

Candidate Guide - Video / Audio Application Process

This guidance is intended to support a candidate to submit a video / audio job application.

The guidance is split into four sections to help you:

1. Understand the application process and timeline
2. Understand the parameters for using video / audio application forms
3. Understand the application requirements you will need to respond to, to apply for this role
4. Step by step guide to help you record your video or audio application form.

Although our standard recruitment process uses anonymised application forms, for the purpose of using the video application, this process will not be anonymised. If you would like to discuss this further or wish to apply using video but require anonymisation, please contact resourcing@coventry.gov.uk so we can discuss alternative solutions.

Further information

If you have any questions about the video / audio application process or recruitment process, please contact resourcing@coventry.gov.uk.

1. Application process and timeline

- To be successful to the next stage of the recruitment process, you will need to demonstrate the relevant criteria for the role you are applying.
- You will need to ensure you submit your video / audio application form by the job advert closing date.
- Successful applicants will be notified via email from the recruitment portal.
- The video application requires candidates to demonstrate their skills, abilities and experience aligned to the job description and person specification and / or advert content.

2. Parameters using video and audio applications

- All applications will be assessed against the criteria specified.
- Please note that responses should be no more than:
 - 15 minutes long
- Please ensure you provide relevant information otherwise your application may not be considered.
- [Learn more about how to get shortlisted.](#)

