please be prepared to provide the interview dates.

Step 3: Send Candidate Interview Request (see template)

Step 4: Finalize the Interview Schedule. Cancel room reservations which are not needed.

Step 5: Two to three days before the interview, ensure you have the Skype address and account email for the interviewing candidates and test Skype for sound and video settings. If you are not familiar with using Skype you can request training from the IT Help Desk and a technician will be scheduled to meet you in the room to provide training prior to the day of your interviews. Training can be requested by calling the IT Help Desk at ext. 75454 or putting in a ticket online at https://support.salisbury.edu/user and chose "Interview - Skype Help" in the days prior to the interview, **which is highly recommended**.

Step 6: Arrive at least 15 minutes early to your room to test the Skype connection, video, and audio output. Call the IT Help Desk at ext. 75454 if there are any issues with Skype. When calling, please indicate the room location and that assistance is needed immediately for an interview.

Step 7: Once the Skype interviews are completed, please remove any contacts that were set up for the search so it is clean for the next group.

Below are the steps a search committee must follow in order to video record a Skype interview. It must occur via PANOPTO. ***You must inform the candidate that the interview will be recorded and request his/her permission prior to recording the interview.***

1. The chair of the search committee needs to request a MyClasses Non-Credit course area with a list of the committee members who needs access to this site. The Request form is available at http://myclasses.salisbury.edu.
2. The chair of the search committee designs the MyClasses site for the committee by enabling the Panopto Recordings option. See instructions at http://www.salisbury.edu/instructionaldesign/Panopto/Handouts/EnablingPanoptoInsideMyClasses.pdf.
3. The chair of the search committee configures the MyClasses site to use Panopto and establishes the authorization for the committee members to view the recordings.
4. The chair of the search committee records the interviews using Skype selecting only the Audio and Capture Computer screen options. Video is not needed due to the capture computer screen option. Each recording should be placed in the folder on Panopto that was created using the directions for step 3. Recording instructions are available at http://www.salisbury.edu/instructionaldesign/Panopto/Handouts/RecordingSession-Windows.pdf.
5. After the recording is finished, click Upload to add the recording to the Panopto server. If you have to leave the room immediately, log-off the computer. DO NOT SHUTDOWN the computer. The recording will continue to upload as long as the computer is on.
6. Recordings will be available under the Panopto Recordings link in the MyClasses search committee course.

PLEASE NOTE: The ID&D Office is not staffed to provide in room assistance. However, if a person wants to receive training on Panopto prior to his/her first Skype interview, ID&D will provide such training upon request. Please contact ID&D at x76585. ID&D is now located in the Academic Commons.

Panopto Instructions/Users Guide
(http://www.salisbury.edu/instructionaldesign/Panopto/FacultySupport.html)

For information on how to utilize Skype, please visit the following website:
http://www.salisbury.edu/helpdesk/doc/Computer/Software/Software_UsingSkypeOnCampus.pdf or contact the IT Help Desk at 410-677-5454.

DRAFT TEMPLATE EMAIL

You may use the following email to notify your applicant of his/her Skype interview details:

Dear XXXXXX,

This confirms your Skype interview scheduled with the search committee for the *<position name>* position with Salisbury University on *<date>* at *<time>*.

If you do not have a Skype account please create an account on the Skype website at https://support.skype.com/en/faq/FA11098/getting-started-with-skype-windows-desktop. Once you have registered an account, please email me your SKYPE account name and registered email so that I can add you to our contact list. Please add the following username to your contacts: hr#.salisbury.edu. Please log in and be ready to connect with us at the time of your interview and accept the notification from hr#.salisbury.edu.

Sincerely,

XXXXXXXXX