

Practical Information for the Remote Interview Sessions for applicants

Some of the interview sessions will take place over the internet with the selection committee in Bruges and/or Natolin.

For these sessions, you will receive an invite to connect to a specific website linked to your interview room.

The system used for the interviews is WebEx.

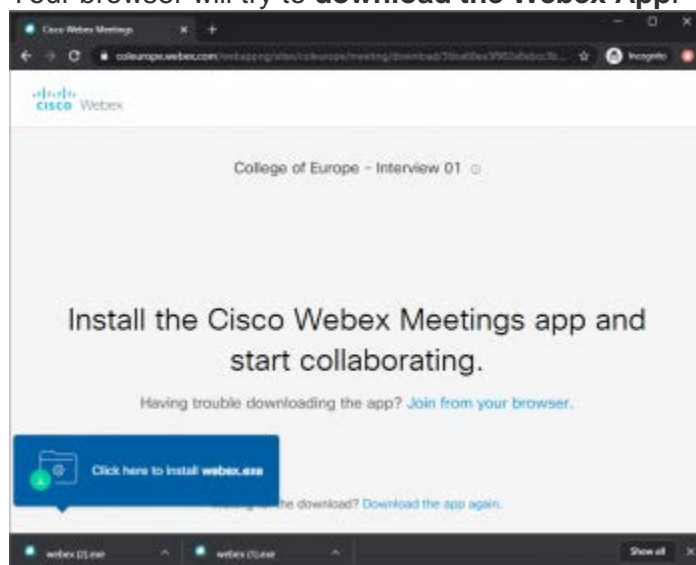
How to connect to the interview session?

In this example, we will guide you step by step to connect to the interview room using WebEx.

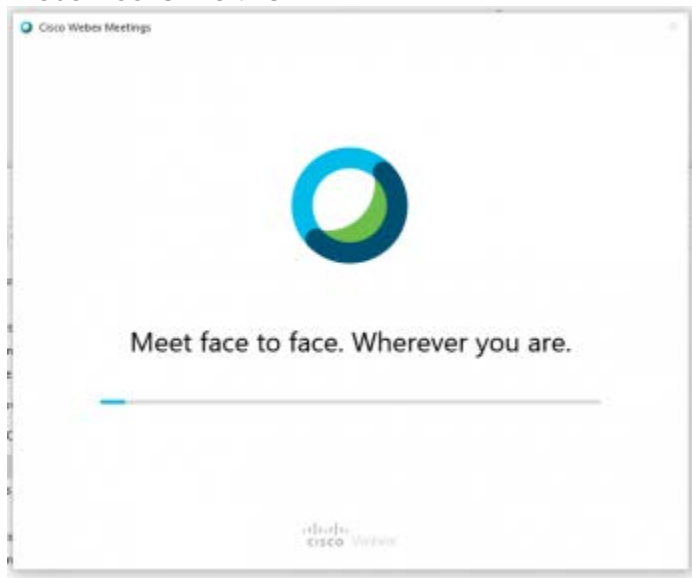
Before you connect to the interview session, make sure you have tested your equipment by joining a test session as described in [the FAQ](#).

NB. The interview room in this example is *Interview Room 1*. Make sure you connect to the room mentioned in your invitation.