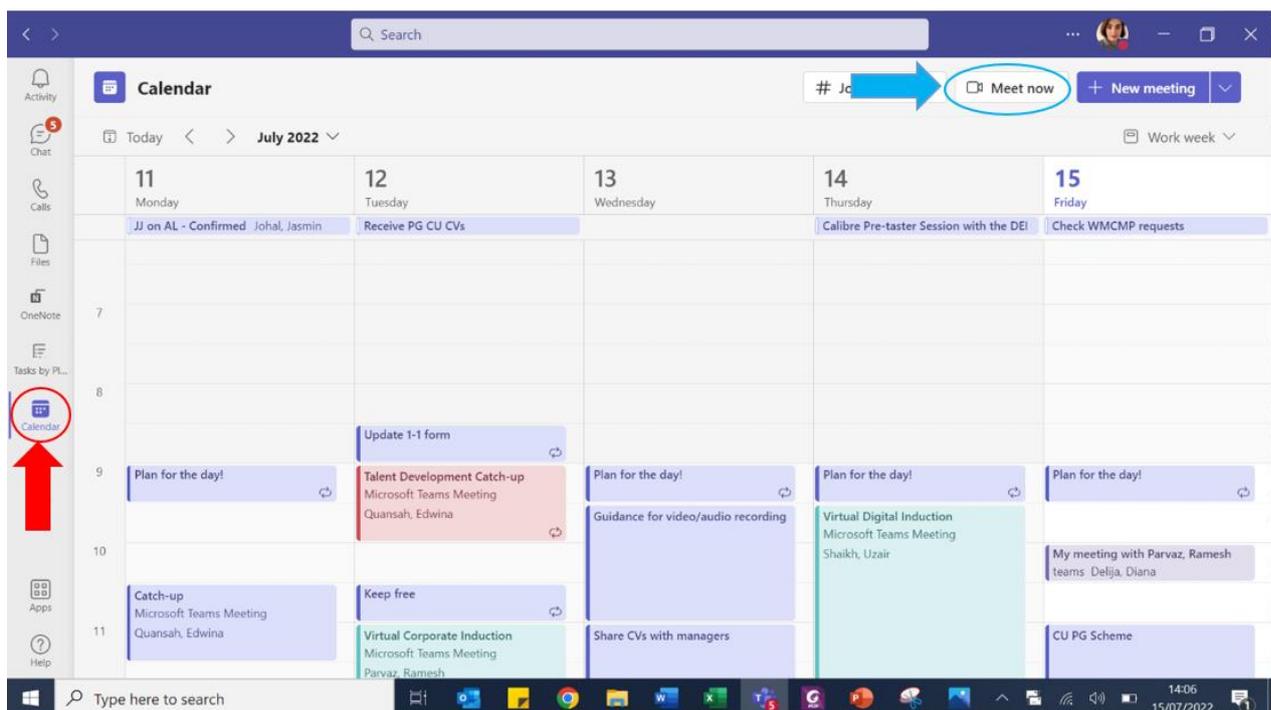
3. Your Application Form Requirements

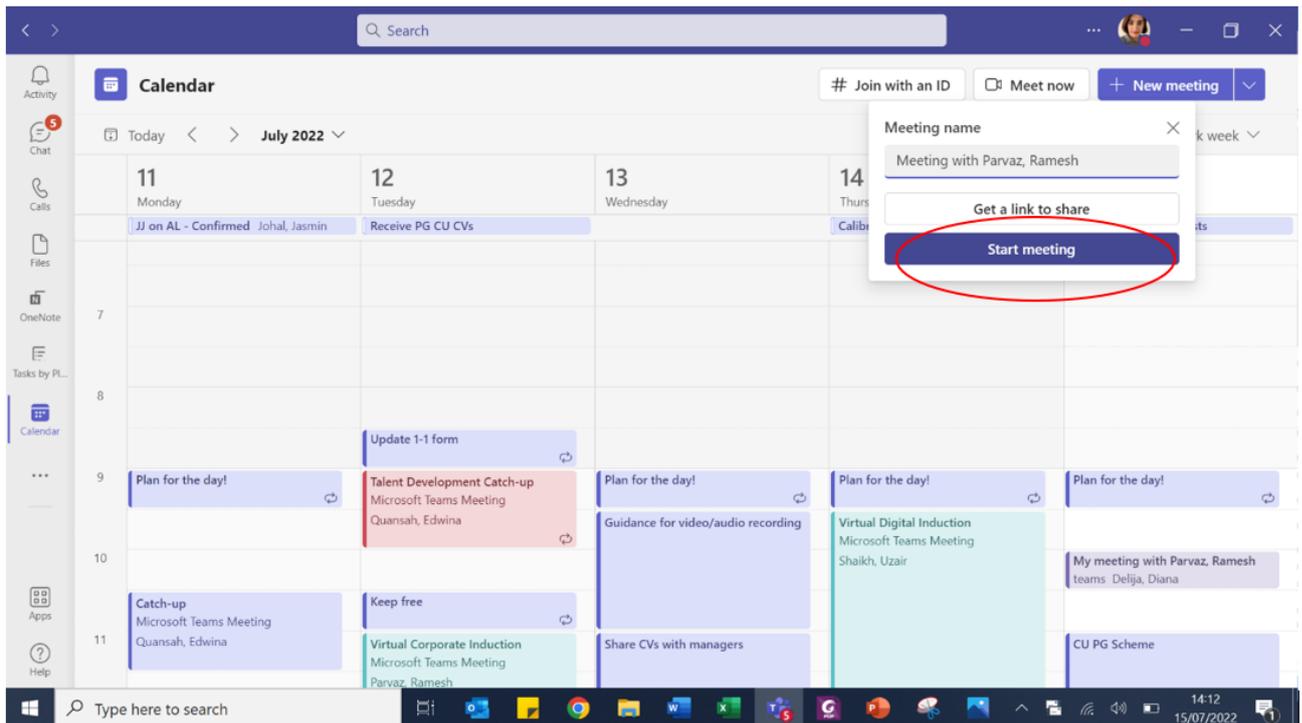
- The below outlines what you need to do and the application criteria you need to complete as part of your application process for this role.
- At the beginning of the recording, please state your **Full Name and the Job Title** for the role you are applying for, as your introduction.