1. Go to the link defined in your invitation form.
2. Your browser will try to **download the Webex App**.

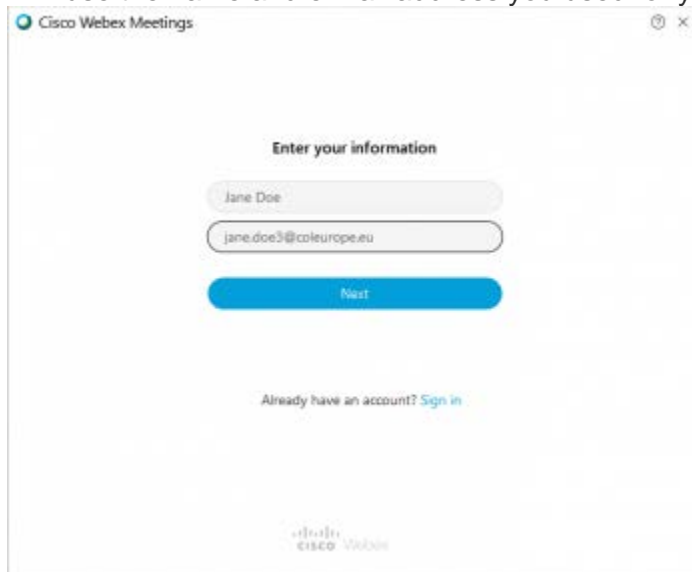


3. Once the download has finished, run webex.exe to install the app. The installation of Webex looks like this:

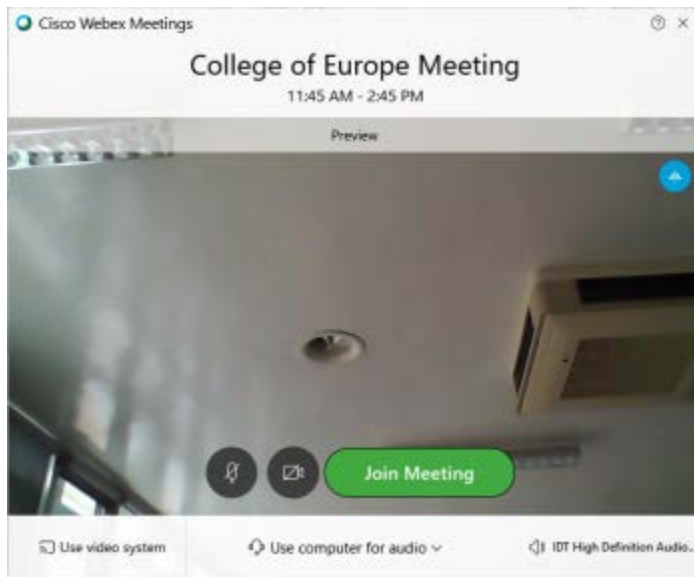


NB.: if you receive an error during the installation or if you are not authorized to install applications on your device, please proceed to [Option 2: connect via webbrowser](#)

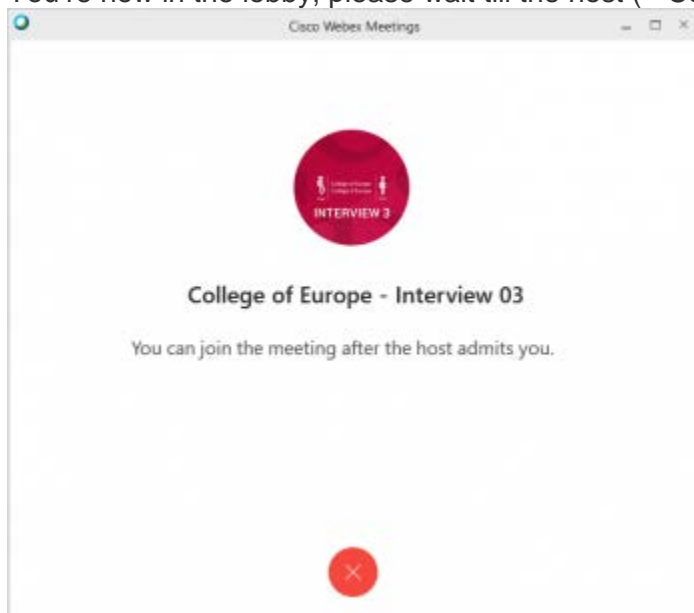
4. Once finished you can enter your name + email, choose **next**.
NB. use the name and e-mail address you used for your application.



5. Connect your webcam & audio and choose **Join meeting**
NB. Please be sure to test your audio and video devices connected to your computer by doing the test as described in [the FAQ section](#).