4. [Step by step guide on how to record and share video/audio applications via Microsoft Teams](#)

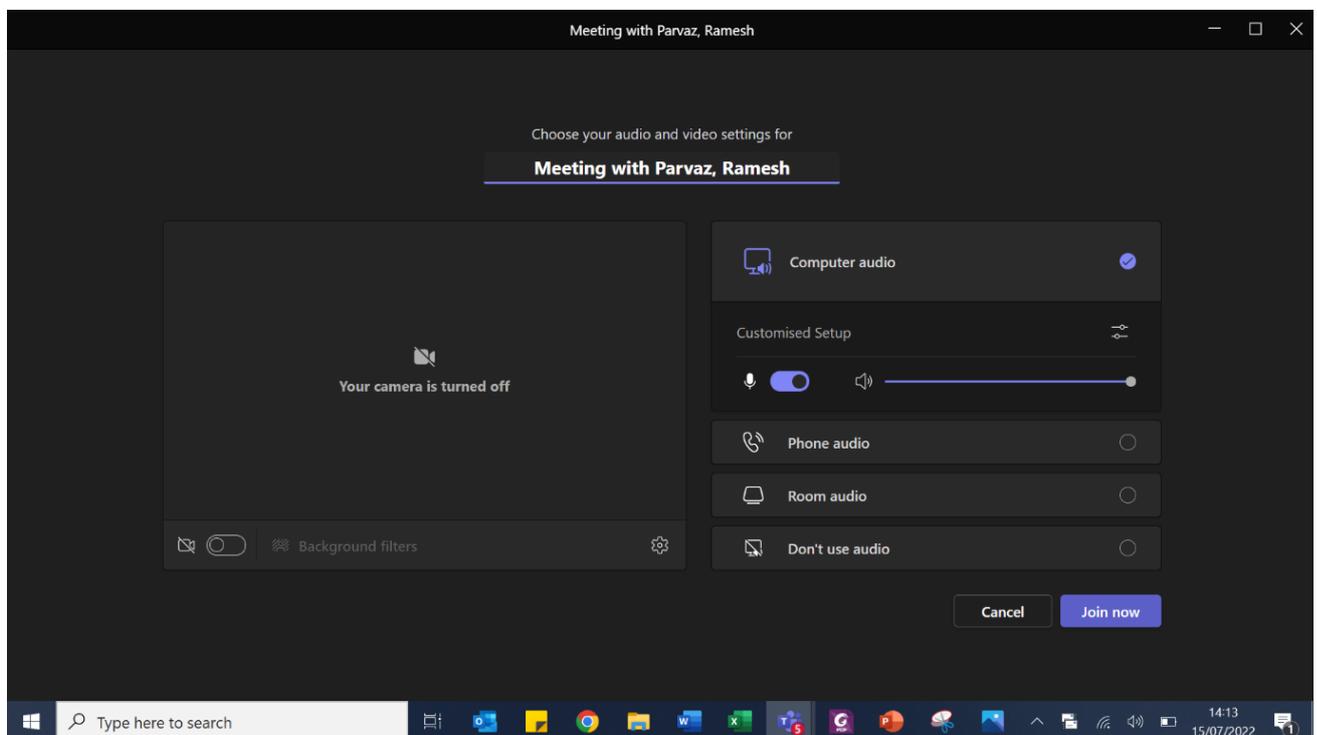
You may use alternative if you prefer. Please note, individual screens may vary slightly from the screen shots below.

Step one: Open Microsoft Teams. Click on the calendar tab (shown by the red arrow in the picture) to open your calendar. Then click 'Meet now' (Blue arrow) to open a meeting. This will open a secondary menu on that menu, press 'Start meeting'.

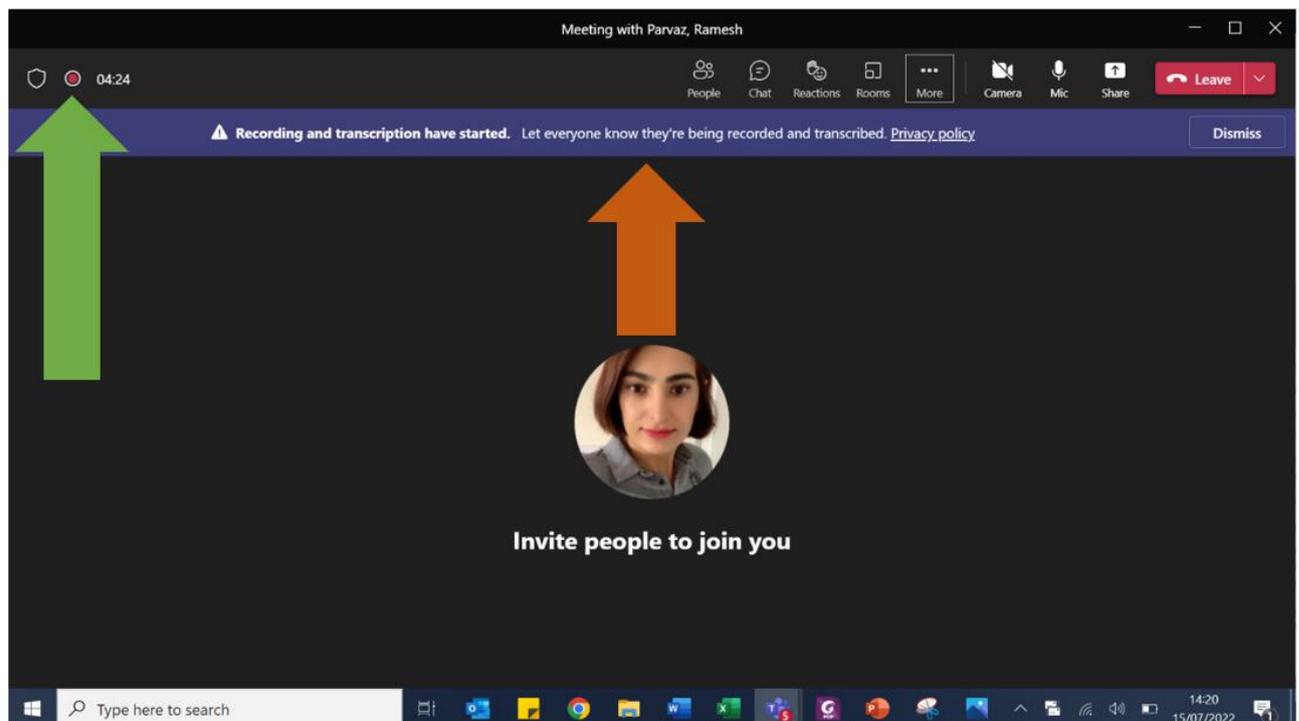
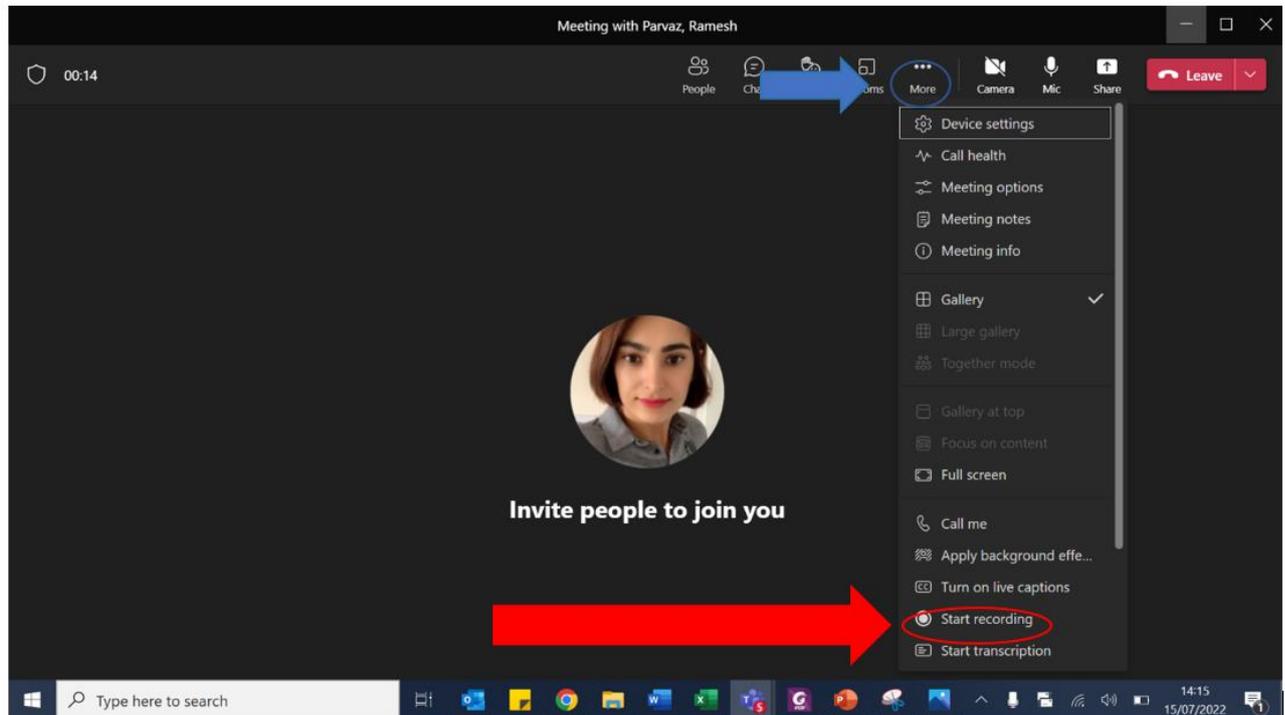