6. You're now in the lobby, please wait till the host (= College of Europe) admits you.

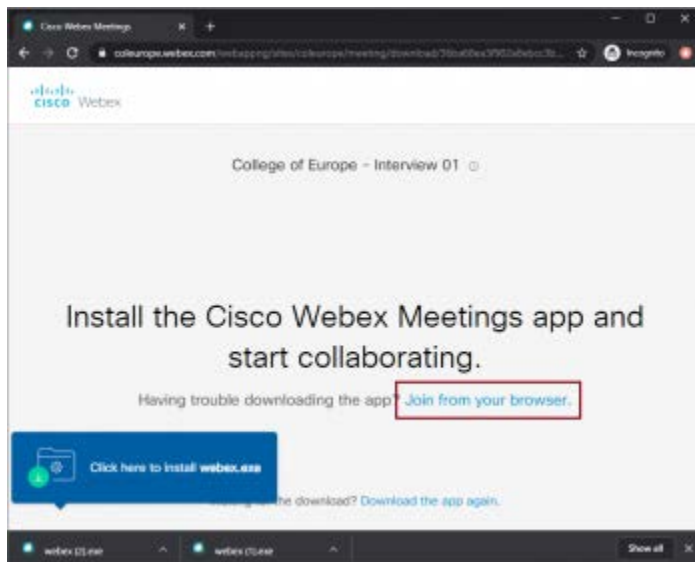


7. During the call, you will see the different parties involved in the interview.
8. Once the interview is finished, the interview committee will disconnect you. You do not have to disconnect yourself.

Option 2 connect via web browser:

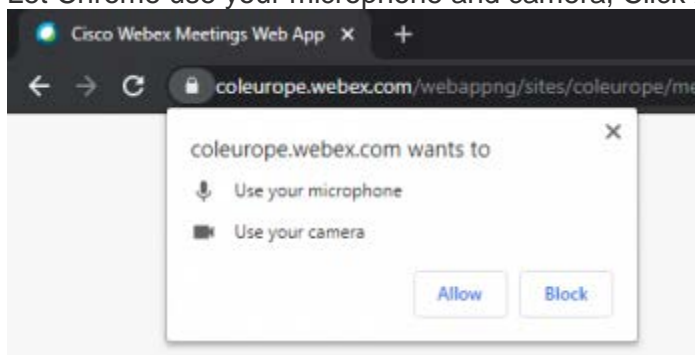
If you are unable to install the webex client software, or you have no administrator privileges, you can also join the meeting via web browser (preferably Google Chrome). Please follow these steps:

1. Go to the link defined in your invitation form.
2. Your browser will try to download the Webex App. When the installation fails, or after a few seconds the browser will show the option: '**Join from your browser**'. Click this link.

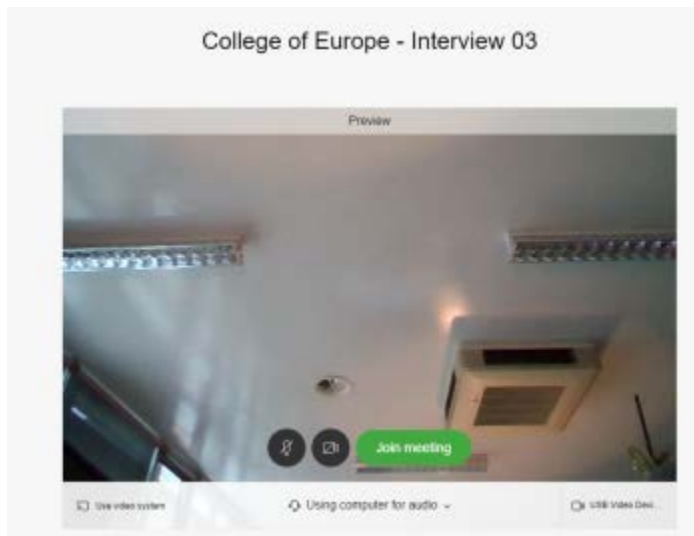


3. Enter your information and click **Next**
NB. use the name and e-mail address you used for your application.

4. Let Chrome use your microphone and camera, Click **Allow**



5. Check the audio & video settings and choose **Join meeting**
NB. Please be sure to test your audio and video devices connected to your computer by doing the test as described in [the FAQ section](#).