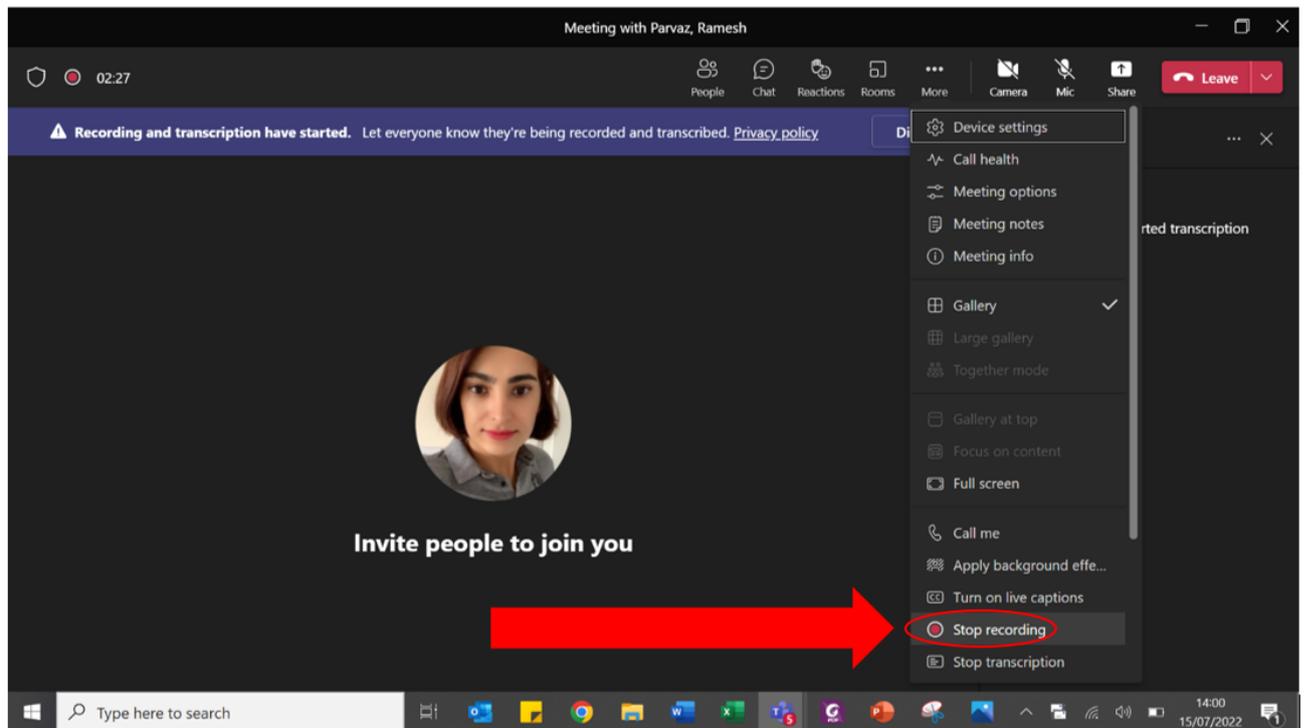
Step two: You should get the screen below – the meeting screen to allow you to join. Press to enter with computer audio. Check your microphone is not muted and that your camera is on if you would like to submit a video application (off for an audio application). When ready, click 'Join now'.



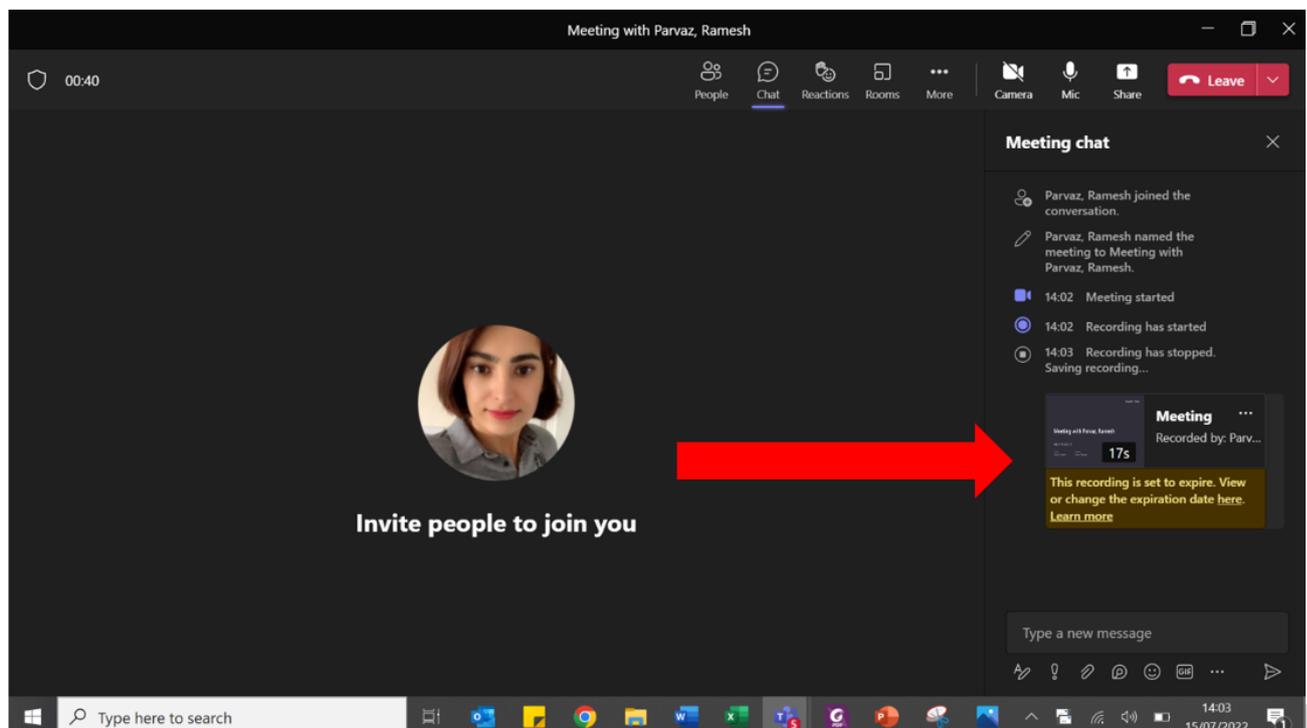
Step three: Once you have joined the meeting, you will need to start the recording. You do this by clicking on the three-dot symbol 'more' (marked by the blue arrow in the first picture below) and clicking start recording (red arrow in the first picture below). When the recording has started, you will be notified by the red recording dot and a pop-up on the top of the screen (see arrows in second picture below). Please make sure the dot has turned red (then wait five second before starting to speak). This allows for the initial Teams logo to disappear on any recordings.