6. You're now in the lobby, please wait till the host (= College of Europe) admits you.
 7. During the call, you will see the different parties involved in the interview.
 8. Once the interview is finished, the interview committee will disconnect you. You do not have to disconnect yourself.
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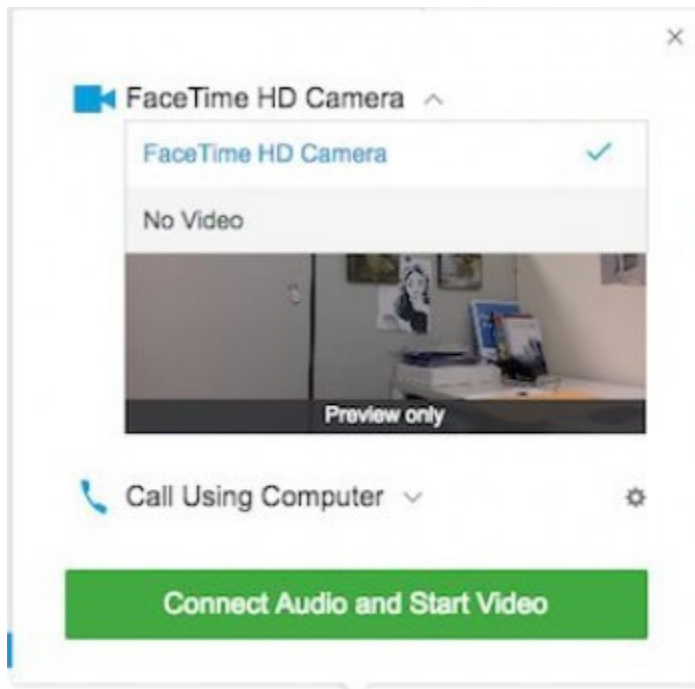
Connect your video

When you enter a WebEx session, you will be asked if you wish to share video.

If you select a camera option, your browser will ask if you wish to allow WebEx permission to connect with your camera. Select "Allow" to share your video with the meeting.

Click the "Connect Audio and Start Video" button to connect to the WebEx meeting using the audio and video options you selected.

NB. If you do not have a camera on your computer, or the host has turned off video, this option will automatically be greyed out.



Connect your audio

When you enter a WebEx session, you can select "Call using Computer" to share audio using your computer's microphone or an external microphone connected to your computer or headset. We strongly advise you to use a headset for the best audio quality during the session.

WebEx will ask for permission to access your computer's microphone. Select "Allow" to share your audio with the meeting.

Click the "Connect Audio and Start Video" button to connect to the WebEx meeting using the audio and video options you selected.

NB. The "I will call in" option is not available for the interviews. Make sure you have a properly configured audio device.

FAQ

- **How should I test my computer before the interview session?**
The easiest way to test your computer with audio and video is by going to <https://www.webex.com/test-meeting.html>.
If this is not working, please check the other FAQ's below to troubleshoot.

- **What should I do if the connection gets interrupted?**

Just start again from the beginning and wait until the interview committee allows you in the room.

- **Do I need specific software to join a WebEx meeting?**

No, you can join a WebEx meeting as long as you have internet, audio and video capabilities.

An up to date version of any browser should work.

As a participant, you also do not need to have a WebEx account.

- **Is my internet browser (Chrome, FireFox, Safari, Edge, ...) supported for WebEx?**

If you have a recent version of your browser, there should be no issues.

- **How do I send or receive video in the WebEx Web App?**

Detailed instructions on how to configure your video can be found at <https://collaborationhelp.cisco.com/article/en-us/WBX88146>

- **How do I connect to Audio and Video in WebEx meetings?**

See more information at <https://collaborationhelp.cisco.com/article/en-us/cjr7xq>

- **What if I already have a WebEx account and/or have the full WebEx client installed?**

That should work even better. Just connect to the meeting by typing in the full url of the meeting room as specified in the invitation e-mail (e.g. <https://coleurope.webex.com/meet/interview1>)

- **What if all fails during the test?**

Please check the WebEx support pages

at <https://collaborationhelp.cisco.com/article/en-us/nq0gfgcb>