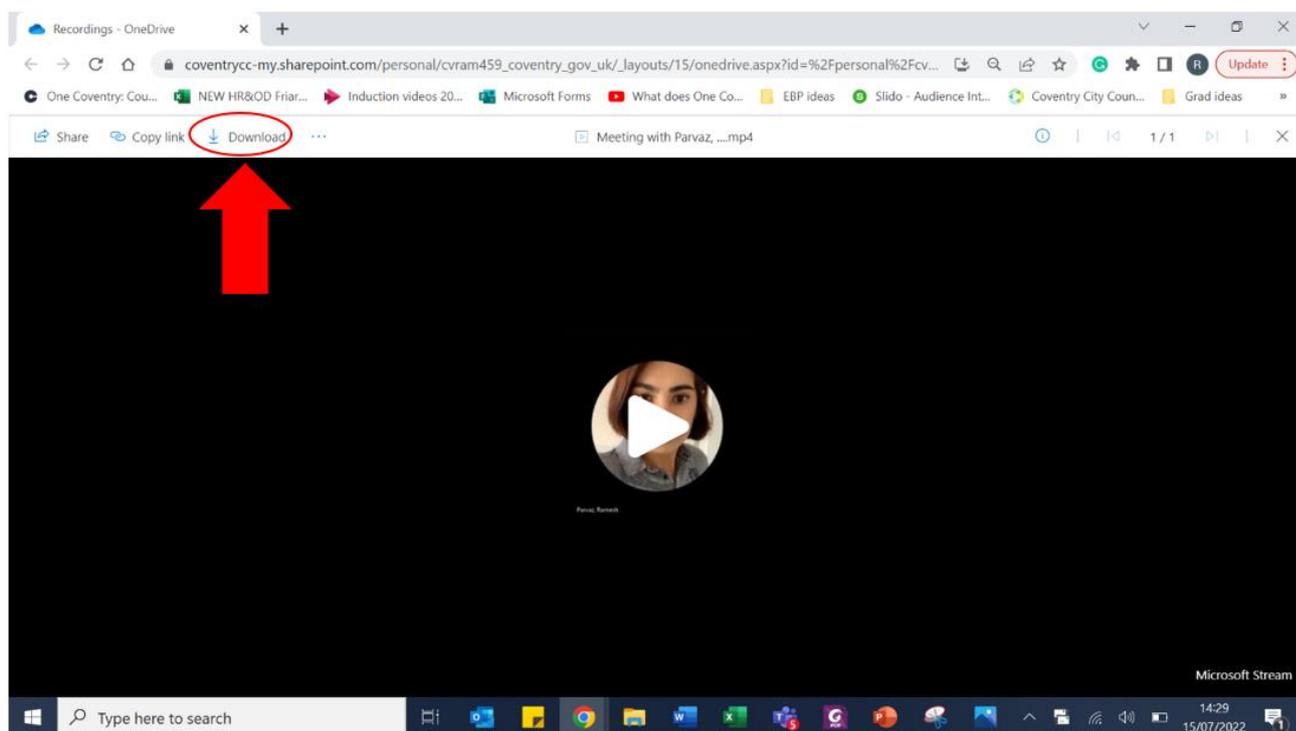
Step four: Once you have finished saying what you need to say and would like to stop recording, click on the three-dot symbol and then click on stop recording (marked by the red arrow in the picture below).



Step five: After 5-10 minutes, your recording will be ready. It will be posted in the chat of the meeting for you to click on (See the red arrow in the picture below).



This will take you to SharePoint where your video can play. For us to use your video, you will need you to download it. To download the video, click on the three dots and press the download button. The file will then download to your downloads folder.



Step six: Once downloaded, you can save it on your OneDrive. Share your video with resourcing@coventry.gov.uk.

Next steps

- Thank you for completing and submitting your application form.
- Your application will then be passed to the hiring manager to shortlist once the closing date has been reached.
- You will receive notification via the recruitment portal on the outcome of your application form once the closing date and shortlisting exercise is complete.

Good luck.